

Student Transcripts, Records Retention, and Disclosure of Academic Information (Privacy)

1. Transcripts. *The information reflected on the student transcript represents the information contained in the official system of record regarding the student's course completions.* Official and unofficial student transcripts for courses taken at DAU schools or affiliated course providers can be obtained for those courses completed since the establishment of DAU in FY 92 and which were processed through the Army Training Requirements and Resources System (ATRRS). If a student took a course before the establishment of DAU in FY 92, a transcript may not be available as the school/provider may either no longer exist or may not be required to maintain student information.

a. Student transcripts are available upon the students request on the DAU Web site at: <https://www.atrrs.army.mil/channels/dautranscript/default.asp>.

b. DAU will only accept a student's request for his or her transcripts through the secure Web site noted above.

c. Student transcripts will display only those DAU courses for which the student has successfully completed or been granted credit for through the DAU Equivalency Program or the DAU Fulfillment Program as outlined in Attachment 10, *Transferring Students Between Career Fields (Programs) and from Other Institutions*.

d. DAU Transcript record DAU course completions and completion date as well as any associated, American Council on Education (ACE) recommended semester credits, Continuous Education Units (CEU), Continuous Learning Points (CLP), and Reserve Retirement Points (RRP). RRP are only awarded to DAU online courses.

e. Students may request for DAU course completion that are missing from the DAU Transcript to be added to the Transcript by sending an email to scheduling@dau.mil. Students must include a copy of the course completion certificate that was issued by DAU in the request. Other documents not issued or maintained by DAU; such as, ACRB, or transcript maintained by a DOD Agency cannot be used as source document for updating/adding DAU course completion to the DAU Transcript. DAU cannot update the Transcript with DAU equivalent courses that were completed through an equivalent provider. Students need to submit a request through their appropriate Acquisition Career Management office to obtain credit for completing a course through an equivalent provider.

(1) DAU does not republish course completion certificates for courses completed prior to FY09. For courses completed from FY09 to present, students may download a copy of their course completion certificate from the DAU Learning Management System by logging into <https://learn.dau.mil>.

f. DAU will not be able to update/add courses completed older than 5 years from the current Fiscal Year that are missing from the DAU Transcript due to the system limitations.

g. Students may submit requests to DAU by sending an email to scheduling@dau.mil if the CEUs or CLPs are missing or incorrect in the DAU Transcript. If there are discrepancies

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pertaining to CEUs or CLPs between the DAU Transcript and another source documents that are not maintained by DAU; students need to contact their Service component. The DAU Transcript is the official source document for CEUs or CLPs awarded for DAU course completions.

h. Students may submit request for update/add course completion through DAU Equivalency program or completion of DAU Fulfillment Program to their Service component. DAU cannot update information reflected in Section III DAU Courses Credited by Completing an Equivalent Course and Section IV DAU Courses Credited Through Fulfillment.

i. Information about ACE credit is located at http://icatalog.dau.mil/learning/ace_code.aspx. Students may visit the ACE website to review ACE credits for DAU course completion at <http://www2.acenet.edu/credit/?fuseaction=browse.getOrganizationDetail&FICE=1000319>. Note: To receive the recommended ACE credit, student must complete the course during the period specified. If a DAU course is not listed, this means that it has not been reviewed or approved for semester credit hours by ACE.

j. Students are strongly encouraged to log into <https://www.atrrs.army.mil/channels/dautranscript/default.asp> and review their DAU Transcript two weeks after completing a DAU course and report missing course completions to DAU by sending an email to scheduling@dau.mil immediately. Delaying or postponing to report missing DAU course completions from the DAU Transcript may result in the completions not being added due to system limitations or there are no records of the completions within DAU.

2. Student Records and Student File Retention. *Student information* (data and records) are divided into two types; those data elements that pertain to and support the implementation of the Defense Acquisition Workforce Improvement Act (DAWIA) referred to as Workforce Qualification Records and those that pertain to academic performance (training records). Some student data elements will be resident in both types of records in order to identify the student and collect data for aggregation purposes as may be required. *Student Files* on the other hand, consists of all digital and/or paper copies of correspondence supporting documentation and data that may be associated with violations of the standards of conduct (see Attachment 1) or associated with a student's formal complaint/grievance as outlined in Attachment 13.

a. Workforce Qualification Records. Data elements associated with workforce qualification records include student identifying information, course completion data, and information related to the student's academic and experience achievements. These records are retained indefinitely in order to support the Department's effective management of the acquisition workforce as required by DAWIA.

b. Training Records. These are data elements associated with the requirements within a specific course including such course work as: student work products, exams, grade book information, etc.

(1) For all distance learning courses, student work (exam performance) will be retained in the secure DAU learning management system and archived annually.

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(2) During the execution of a resident course, course work not retained in Blackboard, will be kept in the custody of the assigned instructor or appropriately secured in accordance with local procedures to preserve confidentiality, security and prevent unauthorized access, use or destruction.

(3) After a successful course completion, student work products retained in Blackboard will be locked 7 days following graduation and archived annually. Student work products retained by the assigned instructor will be shredded. . Course managers may identify, in the instructor support package, specific work products that, if returned, will not compromise the fair evaluation of future students and may be returned to the student.

(4) For students who fail to achieve mastery criteria (resident and FOLE courses only), the students training records will be retained and secured by the campus Associate Dean of Academics and/or DAU Blackboard for at least 60 days following the completion date of the course after which the student's course work will be disposed of in accordance with local procedures. The University's learning management system will retain student data for distance learning courses.

(5) Student class rosters are maintained for 2 years after the class ends.

(6) Student locator cards are maintained for 6 weeks after the class ends.

c. Student Files. Files created when a student receives an attrition code of "K" as outlined in Attachment 2, *Violations of the Standards of Conduct* and Attachment 8 *Student Attrition Codes*; or files created as a result of a formal student complaint/grievance as outlined in Attachment 13; will be retained by the campus Associate Dean of Academics for at least 60 days following final resolution and by the Center for Scheduling and Student Services (CSSS) for at least two years following the date of final resolution. The Office of the President will provide copies of the final resolution to both the campus Associate Dean of Academics and to CSSS.

3. Disclosure of Academic Information (Privacy)

a. DAU complies with the Privacy Act of 1974 (Title 5, U.S.C., Section 552a) as amended by Public Law 93-579.

b. Title 5, U.S.C., Section 552a(b)(1), specifies *that a federal agency may disclose its own internal records to "those officers and employees of the agency . . . who have a need for the record in the performance of their duties."*

(1) Accordingly, DAU will provide academic performance information to a student's supervisor upon the request of the supervisor or other appropriate authority within the student's chain of command. This includes students who fail to achieve mastery criteria or are dropped due to a violation of the Standards of Conduct (i.e., receive an attrition code of "A" or "K" respectively). While DAU will provide information relative to the student's performance, DAU will NOT make recommendations or render opinions regarding the pursuit of adverse

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administrative procedures, disciplinary actions against a student, nor the student's potential for future service.

(2) Requests for student transcript information from a supervisor or other authorized, non-student source must be for official purposes only. Such a request should be submitted via a signature-certified email to DAU's Center for Scheduling and Student Support at: scheduling@dau.mil. DAU's registrar may also share transcript information telephonically with authorized recipients on an official, need to know basis. DAU may require supervisors or others seeking such information to send a signature-certified email verifying the requestor's identity and stating that the transcript inquiry is for official purposes.