

**COMMUNITY COLLEGE OF VERMONT  
ADMINISTRATIVE POLICIES**

*See also:  
Complaint Resolution for Students  
Confidentiality*

**STUDENT RECORDS POLICY**

**Revised: September 1, 2005  
June 5, 2003**

**Page 1 of 2**

**POLICY**

The CCV Office of the Registrar will retain and maintain administrative files for active CCV students and permanently store the cumulative academic records of all students who have attained credits through Community College of Vermont.

**PROCEDURES**

1. An active student is defined as anyone who has enrolled for at least one of the past four semesters.
2. All students' cumulative records will be kept permanently by the Community College of Vermont.
  - a. The transcript includes the student's name, social security number, birth date, and the titles, credits, grades, and dates for courses, as well as other pertinent academic information.
  - b. An official transcript is prepared upon written request of the student or her/his designee and can only be released by the Registrar or her/his designee.
3. CCV will retain the following materials for all active students.
  - a. Admissions information
  - b. Assessment of Basic Skills scores;
  - c. Correspondence;
  - d. Transcripts from other colleges;
  - e. Degree plans;
  - f. Veteran's information;
  - g. Financial aid awards and information;
  - h. Administrative records of student accounts.
4. CCV will retain the following information permanently:
  - a. Course descriptions;
  - b. All published course lists and catalogs;
  - c. Enrollment statistics for each semester;
  - d. Graduate statistics for each semester.
5. CCV complies with the Family Educational Rights and Privacy Act (FERPA). CCV considers the following to be directory information: student's name, address, e-mail address, telephone number, enrollment status, major field of study, participation in officially recognized activities, dates of attendance, the most recent previous school attended, photographs, degrees and awards. This directory information is considered to be public information unless the student records office has a written request from the student asking that such information be kept confidential. This request must be made to the Registrar, CCV, PO Box 120, Waterbury, VT 05676. CCV reserves the right to limit the release of directory information.

CCV affords students certain rights with respect to their educational records. They are:

- a. The right to inspect and review the student's education records within 45 days of the day CCV receives a written request for access. Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. The Office of the Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Office of the Registrar, that office shall advise the student of the correct official to whom the request should be addressed.

Students may view any information in their files in the presence of a coordinator of academic services or a designee of the Office of the Registrar. Students may have copies of items contained in their files as permissible; multiple copies of materials requested by the student may be provided at cost to the student.

- b. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask CCV to amend a record that they believe is inaccurate or misleading. They should write the Office of the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If CCV decides not to amend the record as requested by the student, CCV will notify the student of the decision and advise the student of her/his right to appeal the decision. All appeals of decisions regarding the records of students must be made in accordance with the policy on *Complaint Resolution for Students*.

- c. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by CCV in an administrative, supervisory, academic or research, or support staff position; a person or company with whom CCV has contracted, such as an attorney, auditor, 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, or assisting another school official in performing her/his tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill her/his professional responsibility.

- d. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CCV 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, 600 Independence Avenue SW, Washington DC 20202-4605.

6. CCV complies with the Solomon Amendment. This amendment requires institutions to provide directory information on students at least 17 years of age upon request of representatives of the Department of Defense for military recruiting purposes.