



April 15, 2019

MEMORANDUM

TO: District Board of Trustees

FROM: Jim Murdaugh, President 

SUBJECT: Proposed Wording Edits to College Policy 10-18: Student Right of Privacy

Item Description

This is a revision to existing College Policy 10-18 Student Right of Privacy to rename it to Student Records and to make the policy language more concise and directive to establish institutional procedures for oversight of safeguarding student records.

Overview and Background

TCC is required by federal and state statutes to ensure the safeguarding of all student education records. These laws require written procedures and notification to students of their rights to access, view, and request any amendments to errors in the records. In addition, it allows the College to define what is considered directory information, who are legitimate school officials, and what information can be released and to whom without requiring student consent. The College follows all applicable statutes and has information on the website and in the college catalog notifying students of these laws. The proposed changes to the existing policy align with language from other FCS colleges and establish the directive for more well-defined institutional procedures.

Past Actions by the Board

Prior Board approvals on May 17, 2010, June 28, 2010, February 18, 2013, and May 20, 2013

Funding/Financial Implications

NA

Staff Resource

Sheri Rowland

Recommended Action

Approve updated language to College Board Policy 10-18

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Student Right of Privacy <u>Records</u>	NUMBER: 10-18
AUTHORITY: Florida Statute: 1002.225,1006.52 20 U. S. C. § 1232g; 34 CFR part 99 Florida Administrative Code:	SEE ALSO:
DATE ADOPTED: 05/17/10; Revised 06/28/10; 02/18/13; 5/20/13; <u>04/15/19</u>	

~~In order to fulfill its educational mission, the College collects and maintains, through a variety of mechanisms, personal information and data about its students. With the exception of standard directory information, all material that uniquely identifies students is confidential, and will only be released, when necessary, to the following agents: to faculty, staff, and authorized third parties engaged in the educational program of the student; to individuals identified by the written permission of the student; and to agencies empowered by lawful mandate to demand such information. The College's definition of directory information can be found at <http://www.tcc.fl.edu/Future/Registration/Pages/FERPA.aspx>.~~

~~Across all of its operations, including distance learning and other instructional modalities, the College complies fully with both the Family Educational Rights and Privacy Act (FERPA) and with all other federal, state, and local laws, rules, and regulations that address student privacy. The College regularly communicates these policies to all employees and students.~~

Tallahassee Community College is committed to protecting the privacy and access rights of students with respect to their education records in accordance with Federal law 20 U.S.C. § 1232g; 34 CFR part 99, the Family Educational Rights and Privacy Act; Florida Statute 1002.225, Education records of students in public postsecondary educational institutions; and Florida Statute 1006.52, Education records and applicant records; public records exemption. The College shall establish institutional procedures that oversee the safeguarding of student records in accordance with these laws. All TCC employees, including student workers, shall respect the rights of students and maintain confidentiality of educational records.

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