



UNITED ARAB EMIRATES UNIVERSITY

Section: ACA-ADM

Policy Number: 05

Date Approved: 5 September 2004

Effective Date: 5 September 2004

Date Last Revised: 5 September 2004

Chancellor Decree Number: 128/2004

Responsible Office: Associate Provost for Academic Affairs

Academic Records

I. Policy

The United Arab Emirates University shall establish procedures and practices to record, maintain and secure students' academic records.

The Admission and Registration Department will keep a file for each student that contains all relevant documents. The academic advising unit in each college will maintain records for all students enrolled in the college.

Change or release of information from the student file will require permission from the dean of the college or the head of the Admission and Registration Department. Grade changes require the approval of the dean and department chair.

II. Application

This policy shall apply to the academic records of all students at the United Arab Emirates University.

III. Related Policies

ACA-ADM-01	Admission
ACA-ADM-03	Inter- and Intra-Institutional Transfer
ACA-ADM-04	Enrollment and Registration
ACA-ADM-06	Attendance

UNI-GEN-05 Release of Personal Information on Faculty, Staff and
Students
ADM-PUB-04 Providing Information to the Media

IV. Revision History

Date	Revision