

Reviewed by MCAEC: 4/11/18 – 4/21/18	Responsible University Officer: University Registrar
Approved by Dean’s Executive Committee: 5/2/18	Policy Owner: University Registrar
Dean’s Final Approval: 5/2/18	Policy Contact: University Registrar

Student Records and Transcripts Policy

POLICY HISTORY	
Review Date:	Change Description:
3/26/18	Reformatted policy from Student Handbook
Review History	Change Description:

POLICY STATEMENT

Student records and transcripts are confidential and are released only to appropriate faculty, administrative offices, and governmental agencies authorized by law to receive specific information. Release of such records to any other college, prospective employer or agency occurs only with the written permission of the student. Official transcripts cannot be given to the student; they must be sent directly to a college, institution, or company.

Students may obtain unofficial copies of transcripts from the Office of the Registrar. Transcripts cannot be sent for any student whose financial obligations to the university have not been met.

The Office of the Registrar does not release student addresses or telephone numbers for students withholding that information in the Student Directory. As stipulated in the Family Educational Rights and Privacy Act of 1974 (Section 513 of Public Law 93-380 and amended by Section 2 of PL 93-568), any matriculated student may make an appointment with a staff member in the Division of Student Affairs to review their educational records.

Offices that Retain Student Records include: Registrar; Student Affairs; Financial Aid; Bursar; Residence Life; Academic Departments.

REASONS FOR POLICY:

LCME Element 11.5 Student Access to Educational Records

A medical school has policies and procedures in place that permit a student to gain access to their records in a timely manner.

DEFINITIONS

Need to know: The requirement that information in a medical student’s educational record be provided only to those members of the medical school’s faculty or administration who have a legitimate reason to access that information in order to fulfill the responsibilities of their faculty or administrative position. (Element 11.5)

APPENDICES

See the Student Handbook for additional information concerning the Privacy Act policies and the location of student records on this campus. <http://www.upstate.edu/student-handbook/index.php>

RELATED INFORMATION

LCME Functions and Structure of a Medical School: <http://lcme.org/publications/>

SIGNATURE



5/2/18

Signature Dean of the College of Medicine

Date