

SAA 004 LCME 11.5 Confidentiality of Medical Student Education Records Policy

Policy Type: Academic

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: Any record, file, document, and/or other materials containing information directly related to a student that are maintained by the institution or a party acting on behalf of the institution. Education records can be maintained in paper, digital/electronic, and other formats.

Examples include, but are not limited to, the following:

- Transcripts
- Class schedules
- Daily attendance
- Degree audit reports
- Class rosters
- Grades
- Advising notes
- Financial records
- Student conduct files

The term “education records” does not include:

- Records in the “sole possession” of instructional faculty and staff for their own use as reference or memory aids and not shared with others
- Personal observations
- Records created and maintained by a university law enforcement unit as part of their law enforcement function
- Records created and maintained by medical and mental health providers in connection with the provision of treatment to the student and not available to anyone other than persons providing such treatment
- Alumni records
- Peer-graded papers and exams prior to the grade being recorded in the instructor’s grade book

School official: Any person employed by the University of Nevada, Las Vegas (UNLV) in any academic, research, administrative, supervisory, or support staff position; any person or company with whom UNLV contracts to provide a service to or on behalf of UNLV (e.g. attorney, auditor, collection agent, etc.); any student serving on an official committee or assisting another school official in performing their professional tasks and includes, but is not limited to a faculty member, president, chancellor, board member, trustee, registrar, counselor, admissions officer, attorney, accountant, human resources professional, information systems specialist, and support or clerical personnel.

Legitimate educational interest: The need to review an educational record in order to fulfill an official's professional responsibility.

Statement of Purpose

This policy is intended to comply with LCME Standard 11.5: At a medical school, medical student educational records are confidential and available only to those members of the faculty and administration with a need to know, unless released by the student or otherwise governed by laws concerning confidentiality.

Entities Affected by This Policy

This policy applies to all medical students, faculty and staff at the Kirk Kerkorian School of Medicine at UNLV.

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 of Nevada, Las Vegas Kirk Kerkorian School of Medicine complies with the provisions of the Family Education Rights and Privacy Act of 1974 (FERPA). This act protects the privacy of education records, establishes the right of students to inspect their education records, and provides guidelines for the correction of inaccurate or misleading information within education records. A school official with legitimate educational interests may review a student's education records without prior consent in order to fulfill the official's professional responsibilities. Requests to access student records must be submitted in writing to the school of medicine's registrar and approved by the dean for student affairs and career services.

Review of Policy

This policy shall be reviewed by the Kirk Kerkorian School of Medicine registrar and Curriculum Oversight Committee at least every three (3) years from the effective date.

Related Documents

None

Contacts

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