

RULE

Subject	Privacy Rights of Students	Number: 6HX14-4.08
Authority	F.S. 1002.22, 1006.52; 20 U.S.C. 1232g	Date: 11/19/2013
History	01/18/84, 12/20/00, 2/18/04, 6/24/09	
Source	Vice President, Student Affairs	

State College of Florida, Manatee – Sarasota (SCF) shall accord all privacy rights under the law to students who are declared independent. If a student is a dependent student, as defined in Family Educational Rights and Privacy Act, the parent or guardian of the student will also have these rights. No one outside the institution shall have access to, nor will the institution disclose, any information from students' educational records without the written consent of students except as provided by law.

Among SCF personnel, only those members, individually or collectively, acting in the student's educational interest shall be allowed access to student education records. These members include but are not limited to personnel in the division offices of Student Affairs, Business and Administrative Services and Academic Affairs.

The law provides eligible students or parents of dependent students the right to inspect and review information contained in the student's educational records within 30 days of the day the College receives a written request For records. This request provides the requester the opportunity to challenge the contents of specified educational records, to have a hearing if the outcome of the challenge is unsatisfactory, to submit explanatory statements for inclusion in the student's files if it is felt that the decisions of the hearing panels are unacceptable, or to request an amendment of the student's educational records.

Any person requesting access to student records should submit the request to the campus Educational Records office in accordance with the following procedures.

Procedure 4.08.01: Request for Access to Student Records - to request an inspection and review of educational records and disclosure conditions.

Procedure 4.14.01: Student Request for Conflict Resolution as Related to Academic Matters to request resolution to a conflict or complaint.

Notification

Notification of this Rule shall be published in the SCF Catalog, Student Handbook and Planner, and the SCF Web page: www.scf.edu/FERPA.