

Creighton University School of Medicine

Medical Education Program Policies

POLICY: Medical Student Academic Records

GOVERNING BODY: Educational Program Committee

APPROVAL DATE: 6/11/2019

REVISED DATE: 4/26/2022; 1/24/2023

LCME ACCREDITATION STANDARD REFERENCE: 11.6 Student Access to Educational Records

PURPOSE

Creighton University School of Medicine Office of Student Affairs maintains medical student academic records in accordance with federal law and Creighton University Policies. Specific documents are included in the medical student academic record. Medical students may review their academic record at their leisure.

DEFINITIONS

FIT Testing: Respirator Fit Testing

MSPE: Medical Student Performance Evaluation

OSHA: Occupational Safety and Health Administration

USMLE: United States Medical Licensing Examination – a three-step examination for medical licensure in the United States. This includes the following exams: USMLE STEP 1, USMLE Step 2 CK, and USMLE Step 3.

POLICY

This policy defines the information that is maintained within a medical student academic record and student's access to their academic record.

1. Medical student academic record includes, but is not limited to, the following:
 - Application materials including:
 - AMCAS application
 - Undergraduate transcripts
 - Supplemental application materials
 - Dual-degree application essay
 - Criminal background check results
 - Written evaluations from all four component years of the curriculum, including evaluations that are accessible within the School of Medicine's curriculum management system
 - USMLE Step 1 and Step 2 CK scores
 - Information on volunteer work participation submitted by the student or others
 - Advancement Committee documentation and other correspondence
 - Documentation of acknowledgements of receipt of the Student Handbook, participation in OSHA training, FIT testing, and other similar items

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- Absence Request Forms
- Unexcused Absence Forms
- Early Concern Notice Forms

Upon graduating, the MSPE will be added to the student academic record. The MSPE consists of a summary letter of evaluation intended to provide residency program directors an honest and objective summary of a student's personal attributes, experiences, and academic accomplishments based to the greatest degree possible, on verifiable information and summative evaluations. Students are evaluated individually against curriculum standards and are not ranked. A student who is placed on *Probation* by the Advancement Committee will have his/her probationary status reported in the MSPE as an adverse action. The Associate Dean for Student Affairs and the Assistant Dean for Student Affairs for the Phoenix Regional Campus are responsible for compiling each respective campus student's MSPE and releasing it no earlier than the AAMC recommended release date during the student's final year of the medical education program. If a student receives an adverse action after the release of the MSPE, and prior to graduation, an addendum will be attached to the MSPE noting the adverse action and/or probationary status and then uploaded into the relevant residency application portal(s). Addenda will not be provided for students following their graduation from the School of Medicine. Any student who believes the Associate or Assistant Dean for Student Affairs has a conflict of interest in compiling his/her MSPE may request that the respective campus Associate or Assistant Dean for Medical Education compile the MSPE.

2. Medical student access to their academic record:

A student has electronic access to his or her academic record and may review all aspects of his or her record at any time by accessing *Documentum* (<https://appxtender-web.Creighton.edu/appxtender>) and by using your CU Blue NetID and password or by contacting the Office of Student Affairs during normal business hours.

PROCEDURE

1. Student review of their academic record:

A student may challenge the accuracy of a course or clerkship grade at the time the grade is received by following the Grade Grievance Policy of the Medical Education Program. A student may challenge the accuracy of other parts of his or her academic record by

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contacting the Associate Dean for Student Affairs in writing. The Associate Dean for Student Affairs consults with individuals who have information relevant to the record and will determine whether a revision of the record is justified. The student will be notified in writing of the decision.

SCOPE

This policy applies to all students who are, or have been, enrolled in the Medical Education Program.

ADMINISTRATION AND INTERPRETATION

The Office of Student Affairs is responsible for the administration of this policy. Please forward questions to the Associate Dean for Student Affairs.

AMENDMENT

This policy may be amended by majority vote of the School of Medicine Medical Education Program Educational Program Committee.