 <b>UAEU</b>	<b>Admissions and Enrollment Policies Manual</b>	Policy Number	AE-08
		Effective Date	02-Mar-2014
	<b>Subject</b> Academic Records - Academic Transcripts	Most Recent Review Date	01-Dec-2013
		Due Date for Next Review	01-Sep-2016
<b>Responsible Office:</b> DVC for Students Affairs & Enrollment		Pages of this Policy	1 of 1

## 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).

 <b>UAEU</b>	<b>Admissions and Enrollment Procedures Manual</b>	Related Policy	AE-08
		Effective Date	01-Sep-2014
	<b>Subject</b> Academic Records - Academic Transcripts	Most Recent Review Date	01-Dec-2013
		Due Date for Next Review	01-Sep-2016
<b>Responsible Office:</b> DVC for Students Affairs & Enrollment		Pages of these Procedures	1 of 4


## Procedures of Policy No. (8) - Academic Records - Academic Transcripts

### 1. Content of Student Academic Records

- a) Consistent with international standards, the Official Student Academic Record (OAR) will include at least the following types of information:
- (i) Student personal and relevant identifying information such as name, date and place of birth, nationality/citizenship status, address and contact information, unique University identification number (and national identification number as appropriate), and other related information.
  - (ii) Admission information such as name(s) of secondary school(s), secondary school academic record including academic program, courses taken, grades, and grade averages, admissions and/or enrollment-related testing information, dates of enrollment and academic record at other post-secondary institutions, and related information.
  - (iii) Enrollment and academic performance information including academic semesters, specific courses registered, remediation and required proficiency status, credit hours attempted and earned, final grades in individual courses, courses designated as honor courses, courses completed and credit hours earned through proficiency, advanced placement, or challenge exams, academic standing and actions, withdrawals and leaves of absence, changes in final grades, semester-specific degree program and status, and related information.
  - (iv) The student's academic standing at the end of each academic semester in which he or she is enrolled and changes in academic status and degree program.
  - (v) Transfer credit information including names and dates of attendance at other post-secondary institutions, courses taken and credit hours and final grades earned, degrees, diplomas, and other awards, and related information.
  - (vi) Degrees and awards earned including date awarded, degree, College, major(s) and minor(s), graduation honors and awards, title of thesis or dissertation, and degree program and CGPA.
  - (vii) Academic disciplinary information, if applicable, including summary facts, nature, and duration of any academic disciplinary actions taken, and related information.
- b) Additions, deletions, and changes in a student's OAR may be requested by the College but can be only made by the Office of the Registrar. Changes in student identification information may be made by the Registrar's Office upon the request only on the basis of clear, germane, and verifiable documentation of the accuracy of the information.

### 2. Confidentiality of Student Academic Records- Academic Transcript

- a) The University will safeguard the privacy of students and confidentiality of their academic records.
- (i) Individuals with access to protected student academic records have an affirmative responsibility not to release that information to any third party.
  - (ii) Relevant offices with access to student academic records may not release any information without the prior consent of the student.

 <b>UAEU</b>	<b>Admissions and Enrollment Procedures Manual</b>	Related Policy	AE-08
		Effective Date	01-Sep-2014
	<b>Subject</b> Academic Records - Academic Transcripts	Most Recent Review Date	01-Dec-2013
		Due Date for Next Review	01-Sep-2016
<b>Responsible Office:</b> DVC for Students Affairs & Enrollment		Pages of these Procedures	2 of 4

b) Directory Information


- (i) Directory information is general identifying information about the student and his or her enrollment status as might be found in a general directory, such as name, address, contact information, and related general information.
- (ii) Directory information may not be released to a third party without the prior consent of the student.
- (iii) Even if a student has initially specified that Directory Information may be released by the University, the student may choose to restrict the release of Directory Information at any time by written request to the University Registrar.

### 3. Access to Academic Records

- a) The Office of the Registrar, Advising Unit, Academic Advisors and students will have access to the relevant student academic record.
- b) Scholarships, sponsors, and other higher education institutions may request student academic records.
- c) Every student can use e-service to view his or her academic record and to dispute its accuracy.
- d) The Office of the Registrar is responsible for resolving all disputes regarding the accuracy of student academic records.

### 4. Academic Transcripts

- a) The form and content of the Official Academic Transcript will follow internationally recognized standards for academic transcripts.
- b) In addition to appropriate identifying information regarding the student and his or her course of study, including degree(s) earned and academic major (including thesis or dissertation title) and minor, the official academic transcript will include:
  - (i) All final grades for all degree-credit courses in which the student officially enrolled.
  - (ii) All courses taken as part of an Honors program.
  - (iii) Term and Cumulative Grade Point Averages.
  - (iv) Any end-of-term academic standing other than Good Academic Standing.
  - (v) Course and credit hours transferred from other institutions will be included but grades for such courses will not be reported (and will not be included in the GPA calculation).
  - (vi) All final grades excluded from the calculation of either the term or Cumulative GPA must be denoted.
  - (vii) Any end-of-semester honor list academic standing
  - (viii) Academic probation or dismissals for academic performance or academic misconduct reasons or dismissals for non-academic reasons will be included in the official academic transcript without specifying the non-academic reason.
  - (ix) Specific content other than that designated above will conform to the standards published by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) with limited adjustments to reflect distinctive institutional policies and student needs.

 <b>UAEU</b>	<b>Admissions and Enrollment Procedures Manual</b>	Related Policy	AE-08
		Effective Date	01-Sep-2014
	<b>Subject</b> Academic Records - Academic Transcripts	Most Recent Review Date	01-Dec-2013
		Due Date for Next Review	01-Sep-2016
<b>Responsible Office:</b> DVC for Students Affairs & Enrollment	Pages of these Procedures	3 of 4	


- c) Official Academic Transcripts are associated with a student's specific academic career, with separate cumulative transcripts for undergraduate, graduate, and professional degree careers.
- d) Official Academic Transcripts shall be available to the student in both English and Arabic languages.
- e) Degrees are officially awarded and posted on the Official Academic Transcript as of the grades announcement date in that academic semester as specified in the Academic Calendar regardless of the date that completion of the degree is certified by the student's College.
- f) Provision of academic transcripts, diplomas, certificates, and related academic records to the student and/or any other designated recipients may be suspended in the case of the student's financial delinquency to the University and any other obligations towards the University.

## 5. Other Academic Records

Other documents and records considered to be student academic records whether, in physical or electronic form, include diplomas, attestations, enrollment verifications, certificates, grade assignment forms, advising and registration forms, applications for admission and required supporting documents, admission and placement test scores, student identification cards, student financial aid and scholarship documents, and student billing and accounts receivable documents.

## 6. Student Information System (SIS)

- a) The Student Information System (SIS) is the official electronic student academic record system of the University and for purposes of this Policy, information contained in the Student Information System constitutes a student academic record.
- b) Faculty members in instructional roles may be granted access during time specified by the Office of the Registrar to enter grades.
- c) All access to SIS must be specifically authorized by the SIS Custodian:
  - (i) All SIS access for faculty and staff requires approval of the individual's immediate supervisor and Dean or Director of the College/Department.
  - (ii) All SIS access is granted only to individual users. Group or shared accounts for access to SIS are not permissible.
  - (iii) Direct access to SIS by third parties is not permissible.
- d) Individuals granted inquiry or update access to SIS is obligated to:
  - (i) Ensure the security of personal SIS access information assigned to or created by the user including user IDs and passwords;
  - (ii) Ensure the accuracy and legitimacy of all student academic record transactions the user performs;
  - (iii) Only perform academic record transactions for which the user is authorized;
  - (iv) Not allow any other individual to use the user's authorization to access SIS;
  - (v) Protect the confidentiality of student academic record information according to established policies;
  - (vi) Not disclose student academic records or information to any individual or organization outside the University, and;

 <b>UAEU</b>	<b>Admissions and Enrollment Procedures Manual</b>	Related Policy	AE-08
		Effective Date	01-Sep-2014
	<b>Subject</b> Academic Records - Academic Transcripts	Most Recent Review Date	01-Dec-2013
		Due Date for Next Review	01-Sep-2016
<b>Responsible Office:</b> DVC for Students Affairs & Enrollment	Pages of these Procedures	<b>4 of 4</b>	

- (vii) Comply with other requirements for SIS access and use as established by the University.
- e) Failure to comply with the required responsibilities for SIS access may result in revocation of the user's SIS access, and certain violations of these obligations may result in disciplinary action under applicable University Policies.
- f) The University Registrar is the official custodian of the Student Information System with final responsibility for SIS content, data integrity, and access to SIS and student academic record data.

## 7. Non-Academic Student Records

- a) The University maintains non-academic student records in other departments interacting with students.
- b) Use, confidentiality, and access to such records are determined by the University department responsible for the service, activity, or function involved.