

# Manual of Policy and Procedures

Title  <b>COMPLIANCE WITH THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)</b>	Number  312	Page  1 of 7
	Date  <b>6/20/19</b>	

## PURPOSE

The Family Educational Rights and Privacy Act of 1974 (“FERPA”) affords students certain rights with respect to their educational records. The primary rights afforded to each student include, but are not limited to, the right to inspect and review their education records, the right to request amendment of records, and the right to limit disclosure of information from the records.

In accordance with federal law and regulations issued by the U.S. Department of Education, the Vermont State Colleges System (“VSCS”) has adopted the following policies and procedures for each of its Institutions. The purpose of this VSCS







the final results of such disciplinary proceedings may be released. However, the Institution may only release the name of the student, violation committed, sanction imposed, and the name(s) of other student(s) involved, such as the victim or witness, but only with the prior written consent of the other student(s).

- h. To the parents of a student under the age of 21 where the VSCS has determined that the student has committed a disciplinary violation with respect to use or possession of alcohol or a controlled substance;
- i. To the parents of dependent students, as defined in Section 152 of the Internal Revenue Code of 1986;
- j. To accrediting organizations in order to conduct accrediting functions;
- k. To an authorized representative of institutions from which a student has received financial aid or the student had applied for

financial aid.



inaccurate, misleading or in violation of his/her privacy rights, it will amend the record and notify the student, in writing, that the record has been amended.

**IV. STUDENT COMPLAINTS REGARDING ALLEGED FERPA VIOLATIONS**

A student may file a complaint with the Department of Education Family Compliance Office regarding an alleged violation under the Act: Family Compliance Office, U.S. Dept. of Education, 400 Maryland Avenue, S.W. Washington, DC 20202-4605.

**V. ANNUAL COLLEGE NOTIFICATION**

- A. Each VSCS member Institution annually shall notify students currently in attendance, of their rights under the 20 U.S.C. §1232g and 34 C.F.R. Part 99.
- B. The notice must inform students that they have the right to:
  - 1. Inspect and review the student's education records;
  - 2. Seek amendment of the student's educahe 20 U.S he 0 Tc 00 Tw 4.19.Tw 2.08r(1..(B.)Tj

