



BACK-UP OF ACADEMIC RECORDS POLICY

(Amendment to: 15-01, March 26, 2015)

Purpose

This policy aims to ensure that student academic records and the official documents required therein are properly protected and safeguarded by the Registrar.

Legal Basis

Regulations for Licensing Institutions of Higher Education in Puerto Rico, Certification No. CEPR-237.

Safeguard System

Universidad Central de Bayamón has a Colleague system where all student demographic and academic information is compiled. The Registrar's Office records the processes related to student life, such as enrollment, withdrawals, and academic records, with approved courses and grades. It collects and stores all student information from admission to the completion of the degree.

The IT and Telecommunications Office is responsible for performing a weekly backup of the Colleague system. From Monday to Thursday, an incremental backup is performed and on Thursday a "full" backup is performed; which is sent to an off-site backup facility. This process is done to protect student data.

File Retention and Security

The Registrar's Office is responsible for the custody of the academic records of active or graduated students. The academic records are kept in a vault built with the highest safety standards against fire and natural disasters. The records are kept in fireproof files, providing the required security.

Validity

This policy shall be effective immediately and supersedes any other guidelines, rules, or policies in conflict with the foregoing.

Policy 24-01 April 3, 2024


Approved:



Friar Oscar Morales Cruz, O.P.
Interim President

4/3/2024

Date of approval



Maritza Soto García, PhD/JD

4/3/2024

Date of approval