

FERPA

VCCS Policy Manual Section 6 - Student Development Services

Student Registration and Records Section 6.2

Status Active

Last Revised September 27, 2018

#### 6.2.7 Privacy of Education Records (SB)

Each institution shall establish and publish information release policies that respect the rights of individual privacy, the confidentiality of records, and the best interests of the student and institution. As provided by the Family Educational Rights and Privacy Act (FERPA) and Virginia law, colleges may designate the following types of information as directory information and disclose directory information without the student's prior written consent:

1. Student's Name
2. Participation in officially recognized activities and sports
3. Weight and height of members of athletic teams
4. Degrees, honors, and awards received
5. Major field of study
6. Dates of attendance
7. Grade level
8. The most recent educational agency or institution attended
9. Number of credit hours enrolled
10. Photos

##### 6.2.7.1 Prohibited Disclosures

Colleges shall not disclose the address, telephone number, or email address of a student as directory information or pursuant to a Freedom of Information Act (FOIA) request without the prior written consent of the student. Colleges shall establish policies that allow students to opt-in to the disclosure of such information without prior written consent. Students also must provide official notification to the office of the college's registrar to prevent the disclosure of directory information listed in Section 6.2.7.