

STUDENT RECORDS (FERPA)

Student records maintained by the university fall into two general categories—directory information and educational records. As custodian of student records in compliance with the Family Educational Rights and Privacy Act of 1974, the university assumes the trust and obligation to ensure full protection of student records which includes maintaining the confidentiality of educational records. The administrative procedures outlined in this section are to be complied by university personnel who have or accumulate educational records which are in a personally identifiable form. The term “student” in this section means an eligible student under FERPA (a student at VCSU). Students may review a copy of FERPA and the regulations at the Admission and Records Office.

Directory Information

- a. Directory information is information concerning a student which may be released publicly. It includes the following: the student’s name, home address, local address, e-mail address, telephone listing, date and place of birth, major and minor field of study, class level, enrollment status, participation in officially recognized activities, weight and height of members of athletic teams, photographs, dates of enrollment, degrees and awards received and the most recent educational institution attended by the student.
- b. A student may request that any or all of their directory information not be made public by completing a form in the Admission and Records Office between the first and tenth day of class in a term (or between the first and tenth day of class in a summer session). This request will remain in effect for one year. The specified directory information will then be treated the same as educational records information. In responses to public inquiries, the university will verify only whether or not an individual is currently enrolled at the university.

Educational Records

Educational records are those records, files, documents, and other materials which contain information directly related to a student’s academic progress, financial status, medical condition, etc. and are maintained by Valley City State University or a party acting on behalf of the university. Educational records include more than academic records. Educational records, with the exception of those designated as directory information, may not be released without the written consent of the student to any individual, agency, or organization other than specifically authorized personnel. A complete copy of the VCSU Student Record Policy can be found in the [Student Handbook](#).