



National Open University of Nigeria

Policy Title	Policy on Student Academic Records
Policy No:	NQSA/POL/TEL/027
Owner:	National Open University of Nigeria (NOUN)
Approved By:	The University Senate
Manager/Driver:	Registrar: Academic Registry
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1.0 Introduction

Student academic record provides information relating to a student's admission and academic performance at the National Open University of Nigeria. Student academic records include information contained in an original transcript, in electronically stored records, and the "official student academic record" as maintained within the National Open University of Nigeria.

1.1 Institutional Vision.

To be regarded as the foremost university providing highly accessible and enhanced quality of education anchored by social justice, equity, equality, and national cohesion through comprehensive reach that transcends all barriers.

1.2 Institutional Mission

To provide functional, cost-effective, flexible learning which adds life-long value to quality education for all who seek knowledge.

2.0 Purpose

This policy will guide adequate storage, protection, and retrieval of students' academic records during and after their graduation.

3.0 Scope

This Policy applies to academic, operational, and all students in the National Open University of Nigeria (NOUN).

4.0 Definitions

- 4.1 **A record** is defined as a thing constituting a piece of evidence about the past, especially an account kept in written or some other permanent form.
- 4.2 **Academic Record** means any document or other record containing information relating to a student's biodata, academic scores, academic results, awards, or achievements.
- 4.3 **Transcripts** is a record of a student's academic performance issued by a university.
- 4.4 **An Academic Degree** is a qualification awarded to a student upon successful completion of a course of study in higher education, usually in a university.

- 4.5 **Student Data** is information gathered about individual students to form a full picture of the student's learning and needs.
- 4.6 **Student Information.** This refers to students' information that is collected and used for educational purposes. This includes biodata, previous educational records, medical records, work status, gender, and more. This information helps to guide the students learning.

5.0 Principles

- 5.1 In the university, the directorates that have records of students at different levels are the Directorate of Academic Registry, Directorate of Management and Information System (DMIS), Directorate of Examination and Assessment (DEA), and Directorate of Learning Management System (DLMS).
- 5.2 Students are allowed a great degree of access to their academic records as is academically justifiable and administratively feasible.
- 5.3 A student's right to privacy about his/her academic records is safeguarded as far as both internal university access and external public access are concerned.
- 5.4 Academic records of students are ultimately the property of the University, and they are maintained under the custodial responsibility of the NOUN.
- 5.5 Acting by the NOUN Guidelines Concerning Access to Official Student Academic Records, NOUN supports

appropriate access to, and privacy of, official student academic records consistent with its commitment to the requirements of *the Freedom Of Information Act, 2011: Law of the Federation of Nigeria*.

6.0 Policy Statements

- 6.1 The university shall protect the personal data of students collected at the point of entry and their academic records in the university.
- 6.2 The university shall be the custodian of all academic records of the students.
- 6.3 There shall be provision for physical and digital facilities to ensure adequate storage of students' academic records and protection in the university.
- 6.4 Any academic record of a student that is not approved by the University Senate shall be considered null and void.
- 6.5 The system of storing students' academic records shall allow easy retrieval of information.
- 6.6 On request of information by students or staff of the institution from student academic records in whole or in part, it must not take more than 72 hours to retrieve such information.
- 6.7 The university shall ensure that all relevant students' records are automated.

- 6.8 Different levels of access shall be given to staff and students as may be required.
- 6.9 Academic Registry shall be the custodian of all academic records of students in the university.

7.0 Policy Implementation

- 7.1 The relevant directorates should ensure that relevant student data are created.
 - 7.1.1 DMIS shall collect students' data at the point of entry into the university.
 - 7.1.2 DMIS shall release student data to relevant directorates and centres for academic purposes. This should be automated to fast-track the completion of activities by other users.
 - 7.1.3 DEA is to input TMA, examination scores, and authentic assessment scores.
 - 7.1.4 DLMS shall provide the learning analytics.
 - 7.1.5 Faculties and Departments shall work with DEA and DMIS to harmonise all students' records.
 - 7.1.6 Faculties shall present students' results to the Senate for approval.
 - 7.1.7 Approved results by the senate should be released to faculties, departments, and Academic Registry for storage, protection, and retrieval.

7.2 Level of Access:

- 7.2.1 Access by NOUN staff:

7.2.1.1 Members of the NOUN teaching staff as well as administrative staff shall have access to portions of student academic records, relevant to the performance of their duties. This includes access to portions of student academic records by officials as needed for purposes related to the performance of their duties.

7.2.1.2 Access to student academic records shall be granted on a need-to-know basis, in accordance with the *Freedom of Information and Protection of Privacy Act* and the University Guidelines Concerning Access to Official Student Academic Records are jointly responsible for approving access to student academic records.

7.2.2 Access by Students:

7.2.2.1 Students shall be given access to register for courses, take TMAs and examinations, and participate in authentic assessments.

7.2.2.2 Access to upload relevant information as may be required.

7.2.2.3 Access to view academic progress which includes registered courses, pending courses, performance showing scores and grades of all registered and examined courses, feedback, and more as may be decided by the University Senate.

7.2.3 Access by Others:

7.2.3.1 By registration, a student gives implicit consent for the following information to be made freely available to all enquiries: The

academic division(s), the session(s) in which a student is or has been registered, the degree(s) received and date(s) of convocation.

7.2.3.2 Any other information contained in the academic record of a student may be released to other persons and agencies only with the student's prior expressed written consent, or on the presentation of a court order, or in accordance with the requirements of professional licensing or certification bodies, or otherwise under compulsion of law.

7.2.3.3 General statistical material drawn from academic records not disclosing the identities of students may be released for research and information purposes by the National Open University of Nigeria.

8.0 Sanctions on Violating this Policy

Any staff member who violates this policy may receive a written warning, denial of three months' salary, suspension from duty that may last one year, and being released from holding an administrative position as may be decided by the University Management.

9.0 Policy Alignment

This policy aligns with:

9.1 The University's ACT. No. 6 of 1983 and Act. No. 19, 2018.

- 9.2 NOUN Blueprint and Implementation Plan (2002).
- 9.3 NOUN Open, Distance and eLearning Policy.
- 9.4 NOUN Policy on Learning Analytics.

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