



## **CMH LAHORE MEDICAL COLLEGE & INSTITUTE OF DENTISTRY**

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### **ACCESS TO STUDENT ACADEMIC & MEDICAL RECORDS POLICY**

#### **1. Purpose:**

This policy describes the institution's responsibility for the confidentiality of graduate and Undergraduate student records.

#### **2. Policy:**

The following notification statement is made available to students enrolled at CMH LMC & IOD to apprise them of their rights concerning access and review of their Education & Medical records maintained at the CMH LMC & IOD are:

- a. The right to inspect and review the student's education records within 5 working days of the day the CMH LMC & IOD receives a request for access. Students should submit to the Deputy Chief executive/Vice Principal, CMH LMC & IOD official written requests that identify the record(s) they wish to inspect. The CMH LMC & IOD official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the CMH LMC & IOD official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- b. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the CMH LMC & IOD to amend a record that they believe is inaccurate or misleading. They should write to Deputy Chief executive/Vice Principal CMH LMC & IOD, clearly identify the part of the record they want to be changed, and specify why it is inaccurate or misleading. If the CMH LMC & IOD decides not to amend the record as requested by the student, the CMH LMC & IOD will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- c. The right to consent to disclosures of personally identifiable information contained in the student's education records, one exception, which permits disclosure without consent, is disclosure to College officials with legitimate educational interests. A College official is defined as a person employed by the CMH LMC & IOD in an administrative, supervisory, academic or support staff position (including law enforcement and health staff); a person or company with whom the CMH LMC & IOD has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or assisting another College official in performing his or her tasks.
- d. Upon request, the CMH LMC & IOD may disclose education records without consent to officials of another College in which a student seeks or intend to enroll. Examples of this are any collaborative programs that CMH LMC & IOD is involved in with sister colleges/universities. These collaborative



programs result in dual enrollment at both Colleges and CMH LMC & IOD will disclose certain information from the student's education records to the other institution under the program.

**3. Student Records:**

Student academic, personal and medical records are confidential in nature and protected by law. Records shall be released only to appropriate faculty and administrative personnel and to parents and guardians if the student has provided the office of the DME with a signed, written release. Release of these records to others, including institutions or governmental and legal agencies, shall occur only upon approval by the student or graduate, or upon subpoena. Transcripts of academic work are available to the student or graduate at the Office of the DME when requested in writing. There is a limit of one transcript per request per day. No transcript shall be issued to a student who is financially indebted to the college. All enrolled, degree-seeking students are charged a one-time academic records fee which is added to their statement of charges from the Accounts Receivable Office.

**4. Grade Release Policy:**

The DME will send grades to parents as per the policy of the college on completion of the module. Grades are available via the Web as well as through written confidential report to parents and Guardians.

**a. Directory Information:**

CMH LMC & IOD shall disclose nothing more than "directory information" without the student's written consent. One of those permissible disclosures is to faculty and the parents/guardian who has a legitimate educational interest. The following are considered to be "directory information": the student's name, local and permanent addresses and telephone numbers, CMH LMC & IOD E-mail address, age, names of parents, major field of study, dates of registered attendance, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, any degrees and the date they were conferred, any honors and awards received, and the most recent educational agency or institution attended.

**b. Student's consent:**

A student may request to hold the release of (his/her) directory information in yearly printed directory; they must submit this refusal during start of the academic year.

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