

## Florida Southern College FERPA Policies 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, FERPA rights transfer from parents or legal guardians to the student, regardless of the student’s age. Florida Southern College defines that a student “enters college” on the date of matriculation into the college. For Fall 2023, that date is August 19, 2023. For Spring 2024, the transfer of access date is January 8, 2024. Thus, parents/guardians hold FERPA rights during the Admission process but, at the point of matriculation, rights to all education records (even rights to access to that prior information) are transferred to the student. The four student FERPA rights include:

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).
3. FERPA gives students the right to file a complaint with the College Compliance Officer (please see below).
4. 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 (but not limited to) administrators, supervisors, staff (including law enforcement units and health center officials), 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 for purposes of enrollment/transfer
- 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, as necessary
- 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
- Information the College identifies as Directory Information (with caveat)
- 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 Dr. Marcie Pospichal 111 Lk. Hollingsworth Dr., Lakeland, FL 33801; email: mpospichal@flsouthern.edu; tel: (863) 680-4197**

NOTE: Although the college may disclose information under the conditions above, it is under no obligation to do so and may make such a determination on a case-by-case basis at its discretion. The only individual to whom the college is required to release student education record information is to the student.

FERPA 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

## **Florida Southern College**

### **Public Notice of Directory Information**

Florida Southern College hereby designates the following student information as public or "Directory Information." This information may be disclosed by the College without the student's prior consent under the provisions set forth in FERPA.

**Academic information:** Name, enrolled hours, enrollment status, total hours, college major, dates of attendance, degrees and awards received (including Dean's List but excluding GPA), most recent previous school attended, participation in officially recognized activities and sports, height and weight of athletes, other similar information. Student ID number, user ID, or other unique personal identifier on a student ID card or used to communicate in electronic systems is considered Directory Information, but strictly if the identifier can only be used in conjunction with at least one factor that authenticates the user's identity, such as PIN, password, or other factor known or possessed only by the authorized user.

**Publication in future student directories:** name, local and home address, telephone number, email address.

**Demographic information:** date and place of birth and publication information such as photographs, videos, and other images of the student, to (including, but not limited to) college academic, marketing, and news publications and web sites.

**Directory Information cannot include the following, and can only be released if a student waives the right to privacy:**

- Social Security or other Student Identification numbers
- Grades or Grade Point Average (GPA)
- Ethnicity, race, nationality, gender or religion

Currently enrolled students may **withhold** disclosure of Directory Information under FERPA. To withhold disclosure of this information, students must present themselves with photo ID to the Student Solutions Center on the first floor of the Carlisle Rogers Building, and complete the **Request to Withhold Disclosure of Directory Information** form. You may complete this form at any time and it will take effect immediately. However, the withholding of Directory Information disclosure will only be effective prospectively: It cannot be

applied to actions the College took prior to the Withholding of Disclosure request.

Withholding Disclosure of Directory Information will prevent Florida Southern College from providing your Directory Information, including confirming attendance and degrees earned, to prospective employers and internship sponsors, insurance agencies, and others with whom you may wish to share such notification, so please make your decision carefully.

Florida Southern College assumes that a student who fails specifically to request withholding of Directory Information indicates approval for disclosure. Former students may not place a new request to withhold disclosure of Directory Information on their education records. However, the student may request the removal of such a hold.

### **Education Records Release Authorization**

In compliance with the Federal Family Education Rights and Privacy Act of 1974 as amended (FERPA), the College restricts select third parties from having access to your Personally Identifiable Information (PII) and education record. PII includes, but is not limited to, social security and other identifying numbers. Your education record includes, but is not limited to, grades, course schedules, attendance reports, billing records, and other official correspondence. The restriction of sharing this information applies, but is not limited to, your parents, guardian, or spouse. This limitation of disclosure does not include Directory Information.

If you wish to grant a third party, such as a parent, access to your PII or education records, you must complete and sign the below authorization. This waiver will remain in effect unless you revoke it in writing. Students may change their FERPA status at any time by completing the appropriate form at the Student Solutions Center and presenting a photo ID. The College assumes no liability for honoring your instructions about to whom you will waive, and will not waive, your rights to privacy

**Please Check the Appropriate Box**

I authorize Florida Southern College to release any and all academic, disciplinary or other education record information to the following, select persons:

\_\_\_\_\_  
Father's Name (First, Middle, Last) (Phone Number)

\_\_\_\_\_  
Mother's Name (First, Middle, Last) (Phone Number)

\_\_\_\_\_  
(First, Middle, Last) (Phone Number)  
Guardian/Relative / or other (please specify)

\_\_\_\_\_  
(First, Middle, Last) (Phone Number)  
Guardian/Relative / or other (please specify)

\_\_\_\_\_  
Spouse's Name (First, Middle, Last) (Phone Number)

**PLEASE CHECK HERE IF THIS REFLECTS A CHANGE IN YOUR PREVIOUS FERPA STATUS**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ FSC ID # \_\_\_\_\_

Name of FSC representative assisting student (if applicable)

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Note: Notices of alcohol and drug offense, disaffiliation, suspension, housing probation, or expulsion, as well as if a student withdraws from college, will be forwarded to parent or legal guardian independent of FERPA waiver status. Spouses have no rights to this or other education record information without the written consent of the student.

### **FERPA and Deceased Students**

The right to privacy of PII and education records that eligible students or alumni possess under FERPA expires upon the death of the individual. When an individual dies, privacy of education records maintained by Florida Southern College is no longer regulated under FERPA but is dictated by college policy. The college is not required to release education records of deceased individuals and will determine the release of education records on a case-by-case basis. Examples of requests that could result in the release of PII or education records of deceased individuals include:

- Direct relatives of the deceased, in the presence of reasonable proof of identity and relationship
- Release to others authorized by the deceased's executor or next of kin, in the presence of reasonable proof of that authorization
- Researchers conducting demonstrably scholarly investigations\*

\*In deference to grieving survivors of deceased students or alumni, records will not be released to anyone except direct relatives and estate executors within the first year of death. Additionally, the college will assume that, in the absence of information to the contrary, individuals are deceased as of the 80<sup>th</sup> anniversary of their matriculation. Requests for access to education records of deceased individuals should be submitted to the College Registrar, [registrar@flsouthern.edu](mailto:registrar@flsouthern.edu)

### **Public Relations Information Release**

Florida Southern College likes to tell the story of your great work. If you wish to have your accomplishments publicized in your local newspaper(s), please provide the name of the newspaper(s) below. This information is considered Directory Information and may also be released routinely to certain inquirers and the news media unless you request that this information be withheld by completing the **Request to Withhold Disclosure of Directory Information** form at the Student Solutions Center. Florida Southern does not release anything more than Directory Information, which is considered Public Information as described the **Florida Southern College FERPA Policies** (above), without seeking your written permission.

Florida Southern College students are frequently featured in news releases, photographs, audiotapes, and videotapes that may be distributed to the media or used in Florida Southern publications, including Web sites. Students may be photographed, videotaped, or their images may be captured in other ways on campus or at college-related functions. These images and representations, as well as the accomplishments of students, may also be used to promote Florida Southern College. The college has exclusive rights to these images.

**Newspapers and Other Media**

I wish for Florida Southern College to publish or release news about my accomplishments, including relevant Directory Information, to my hometown newspaper(s) listed below.

Name of hometown newspaper:

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Name of additional newspaper/publication to be notified:

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**Photographs, Videos, Audiotapes, and Other Images**

My signature provides permission for Florida Southern College to publish or release my image with or without identifying caption including, but not limited to, college, academic, marketing, and news publications and web sites.

Print  
Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

FSC ID# \_\_\_\_\_

Florida Southern College emails an Annual Notification of FERPA Rights to all enrolled students.