

**YALE UNIVERSITY
SCHOOL OF MEDICINE PROCEDURE**

PROCEDURE FOR STUDENT REVIEW AND CHALLENGE
OF THE EDUCATIONAL RECORD

Students who wish to review and/or challenge their educational records should contact the Office of Student Affairs.

Procedure for reviewing records:

1. Students can view their records in the Office of student Affairs during regular business hours Monday through Friday.
2. Records are available upon request.
3. Students have full access to their records except for the letters of recommendation which they have waived their right to review.

Procedure for challenging records:

Students are permitted to challenge the following records:

1. Content of the MSPE: Challenges to the accuracy of the biographical section or the information about research, leadership and extracurricular activities are made directly to the academic advisor who compiled and wrote the letter. Challenges to the narrative comments and grades included in the MSPE are addressed in sections 2 and 3 below. Challenges to the inclusion of any disciplinary action in the MSPE are made directly to the Progress Committee with notification to the academic advisor.
2. Course Commentaries: Challenges to the content of course commentaries are made directly to the discussion group leader or course director. The relevant discussion group leader or course director investigates the legitimacy of the challenge and informs the student of the decision.
3. Clerkship Grades and Narratives: Challenges to the content of clerkship narratives and/or final grade are made in writing to the clerkship director, copying the academic advisor and associate dean for student affairs. The clerkship director investigates the legitimacy of the appeal and informs the student of the decision.