



POLICY OF EDUCATION RECORD

Students may obtain a copy of their transcript at getmytranscript.org. The University's educational record policy is in compliance with the Postsecondary Student Rights under FERPA.

PROCEDURE TO INSPECT EDUCATION RECORDS

Students may inspect and review their education records upon request to the appropriate record custodian.

Students should submit to the record custodian or an appropriate University staff person a written request which identifies as precisely as possible the record or records he or she wishes 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 in 45 days or less from the receipt of the request.

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

RIGHTS OF THE UNIVERSITY TO REFUSE ACCESS

Faulkner University reserves the right to refuse to 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 file before January 1, 1975.
3. Records connected with an application to attend Faulkner University if the application was denied.
4. Those records which are excluded from the Family Education Rights and Privacy Acts (**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 that the University maintains, their locations, and their custodian.

<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

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 copy of score must contact appropriate institution.

Student Signature

Date