

# Student Education Records Policy

## Summary of Purpose

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The purpose of this policy is to define the Official Academic Record for Geisel School of Medicine students and the guidelines related to use and release of Geisel student education records, in accordance with the requirements of the U.S. Family Educational Rights and Privacy Act (FERPA).

## Scope and Applicability

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This policy applies to all Geisel medical students.

## Definitions

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**Official Academic Record** - Maintained in the Geisel Registrar's Office. These records can include, but are not limited to, the academic Transcript, certain documents forwarded from the Office of Admissions, and correspondence of an academic nature acquired from the time of matriculation through graduation (or date of withdrawal/separation). The Official Academic Record may only constitute part of a student's education record; other departments within Geisel may keep education records specific to that department and/or course.

**Transcript** - An unabridged summary of a student's academic history at the Geisel School of Medicine and includes a student's name, Dartmouth ID, all courses taken, and all grades received leading to the Doctor of Medicine degree. Transcripts are updated on an ongoing basis for current students. Transcripts are available to students using a secured network via Banner Student Self-Service (DartHub). The following section serves as an explanation of grades and Transcript notations.

### Grading System

- Students are evaluated with the Honors/High Pass/Pass/Fail grading scale or the Pass/Fail grading scale as indicated on the student's Transcript.
- Core curriculum course grades:
  - In Years 1 and 2, all required courses are graded Pass/Fail.
  - In Years 3 and 4, all courses, clerkships, sub-internships, and most electives are graded Honors/High Pass/Pass/Fail, with the exception of the Year 4 required (capstone) courses and some electives which are Pass/Fail.
- Geisel School of Medicine does not rank students. Extensive narrative comments on student performance allow faculty to distinguish differences in the level of performance among students.

### Explanation of Grades

- **HONORS (H)** Indicates work of quality which is distinctly superior to that normally expected.
- **HIGH PASS (HP)** Indicates work of quality which is clearly above that normally expected.

- **PASS (P)** Work of good quality, worthy of credit. When a course is graded as Pass/Fail the Pass is noted on the Transcript as “PAS” rather than “P”.
- **FAIL (F)** A grade of Fail will be awarded when performance on required tasks does not meet passing standards as established at the beginning of the course by the course director. A failure will remain on the Transcript in the term when it was received unless a re-exam is sufficient to remove the deficit. In the case of a re-exam, the failure will be replaced by the new grade, and the notation “(grade raised by re-exam)” will appear under the course.
- A grade marked with an asterisk (\*) denotes a repeated course.
- All applicable levels of grades are permissible for students repeating entire courses or clerkships. Only the grade of Pass is available to students remediating by re-exam and/or partial repeat of a course.

### Explanation of Transcript Notations

- **CREDIT (CR)** Credit is given for a required course through demonstrated proficiency with approval from the appropriate department.
- **EXEMPT (EX)** Credit is given for a required course through an exempting examination/experience with approval from the appropriate department.
- **NON-REQUIRED COURSE (NRC)** Notation is used in lieu of a grade for non-credit enrichment electives available in Years 1 and 2.
- **WITHDRAWN (W)** This designates withdrawal from a course after the course has begun.
- **Double asterisk (\*\*)** denote a multiple-term course for which a grade and credits are awarded in the final term of the course.
- **(Grade raised by re-exam)** This notation appears beneath a course in which the failing grade was raised by re-examination.
- **In progress** refers to courses which are ongoing for a particular term.
- **INCOMPLETE (INC)** A temporary Transcript notation of “INC” will be posted when performance cannot be assessed because of failure to submit required coursework due to an absence or excuse approved by the course director. This notation will appear on the Transcript until the final grade is submitted.
- **ACADEMIC SCHOLAR YEAR (ASY)** The “ASY” notation appears next to the Academic Scholar Year experience.
- Significant decisions by the Committee on Student Performance and Conduct (CSPC), or other bodies at Dartmouth College, which impact student status, are posted on the Transcript.
- All changes in student status are posted on the Transcript.

## Policy Statement

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Geisel School of Medicine has a long-standing policy of preserving the confidentiality of education records. In keeping with applicable law (including FERPA), Geisel permits students to review their education records within 45 days of making a written request. Students may submit a written request to the office at Geisel that is responsible for maintaining those records to arrange for review and inspection. If a student believes that their education records are incorrect or misleading, the student may request to have the relevant portions corrected or deleted. If this request is refused by the responsible Geisel office, the student may request a review of the decision by the Senior Associate Dean for Medical Education. If the decision not to amend the student’s education record is affirmed, the student may provide their version of the facts as a statement to be placed in

their Official Academic Record. Students have the right to inspect, review and request corrections or deletions to their Official Academic Record in the Geisel Registrar's Office in accordance with the foregoing procedures.

### **Disclosure of Personally Identifiable Information**

Except in accordance with the terms of this policy, Geisel will not disclose personally identifiable information from a student's education records to third parties without the student's consent. However, "directory information," which includes the following, may be released without a student's consent (except as set out below):

- Name
- Age and date of birth
- Student ID number
- Dates of attendance
- Enrollment status
- Class year
- Degree(s) sought
- Degree(s) receipt or non-receipt
- Degree(s) awarded date(s)
- Major
- Awards and honors
- Address
- Telephone number
- Dartmouth email address
- Place of birth
- Relationship to an alum
- Previous educational institutions attended and degrees awarded
- Extracurricular activities
- Student photo

Updates to the categories of information constituting "directory information" will be included in the Geisel notification of rights under FERPA which will be provided at least annually to current students. Current students may request that directory information not be released without their prior consent, which is considered a "confidentiality hold." The request for a confidentiality hold must be made in writing, with a student's signature, to the Geisel Registrar's Office. Students are encouraged to contact the Geisel Registrar's Office prior to submitting a confidentiality hold request so the Registrar can meet with them and discuss the implementation of this request.

Personally identifiable information from a student's education records may also be released without student consent in certain other circumstances, including without limitation the following:

- Geisel may disclose information to school officials who have a legitimate educational interest in the student's education record. A "school official" is a person employed by Dartmouth College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Dartmouth College has contracted as its agent to provide a service instead of using Dartmouth College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; designated staff at an affiliated site; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school

official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Dartmouth College.

- Geisel may disclose information to those acting in an official Dartmouth capacity for the determination of awards and award nominations.
- Geisel may disclose information to government agencies entitled to it by law.
- Geisel may disclose information to the parent(s) or guardian(s) of a student if they are financially dependent as defined by the federal income tax laws.
- Geisel may disclose information in response to a judicial order or lawfully issued subpoena; in such cases the College will attempt to notify the student involved unless prohibited by the terms of the subpoena or court order or the disclosure is made in connection with a qualifying court order regarding federal terrorist investigations or prosecutions.
- Geisel may disclose information when necessary to determine the student's eligibility for financial aid or to enforce the terms or conditions of financial aid that a student has received.
- Geisel may disclose information to an organization conducting studies if the organization certifies that (a) the studies will not be conducted in a way which will permit the personal identification of the students and (b) the organization's record of such information will be destroyed when the study is completed.
- Geisel may disclose information to appropriate parties in a health or safety emergency in which the health or safety of a student or other individuals is seriously threatened and the parties to whom the information is disclosed are in a position to meet the emergency.
- Geisel may disclose information to other educational institutions or to Dartmouth graduate programs in which a student seeks or intends to enroll, either upon the request of the other institution or Dartmouth graduate program, or upon the request of the student.

Disclosures of personally identifiable information are made to third parties on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the student or as otherwise provided by FERPA, and that the party's officers, employees, and agents may use the information, but only for the purposes for which the disclosure was made.

If a student has a concern about Geisel's compliance with applicable federal laws concerning his/her education record, he or she should bring this to the attention of the Dean of the Geisel School of Medicine. A student has the right to file a complaint concerning alleged compliance failures by Geisel with the Family Policy Compliance Office (FPCO), Department of Education, 400 Maryland Ave SW, Washington, DC 20202.

## Procedure

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None.

## Key Words

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Student Education Records Policy, FERPA, Official Academic Record, Transcript

## LCME Standard

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**Standard 11: Medical Student Academic Support, Career Advising, and Educational Records**

A medical school provides effective academic support and career advising to all medical students to assist them in achieving their career goals and the school's medical education program objectives. All medical students have the same rights and receive comparable services.

### 11.5 Confidentiality of Student Educational Records

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 as otherwise governed by laws concerning confidentiality.

## Related Information

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### University Documents

Dartmouth College Policy on Family Educational Rights and Privacy Act (FERPA) (see: <https://student-affairs.dartmouth.edu/policy/family-educational-rights-and-privacy-act-ferpa>).

### Other Documents

None.

### Related Links

None.

## Policy Administration

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<b>Policy Number</b>	UME-REG-0001	<b>Effective</b>	6/1/2012
<b>Authorized By</b>	Geisel Registrar	<b>Written By</b>	Geisel Registrar's Office and Office of General Counsel
<b>Approved by</b>	Geisel Registrar, Senior Associate Dean for Medical Education	<b>Date Approved</b>	10/17/18
<b>Date Reviewed</b>	10/15/2018	<b>Date Revised</b>	10/15/2018
<b>Responsible Office Inform</b>	Geisel Registrar's Office	<b>Responsible Administrator</b>	Geisel Registrar

## Policy Contact Information

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Geisel Registrar  
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## History

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Revised by Office of General Counsel and Geisel Registrar's Office on October 15, 2018

Revised by Office of General Counsel and Geisel Registrar's Office on June 8, 2018

Revised by Michele Jaeger, Registrar, on July 7, 2017.

## Background

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None.