



Registrar's Office • 5345 Atlanta Highway • Montgomery, AL 36109 • Fax#: 334-386-7244 • E-mail: registrar@faulkner.edu

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POLICY OF EDUCATION RECORD

Students may obtain a copy of their transcript at Parchment.com. The University's educational record policy complies with the Postsecondary Student Rights under FERPA.

PROCEDURE TO INSPECT EDUCATION RECORDS

Upon request, students may inspect and review their education records to the appropriate record custodian.

Students should submit a written request to the record custodian or an appropriate University staff person identifying as precisely as possible the record or records they wish to inspect.

The record custodian or an appropriate University staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given within 45 days or less from receiving the request.

When a record contains information about more than one student, the student may inspect and review only the records that relate to him or her.

RIGHTS OF THE UNIVERSITY TO REFUSE ACCESS

Faulkner University reserves the right to refuse permission for a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student waived his or her right of access, or which were placed in the file before January 1, 1975.
3. Records connected with an application to attend Faulkner University if the application was denied.
4. Those records that are excluded from the Family Education Rights and Privacy Act (**FERPA**) definition of education records.

REFUSAL TO PROVIDE COPIES

Faulkner University reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:

1. The student lives within commuting distance of Faulkner.
2. The student has an unpaid financial obligation to the University.
3. There is an unresolved disciplinary action against the student.

TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATION RECORDS

The following is a list of the types of records the University maintains, locations, and custodians.

<u>TYPES</u>	<u>LOCATION</u>	<u>CUSTODIAN</u>
Admissions/Academic Records	Registrar's Office - R128	Registrar
Disciplinary/Health Records	Multiplex - 102	Dean of Students
Financial Records	Student Accounts - R100	VP for Finance

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CAMPUS ATTENDED: **Montgomery**____**Birmingham**____**Florence**____**Huntsville**____**Mobile**____

PRINT: Your name, address and phone

Name while attending Faulkner/ACC

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**Student ID# or Social Security
Number**

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RECORDS TO COPY

NUMBER OF COPIES

COLLEGE

High School Transcript
College Transcript
AP (College Board)
CLEP
DANTES
DISCIPLINARY
FINANCIAL
GMAT/GRE/MAT
HEALTH RECORDS
OTHER

****ACT/SAT scores are received electronically; to obtain a copy of the score ~~must~~ contact the appropriate institution.**

Student Signature

Date