



FAYETTEVILLE TECHNICAL
COMMUNITY COLLEGE

FUTURE
STUDENTS

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STUDENTS

MILITARY
STUDENTS

CONTINUING
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Student Records

Records of progress are kept by this institution on all current and former students. Progress records are furnished to the students, veterans, and non-veterans alike, at the end of scheduled school term.

The Registrar's Office is responsible for student records. All students are provided rights under the Family Education Rights and Privacy Act (FERPA). The following documents will be maintained as a part of the student's institutional records and will be subject to all state and federal regulations governing the safety and confidentiality of those records: completed application; completed medical form; veterans' records; statement of residency; transcripts; any statement of waiver by the student concerning student records; and a list of persons, firms, or other institutions to which a copy of the institutional records have been sent.

- A student may receive a copy of his or her FTCC transcript or have a copy forwarded to after another party after submitting a written request. Unofficial transcripts are issued to the student. Official transcripts are only sent to employers and /or other educational institutions. FTCC does not charge a fee for copies of their academic transcripts.
- State of Rights - Operating under the premise that the educational process is a cooperative venture between the student and FTCC, this policy emphasizes the following rights of students:
 - to inspect and review their educational records
 - to exercise limited control over other people's access to their educational records
 - to seek to correct their educational records in a hearing if necessary
 - to report violations of FERPA to the Family Education Rights and Privacy Act Office, Department of Education
 - to be informed about their FERPA rights

FTCC designates the following personally identifiable information contained in student records as Directory information:

- name
- curriculum
- enrollment status
- dates of enrollment
- degree received
- mailing address
- e-mail address(es)

Students who object to the release of directory information must notify the Registrar/Curriculum in writing within five (5) school days from the first day of the term of the items that the student does not want disclosed. If no objection is received by that date, the information will be classified as directory information until the beginning of the next school year.

- Students may petition the Registrar to amend or correct any part of the educational record which the student believes is inaccurate, misleading, or in violation of student rights. This includes the right to a hearing to present evidence that the record should be changed if FTCC decides not to alter it according to the student's requests.
- Students may file a complaint with the FERPA Office, Department of Education, 330 Independence Avenue, SW, Washington, DC 20201, if FTCC violate the FERPA or this policy.
- Students may obtain copies of the FERPA by making a request to the U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605, or by accessing the following websites:
 - www.ed.gov/news.html
 - www.accessreports.com/statutes/FERPA.htm
- FTCC reserves the right to deny transcripts or copies of records not required by FERPA in any of the following situations:
 - The student has any unpaid financial or other obligations to the College, including without limitation, unresolved parking violations, overdue books, or unpaid library fines.
 - There is unresolved disciplinary action against the student or unresolved litigation between the student and FTCC.

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