FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Annually, the College informs students of their rights under the Family Educational Rights and Privacy Act (FERPA) and the relevant regulations. FERPA provides that:

1) Each student has a right to inspect and review his or her education records within 45 days of the day the College receives a request for access.
   a) A student should submit to the Registrar’s office a written request that identifies the record(s) the student wishes to inspect. The Registrar’s office will make arrangements for access, and notify the student of the time and place where the records can be inspected. If the records are not maintained by the Registrar’s office, its official shall advise the student of the correct official to whom the request should be addressed.

2) The right to request an amendment of the student’s education records that the student believes is inaccurate, misleading or otherwise in violation of the student’s privacy rights under FERPA.
   a) A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.
   b) If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student’s 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.

3) The right to provide written consent before the College discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
   a) The College discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is employed by the College in an administrative, supervisory, academic, or research or support staff position (including law enforcement unit personnel and health staff); a person or third-party company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, clearinghouse or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee.
   b) A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for the College.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Consistent with FERPA, the College designates several categories of student information as “directory information” that may be disclosed for any purpose at the discretion of the College, unless such disclosure is specifically prohibited by the student as detailed below. Directory information shall consist of a student’s name, address(es), telephone number, email address, photograph, date and place of birth, major field of study, dates of attendance, participation in officially recognized activities and sports, height and weight of members of athletic teams, degrees, honors and awards received, most recent educational agency or institution attended, and student identification number, user ID or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records with a PIN, password, etc. (A student’s Social Security number cannot be used for this purpose.)

At the beginning of the academic year, a student may request in writing from the registrar’s office that directory information not be released. Such requests are valid only for that academic year. The College disclaims any and all liability for inadvertent disclosure of directory information.

RETENTION RATES

About 86 percent of Vaughn College students who are eligible to return for a particular semester do so. The retention rate for first-year students is 80 percent.