

Academic Sessions

The college operates on the semester system. The Fall semester lasts usually from August until December and the Spring semester lasts usually from January until May. The College has its Experiential Term (E-Term) for three weeks in May.

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official 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 College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her 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 consent to disclosures 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 the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College 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 his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.
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 20202-4605

Student Conduct Records

The Office of Residence Life has the responsibility of maintaining judicial records of all documented violations of Community Standards. These records are maintained for a period of three years from the time a student graduates or leaves the College. Records of a disciplinary suspension or failure to complete sanctions will be kept for a period of ten years. If a student is judicially expelled from Ferrum College the records are kept indefinitely. The Office of Student Affairs will not release any information concerning a student's disciplinary record to any individual or agency outside the College without the prior written consent from the student unless the records are subpoenaed or unless the release is otherwise required or allowed by law.

IMPORTANT NOTE: Under Virginia state law, a Respondent suspended for, expelled for, or withdrawing from the College while under investigation for a violation involving Sexual Violence, said suspension, expulsion, or withdrawal will be **prominently** noted on the Respondent's academic transcript. The notation shall be removed from the Respondent's academic transcript if he or she a) completes the term of the suspension and all accompanying sanctions and b) has been determined to be in Good Standing.

Notice Regarding Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the College, with certain exceptions, obtain student's written consent prior to the disclosure of personally identifiable information from student education records. However, the College may disclose appropriately designated "directory information" without written consent, unless the student has advised the College to the contrary in accordance with College procedures. The primary purpose of directory information is to allow the College to include this type of information from student education records in certain College publications. Examples include:

- College Directory;
- Honor roll or other recognition lists;
- Graduation programs;
- Sports activity sheets;
- News/publicity releases.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without the student's prior written consent.

If a student does not want the College to disclose directory information from their education records without prior written consent, he or she must notify the College's Registrar, Ferrum College, P.O. Box 1000, Ferrum, VA 24088, in writing by September 15th (if the student begins school with the spring semester, by January 31st). The College has designated the following information as directory information:

- Name
- Legal home permanent address
- Hometown
- High school attended
- Previous or future institutions of study

- Parents’/Guardians’ names and hometowns
- Campus email address
- Photograph or video clip
- Dates of attendance
- Class year
- Program of study (major and/or minor)
- Degrees, honors, and awards received
- Grade point average, in recognition of academic achievement
- Research or special curricular projects
- Athletic information (as provided on athletic bio form)
- Participation in officially recognized activities

No other information will be made available unless the student gives Ferrum College written permission to release information to specific individuals regarding academic progress, student conduct, and financial services. Students wishing to waive their right under FERPA can complete an Education Record Release Form. Forms are available online and in the offices of Student Affairs and Registrar.

