



The American University of Kurdistan Policy of Student Records

Policy Number: AS038
Effective Date: May 28, 2023

CONTENT

- I. Introduction
- II. Roles and Responsibilities
- III. Definition
- IV. Policy Statement
- V. Policy Principles
- VI. Policy Procedures
- VII. Policy History

I. INTRODUCTION

- a. **Authority:** The Board of Trustees (herein referred to as “Board”) at The American University of Kurdistan (herein referred to as “AUK” or “University”) is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. **Purpose:** The policy ensures the accuracy, integrity, security, and confidentiality of all students' records in a manner consistent with academic principles, standards, and expectations.
- c. **Scope:** It applies to the Admissions and Registration Department and all other academic and administrative units that are primary and secondary custodians of specific data collected and stored about the students of the University.

II. ROLES AND RESPONSIBILITIES

- a. **Responsible Executive:** Provost
- b. **Responsible Administrator:** Director of ARD
- c. **Responsible Office:** ARD
- d. **Policy Contact:** Director of ARD

III. DEFINITION

The Student Records Policy outlines the content and the confidentiality of academic records, access to academic records, academic transcripts, other academic records, non-academic student records, and the Student Information System (SIS).

IV. POLICY STATEMENT

The American University of Kurdistan is committed to protecting the privacy of students and will collect, use, access, disclose and retain Student Records in accordance with this policy.

V. POLICY PRINCIPLES

- AUK creates and maintains an official record for every student admitted to the University. This record is created at the time of Admissions and will be maintained throughout the duration of the student's enrollment as the official record of the student's academic activities, transactions, performance, and disciplinary warnings as required.
- Every student admitted to the University will be assigned a unique permanent Student Identification Number associated with that student's academic records at the University.
- An academic transcript represents the transactional certification of the student's performance and academic status within the University, including the awarded degrees.
- The Student Information System (SIS) is the University's official repository of student academic records. Only the Admissions and Registration Department can modify/update student information. Any request to access the Student Information System must get the approval of the Admissions and Registration Director.
- 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.
- The Admissions and Registration Department is the Custodian of student academic records and data and the Custodian of Student Information System (SIS).
- After graduation, information not related to the transcript (courses, grades, CGPA, etc.) will be destroyed.

VI. POLICY PROCEDURES

1. Content of Student Academic Records:

Consistent with international standards, the Official Student Academic Record includes the following types of information:

- Student personal and identifying data such as name, date and place of birth, nationality, contact information, unique AUK identification number, national identification number, and other relevant information.
- Admissions information such as student's name, high school academic record, grades, average score, enrollment dates, and other related information.
- Enrollment and academic performance information such as academic semesters, registered courses, English proficiency status, attempted credits, earned credits, withdrawals, leaves of absence, changes in final grades, and any related information.
- The student's academic standing at the end of every academic semester in which the student is registered and changes in academic status and degree program.
- Transfer credit information, including the previous institution's name and dates, final grades, degrees, diplomas, and any related information.
- Earned degrees and awards, including date, degree, college, major, minor, Latin honor, degree program, and CGPA.
- Academic and Code of Conduct disciplinary information, including the summary and duration of any academic disciplinary actions and any related information.

2. Confidentiality of Student Academic Records

The University protects the privacy and confidentiality of the student's academic records by establishing and enforcing procedures within offices and by persons who have access to the academic records and have an affirmative responsibility not to release the students' information to any third party without the student's prior consent.

Directory Information:

- Directory information is general information about the student and his or her enrollment status, such as name, address, contact information, and any related general information.
- Directory information may not be released to a third party without prior consent from the student. The student may request to release such information to specific individuals by signing the student information release form that names the authorized person/organization/institution to access his/her record, such as any of his/her family members.

3. Access to Academic Records:

- The Admissions and Registration Department, Academic Advisors, College Deans and Chairs, and students should have access to the relevant student academic record.
- Scholarships, sponsors, accreditation bodies, and other higher education institutions may request student academic records.
- Students can use the Student Self-Service to view their academic records and general directory information to dispute its accuracy.
- The Admissions and Registration Department is responsible for resolving all disputes regarding the accuracy of student academic records.

4. Academic Transcripts

The format and content of the Official Academic Transcript follow international standards of academic transcripts:

- The Academic Transcript must include a program of study, degree title, and minor (If any).
- All final grades for all degree-credit courses the student registered.
- Semester and Cumulative Grade Point Averages.
- End-of-semester academic standing.
- Credit transferred from other universities as earned credits (grades will not be recorded within the transcript).
- All final grades excluded from the calculation GPA must be denoted.
- Academic probation or dismissal for academic performance.
- Degrees are officially awarded and posted as of the grades announcement date in that academic semester.
- Provision of transcripts, certificates, diplomas, and any related academic records to the student and/or any other recipients may be suspended if the student has financial or any other obligations towards the University.

5. Other Academic Records

Any documents and records are considered student academic records, whether in physical or electronic format, including Admissions applications, placement test scores, certificates, attestation letters, enrollment verifications, degree audits, grade assignment forms, advising forms, registration forms, student financial aid and scholarship documents and any other forms relevant to Admissions and Registration Department.

6. Student Information System:

- The Student Information System is the institution's official electronic student academic record system.
- Faculty members in teaching roles may be given access during the time set by the Admissions and Registration Department to enter grades.
- All access to SIS must be authorized explicitly by the SIS Custodian:
- All SIS access requires the approval of the individual's immediate supervisor.
- All SIS access is given only to individual users. Group or shared accounts for access to SIS are not permissible.
- Direct access to SIS by third parties is not permitted.
- Individuals given inquiry or update access to SIS are obligated to:
 - Assure the security of personal SIS access information assigned to or created by the user, including user IDs and passwords.
 - Ensure the precision and legitimacy of all student academic record transactions the user executes.
 - Only execute academic record transactions for which the user is permitted.
 - Not allow any other person to use the user's authorization to access SIS.
 - Protect student academic record information confidentiality according to established policies.
 - Not disclose student academic records to any person or organization outside the University.
 - Comply with other requirements for SIS access and use as established by the University.
- Failure to comply with the required obligations for SIS access may result in the cancellation of the user's SIS access. Some violations of these obligations may result in disciplinary action under the applicable institution's policies.
- The Admissions and Registration Department 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.

8. Non-Academic Student Records

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

VII. POLICY HISTORY

- a. **Approved by:** Board of Trustees
- b. **Adopted:** May 28, 2023

Student Information Release Form

It is the policy of the American University of Kurdistan (AUK) not to disclose students' information to third parties unless the student provides consent to disclose or as otherwise permitted by law. This form serves as the method in which a student provides that consent.

_____ **Student First and Last Name**

_____ **Student Identification Number**

Education Records to be released *[Check all that apply]*

- Admissions Application Student Accounts Records
- AUK Transcript Official Academic Advisement Report
- Financial Aid Records
- Other *(Specify to the extent possible)*: _____

Purpose for which the above Records are to be released *[Check all that apply]*

- Employment matters (including but not limited to a background check or job reference)
- Legal matters
- Parental access to child's education records

Other: _____

Recipient of selected Education Records *[Please print]*

*This release does not permit the disclosure of the identified records to any other persons or entities without my written consent or as permitted by law.

Recipient First and Last Name:

Preferred Contact Information for Recipient:

Release authorization period *[Select one of the following]*

- One-time Release
- Effective from the date this form was signed until _____ *(Day/Month/Year)*

By signing below, I hereby authorize the American University of Kurdistan to release my above referenced information to the identified recipient for the period specified above. I understand this release may be revoked at any time by submitting a request in writing to the Admissions and Registration Department. Furthermore, I affirm that I am the individual named on this form and that I am entitled under AUK policy to provide consent to the disclosure detailed above.

Student Signature _____ Date _____