

Policy Contents

- Policy Statement
- Reason for Policy
- Responsibilities
- History
- Procedures
- Definitions
- Related Information
- Appendices

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Responsible Officer: Dr. Kevin Beery
Officer title: Vice President of Academic Affairs

Policy Owner: College Registrar

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POLICY STATEMENT

Valley Forge Christian College (VFCC) will annually provide a notice to all enrolled students about

- The right to review their education records, to request amendment of records, to consent to disclosures of personally identifiable information, and to file complaints with the Department of Education;
- The procedures for reviewing education records and requesting amendment of the records; and
- If applicable, information about the institution's policy regarding disclosures to school officials with a legitimate educational interest in the education records.

In order to disclose directory information without prior consent, VFCC will provide to students a notice of directory information that includes

- The types of information the institution has designated as directory information; and
- The student's right to refuse to allow any or all such information about the student to be designated as directory information, and the time period the student has for notifying the institution in writing.

VFCC does not need prior consent to notify parents in the following situations:

- VFCC may elect to notify the parents/guardian of students in the event of serious health concerns such as illness, injury, or hospitalization. The College may notify a student's parents/guardian when it is deemed to be necessary to protect the health or safety of the student or other persons.
- VFCC may also let parents of students under the age of 21 know when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.
- A College official may share with parents information that is based on that official's personal knowledge or observation and that is not based on information contained in an education record.

REASON FOR POLICY

Title IV, HEA Financial Aid regulation

RESPONSIBILITIES

College Registrar

HISTORY

This policy has no History at this time.

PROCEDURES

This policy has no Procedures at this time.

DEFINITIONS

(Source: <https://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.