

Student Record Policy

The Family Educational Rights and Privacy Act (FERPA)

ACOT complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) which requires ACOT to allow students to review and request changes student's education records maintained by ACOT, notify students at least annually of this inspection right, and maintain records in each student's file listing requests for access to and disclosures of personally identifiable information. FERPA also limits the disclosure of a student's personally identifiable information by ACOT without a student's prior written consent.

Ramifications for Noncompliance

If ACOT fails to comply with FERPA, the Department of Education may require corrective actions by ACOT, withhold further payments under any applicable Title IV program, or terminate ACOT's eligibility to participate in Title IV programs. In addition, ACOT is obligated to safeguard customer information pursuant to applicable provisions of DETC and the U.S. Department of Education.

Student File Requirements

The following items will be maintained electronically, in print, or by other means at all times:

1. A master copy of each course or program;
2. Each student's permanent record showing admission date(s), transcript of academic progress from other sources (if applicable), tuition payments, financial aid, termination, or completion;
3. Each student's Online Application for Admission Form; Official High School Transcript/GED and/or Equivalent ; Enrollment Agreement signed by both student and College official that reflects name, address, age, date enrolled, and other pertinent information about the student and program; with documents supporting accomplishment of prerequisites established for each course/program; and

A copy of the academic record/transcript of credits for each student completing a course or program from ACOT is filed indefinitely.