

**Student Access to Personal Records**  
University of Maryland School of Pharmacy  
Rev. June, 2003

Policy

As per university policy, Doctor of Pharmacy students have a right to view their academic records.

Procedures

1. Students may view their official **university** transcripts using the web-based SURFS (Student User-Friendly System) link to the Banner student information system.
2. Students may view their **School of Pharmacy** academic records kept in the Student Affairs Office by making a written request at least 24-hours prior to the need to view the records. Student Affairs staff will facilitate this process.