

Academic Records Policy

Policy #	AA-112	Revision #	01
Accessibility level	A	Effective date	27 April 2015

1. Purpose

This policy highlights the rules and regulations governing the student's request for transcripts, condition for issuing the transcripts and the disclosure of student records.

2. Definitions

NA.

3. Policy

3.1. Transcript Request

Transcripts will not be issued unless all obligations towards the university are cleared. To request a transcript, the student needs to fill, sign, and return a "Transcript Request" Form to the Office of Registrar.

3.2. Disclosure of Student Records

- A) The University may disclose routine information without prior written consent from the student such as student's name, degrees received, major field(s) of study, awards received, and participation in officially recognized activities and sports.
- B) The University will disclose other information including academic records only upon receiving written consent of the student except in the cases below:
 - Upon the request from other educational institutions, where the student seeks to enroll and/or the Ministry of Education.
 - As necessary to academic officers, academic advisors, and faculty members within the University.
 - To parents of a dependent student.
 - In compliance with a judicial order.

4. Related Documents

- 4.1. Transcript Request Form (AA-112-F1)