



## *Virginia Military Institute Annual Notification of Rights, Responsibilities & Records*

### ***FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA):***

Virginia Military Institute complies with the provisions of federal laws governing the privacy and disclosure of cadet information – as outlined by the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. Under federal law, you have a number of rights concerning your records at the Institute. Please refer to VMI's web site at [www.vmi.edu/ferpa](http://www.vmi.edu/ferpa) for the full policy pertaining to FERPA access rights and directory information.

### ***RELEASE OF GRADES / PERSONALLY IDENTIFIABLE INFORMATION:***

In compliance with the Family Educational Rights and Privacy Act, the Virginia Military Institute will not disclose grade or personally identifiable information to parents/legal guardian without the cadet's written consent. All cadets will be required to complete a Consent to Disclosure of Student Education Records form at matriculation indicating their intent regarding dependent or independent status. Cadets must sign a Consent to Disclosure of Student Education Records form which becomes part of their permanent file authorizing advisors, department chairs and Institute officials to disclose and discuss information pertaining to their VMI records with the parent and/or guardian as indicated. This release remains in effect for the duration of a cadet's enrollment at VMI. If a cadet wishes to change a previously submitted status, he/she can do so by completing a new Consent to Disclosure of Student Education Records Form located in the Registrar's Office - 303 Shell Hall. No information will be released without written consent from the cadet.

### ***DIRECTORY INFORMATION:***

Other than cadet address, telephone number, and email address, directory information may be released by VMI unless a cadet specifically requests to "opt out" of directory information release before the end of the first week of the fall semester. Opt out requests must be made in writing to the Director of Communications and Marketing and remain in effect until rescinded by the cadet, including after graduation.

In accordance with Virginia Code § 23.1-405(C), VMI will not release pursuant to the FERPA directory information exception, 34 C.F.R. § 99.31(a)(11), cadet address, telephone number, or email address unless the cadet has affirmatively consented in writing to such disclosure. VMI will obtain written consent to include cadet address, telephone number, and email address in any directory searchable by the public or any VMI internal directory.

In accordance with Virginia Code § 2.2-3705.4(B), VMI will not release cadet address, phone number, or email address in response to a Freedom of Information Act (FOIA) request without written consent of the cadet. VMI reserves the right to deny requests for cadet directory information from any individual or entity external to the VMI community. See General Order 9, Family Educational Rights and Privacy Act (FERPA) and Student Records Policy, for more detailed information on VMI's FERPA policies.

### ***POSTING OF GRADES:***

All grades will be posted electronically for cadets thru the Post View on-line web interface. This feature will provide cadets with early and convenient on-line access to their grades via the internet, as well as reduce turn-around time in providing grade information to cadets. Cadets have been provided with a personal User ID and Password allowing the capability of direct on-line access from any Internet connection. Cadets who still wish to have a paper copy of their final grade results mailed to themselves at their preferred resident address on file may request this service thru the Registrar's Office, 303 Shell Hall. This request must be in writing from the Cadet, who is required to complete a "Request for Grade Mailer" form. This form is to be filed with the Registrar's Office and will remain in effect for the period the cadet is enrolled at the Institute.

### ***RECORDS RETENTION POLICY - CADET PERMANENT RECORD:***

The Virginia Military Institute complies with all required guidelines of records retention and destruction as governed by the Public Records Act (Code of Virginia). For more information on the Records Management Policy see General Order 21 on VMI's website at: <https://www.vmi.edu/about/governance/regulations-and-policies/general-orders/>