

Policy 3.1.9 UAMS COM Undergraduate Medical Education
Section Student Progression, Promotion, and Graduation
Title COM-Specific Policy for Student Records Review
LCME Element(s) 11.6 Student Access to Educational Records
Approved By UAMS COM Curriculum Committee
Version History December 5, 2022

The specific policy for student inspection of their personally identifiable records in the office of the College of Medicine is as follows. Should you have questions concerning this policy, please contact this office.

1. Academic records directly related to, and personally identifiable with, students are maintained in the College of Medicine Academic Affairs Office and in the Office of the University Registrar. These records include transcripts, grade records, records of academic progress and records of achievement.
2. Maintenance of the educational records is a responsibility of the Registrar and the Academic Affairs office in the College. The Dean, Executive Associate Deans, Associate Deans, Assistant Deans and administrative staff have access to these records for administrative purposes.
3. Students may examine their academic records by requesting an appointment with the Registrar. The appointment will be set at a mutually convenient time but usually within two weeks of the date of the request for an appointment. If the record the student wishes to see is a paper document maintained in the College of Medicine Academic Affairs office, a request can be made to the Office of Academic Affairs in that office.
4. Students may challenge the content of their records by submitting to the Dean of the College or Registrar a petition requesting a review of the records. Such petition shall designate the part of the records to be challenged with reasons for the challenge.
5. Upon receipt of a request by a student for amendment of the records, the Dean of the College of Medicine, designee, or Registrar will review the requested amendment along with supportive information furnished by the student. The student will be notified of the decision as well as subsequent rights of the student should the request for amendment be denied.

James Kahan

Executive Associate Dean for Academic Affairs

December 5, 2022

Date