



# FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT FERPA

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## STUDENT RIGHTS

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Students and eligible parents and guardians have the rights as afforded by the Family Educational Rights and Privacy Act (FERPA) and delineated under the [Board the Board of Trustees' Rule 6Hx23-4.37](#) to:

- Inspect and review education records within 30 days of the day the college receives a request for access
- Request the amendment of a student education record the student believes is inaccurate
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent

You may obtain a copy of the college's policy on student records from the office of the associate provost on each campus, center or site.

Students also have the right to file a complaint with the U.S. Department of Education concerning any and all alleged failures by a state 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 20202-5901

Under FERPA, students have the right to restrict the release of directory information. This can be done in the My Information section of MySPC. Note that when you choose to restrict information, that information will not be released to any source, including publications such as telephone directories or other institutional publications. Directory information shall include:

- Name and dates of attendance of students
- Names of recipients of degrees conferred or to be conferred
- Names of recipients of honors or special awards
- Weight and height of athletic team members
- Student addresses for use by the College's Foundation and Alumni Association upon review by the Strategic Committee and the approval of the President
- Addresses of students who have applied for graduation may be provided to Florida public universities and independent colleges and universities of Florida
- Student addresses upon request of a local, state or federal law enforcement agency

For more information visit the [U.S. Department of Education's FERPA page](#). A copy of FERPA rights provided upon request.

In addition to "directory information," the college is required by law to release to the United States Armed Forces:

- Student's address and phone number
- Date and place of birth
- Level of education
- Prior military experience
- Major fields of study
- Student's or former student's degrees and awards

A student may request in writing that all or a portion of such directory information not be released. Said written request should be made to student's campus associate provost or designee.

For more information on student records, see [BOT Rule 6Hx23-4.37](#).

#### **Health and Safety Exemption Requirement**

A health and safety exception permits the disclosure of personally identifiable information from a student's record in case of an immediate threat to the health or safety of students or other individuals. SPC only discloses personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.