

**Florida Southern College FERPA Grievance Policies**  
Amended October 2023 for the 2023-2024 Academic Year

The Family Educational Rights and Privacy Act of 1974 as amended (PL 93-0280), better known as “FERPA”, directs how student education records are maintained. When a student enters college, the following four rights transfer from parents or legal guardians to the student, regardless of the student’s age.

1. FERPA provides opportunities for students to inspect and review their education records within 45 days of a written “request for access” identifying the records of interest to **FSC’s FERPA Compliance Officer** (please see below).
2. FERPA provides paths for students to seek amendment to education records they believe to be inaccurate or misleading. A written request should be made to **FSC’s FERPA Compliance Officer** (please see below). If FSC declines to amend the records as requested, the college will advise the student of the steps to appeal. If the student’s written appeal is denied, the college will keep that appeal letter in the file as long as the records are maintained by the college.
3. FERPA allows students the right to provide written consent before the College discloses Personally Identifiable Information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent, including:
  - Florida Southern College officials, including administrators, supervisors, staff (including law enforcement and health center staff), teachers, board of trustees members, contractors, consultants, volunteers, or students working in an official capacity for the college, with “legitimate educational interests”, who require information for the proper performance of their professional responsibilities
  - Officials at an institution at which a student seeks to enroll
  - Organizations conducting studies or audits for educational and governmental agencies
  - Accrediting agencies
  - Appropriate persons in case of health or safety emergencies
  - Agencies or offices in connection with the student’s application for or receipt of financial aid
  - Governmental officials, as identified in Public Laws 93.31 & 99.35
  - Parents of students who are defined as dependents in the Internal Revenue Code of 1986
  - Parents of students (1) younger than 21 years of age or (2) who are dependents for tax purposes regardless of student age for violations of campus alcohol and drug policies
  - An appropriate official in response to a court order
  - An alleged victim of a crime of violence or a non-forcible sex offense concerning the final results of an investigation
  - The general public, if the school determines a student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation(s) made against her/him
  - Directory Information
  - **For a complete list of exceptions, for further questions, for concerns about College FERPA compliance practices, or to request to inspect, review, or amend records, please contact the College’s FERPA Compliance Officer Ms. Lindsay Thibodaux, 111 Lk. Hollingsworth Dr., Buckner Bldg., Lakeland, FL 33801; email: registrar@fلسouthern.edu; tel: (863) 680-4127, fax:(863) 680-4565.**

Florida Southern College takes the privacy of student Personally Identifiable Information and education records seriously. If you have concerns or inquiries about the college’s FERPA compliance or implementation, please contact Ms. Thibodaux for assistance. Ms. Thibodaux will also direct you to the appropriate college official if you wish to appeal the college declining to amend your records as requested. The appropriate officer will depend on the nature of the information in question.

Please submit all FERPA Grievances in writing to Ms. Lindsay Thibodaux, registrar@fلسouthern.edu.

FERPA also gives students the right to file a complaint with the U.S. Department of Education concerning alleged failures by Florida Southern College 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.