

AREA OF RESPONSIBILITY: ENROLLMENT MANAGEMENT AND STUDENT DEVELOPMENT

RESPONSIBLE CONTACT: DEAN OF STUDENTS

POLICY IDENTIFICATION: STUDENT RECORDS

EFFECTIVE DATE: 05/2022

It is the policy of the University to recognize the need to maintain records for each student in order to preserve authentic documentation of the events and activities that constitute a part of the educational process and students' development, to assess their educational needs and achievements, and to facilitate the informed and purposeful direction of its educational goals. In the development and administration of such records, the University complies with the Family Education Rights and Privacy Act (Buckley Amendment) of 1974.

Virginia Union University protects student records by maintaining physical, electronic and procedural safeguards in accordance with applicable policies and standards. All VUU personnel (to include student workers) that have authorized access to student records are trained in the proper handling of such records and must sign appropriate confidentiality forms as it relates to the area in which the records are maintained. Information pertaining to the security of student records can be found in the Academic Catalog and at <https://www.vuu.edu/Content/Uploads/vuu.edu/files/FERPA.pdf>

According to FERPA, students are afforded the following rights:

- A. To inspect and review the education records relating to the student maintained by the colleges the student attends or has attended;
- B. To challenge and require the college to amend any portion of the education records concerning the student that is inaccurate, misleading, or otherwise in violation of the student's privacy rights
- C. To require the college to obtain written consent prior to the disclosure of personally identifiable information, except in those instances specifically noted in the statute.
- D. To be informed by the college, of the rights accorded to the students under FERPA
- E. The right to file a complaint with the Family Policy Compliance Office (FPCO), the division within the federal Department of Education charged with enforcement of FERPA, alleging denial of rights. The address for the Family Compliance Office is 400 Maryland Avenue, SW, Washington, D.C 20202-5901. 5.