

6.f. Student Records

Subject	Students	Effective From	Sep - 2011
Policy #	6.f.	Latest Revision	Dec - 2023
Title of The Policy	Student Records	Next Review	Dec - 2024
Responsible Entity	Colleges Councils, Admission and Registration Unit	Policy Pages	2
Definitions	<ul style="list-style-type: none"> • AAU: Al Ain University • AAU Student: Person who enrolls in AAU courses • AAU Applicant: Person who did apply for admission at AAU • Students Records: <ul style="list-style-type: none"> • <u>Student Personal Information</u> (full name, date and place of birth, gender, nationality, passport, address and contact information, national ID, and other related information) • <u>Application and Admission Information</u> (high school name and academic records, university name and academic records, and other related information) • <u>Transfer Credit Information</u> (previous institution name, courses taken and credit hours and final grades earned, degrees, diplomas, and related information) • <u>Enrollment Information</u> (academic semesters, courses registered, remedial courses, credit hours attempted and earned, final grades, withdrawals and leaves of absence, Transcripts, and other related information) • <u>Degrees and Awards Information</u> (date awarded, degree, college, major, thesis/dissertation title, cumulative GPA) • <u>Academic Disciplinary Information</u> (number, duration of any academic disciplinary actions taken, and other related information) 		
Purpose	To ensure the confidentiality and the privacy of all Students Records.		
Scope	AAU students and applicants		
Statement	<ul style="list-style-type: none"> • AAU admits students based on AAU Admission and Registration criteria. • AAU Admission and registration unit handles the collection, maintenance, storage, and disposal of all official and original student records, and ensures the accuracy and authenticity of certificates and transcripts. • AAU also has provision of secure fireproof/catastrophic event storage. • The critical student records, such as transcripts and degree completion authentications, are securely stored with defined access rights, either in soft or hard copy, and are accessible for a period of not less than fifty (50) years; • AAU has an off-site (maintained by the ITC) continuous electronic backup for all electronic student records; • AAU admission and registration unit under the guidance of the university management constitutes the permanent student record, which manages and update records, decides on the access, decides on how long they are to be retained, and what may be disposed; 		

	<ul style="list-style-type: none"> • The release of information to the public on individual privacy, the confidentiality of records, and the best interests of the student and institution are detailed in the Information release policy. • AAU maintains policy for, degree audits and for approving and changing student grades and other student academic records, with proper notification of any changes made; • AAU maintains all records of student course work and grade changes are maintained in the student record.
<p>Procedures</p>	<ul style="list-style-type: none"> • AAU treats all “Students Records” with highest level of integrity and confidentiality. • AAU employee, who has access to protected student academic records, is fully responsible for not releasing any data to any third party. • AAU offices, who has access to student academic records, are fully responsible for not releasing any data without the prior consent of the student. • While applying for admission, the files are placed and stored in the records of the AAU “Admission and Registration” unit. • The “Admission and Registration Unit” has access to the relevant “Students Records” • Each application for enrollment is placed in a file designated with the university ID for each individual student. • The student's file includes the application for enrollment and all student papers and documents. • All student files are kept in the "student files store" (the archive of hard copies) and is stored against the fire. • An electronic copy is made for each file and is backed up by the IT center. • The “Admission and Registration Unit” does not dispose or perform any damage to student records. • The College Councils should inform the “Admission and Registration Unit” for any update on these records. • Every student can use the university electronic service to view his or her academic record and to verify its contents. • The “Admission and Registration Unit” is responsible to solve all requests raised by the student about his or her records.
<p>Recent Changes</p>	