



CASTLETON UNIVERSITY
COMMUNITY COLLEGE OF VERMONT
NORTHERN VERMONT UNIVERSITY
VERMONT TECHNICAL COLLEGE

Family Educational Rights & Privacy Act

The Family Educational and Privacy Act (FERPA) is a federal law designed to protect the privacy of student educational records. The law gives eligible students, those who have reached the age of 18, or the parents of students under the age of 18, certain rights with respect to their education records. Students have the right to inspect and review all of their educational records maintained by the college. If parents/guardians claim a student as a dependent, they may have access to the student's educational records without prior written consent.

Generally, the college must have written permission to release any **academic information** from a student's record. However, the law allows the college to disclose records without consent, to the following parties:

- College employees who have a need to know;
- Other schools to which the student is applying;
- Certain government officials in order to carry out lawful functions;
- Appropriate parties in connection with financial aid to a student;
- Parents of dependent eligible students;
- Organizations conducting studies for the college;
- Accrediting organizations;
- Individuals who have obtained court orders or subpoenas;
- Person who need to know in cases of health and safety emergencies; and state and local authorities, within the justice system, pursuant to specific state law.

Students have the right to request that the college correct **academic records** believed to be inaccurate or misleading. If the college decided not to amend the record, the student then has the right to a formal hearing. After the hearing, if the college still decides not to amend the record, the eligible student has the right to place a statement with the record commenting on the contested information in the record.

DIRECTORY INFORMATION

The college may also disclose, without consent, "**directory type information**" that is considered not be harmful to student/parent if released. The information considered by the college to be directory information is: name, college address (PO box), telephone listing and e-mail, place of birth, major, dates of attendance, degree(s) and awards received, weight and height of athletic team members, photographs, most recent and previous educational institution attended, and participation in officially recognized activities and sports. Parent information is not directory information.

Students have the right to withhold the release of any or all directory information, to do so a written request must be made at the Office of the Registrar. It should be noted that if directory information is to be withheld, it will be withheld all parties. A request to withhold directory information must be made **as soon as possible after the term** and will remain in effect until revoked by written request.

For additional information, technical assistance, or to file a complaint, you may contact the **Family Policy Compliance Office - (202) 260-3887 or om@ed.gov**

**U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605**

Release of Academic Information

[PRINT] FULL NAME

SSN or College ID

College

The college must have written permission from the eligible student prior to releasing any information from a student's educational record to parties not approved for disclosure under FERPA (If a student wishes to give access to any other individual(s) or organizations(s) other than those listed below, he or she must give written consent for each release.

List below individuals or organizations to whom you wish to release general academic information; these may include on or both parents, guardian(s), spouse, or employer. General academic information may include information about a student's academic performance, attendance in classes, etc. Please ensure that these individuals know your SSN and birth date when requesting information.

Information from my educational records may be released to:

_____ (Print full name)	_____ (Relationship/Organization)
_____ (Print full name)	_____ (Relationship/Organization)
_____ (Print full name)	_____ (Relationship/Organization)

Comments/Restrictions: _____

Student Signature

Date

Vermont Statutes Annotated, Title 16, Statute 176, Section 1 (c)

Vermont State law requires that we inform you that credits earned in the Vermont State Colleges are transferrable to other institutions only at the discretion of the receiving institution.
