Records and Transcripts Procedure (Bioethics)

I. Purpose

This Procedure outlines steps for obtaining records and transcripts using Banner for Bioethics (BIOE) programs at Albert Einstein College of Medicine (“Einstein”).

II. Scope

This Procedure applies to all students enrolled in any of the Bioethics programs: Master’s in Bioethics (MBE), Certificate, or stand-alone course enrollment.

III. Procedure

III.A. Maintenance of Records

Course and grade records will be maintained for every student in the form of a permanent transcript. Einstein has formulated its student record policy to guarantee the rights of privacy and access as provided by the Family Education Rights and Privacy Act of 1974 (FERPA). This policy is consistent with Einstein’s FERPA Policy, OGC-POL-2018-006, applies to all students. Students may review their academic record and transcript on-line (using the Banner system) at any time. Students who wish to obtain an official copy of their transcript must do so upon written request to the Registrar.

III.B. Accessing Final Grades

Final grades will be entered by the Registrar into Banner®, the student information system Einstein uses to track information about students and alumni, all protected by FERPA. Students can obtain their grades and print an unofficial transcript from this site, located at www.yu.edu/myyu. First-time users must create an account by designating a login ID and PIN.

Transcripts

Records of students are sent only in the form of a transcript. No partial records are sent, nor ones listing only courses without grades (remember that unofficial transcripts can be obtained through Banner®). Requests for official transcripts can be done by online by going to https://www.yu.edu/transcript. Note that transcripts are not issued for a student who has an overdue debt to Einstein or has failed to return all books to its libraries.
III.C.  Questions About the Records

A student who believes that there is an error in his or her academic record (e.g., in a grade, average, credit value, or course description) must promptly call this to the attention of the Registrar. Even if there has been a mistake on the part of Einstein, no request for a correction will be considered unless the student notifies the Registrar within three months. It is therefore essential that students review their academic record regularly, at the end and beginning of semesters.

IV.  Definitions

None.

V.  Effective Date

Effective as of: 1 August 2018

VI.  Procedure Management and Responsibilities

The Einstein Cardozo Master of Science in Bioethics Program Office is the Responsible Office under this Procedure. Einstein’s Executive Dean is the Responsible Executive for this Procedure. Einstein’s Director of the Einstein Cardozo Master of Science in Bioethics Program is the Responsible Officer for the management of this Procedure.