

Policy Title:
Confidentiality of Student Information and Access to Student Records

Background:

The University of New Mexico School of Medicine carefully considers the confidentiality of students records and information and makes this information available only to those members of the faculty and administration with a need to know, unless specifically released by the student.

Policy:

- Faculty and staff are not permitted to view a student’s academic file without permission from the Associate Dean for Medical Student Affairs or the Senior Associate Dean of Education.
- Permission may be granted upon disclosure of an appropriate academic or administrative need to know.
- Students are able to request in writing that all or portions of their academic record be shared with a specific faculty member or administrator.
- No faculty member may see a student’s financial aid file.
- Medical students may view their evaluations, grades and other records in person at any time via the online One45 system. Students may request assistance from the Office of Medical Student Affairs (OMSA) to view information stored on paper or in other files within the OMSA office.
- Students requesting paper copies of their records need to make their request in writing. The request will be granted within a period of 45 days as per FERPA regulations.
- If a student believes his/her record is inaccurate, he/she may review the record with the Associate Dean for Medical Student Affairs and if validated, have the record corrected.
- If students wish to challenge a component of a course or clerkship (examination score or clinical evaluation) they may appeal directly to the block or clerkship director for an informal resolution. The block or clerkship director’s decision is final. If the student is not satisfied with the outcome of the discussion, s/he may add a written response to the evaluation that will be included in the student’s file.
- If students wish to challenge a final block or clerkship grade, they may appeal directly to the block or clerkship director for an informal resolution. If the student and faculty member cannot reach agreement, the student should discuss the grievance with the chairperson or supervisor of the department or division (Phase II and Phase III) or the Associate Dean of UME (Phase I). If the student is not satisfied with the outcome of the discussion, s/he may add a written response to the evaluation that will be included in the student’s file.
- If the informal discussions about the final block or clerkship grade do not resolve the grievance, the student may bring a formal appeal to the Executive Vice Dean of the School of Medicine, using the procedures set forth in Article 2.3 of the UNM Pathfinder.

Responsible Office:	Office of Medical Student Affairs
Approving Body:	Curriculum Committee
Date of Revision:	3/12/12; 5/31/17
Scope:	Medical Students and Faculty