



Student Academic Records at AUM 2019

Student Academic Records

Article (1):

The Student Academic Records will be updated with a new transcript at the end of each semester.

Article (2):

A Student's Academic Records includes the following documents:

1. AUM application form obtained from the Admission and Registration Office.
2. An official Jordanian general secondary education certificate or its equivalent.
3. A copy of the candidate's valid passport.
4. A certified copy of candidate's birth certificates and personal identification card (for Jordanians)
5. A copy of the military service booklet or exemption certificate (for Jordanians)
6. Two recent passports sized colored photos.
7. An official record of satisfactory civic conduct.

Students Transcript

Article (3):

Students may obtain transcripts of their educational records from the Admission and Registration Office. The university will not issue a transcript that reflects only part of the student's academic records.

1. Each student is entitled to a free transcript issued at the end of each semester.
2. For any additional transcript, a fee of (10 JD) will be charged.
3. Transcript will not be issued for any current student, alumni or former student of AUM that has a past-due account with the university until an approved arrangement has been forwarded to the registration office.
4. The official transcript will be issued only upon the student's signed request, and the transcript will not be handed to any other person without student's own authorization.

Student Academic Records Privacy and Policy

Article (4):

Students' Academic Records are the source from where students' personal information can be obtained.

A student's academic record is considered to be a confidential document. Nobody is allowed to access the file except the student, AUM President, Vice President, Dean, Deputy Dean, Head of the department, and the Registrar General.

Article (5):

The University may disclose general information without prior notice or written Consent from the student. Such information is limited only to the following; student's name, degree received, major of study, and any awards that the student may have received while at the University.

Article (6):

The student has the right to update, and review all related documents which are kept in his/her academic record.

Article (7):

The University may release information other than general information upon written consent from the student. This consent must specify the information that is to be disclosed by the University, and provide the names and addresses of the individuals or institutions, to which the disclosure is to be made.

Article (8):

The University reserves the right to disclose the student's academic records to the student's parents, and/or to any private or public authority that might be sponsoring the student.

Article (9):

For safety purposes, the original students' records are maintained in a fireproof cabinet and stored in one central office. An electronic copy of the records is stored in a different building.

Article (10):

A backup of the database of the registration system is stored in alternating servers. This backup is updated weekly.