



STUDENT RECORDS

Mr. Jerry Wright

Registrar

The Office of the Registrar maintains the academic records of students and issues transcripts of records and certificates for various governmental agencies.

Students are encouraged to check with the Registrar's Office when questions arise concerning academic status. All students have a permanent record to which only they and authorized personnel have access, and it is to the student's advantage to check this record periodically. Official transcripts are provided upon written request of the student. All undergraduate and graduate work constitutes a complete academic record. Portions of that record will not be deleted when transcripts are provided. All grades assigned remain on the student's permanent record and transcript. Two weeks' processing time should be allowed for the preparation of transcripts and certifications.

Transcripts of academic records from other universities and high schools are not provided. The student must contact previous institutions attended for those transcripts. It is also the student's responsibility to contact testing agencies for test score reports.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 AND AMENDMENTS

Notification of Rights under the Family Educational Rights and Privacy Act of 1974 (FERPA) for Post-Secondary Institutions dealing with Student Educational Records

In accordance with the policy of the Board of Regents of the State of Georgia and under the provisions of The Family Educational Rights and Privacy Act of 1974 (FERPA), Valdosta State University maintains various educational records for each matriculating student. VSU affords students certain rights with respect to these educational records, and these rights include:

(1) The right to inspect and review the student's educational records within 45 days of the day the University receives a request for access. Students should submit to the registrar, the dean of the appropriate college, the head of the appropriate academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University 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 University official to whom the request was submitted, that official

shall advise the student of the correct official to whom the request should be addressed. VSU's official contact person for such record requests is the Custodian of Official Records in the Office of the Vice President for Academic Affairs. There will be a nominal fee for the retrieval and reproduction of any record requests.

(2) The right to request the amendment of the student's educational records that the student believes are inaccurate. Students may ask the University to amend a record that they believe is inaccurate. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the university decides not to amend the record as requested by the student, the University 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 educational 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 University 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 University 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 University may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

Directory information: Valdosta State University publishes student information in the form of directories, programs, etc. Students who desire that directory information not be released without consent should notify the Office of Student Affairs in writing. The following is considered directory information unless notification is received to the contrary:

Student's name, address (local and home), telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, class schedule, photograph, full- or part-time status, e-mail address, and the most recent previous educational agency or institution attended by the student.

Educational records may be furnished to a requesting party in compliance with a judicial order or pursuant to any lawfully issued subpoena.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failure by Valdosta State University 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, (202) 260-3887.

The following are exceptions within FERPA, and students should take note of them:

- A. Students do NOT have access to the financial records of parents of students.
- B. Students do NOT have access to letters of recommendation placed in records prior to January 1, 1975.
- C. Personal records of instructional, supervisory, and administrative personnel are NOT open for review and inspection by students.
- D. The professional records of the institution's medical staff are not open for review and inspection by students. However, physicians or other appropriate professionals of the student's choice can review these records.



COMPUTING AND DATA NETWORKING FACILITIES

Mr. Thomas J. Archibald

Assistant to the President for Information Technology

The University operates a variety of sophisticated, state-of-the-art computing and networking facilities to support its academic, research and administrative activities. The facilities include several powerful UNIX-based central servers, many distributed file servers running Novell Netware, 2,800 microcomputers, and 55 high-end workstations, all of which are interconnected via a high-speed data network.

Located in the Computer Center in Nevins Hall, three Hewlett-Packard (HP) 9000 large-scale business servers support all student- and financial-related processing, as well as various other applications software systems. Valdosta State has one of the largest and most modern centers in the University System.

Housed in the Data Communications Center in Ashley Hall, a Sun Enterprise 3000 provides electronic mail services for the students, faculty, and staff and DS1/DS3 access to the state-wide PeachNet and other national and international networks. Two Sun Enterprise 450's support video streaming and LDAP, Portal, and Web CT services. A Sun Server E420R supports VSU's popular and heavily utilized World Wide Web site and its thousands of pages. A Sun SparcServer 1000E provides Gopher, Listserv, and other similar services. A second Sun SparcServer 1000 provides World Wide Web service and operates as a specialized applications server for several academic departments with software products such as MathLab, GIS, C++, LISP and others. A third Sun SparcServer 1000 performs DHCP and acts as the main name server for the campus, allowing VSU to be 'registered' with Internet and utilize the short address of <valdosta.edu>.

A very extensive and sophisticated fiber-optic based data network, with its central hub of bridges and routers located in Pine Hall, provides Ethernet protocol (10/100 Mbps), Gigabit Ethernet, and ATM communications between all servers and microcomputers. The 20 miles of fiber and 60 miles of copper wire connect the main campus

buildings with others on North Campus, the VSU Regional Center for Continuing Education, Plant Operations, and 12 buildings adjacent to the main campus. Additional remote dial-in modem access is supported, as well as outside access via Georgia's PeachNet to the Internet.

Microcomputers are provided to every faculty member and all staff in administrative offices. A total of 800 microcomputers are available to students in 29 labs, with 10 to 50 machines each, located throughout the campus. A special-purpose AutoCAD Lab running WinNT computers for VSU's pre-engineering program is in Nevins Hall. The College of the Arts also runs AutoCAD products in support of their Interior Design program as well as specialized software in their computerized Music lab. Two labs are installed at Kings Bay Naval Base to support VSU operations at that location. All machines have the campus standard software installed—Microsoft Office Pro (Word, Excel, Power Point, Access), communications/e-mail products (Netscape, Internet Explorer, Eudora, and others) and Virus protection software. Various microcomputer servers, Sun and Silicon Graphics high-end workstations, local networks, and other facilities are located in the colleges and administrative offices to provide additional support to students, faculty and staff.

VSU's Odum Library operates a two student computer labs with 40 PC's, 35 Galileo workstations and makes heavy use of computers of various sizes to support its activities. The Library implemented a new web catalog from the Endeavor Co. in January 2001, called GIL (Galileo Interconnected Libraries), which is now used by all University System schools. GIL provides not only a web interfaced catalog, but also the Georgia State Union Catalog (formerly PALS), making it possible to place electronic requests for books held by other USG libraries. Specific information on the above can be obtained at the Information Technology division offices located in Ashley Hall, Second Floor South, or at its HELP-Desk in Ashley Hall, Rm. 114.



AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act, Public Law 101-336, extends the prohibition against discrimination on the basis of disability in Section 504 to all programs, activities, and services provided or made available by state and local governments, regardless of whether those entities receive federal financial assistance. Section 504 of the Rehabilitation Act of 1973 states that no otherwise qualified disabled individual can be denied access to or participation in any federally funded activity or program solely on the basis of disability.