



STUDENT AFFAIRS

Dr. Kurt J. Keppler
Vice President for Student Affairs

The Division of Student Affairs is charged with responsibility for student life outside the classroom and includes a number of areas: office of the Dean of Students, cooperative education, counseling, alcohol and other drug education, judicial affairs, financial aid, housing, health services, Access Office for Students with Disabilities, orientation, student employment, career services, Greek life, event services, campus recreation, student organizations, student publications, student government, the University Union, University Center, student life, and testing. It is the division's philosophy that students' non-academic experiences are important to both their formal education and their personal development.

The Vice President for Student Affairs coordinates the activities within the Division of Student Affairs. His office is available to serve the needs of students as well as parents, alumni, faculty, and staff with student concerns. The Office of the Vice President for Student Affairs is located in 1150 Nevins Hall. Telephone: 229-333-5359. Valdosta State University is committed to the idea that total education involves more than academic pursuit. More information is available at <www.valdosta.edu/studentaffairs/>.

OFFICE OF THE DEAN OF STUDENTS

The Office of the Dean of Students is dedicated to student development both inside and outside the classroom. The departmental goal is to provide quality programs, services and facilities that will enhance the educational and personal experiences of the VSU students. The office is located on the first floor of the University Union.

The Dean of Students is responsible for the following departments within the Division of Student Affairs: Campus Recreation, Event Services, Judicial Affairs, Orientation and Leadership Development, and Student Life. Campus recreation provides year-round leisure opportunities and opened the new Student Recreation Center in the fall of 2002. All campus facilities that are not associated with academic classes are scheduled by Events Services. Judicial Affairs processes all student disciplinary issues and Code of Conduct violations. Orientation coordinates programs and services for all incoming first year students and transfer students. Leadership Development offers students a wide variety of opportunities to get involved as a campus leader through programs such as "Emerging, Existing, and Experienced Leaders" (EEE). Student Life provides campus-wide programs and activities such as Homecoming, Volunteer Services, and the Happening. Within the Office of Student Life is Greek Life, which is responsible for the supervision of 22 nationally recognized fraternities and sororities.

STUDENT LIFE

University Union

The Office of Student Life is located in the University Union, offering a wide variety of extracurricular programs and services in which students are urged to participate. Telephone 229-333-5671.

University Union houses conference rooms, Campus Mail Service, and the Loop Pizza Grill. Also located in the Union are offices for the Dean of Students, Greek Life, Volunteer Services, Orientation and Student Leadership Development, Judicial Affairs, the Student Government Association (SGA), and the Campus Activities Board (CAB). The SGA is the student voice and addresses issues and concerns of the student population. The CAB is responsible for providing educational and social programs for the students.

University Center

Event Services oversees the north end of the University Center (UC). The UC-North has a game room, food court, study and TV rooms, an Automated Teller Machine (ATM), and a computer lab. The information desk located in the main lobby provides lost-and-found service, a telephone for local calls, and a Building Manager for assistance with UC audio-visual equipment and meeting rooms. The UC-North houses a theatre, two meeting rooms, and a large ballroom. For more information call 229-259-2510 or 229-259-2511.

Event Services

Event Services, located in the north end of the University Center, coordinates all facility reservations and rentals for VSU organizations and non-affiliated organizations. Because of the high capacity of facility usage, organizations are encouraged to request facility needs at least two weeks in advance.

Event Services not only provides assistance with scheduling indoor facilities, but also provides access to outdoor venues, gyms, sporting fields, pools, super cooker grills, and tents. For more information call 229-333-5998.

Clubs and Organizations

There is a diversity of clubs and student organizations at the University, including nine national sororities, ten national fraternities, various service organizations, honor societies, and department clubs. All students are members of the Student Government Association (SGA). The purpose of this organization is to work for the best interests of the students; cooperate with the VSU administration, faculty, and staff in all matters of common interest to the University; approve and coordinate campus student organizations, and provide a means of communication between the students and all areas of their university. Representatives are elected in annual campus elections and meet weekly.

Organizations such as Marching Band (Blazin' Brigade), Concert Choir, Jazz Ensemble, Spotlights, and Concert Band are listed under "College of the Arts."

Campus Ministry Organizations

The following registered campus organizations form the core of VSU's campus religious life community: Baptist Student Center (BSU), Believers Out Uniting Testimonies in Truth (BOUITT), Campus Outreach, Canterbury Club, Catholic Newman Center, Christian Student Center, Evangelistic Outreach Ministry, Fellowship of Christian Athletes (FCA), Latter Day Saint Student Association (LDSSA), Presbyterian Student Center, TEAM JESUS, and Wesley Foundation (Methodist).

Student Publications

The University also provides opportunities for experience in journalism through *The Spectator*, the campus newspaper, and other student publications, which provide a forum for presenting current issues and also generate spirit within the student body.

CAMPUS RECREATION

The Department of Campus Recreation offers a variety of services such as a comprehensive aquatics program, intramural program, club sports, informal recreation, outdoor trips, fitness consulting, and aerobics. All such activities are based in the Student Recreation Center, which is located at 1300 Sustella Avenue. These activities are open to all students who register for four (4) or more academic hours OR have at least one (1) hour and have paid their student fees.

The Student Recreation Center (SRC) facilities are top-notch and state-of-the-art. The facilities include three multipurpose basketball courts, an indoor walking/jogging track, a 9,000-square-foot weight room dedicated to free weights and cardiovascular equipment, an indoor pool, three racquetball courts, a large multipurpose aerobics room, and a 27-foot, custom-built climbing wall.

The Intramural Sports Program is designed to provide an opportunity for all students, faculty, and staff to participate in organized recreational competition. Structured leagues and tournaments are offered in a diverse array of sporting activities such as flag football, softball, basketball, soccer, volleyball, tennis, racquetball, and ultimate Frisbee. The intramural sports program offers the students, faculty, and staff at VSU over 30 different activities to participate in during the academic year.

The Club Sports and Outdoor Programs are constantly growing to meet the needs of a diverse campus population. VSU currently has a Men's and Women's Soccer, an Ultimate Frisbee and a Racquetball Club. There are several other clubs that are in the beginning stages, and we hope to have them organized in the near future. If there is any activity that we don't offer and you have the interest in starting please come by and let's work on it. Outdoor trips such as horseback riding, sea kayaking, canoeing, hiking, snorkeling with the manatees, rock climbing, and white water rafting are offered throughout the year.

The mission of the Department of Campus Recreation is to provide students, faculty, staff, and other members of the community the opportunity to enjoy lifelong activities while enhancing their well being by promoting fitness and wellness as a positive outlet to relieve stress.

For more information, see <www.valdosta.edu/recreation>. Telephone 229-333-5898.

ACCESS OFFICE FOR STUDENTS WITH DISABILITIES

The Access Office is responsible for coordination of services for students with disabilities. The primary objectives are to provide reasonable accommodations and assure that campus programs and activities are accessible to students with disabilities. Some of the services available to meet the needs of students include classroom and testing accommodations, textbooks in alternate formats, instruction in learning strategies, access to adaptive technology, and referral to other services.

Eligibility for provision of services requires students to provide current documentation of a disability that meets criteria established by the University System of Georgia Board of Regents. All of the services are provided at no charge. For more information, contact the Access Office, 1115 Nevins Hall. Telephone 229-245-2498 (voice), 229- 219-1348 (TTY).

CAREER SERVICES

Valdosta State University understands the special needs that university students have in determining their career goals. The Career Services Office is available to assist VSU students in choosing their major programs of study and career objectives and in obtaining satisfactory employment upon graduation.

Individual career counseling is available for students who wish to explore how their abilities, values, and interests match particular career fields. Also, group workshops and seminars on career-related topics are offered each semester.

Students may utilize the varied resources that are in the Career Library: printed career materials, audio and video tape descriptions of occupational opportunities, and computer-assisted career exploration programs.

Various career-oriented workshops are offered each semester. Job vacancy listings of interest to seniors and graduate students are posted. On-campus interviews are scheduled with employers interested in interviewing students and alumni for professional employment. Seniors are encouraged to register with the office the first semester of their senior year so that the office can best assist in their employment search.

The Career Services Office is located on the second floor of Powell Hall-West. Telephone 229-333-5942 or 229-333-5414. <www.valdosta.edu/career>.

COOPERATIVE EDUCATION

Valdosta State University offers students the opportunity to integrate their classroom instruction with practical work experience as part of their academic program. The Cooperative Education Office works with local, state, and national agencies and employers to give students an opportunity to complement their academic and vocational interests and to gain valuable experience in their chosen fields prior to graduation while also earning an income for their educational expenses. Students also develop professional work habits and can make valuable career contacts.

The co-op program is offered as an option for students. In order to be eligible, students must have completed a minimum of 12 semester hours and be in good academic standing. A minimum GPA of 2.0 is required. Students may work on a full-time basis

during alternate semesters, a part-time continuous basis, or during a one- or two-semester internship. Opportunities exist to earn academic credit as part of the co-op program. Interested students are encouraged to apply as early as possible in their university career to enhance the prospects of placement in the best possible position. The Co-op Office is located in Powell Hall West, first floor. Telephone 229-333-7172. The Web site is <<http://coop.valdosta.edu>>.

COUNSELING CENTER

In an effort to enhance personal growth and development, the Counseling Center offers a variety of services to all students, prospective students, staff, and faculty at VSU free of charge. Professionally trained counselors are available to assist with personal, social, or educational concerns. The Counseling Center offers an atmosphere in which individuals may discuss their problems with the assurance that all counseling information will remain confidential.

Individual counseling is available for those who wish to discuss and explore their thoughts, feelings, behaviors, and lifestyles. In addition, group counseling provides an opportunity for individuals to grow in their communication, social, and interpersonal skills with others who have similar goals and interests. The Center also provides consultation to staff and faculty in addition to offering outreach programs to various target groups on campus, in residence halls, and in the community.

The Counseling Center is accredited by the International Association of Counseling Services, Inc. It is located in Powell Hall East, and appointments may be made in person or by calling 229-333-5940. When necessary, referrals will be made on campus or in the community so that all available resources are utilized.

OFFICE OF ALCOHOL AND OTHER DRUG EDUCATION

The Office of Alcohol and Other Drug Education began in the Fall of 1996. VSU acknowledges the fact that alcohol and other drugs can have a significant impact on the university community. We are taking a proactive stance in educating students on issues related to alcohol misuse and drug use, preventing students from developing substance abuse problems, and providing referrals for those who become chemically dependent. Through a variety of services, the Office of AOD Education is helping VSU affirm itself as an institution that provides a safe and healthy environment for students to receive a quality education. The following services are available:

Assessment and Referral. If you have a problem with alcohol or other drugs, you can obtain an assessment, at no cost, to determine the extent of the substance abuse problem. Upon completion of the assessment, a referral to an appropriate agency will be made. It is up to the individual to follow through on the referral. All phases of this process are voluntary. The Office of Alcohol and Other Drug Education is located in Powell Hall East, second floor. The telephone number is 229 259-5111, and the Web site is <www.valdosta.edu/aode>.

KARMA (Knowledge, Awareness, Respect, Maturity, & Achievement)

The Peer Education Program. Students are trained as Peer Educators to give presentations in classes, residence halls, Greek organizations, and to other campus groups as requested. Topics of discussion include alcohol abuse, drug use, how to help a friend with an alcohol or other drug problem, self-esteem, eating disorders, sexual assault, HIV/AIDS, and date rape drugs.

Natural High. In collaboration with the Offices of Housing and Residence Life and Campus Recreation, Natural High provides activities for students on weekdays and at times of high stress. All activities are alcohol-free and provide students with a safe environment in which to have fun. Activities include dances, midnight bowling, skate nights, bingo, and others as decided by the students on the advisory council. All Natural High events are open to all students.

National Collegiate Alcohol Awareness Week. The Office of AOD Education provides a week long event educating students on issues related to alcohol. Throughout the week, students have opportunities to attend lectures, workshops, and other events designed to teach college students the risks involved in high risk drinking behavior. The week culminates with an alcohol awareness fair which usually draws hundreds of students and community members.

OFFICE OF TESTING

Numerous standardized tests are administered by the Office of Testing to assist students with their testing requirements. The Valdosta State University Office of Testing is responsible for administering many tests given in specific areas: to entering students for the purpose of admission and placement, to undergraduate students for proficiency, to teacher education majors for certification, and to graduate students for admission to specialized programs. Testing programs designed for students to earn college credit hours by examinations are also available. As a designated national test center, the Testing Office administers testing programs for the Educational Testing Service, The Psychological Corporation, the Law School Admissions Council, The American College Testing Program, the Association of American Medical Colleges, the State of Georgia, and the University System of Georgia, as well as for other educational and governmental agencies.

The yearly testing calendar offers 20 testing programs with many general and specialized components. Beyond the regular group testing dates, individual test administrations are also given on a weekly or monthly basis. All tests are administered by the paper-and-pencil method except the CLEP and COMPASS, which are computerized.

Prospective registrants should check with the appropriate offices at VSU to determine the required tests needed for admission to a specific discipline and the deadline for test score submission.

The Office of Testing is located in Powell Hall-West, First Floor. Telephone 229-245-3878 or <www.valdosta.edu/testing>.

Some tests available to entering students are the Scholastic Assessment Test (SAT I & II), American College Testing Program (ACT), and Computer-Adaptive Placement

Assessment and Support System (COMPASS). Other tests for undergraduates include the Regents' Testing Program (RTP), the Professional Assessments for Beginning Teachers Series (PRAXIS), the College Level Examination Program (CLEP), eCore testing, and the Independent Study Program (ISE). Some tests, required for graduate admissions include the Graduate Record Examinations-Subject Area Only (GRE), the Miller Analogies Test (MAT), the Law School Admission Test (LSAT), the Medical College Admission Test (MCAT), and the Pharmacy College Admission Test (PCAT). Credentialing exams such as the American Nurses Credentialing Center (ANCC) examinations are available.

Assessment and certification examination are also administered for other educational and governmental institutions. Applications are available for the following testing programs: Graduate Management Admission Test (GMAT) and Test of English as a Foreign Language (TOEFL).

VETERANS AFFAIRS

The Veterans Affairs Office is part of the Office Financial Aid. A full-time counselor assists all veterans in completing applications for benefits, making adjustments in payments, providing tutorial assistance, updating enrollment certifications, and with other services to assist veterans with their education. Veterans enrolled in physical education courses can be certified to the Veterans Administration for VA benefits when the courses will be credited toward the completion of their approved educational program. It must be documented that credit cannot be granted for the courses based upon prior military training or experience. Veterans should refer any problems to the Veterans Office for assistance. Telephone 229-333-5935.

JUDICIAL AFFAIRS

The primary responsibility of the Judicial Affairs Office (JAO) is to oversee and conduct the student disciplinary process on campus. JAO deals mostly with individual violators but is also called on to assist with groups that violate the Code of Conduct. JAO is located on the first floor of the University Union in the Office of the Dean of Students. JAO assists students, staff, and faculty in the determination of the appropriate response needed relative to alleged violations of the Student Handbook's Student Code of Conduct. JAO's primary mission is to get students back on track regarding the completion of their degree program. For more in-depth JAO information, please call 229-333-5941 or visit JAO's webpage at <<http://www.valdosta.edu/judicial/>>.

HEALTH SERVICE

The objective of the Student Health Service is to maintain a state of optimum health, both physical and emotional, among the student body and to educate each student to proper attitudes and habits regarding personal and community health.

The Farber Health Center provides routine health care, along with some emergency care, for all students who have satisfied the health fee requirement. Health care is provided by a physician, a nurse practitioner, a pharmacist, a medical technologist, registered nurses, and office staff. Farber Health Center is located north of Palms Dining Hall

on North Oak Street. A VSU ID card is required. Although the Farber Health Center is equipped to handle most illnesses, major illnesses and surgical treatment usually require the student to be returned home or, in the case of an emergency, to be taken to South Georgia Medical Center, located a few blocks from the campus. Medical care outside of the Health center will be at the student's expenses.

It is necessary for all students to complete a medical history and immunization questionnaire. These health forms become a part of Farber Health Center records. Any other pertinent information should be furnished by the student's family physician.

All new students are required to provide evidence of inoculation for mumps, measles, and rubella. The Health Center recommends these additional inoculations prior to enrollment: diphtheria/tetanus, influenza, meningitis and chicken pox. To find out more about Farber Student Health Center visit <<http://services.valdosta.edu/health.html>>.

HOUSING AND RESIDENCE LIFE

Valdosta State University provides for both men and women well constructed residence halls that are air-conditioned and comfortably furnished. The lobby and activities room in each residence hall are furnished with cable television, an ice machine, and vending machines. All rooms have telephone service, cable, and the capacity for wireless internet access.

All rooms are double occupancy. Students' rooms are furnished with single beds, desks, mirrors, chests of drawers, chairs, and closet space. Residents may bring other furnishings including pillows, study lamps, bedspreads and linens, curtains, rugs or carpet, bookshelves, radios, stereos, television sets, plants and posters.

Specially equipped facilities for students with disabilities are available. Students requesting modified housing due to a disability must register with the Special Services Program.

For student convenience, the campus has laundry facilities in most of the residence halls, and bicycle racks are located throughout the residence hall areas.

Each residence hall is staffed by a Residence Hall Director, who is assisted by Resident Assistants, students selected on the basis of leadership, scholarship, and their willingness to serve their fellow students. Residence hall programs provide opportunities for self-government and social and cultural experiences and help with study habits and counseling on personal, academic, and social concerns.

Freshmen students are strongly encouraged to live on campus, if housing is available, in order that the University may provide a structured, well-rounded, educational experience. Exceptions are made when (1) the student is living with parents or spouse and commutes each day, (2) the student is 19 or older on September 30 of the current academic year, or (3) the student is married. Please note the Freshman Residency Policy has been suspended for the 2004-2005 academic year while Phase I of the housing project is under construction.

Students are given an opportunity to state their preference of residence halls at the time they apply for university housing, and every effort is made to honor this request.

It is the students' responsibility to keep their rooms in order. Periodic cleaning of the floors, blinds, and fixtures is required. In compliance with the regulations of the Board of Regents, Valdosta State University reserves the right to make inspections of all rooms as

often as deemed necessary for the purpose of maintaining standards of sanitation, safety, and general maintenance.

Individual students are responsible for damage which occurs in their rooms. If damage is noted in such areas as lounges and hallways, and no individual assumes responsibility, all students living in that residence hall are held collectively responsible.

Students are given a key to their room. There is no deposit, but if the key is lost there is a \$25 replacement charge. The school recommends to all students to keep their room locked. Residence Halls are locked 24 hours a day, and guests must be admitted by the resident they are visiting.

Housing applications cannot be made until a student has been formally accepted by Valdosta State University. A housing contract will be sent to students after their official acceptance to the University.

An application fee is required of all students at the time they apply for campus housing. All students are also required to pay a reservation fee of \$300 by the deadlines established in the Housing Contract to reserve a room in the residence halls. The housing contract outlines conditions under which refunds may be made. All students applying for campus housing will be required to contract for housing for the academic year.

Apartments are available on a limited basis to students who meet the specific requirements. One-, two-, four-bedroom and efficiency apartments are available. All utilities are provided. Valdosta State University maintains a list of available off-campus housing in the Office of Housing and Residence Life, located in Powell Hall East. Telephone 229-333-5920. For additional information on Housing and Residence Life at Valdosta State, see the Web page at < <http://services/valdosta.edu/housing.html> >.

REGULATIONS

General Expectations

Inasmuch as Valdosta State University is an institution committed to the quest for knowledge, truth, and wisdom, all students are expected:

- to examine critically and otherwise to evaluate themselves, their knowledge, and their society;
- to commit themselves to genuine enlightenment rather than to inflexible adherence to limited knowledge;
- to respect the regulation and order of the university community, which must exist for real learning to take place;
- to respect and obey the laws of the State of Georgia and the United States;
- to respect and obey the Code of Ethics as set forth by the Student Government Association in the University Handbook;
- to assume full responsibility for their individual and collective actions;
- to participate seriously and purposefully in campus life as both student and person;
- to make mistakes because they are “students,” but to profit from these mistakes by maturing eventually into fully-participating, responsible, educated leaders in

whatever careers they select.

DRUGS

Valdosta State University, as a regional university within the University System of Georgia and recipient of federal funds, supports and complies with the Drug Free Work Place Act of 1988 and the Drug Free Schools and Communities Act of 1989, and the Drug Free Postsecondary Education Act of 1990.

Faculty, staff, and students of Valdosta State University are advised that the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and alcohol is prohibited, and violations of this policy will result in appropriate disciplinary action, to include suspension or termination.

Faculty, staff, and students are expected to adhere to the policies of the institution, observe the basic rules of good conduct, and observe all local, state, and federal regulations relative to illegal drugs and alcohol. Violations of such regulations, including misdemeanor or felony convictions during the course of one's employment or enrollment, will result in appropriate disciplinary action.

This policy is subject to modifications, and said changes will be publicized. Questions regarding this matter may be directed to the Office of Personnel or the Office of the Vice President for Student Affairs.

STUDENT DISSENT

Valdosta State University will not permit any demonstrations or protests which would disrupt any academic or regularly scheduled non-academic pursuits. Dissent which is voiced in a constructive way and is manifested in an orderly and peaceful manner is acceptable. Threats, demands, and coercion are not acceptable. All students affiliated with Valdosta State University are expected to abide by the Student Code of Ethics.

BOARD OF REGENTS STATEMENT OF DISRUPTIVE BEHAVIOR

The following is the policy of the Board of Regents of the University System of Georgia regarding disruptive behavior in any institution of the University System:

The Board of Regents of the University System of Georgia reaffirms its policies to support fully freedom of expression by each member of the academic community and to preserve and protect the rights and freedom of its faculty members and students to engage in debate, discussion, peaceful and nondisruptive protest and dissent. The following statement relates specifically to the problem described below. It does not change or in any way infringe upon the Board's existing policies and practices in support of freedom of expression and action. Rather, it is considered necessary to combat the ultimate effect of irresponsible disruptive and obstructive actions by students and faculty which tend to destroy academic freedom and the institutional structures through which it operates.

In recent years, a new and serious problem has appeared on many college and

university campuses in the nation. Some students, faculty members, and others have on occasion engaged in demonstrations, sit-ins, and other activities that have clearly and deliberately interfered with the regular and orderly operation of the institution concerned. Typically, these actions have been the physical occupation of a building or campus area for a protracted period of time or the use or display of verbal or written obscenities involving indecent or disorderly conduct.

These actions have gone beyond all heretofore recognized bounds of meetings for discussion, persuasion, or even protest, in that: (1) acquiescence to demands of the demonstrators is the condition for dispersal, and (2) the reasonable and written directions of institutional officials to disperse have been ignored. Such activities thus have become clearly recognizable as an action of force, operating outside all established channels on the campus, including that of intellectual debate and persuasion which are at the very heart of education.

The Board reaffirms its belief that all segments of the academic community are under a strong obligation and have a mutual responsibility to protect the campus community from disorderly, disruptive, or obstructive actions which interfere with academic pursuits of teaching, learning and other campus activities.

The Board of Regents understands that this policy is consistent with resolutions adopted by the American Association of University Professors in April, 1968, by the Association of American Colleges in January, 1968, and by the Executive Committee of the Association for Higher Education in March, 1968, condemning actions taken to disrupt the operations of institutions of higher education.

The Board of Regents is deeply concerned by this new problem. Under the Constitution of the State of Georgia, under all applicable court rulings, and in keeping with the tradition of higher education in the United States, the Board is ultimately responsible for the orderly operation of the several institutions of the University System and the preservation of academic freedom in these institutions. The Board cannot and will not divest itself of this responsibility. Of equal or greater importance, such action of force as has been described above destroys the very essence of higher education. This essence is found in the unhampered freedom to study, investigate, write, speak, and debate on any aspect or issue of life. This freedom, which reaches its full flowering on college and university campuses, is an essential part of American democracy, comparable to the jury system or the electoral process.

For these reasons and in order to respond directly and specifically to this new problem, the Board of Regents stipulates that any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary or public service activity, or any other activity authorized to be discharged or held on any campus of the University System of Georgia is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary

procedures, possibly resulting in dismissal or termination of employment.

**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 the Registrar. 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.