

SAA 005 LCME 11.6 Challenges to Medical Student Education Records Policy

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Responsible Office: Student Affairs &
Admissions
Responsible for Oversight: Student Affairs &
Admissions
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Training Required: No
LCME Required: Yes

Approved by:



Alison Netski, MD, Interim Dean

Date: July 7, 2025

Definitions

Education Records: See Policy SAA 004 for the definition of education records.

Statement of Purpose

This policy is intended to ensure compliance with LCME Standard 11.6: A medical school has policies and procedures in place that permit a medical student to review and to challenge the student's educational records, including the Medical Student Performance Evaluation, if the student considers the information contained therein to be inaccurate, misleading, or inappropriate.

Entities Affected by This Policy

This policy applies to all medical students at the Kirk Kerkorian School of Medicine at UNLV ("SOM").

Required Acknowledgement

This policy is posted in the appropriate catalog(s) and/or course syllabi, and accessible for student and faculty reference.

Policy

The university is required to only consider requests to amend information contained in education records that is inaccurately recorded, misleading, or in violation of a students' privacy rights. Requests for amendments such as a grade change or other substantive educational judgments, removal of materials such as received evaluations, any other decision of a university employee or official, or the outcome in a student conduct proceeding are not covered under the FERPA amendment process.

1. Students have the right to request amendment to education records if, after review, they believe any of the records to be inaccurate. To do so, a student must submit a request for amendment to the SOM registrar's office in writing, clearly identifying the records for amendment, as well as reasons the student feels the records are inaccurate. Any written request that does not include the required information will not be considered and the student will be notified in writing.

2. Upon receipt of a proper request for amendment, the university will make a determination within a reasonable amount of time, not more than 30 calendar days, as to whether the proposed correction is accepted or rejected. The SOM registrar's office will notify the requesting party of its decision.
3. If proposed correction is denied, the student has the right to a hearing regarding the request for amendment. Individuals who wish to have a hearing as a result of a negative decision must contact the SOM registrar within a reasonable amount of time, not more than 30 calendar days after the notification of the original decision is sent. The registrar will determine the appropriate university official to serve as hearing officer depending on the nature of the decision being appealed. The decisions that result from the hearing will be considered final.

Should the university decide not to amend a record, students will have the right to place a statement in the record commenting on the contested information in the record or stating why they disagree with the decision of the agency or institution, or both.

Review of Policy

This policy shall be reviewed by the Kirk Kerkorian School of Medicine registrar and Curriculum Oversight Committee annually from the effective date.

Related Documents

None

Contacts

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