

EDUCATIONAL RECORDS

Storage and access to educational records

Prior to 1994, permanent educational records were hard copy documents that were kept in secure storage systems and offices. After 1994, educational records became a combination of hard copy documents and digital records in the student information system (SIS).

In 2012, the Banner Document Management system (BDM) was implemented, and the process of scanning hard copy educational records into digital records began. Currently, processes are in place to have all hard copy educational records digitized into the Banner Document Management system. UNA faculty and staff who are granted secure access to hard copy or digitized student records must complete IT security training, FERPA training, and training on accessing/indexing student records in BDM.

The permanent educational record of the student consists of the following:

Undergraduate Students:

- Admission application(s) for the term the student was enrolled.
- All high school and college transcripts that have been submitted to UNA.
- Test scores that have not been directly uploaded into the student information system (SIS).
- All acceptance letters, transient approvals, and documentation used to update a student's biographic/demographic record.
- All classes taken at UNA and grades earned for those classes.
- All transcript notations and comments.
- All degrees awarded from UNA.

The permanent educational record of the student consists of the following:

Graduate Students:

- Admission application and decision notification for the term the student was enrolled.
- Degree granting transcripts used for admission that have been submitted to UNA.
- Transient approval for graduate transient students.
- Official transcript and transfer approval form for graduate transfer credit.
- All classes taken at UNA and grades earned for those classes.
- All transcript notations and comments.
- All degrees awarded from UNA.