

DAU 5-16 Student Academic Records Policy

Policy Code	Policy Name		
DAU 5-16	Student Academic Records Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
Dean of Admissions, Registration and Student Affairs	10/2023	10/2027	

1. Policy Purpose

DAU ensures the confidentiality of the student's educational records. This policy governs the disclosure of the student's educational information and records. DAU permits the students to inspect and review their educational records. In the case of releasing the educational records to a third Party, the circumstances must be clarified to the student.

2. Policy Scope

This policy is applied to all educational records for both postgraduate and undergraduate students.

3. Policy Statement

DAU secures the confidentiality of the student's educational records, all student information and associated financial records are considered confidential. Students' University records are established and maintained for administrative purposes. All the records are maintained in a database without deleting any part of them. They are used for preparing various reports and providing statistical data the University needs.

All students' academic information is confidential, and nobody is authorized to check them except the internal stakeholders concerned. A backup copy is kept periodically to ensure the reliability of data retrieval and recovery. Access to these records by other individuals requires the student's explicit written permission. A permanent record, reflecting academic achievement, is maintained in the Office of the Registrar for each student who registers at the university. University officials (Staff Members, Board of Trustees members, third party organization) are determined to have permission to access the student's educational information. If this information requested is necessary for that official to perform a task that is related to their normally assigned job functions. If the student has a scholarship in any external party that requires access to the academic records, the student gives permission to this party to access his academic records, and the university will disclose his/her permanent academic records.

DAU Responsibilities towards students' academic information

DAU has the following Responsibilities toward students' academic information:

- *Academic Student Records*
 - DAU creates and maintains an electronic academic record for each student who is admitted to the University. This record shall be created at the time of admission and shall be maintained throughout the student's enrollment as the official record of the student's academic activities, transactions, performance, and achievements.
 - Academic transcript represents the transactional certification of the student's performance and academic status within the University, including degrees awarded. Transcripts will only be released with a signed request from the student concerned. The university will issue only complete transcripts, not parts of the student record. The university will not make copies of transcripts on file from other colleges or universities.
 - The Student Information System (SIS) - Banner is the University's official repository of student academic records.
 - Only the Deanship of Admissions and Registration and Student Affairs can modify student's information.

- Any request to access the Student Information System requires the approval of the Deanship.
- Depending on their roles and responsibilities, faculty members and students might be authorized to have access to SIS to perform certain student academic transactions as appropriate.
- The Office of Admissions and Registration is the Custodian of student academic records and data and the Custodian of SIS.
- *Maintenance and backup of student records:*
 - Hard copies of student records received before the student's admission will be kept for 5 years after student graduation or student's last attendance date. Files of this category of students are also electronically archived.
 - The Deanship of Admission, Registration, and student affairs maintains the digital copy of student records once the original copy is seen and corroborated.
- *Security and confidentiality of the student's academic records*
 - DAU safeguards the privacy of students and the confidentiality of their academic records.
 - Individuals with access to protected student academic records have an affirmative responsibility not to release that information to any third party.
 - Relevant offices with access to student academic records may not release any information without the student's prior consent.
 - Only authorized staff can execute the result of the grade appeal or change the spelling of the student's name.
 - Furthermore, the Registrar has an information system that detects any eventual change of grades on the system. The history of all transactions can be traced.

Students Rights, Roles and Responsibilities

- *Student's Right to Inspect or Review Education Records*
 - DAU Students have the right to inspect and review (physically or electronically) information contained in their educational records and to request changes or updates to their personal data in the presence of the responsible personnel from DAU.
 - Where necessary and reasonable, an explanation and interpretation of the record will be provided by qualified University personnel.
 - To ensure that Students may only have access to their own records. Original records may not be removed from any office where they are maintained.
- *DAU will not allow students to inspect or review the following:*
 - Financial information submitted by parents.
 - Confidential letters and statements of recommendation
 - Educational records that contain information about more than one student. However, in such cases, the institution will permit access to that part of the inquiring student.
- *Student Responsibility towards the Records*
 - DAU expects the students to behave as mature members of the academic community and adhere to the highest standards of personal and academic integrity. Students should keep their own records of all transactions with the university. It is also recommended that students keep copies of all materials submitted in fulfillment of coursework. For any exceptions, only the board of trustees has the right to decide on any situation/circumstances outside the conditions stated in this policy.

4. Related Policies/ Documents/ Forms

DAU 9-4 Students and DAU Employees personal Information Release policy

5. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	10/2023	1 st issue of the policy