



Charles R. Drew University of Medicine and Science
"A Private University with a Public Mission"
College of Medicine - MD Program

STUDENT RECORDS AND TRANSCRIPTS POLICY
CDU Policy 321.5a
Issuing Officer: Dean of College of Medicine
Responsible Office: College of Medicine
Date Approved by the Faculty Executive Board: June 23, 2021
Date of Dean's Final Approval: June 24, 2021
Date Approved by the Education Policy and Curriculum Committee: 6/22/21
Revised Date/Review Date (at least 3 years from Effective Date): To be reviewed 6/22/2023
Supersedes (if necessary): N/A

POLICY STATEMENT

Information in a medical student's educational record will be provided only to those members of the Charles R. Drew University of Medicine and Science (CDU) College of Medicine (COM) Medical Degree (MD) Program faculty or administration who have a legitimate reason to access that information in order to fulfill the responsibilities of their faculty or administrative position. Student records and transcripts will be kept confidential and will only be released to appropriate faculty, administrative offices, and governmental agencies authorized by law to receive specific information. Student records will only be released to another college, prospective employer or agency with the written permission of the student.

All student health information contained in health records can only be viewed by Student Health or Student Counseling personnel unless written consent is given or pursuant to a lawfully-issued subpoena under the authority of Family Educational Rights and Privacy Act (FERPA). Student health records are maintained in a confidential, electronic medical record that is secure, self-contained, and separate from academic records.

PROCEDURES

Student Review of Educational Record

1. In order for a student to review their education record, the student must submit a written request to the registrar. The student must sign the request, describe the specific records to be reviewed, and present official picture identification before the documents may be reviewed.
2. The registrar will make an appointment with the student to review their educational records within 45 business days of receiving the written request, though good faith effort will be made to have the educational records available within 15 days.

Student Challenge of Information within the Educational Record

1. A student may challenge the accuracy of information contained in his/her educational record by completing the appropriate appeal form, available at the Student Affairs Office, and submitting it to the associate dean of admissions and student affairs along with any written evidence supporting the request.

2. The associate dean of admissions and student affairs, in consultation with the registrar, will review the request and will approve or deny the request based on the evidence. The student will be informed of the dean of admissions and student affairs’ decision on the appeal within 15 business days of receipt of the completed paperwork for the appeal.
3. If the student is not satisfied with the decision of the associate dean of admissions and student affairs, the student may submit an appeal to the dean. The dean will review the request and supporting materials and make a final decision.

Students do not have the right to inspect:

1. Educational records containing information about more than one student, in which case the medical school permits access only to that part of the record that pertains to the inquiring student
2. Financial statements of the student’s parents
3. Confidential letters and confidential statements placed in the education record after January 1, 1975, for which the student has waived the right of access in writing for admission, employment, or receipt of an honor or honorary recognition, except when these documents have been used for any purpose other than that for which they were originally intended.

Transcripts

1. Official transcripts will not be given to a student. A transcript will be sent directly to a college, institution, or company with the written permission of the student.
2. Students may obtain unofficial copies of transcripts from the Office of the Registrar.
3. Transcripts will not be sent for any student whose financial obligations to CDU have not been met

DEFINITIONS

- Academic records are maintained by the registrar, the associate dean of admissions and student affairs, and in the academic departments.
- Health records are maintained by Student Health and Student Counseling.
- 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. (LCME Element 11.5)

RELATED INFORMATION

- 11-05 CDU Family Educational Rights and Privacy Act (FERPA)
- LCME Standards, Publications, & Notification [Forms](#)

Review History:	Change Description:
5/3/2023	Updated with new university policy number and upcoming review date which is two years from approved date