

**Policy Procedure:** FERPA (Student Records)

**Procedure Number:** 613P

**Contact Information:** [studentservices@nvcc.edu](mailto:studentservices@nvcc.edu)

**Forms:** [Consent to Release Education Records](#), [Parent Access Verification Form](#), [Request to Prevent Disclosure of Student Information](#), [Employee Agreement](#)

**Last Reviewed Date:** 10/20/2021

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1. Review of records
  - a. In order to review an educational record, a student or parent of a dependent student must submit in writing a request to review such record to the Campus Registrar. The request must identify the record(s) he or she wishes to review. If the request is from a parent, the parent must complete NOVA [Form 125-111 Student Records \(FERPA\): Parent Access Verification](#) with the required supporting documentation indicating that the student is his or her dependent.
  - b. The Campus Registrar or Director of Enrollment Success and College Records will respond to the inquiry within a reasonable amount of time, but within the forty-five (45) day requirement prescribed by FERPA, informing of the date, time, and place that the record(s) may be reviewed.  
If the record is not housed with Enrollment Services, the staff will direct the student to the appropriate office in which the record is maintained.
2. Amendment of record(s)
  - a. If a student believes their education records contain information that is inaccurate, misleading, or in violation of the student's rights of privacy, he or she may contact the Campus Registrar to ask to amend the record.
  - b. The Office of the Campus Registrar or the unit that houses the record, will review the request and respond to the student.
  - c. If the student is dissatisfied with the College's decision not to amend the record, the student may contact the Director of Enrollment Success and College Records in writing to request a hearing. The Director of Enrollment Success and College Records or other appropriate College official will arrange a meeting within a reasonable amount of time. The student should bring documentation supporting his/her request for amending the record(s).
  - d. Within ten (10) business days of the meeting, the Director of Enrollment Success and College Records, or other appropriate College official will issue a decision regarding the request.
  - e. If after the hearing the college does not amend the record, the student may place a statement in the record.
  - f. This procedure does not replace the Student Grievance Procedure, whereby a student may grieve an administrative decision related to his/her record.
3. Consent to disclose personally identifiable information to a third party

- a. To authorize the College to provide information to a third party (e.g., parent or agency), the student will complete [Form 125-356 Student Records \(FERPA\) Consent to Release Educational Records](#) listing the individual(s) that may receive the information, the record(s), and duration for which the information may be provided.
  - b. The form will be maintained in the student records system.
4. Directory Information
  - a. The College assumes that any student who does not specifically request that directory information be withheld indicates individual approval for disclosure.
  - b. Students may prohibit the release of Directory Information by completing [Form 125-023 Student Records \(FERPA\): Request to Prevent Disclosure of Student Information](#). This request must be submitted in person to the Student Services Center and will remain on file indefinitely until written notice is submitted by the student to remove it.
5. Record retention
  - a. Official student academic records, financial aid data, application materials and documents are maintained by the College during a student's enrollment and for a specified period after enrollment in accordance with state regulations issued by the Library of Virginia. Some records, such as courses attempted, grades, etc., are maintained permanently in the Student Information System.
  - b. The disposal of student records follows guidelines set forth by the Records Management and Imaging Services Division of the Library of Virginia.

## Definitions

Directory information: student data which would not generally be considered harmful or an invasion of privacy if disclosed. NOVA has designated the following items as directory information:

- a. student's name
- b. current enrollment status (full time or part time)
- c. participation in officially recognized activities and sports
- d. weight and height of members of athletic teams
- e. degrees, honors and awards received
- f. major field of study
- g. dates of attendance (not individual class sessions)
- h. number of credit hours enrolled

Disclosure: when access is permitted to, or student information contained in educational records is released orally, electronically, or in writing to any party other than the party identified as the party that provided or created the record.

Education record: data that contains information that is directly related to a student and is maintained by an educational agency or institution, or an individual acting on behalf of the institution. Educational records **exclude** (1) sole possession notes, (2) campus police records available only to police and maintained within that department, (3) medical records available only to medical personnel and not

shared elsewhere on campus, (4) alumni records, (5) employment records when employment is not contingent upon the employee's status as a student, (6) peer grading, and (7) disability support services records.

Personally identifiable information: information that would reveal the identity of a student or would make the student's identity easily traceable.