



IBA California

STUDENTS RECORDS

POLICY

A structured catalog for online business education, institutional policies, academic programs, tuition, admissions, and student services.

Records Retention Policy

IBA California maintains student records in accordance with applicable federal and state regulations.

Records Maintained Include:

- Admission documents
- Academic records and grades
- Enrollment agreements
- Financial records
- Communication records

Retention:

- Academic records are retained permanently or as required by law
- Records are stored securely in electronic systems with backup protocols

Access:

- Students may request access to their records by submitting a written request
- Records will not be released to third parties without written student consent, except as required by law

Student Identity Verification and Privacy

To ensure academic integrity and compliance with privacy laws:

- Each student is assigned a **unique student identification number**
- Secure login credentials are required to access the Learning Management System (LMS)
- Students may be required to verify personal information when communicating with the institution

IBA California complies with applicable privacy regulations, including principles aligned with the **Family Educational Rights and Privacy Act (FERPA)**.

