

Academic Records Control Policy



UNPHU

Universidad Nacional
Pedro Henríquez Ureña

Quinta resolución del acta No. 01-24 de fecha 15 de enero del año 2024

Academic Records Control Policy

Universidad Nacional Pedro Henríquez Ureña is committed to the preservation and availability of documentation, both provided by students during the admission process and generated by the institution throughout their academic life.

This policy grants specific rights to students regarding the documents comprising their student records. Therefore, there are duties that our staff must enforce concerning preservation, organization, management, confidentiality, and eventual disposal.

To fulfill this commitment this policy pursues the following specific objectives:

1. Establish procedures and methodologies outlining the steps for the preservation and availability of student records.
2. Establish procedures and methodologies outlining the steps for access to student records by relevant authorities.
3. Ensure availability for consultation of academic documents submitted by students.
4. Provide committed times stipulated by the Department of Registration and Evaluations, once the required documentation is requested by the student.
5. Execute digitization projects to ensure the preservation of records.
6. Consent to the disclosure of personally identifiable information found in educational records, except as permitted by UNPHU's Student Records Review Policy.
7. Comply with applicable national and international legal and regulatory requirements for this process.



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Rector

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