

## 4.2 Student Education Record

A student education record is created when the student enters the institution. It contains information such as biographical data, address data, gender, race, marital status, etc. Student Education Records are associated with student semester records, created each semester the student has a valid enrollment status.

A student record is any record maintained by the institution that contains personally identifiable information. The custodian of a student education record is the Deanship of Student Affairs, Admissions, and Registration. Academic departments may maintain a student academic record for their students. These records may contain additional academic materials (student surveys, graduation requirements, etc.) that should be destroyed when according to the retention schedule. After a student's separation from Alfaisal University (either by graduation or withdrawal), the academic record will be retired to permanent storage according to the retention schedule. Documents that are removed will be destroyed by appropriate means.