

 UAEU	Admissions and Enrollment Policies Manual		Policy Number	AE-08
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	Subject Academic Records - Academic Transcripts		Most Recent Review Date	01-Dec-2013
	Responsible Office: DVC for Students Affairs & Enrollment		Due Date for Next Review	01-Sep-2016
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8. Academic Records - Academic Transcripts

Overview

Covers policies and procedures relating to student academic records including content of academic records, confidentiality of student academic records, student access to academic records, academic transcripts, other academic records, the Student Information System, and non-academic student records.

Scope

Applies to all students and all academic and related administrative units of the University.

Objective

Ensures that the student academic records function of the University, including electronic record-keeping, is conducted in a manner that is consistent with academic principles, standards, and expectations of the University appropriate to its educational mission and academic programs, and operates with necessary integrity, fairness, consistency, and effectiveness.

Policy

1. The University shall create and maintain an Official Academic Record (OAR) for each student who is admitted in the University. The OAR shall be created at the time of admission, and shall be maintained throughout the duration of the student's enrollment as the official record of the student's academic activities, transactions, performance, and achievements. The student's OAR is the University's comprehensive permanent record of the student's academic relationship with the University, and shall be retained by the University indefinitely.
2. Each student admitted to the University will be assigned a unique Student Identification Number which will be associated with all of that student's academic records at the University throughout his or her entire student relationship with the University.
3. The Official Academic Transcript represents the summary of the student's OAR and is recognized internationally as the transactional certification of the student's performance and academic status with the University including degrees awarded.
4. The Student Information System (SIS) is the University's official repository of student academic records, and is the definitive source of evidence for OAR. Only the Office of the Registrar can modify student information. Any request to access the Student Information System must get the approval of the Registrar.
5. Depending on their roles and responsibilities, faculty, staff, and students might be authorized to have access to SIS to perform certain student academic transactions as appropriate.
6. The Registrar is the Custodian of student academic records and data, and the Custodian of Student Information System (SIS).