



FERPA

Policy Number: 613

Categorized: Student

Procedure: 613P

Responsible Office: Vice President, Student Affairs

Effective Date: 10/20/2021

Date Last Reviewed: 01/03/2024

1. Scope

This policy applies to all employees, students and individuals acting on behalf of the College. It applies to all personally identifiable information maintained by the College concerning current or former students.

2. Policy Statement

Northern Virginia Community College is part of the Virginia Community College System (VCCS) and is governed on most matters of policy by the VCCS State Board for Community Colleges.

Where a VCCS policy exists, Northern Virginia Community College follows this policy in its operations. VCCS Policy 6.2, Student Registration and Records, was adopted by the VCCS State Board of Community Colleges and is included in the [VCCS Policy Manual](#).

If you have questions about this policy and/or its application at Northern Virginia Community College, please contact the Responsible Office identified above.

3. Authority

[VCCS Policy 6.2 – Student Registration and Records](#)

[Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 CFR Part 99](#)

[Library of Virginia Records Retention Policy](#)