

Washington County Community College
Student Right to Know Information

Dear WCCC Student:

According to **Federal Law** all colleges are required to provide you with a statement on the **Family Rights and Privacy Act**. This act protects your rights to keep your personal information confidential. WCCC requires that the written permission be obtained from you before we release your educational records to specific parties. If you desire to have your educational records accessed by a third party, please contact the registrar's office. Our intent is to protect the privacy of students with regard to access of records and release of such records and to provide the opportunity to challenge such records should they be inaccurate, misleading or inappropriate. Copies of the specific WCCC policy can be found in the catalog, student handbook and from the Student Services Office. WCCC does release directory information upon request of outside parties. Directory information includes but is not limited to name, address, e-mail address, field of study, honors, telephone number, academic credentials earned (including dates) and dates of attendance. If you would like to keep your directory information private please contact the Registrar's Office for the appropriate form. FERPA also permits disclosure of student's educational records to school officials with legitimate educational interest.

Current **Federal Law** requires that all colleges release information to military recruiters upon their request. WCCC fully complies with this law, any questions about its validity and purpose should be directed to your local congressional representatives.

Under the Student Right to Know Law, colleges are required to provide students with a current Rate of Graduation. WCCC has calculated this rate for 1998 to be 60%. Thus 60% of students who entered in the Fall of 1998 went on to complete their selected credentials. WCCC does not currently calculate a transfer out rate (those students who leave to enter another college) due to our lack of verifiable attendance. If you have any further questions concerning this rate please contact the Registrar's Office.

On behalf of the Registrar's Office, we want to thank you for choosing Washington County Community College to meet your educational needs and if you have any questions, feel free to contact this office.

Sincerely,

Cynthia Moholland
Asst. Dean of Enrollment Mgmt./Registrar