

Clinical and Academic Policy		
	Policy Title	Request for Access and Amendments to Education Records
	Policy Number	OME-940.01
	Department/Office	Office of Student Finance and Records
	Effective Date	November 20, 2025
	Last Reviewed	N/A
	Approved By	Executive Medical Education Committee
	Approval Date	November 20, 2025
	Endorsement	Endorsed by the WCM-Executive Policy Review Group on November 18, 2025
	Foundational University Policy	4.5 – Access to Student Information

Preamble

This Weill Cornell Medicine (WCM) policy was developed to support and further implement the University Policy 4.5 – Access to Student Information at WCM. This policy is intended to address WCM-specific procedures and provide additional guidance for WCM while maintaining alignment with overarching university standards.

Purpose

The purpose of this policy is to establish Weill Cornell Medical College’s (WCMC) students’ rights regarding their Education Records under the Family Educational Rights and Privacy Act (FERPA) of 1974. FERPA is a federal law that protects the privacy of student Education Records. All educational institutions that receive federal funding, including WCMC, must comply with FERPA. In particular, this policy addresses student rights to access and request amendments to their Education Records.

Scope

This applies to any WCMC student ever matriculated at the institution and any Workforce Members who maintain or access Education Records on behalf of WCMC.

Policy

FERPA applies to a WCMC student on the first day of classes/semester or attendance, whichever comes first, and the student continues to be protected by FERPA for their lifetime. Under FERPA, students have the following four basic rights with respect to their education record:

1. The right to inspect and review their education record.
2. The right to some control over the disclosure of their education record.
3. The right to request the amendment of their education record where appropriate.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

Workforce Members who maintain or access Education Records on behalf of WCMC are responsible for using those records in compliance with FERPA and this policy.

A. Student's Right to Review and Inspect Education Records

In general, a request by a student to review and inspect their Education Records shall be in writing, addressed to the WCMC Registrar, the custodian of records, signed by the student and thereafter retained in the record folder. The request must identify the education record(s) desired. Students can review their records in the WCMC Registrar's office during business hours. When a student requests access to his/her education record, access must be provided within forty-five (45) days of receiving the request. A student may inspect Education Records only in the presence of a designated administrator.

Students can review grades and grade narratives as soon as they are posted on the online student information system (LEARN) or the online course scheduling and administration system (OASIS). Faculty members are expected to submit grades promptly after a course or curricular unit is completed. WCM encourages grade submission for all courses and clerkships as soon as possible and requires that grades must be submitted and available to students no later than six weeks from the end of a course or clerkship. Course leadership notifies students when grades have been posted. Students can review more granular course components directly with course directors.

B. Student's Right to Request an Amendment

Pursuant to FERPA, a student may request that his or her education record be amended on the grounds that the information contained therein is inaccurate or misleading. The WCMC Registrar, in consultation with appropriate faculty or staff, will decide whether to amend the record as required within a reasonable amount of time. If the WCMC Registrar or maker of the record refuses to make the requested change, then the WCMC Registrar shall inform the student of the decision and of the student's right to a hearing. Upon request of the student, the Senior Associate Dean (Education) will promptly appoint a member of the faculty or administrative staff not having a direct interest in the matter to investigate the matter and hold a hearing. Any such hearing will be held upon five (5) days written notice to the student and those persons called to testify and will afford the student a full opportunity to present evidence relevant to the issues. A student, at his or her own expense, may be accompanied or represented by an attorney or advisor.

Additional information regarding the hearing procedures is provided to the student when notified of the right to attend a hearing.

After conclusion of the investigation and hearing, the Workforce Member who conducted the investigation shall submit a written report and recommendation to the Senior Associate Dean (Education) The Senior Associate Dean (Education) will make a final determination and notify the student in writing as to whether or not the record will be amended.

- If, after the hearing, the school still decides not to amend the record, the eligible student has the right to insert a statement in the record setting forth his or her views. That statement must remain with the contested part of the eligible student's record for as long as the record is maintained. If the contested portion of the education record is disclosed, the student's statement must be disclosed with it.
- If the record is to be amended, the Senior Associate Dean (Education) shall instruct that the record be amended accordingly and inform the student of the amendment in writing.

While FERPA permits a student to request that inaccurate or misleading information in educational records be amended, that right is not unlimited. FERPA record amendment procedures may not be used to challenge a grade, opinion, substantive comment or disciplinary decision made by the Medical College about the student and does not override accepted standards and procedures for making academic assessments. The Medical College has separate procedures, permitting students to review grades, evaluations, and the Medical Student Performance Evaluation (MSPE). Appeals policies are separately outlined in WCM Policy OME-900.11 - *Grade Appeals*.

Definitions

Education Records: As defined by FERPA, Education Records are records that are directly related to a student and that are maintained by an educational agency or institution or a party acting for or on behalf of the agency or institution. These records include but are not limited to grades, transcripts, class lists, student course schedules, student financial information, and student discipline files. The information may be recorded in any way, including, but not limited to, handwriting, print, computer media, videotape, audiotape, film, microfilm, microfiche, and e-mail.

Education records do not include law enforcement or physician treatment records, which may be protected by other laws or regulations.

Workforce Members: Faculty; Staff; Students; Volunteers; and other persons whose conduct, in the performance of work for WCM, is under the direction and control of WCM, whether or not they are paid by WCM.

Compliance with this Policy

WCM Workforce Members are responsible for adhering to this policy. Should a student believe that WCM has failed to comply with the requirements of FERPA, the student has the right to file a complaint with the U.S. Department of Education. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

For more information on how to file a complaint with the Family Policy Compliance Office, students can refer to the information on the U.S. Department of Education website: <https://studentprivacy.ed.gov/file-a-complaint>.

Contact Information

Office of Student Finance and Records

Office of the Registrar – registrar@med.cornell.edu or (646) 962-3470

Office Student Accounting -- Student-Accounting@med.cornell.edu or (646) 962-3475

Office of Financial Aid -- finaid@med.cornell.edu or (646) 962-3479

University Counsel - counsel@cornell.edu or (212) 746-0463

References

[Cornell University Policy 4.5 – Access to Student Information](#)

[Cornell University Policy 4.7 - Retention of University Records](#)

WCM Policy OME-900.11 - Grade Appeals

WCM Policy OME-940.02 - Release of Education Records

[Weill Cornell Medicine Student Record Privacy Statement](#)

Weill Cornell Medicine Annual FERPA Notification to Students

Policy Approval

This policy was reviewed and approved by the Executive Medical Education Committee on November 20, 2025.

This policy was endorsed by the WCM-Executive Policy Review Group on November 18, 2025.

Version History

Date	Author	Revisions
11/20/2025	Office of Medical Education	Original date of issue.

Appendix

N/A