

VERMONT COLLEGE OF FINE ARTS

FERPA Rights and Policy Notice

Vermont College of Fine Arts complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. The purpose of the act is to afford certain rights to students concerning their education records. The primary rights afforded are the right to inspect and review the education records, the right to seek to have the records amended and the right to have some control over the disclosure of information from the records. The Act does not apply to students admitted to VCFA who have not officially enrolled. VCFA affords all the rights under the law to its students.

Rights of the Student

- Students have the right to inspect and review their educational records maintained by the college. If a student is unable to review the records at the college, they may request copies from the college (and may be charged a fee for them). Students should submit written requests to the Registrar and their Program Director that identify the record(s) they wish to inspect.
- Students have the right to seek amendment of educational records that they believe to be inaccurate or misleading. They should write to the Registrar and Program Director, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading. If the Registrar and Program Director decide not to amend the record as requested by the student, the student will be notified of the decision and advised of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. Students who disagree with the resolution of a challenge are allowed to document their objection, and this statement must be retained and released with the education record to which the student objected.
- Students have the right to withhold the release of Directory Information (see below).

Student Records

Student records are confidential, with access limited to those directly involved in the administrative or academic process. In accordance with FERPA, the college will not release student educational information without the expressed, written consent of the student. There are, however, some exceptions.

Disclosure of Directory Information

As specified under the provisions of FERPA, certain information is considered to be public information, or “directory information,” provided that students are given the opportunity to prohibit the disclosure of such information. At VCFA, the following information is considered “directory (public) information”:

- Student’s name
- Student’s address
- Telephone number
- Email address
- Date of birth
- Dates of enrollment
- Date of separation (but not the reason) if prior to graduation
- Status of enrollment (i.e., whether the student is, or is not, currently enrolled)
- Major field of study
- Anticipated date of graduation, if currently enrolled

- Degrees earned, if any, and date conferred
- Awards and honors received

Withholding the Release of Directory Information

If a student wishes to withhold the release of his/her directory information, the student must make such a request to the Registrar in writing. It should be noted that if a student asks for "Directory Information" to be withheld, it will be withheld from a variety of sources, including: friends, relatives, prospective employers, honor societies and the news media. Students should be aware that directory "blocks" are permanent and will not be removed without written request.

Educational Officials

FERPA specifies that VCFA staff and faculty and certain government or accrediting officials with a legitimate educational interest do have the right to review student records without consent. This includes any person employed by the college in an administrative, supervisory, academic, research, or other administrative position; individuals serving on the Board of Trustees; a student serving on an official committee (such as a grievance or disciplinary committee) or in a supervised Work Study position; individuals, organizations and other entities employed by or under contract to VCFA (such as an auditor, attorney, or collection agent); and other accrediting or financial aid agencies and state and federal officials conducting lawful activities. VCFA staff and faculty with legitimate access to education records must be aware of their FERPA obligations with respect to privacy and disclosure of student information. Examples of other exceptions are emergency situations and lawfully issued subpoenas.

Annual Notification

Students will be notified of their rights as stipulated by FERPA annually, by publication in the Student Handbook or any other method deemed appropriate by the Registrar.

Students have the right to file complaints with the Department of Education concerning alleged failure by Vermont College of Fine Arts to comply with the law. Written complaints should be directed to the following office:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605
(202) 260-3887, Fax (202) 260-9001.

For More Information:

For further information about FERPA at VCFA, please contact the Registrar's Office at (802) 828-8724.