


<b>Policy Group</b>	Graduate Studies	<b>Policy Number</b>	ACA-GRA-10	 جامعة زايد ZAYED UNIVERSITY
<b>Responsible Office</b>	Office of the Provost	<b>Distribution</b>	External	
<b>Date Approved</b>	11 June 2019	<b>Effective Date</b>	1 August 2019	
<b>Date Last Reviewed</b>	20 April 2022	<b>Due Date for Next Review</b>	20 April 2025	

## POLICY

### Graduate Student Records

#### 1. Purpose

This policy establishes a framework for academic standards governing management, maintenance and safeguarding of academic records of all graduate students at Zayed University.

#### 2. Application

This policy applies to all graduate students at Zayed University.

#### 3. Definitions

**3.1 Official Academic Record (OAR):** The OAR is maintained by the institution to record a student's cumulative academic history, including personal identification information, admission, registration, academic performance, and official correspondence for each student enrolled in a graduate program.

**3.2 Official Transcript:** The Official Academic Transcript is a certified document issued to third (3<sup>rd</sup>) parties that provides a complete, accurate record of a student's academic history for a program.

#### 4. Policy

The maintenance of graduate student academic records shall be governed by administrative standards which respect confidentiality and ensure consistency, integrity and fairness.

**4.1** Zayed University shall maintain a student's Official Academic Record indefinitely.

**4.2** Submission of an admission application constitutes approval to collect pertinent personal information for institutional purposes.

**4.3** Each admitted graduate student is assigned a unique student number which identifies all associated graduate program academic records.

**4.4** Only authorized Zayed University personnel may alter an official graduate student academic record.

**4.5** Issue of the official academic transcript is the sole responsibility of the Graduate Registrar.

**4.6** Zayed University is obligated to protect the privacy and security of its students and follows strict guidelines for maintaining the confidentiality of education

records and monitoring the release of information from those records to 3<sup>rd</sup> parties.

- 4.6.1 Only the student and authorized Zayed University personnel may access official academic records.
- 4.6.2 Zayed University will not disclose the contents of a graduate student's official academic record to any party outside the university unless required by law or authorized in writing by the student.

**5. Related Policies and Laws**

- ACA-ADM-06 Academic Records
- ACA-GRA-03 Graduate Student Tuition and Fees
- ACA-GRA-05 Academic Progress in Graduate Programs
- ACA-GRA-06 Grading in Graduate Programs
- ACA-GRA-09 Academic Appeals for Graduate Programs

**6. Administration**

This policy is administered by the Graduate Studies Deanship.

**7. Revision History**

<b>Date</b>	<b>Revision</b>
20 April 2022	Approved by Provost.
11 April 2022	Reviewed with no substantive changes required.
11 June 2019	New Policy approved by the President (PD#17 of 2019).