

Student Education Records Policy

Summary of Purpose

The purpose of this policy is to define and explain the Geisel School of Medicine official academic record, transcript, grading system, and course grades. This policy also provides an introduction to the Family Educational Rights and Privacy Act (FERPA) and refers to the Dartmouth Institutional FERPA policy.

Scope and Applicability

This policy applies to all Geisel medical students.

Definitions

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 the grading systems, 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 some electives are graded Honors/High Pass/Pass/Fail, with the exception of the required Capstone course 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 “(F 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 formerly 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.
- **(F 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 APC (Academic Progress Committee) and PSCB (Professional Standards and Conduct Board), or other bodies at Dartmouth College, which impact student status, are posted on the transcript. The APC and PSCB replaced the CSPC (Committee on Student Performance and Conduct).
- All changes in student status are posted on the transcript.

FERPA Policy Statement

The Family Educational Rights and Privacy Act (FERPA) is a federal law that provides students with specific rights with respect to their student education records. This Policy describes (i) a student's right to review their education record and submit requests to amend their record; and (ii) the right to consent to disclosure of information from a student's education record and applicable exceptions to that right. The Geisel School of Medicine adheres to the Dartmouth Institutional FERPA Policy, which can be found at:

<https://policies.dartmouth.edu/policy/dartmouth-institutional-ferpa-policy>

Procedure

None.

Key Words

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

LCME Standard

Standard 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

University Documents

Dartmouth College Policy on Family Educational Rights and Privacy Act (FERPA):
<https://policies.dartmouth.edu/policy/dartmouth-institutional-ferpa-policy>

Other Documents

None.

Related Links

None.

Policy Administration

Policy Number	UME-REG-0001	Effective	June 1, 2012
Authorized By	Geisel Registrar	Written By	Geisel Registrar and Dartmouth College Office of General Counsel
Approved By	Senior Associate Dean for Medical Education, Geisel Registrar	Date Approved	October 17, 2018
Date Reviewed	June 30, 2023	Date Revised	June 30, 2023
Responsible Office	Geisel Office of the Registrar	Responsible Administrator	Geisel Registrar
Inform	Medical students		

Policy Contact Information

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History

Date	History
June 1, 2012	Policy was created and put into effect.
July 7, 2017	Policy was revised by Geisel Registrar.
June 8, 2018	Policy was reviewed and revised by Geisel Registrar and Office of General Counsel.
October 15, 2018	Policy was reviewed and revised by Geisel Registrar and Office of General Counsel.
October 17, 2018	Policy was approved by the Senior Associate Dean for Medical Education and Geisel Registrar.

July 28, 2022	Policy was revised to include item to Directory Information per Office of General Counsel.
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June 30, 2023	Policy was revised to link to the central Dartmouth Institutional FERPA Policy.
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Background

None.