


ADMINISTRATIVE PROCEDURE MANUAL			
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Purpose

The purpose of this procedure is to establish the process to be followed by College personnel when receiving requests for release of student information.

Procedure

- A. Pursuant to the Family Education Rights and Privacy Act of 1974 (FERPA), students are advised of certain practices and procedures at Florida State College at Jacksonville (FSCJ) that relate to student records.
- B. Once a student is enrolled in a postsecondary program, parents no longer have any rights to student information under FERPA unless the student gives written consent to release the information to the student's parents, or the parents provide evidence that the student is a dependent of the parents as defined in section 152 of the Internal Revenue Code of 1954.
- C. Under this Act, a student or parent (if eligible) will be given access to the student's record within a reasonable time after the submission of a written request to the custodian of that record. Suitable arrangements will be made by the College to permit the record to be reviewed in the presence of a representative of the custodian of the record.
- D. Either the student or parent (if eligible) has the right to challenge the content of any record he or she believes to be inaccurate, misleading, in violation of the student's rights or otherwise inappropriate, and to insert into the record any written explanation of any matter therein.
- E. The custodian of the record challenged shall conduct a hearing upon the matter, at a reasonable time and place, at which time the student or parent (if eligible) may present any evidence he or she may have in support of the challenge.
- F. If a record is challenged, the custodian of the record shall make a decision within ten (10) business days of the hearing.
- G. This decision may be appealed by the student or parent (if eligible) through established procedures to the Student Appeals Review Committee.
- H. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.
- I. A student or parent (if eligible) must consent to the release of any student information other than directory information to any person or agency. This consent must be in writing, signed, dated and must specify the information to be released, the reason for release and the names of persons to whom the information is to be released.

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- J. The following information about an individual student is classified as "directory information" and will be released upon request to any person. The individual student or parent (if eligible) has a right to submit a request in writing to the custodian of the student's record that all or any part of the directory information NOT be releasable. Access to, or release of directory information will be withheld until further written instruction is received from the student or parent (if eligible).
1. Name
 2. Program of Study
 3. Dates of enrollment
 4. Enrollment Status
 5. Degrees, honors and awards received
 6. For athletes on our National Junior College Athletic Association (NJCAA) recognized teams, height, weight, hometown and high school
- K. To the extent that any student information maintained by FSCJ is exempt from disclosure by Florida Statute 119.071(5)(k), then a student may send a written request for confidentiality of such information to FSCJ's Office of the Registrar.
- L. The College may disclose student information to school officials with legitimate educational interests without consent.
- M. A school official is defined as a person employed by the College having a legitimate educational interest to review the educational record in order to fulfill their professional responsibility.
- N. In addition, the College may disclose identifiable information from student educational records without student consent to officials presenting a judicial order or lawfully issued subpoena, and to military branches in accordance with federal guidelines.

REFERENCES: F.S. 119.071, 1002.225, Family Education Rights and Privacy Act of 1974, section 152 of the Internal Revenue Code of 1954

Adopted Date: November 2, 1987

Revision Date: September 20, 2011, February 5, 2013, August 31, 2015, January 25, 2016, February 19, 2020, May 4, 2021