

Student Records Policy

Student Records

Official academic records are maintained in the Office of the Registrar. 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.

The Geisel School of Medicine adheres to the:

- [Family Educational Rights and Privacy Act \(FERPA\)](#) which is a federal law that provides students with specific rights with respect to their student education records such as a student's right to review their education record and submit requests to amend their record. As well as the right to consent to disclosure of information from a student's education record and applicable exceptions to that right.
- [Dartmouth Institutional FERPA Policy](#) which outlines certain rights that students have with respect to their education records under FERPA.

Transcript Requests

An unabridged summary of a student's academic history at the Geisel School of Medicine includes a student's name, Dartmouth ID, all courses taken, and all grades received leading to a master's degree. A transcript is a complete account of a student's academic history and is updated on an ongoing basis for current students.

Current students can access their unofficial transcript (web and PDF versions) through DartHub.

Students may submit official transcript requests by going to DartHub and selecting the "Official Transcript" tile.

Students are assessed a one-time document fee upon their first-year registration at Geisel which covers transcript requests for life, so there is no additional fee associated with submitting a request for a transcript. Student accounts must be paid in full for a transcript to be released.

For more information, please see the [Office of the Registrar Geisel Transcript webpage](#).

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