

# Procedure Manual



<b>Title: Family Educational Rights and Privacy Act (FERPA) Procedure for Students</b>	<b>Number: A6Hx2-5.03A</b>
<b>Policy Number: 6Hx2-5.03</b>	<b>Page: 1 of 3</b>

## Procedures for Students

### **Opting Out of Directory Information Disclosure**

The College Registrar with the approval of the Custodian of Records, the Vice President for Student Affairs and Enrollment Management can disclose directory information upon request to any third party without student consent. However, students can opt out of directory information disclosure (Name, enrollment status, degrees and awards earned, and participation statistics for officially recognized sports and activities). To opt out, students must submit a written request to the College Registrar indicating the following information:

- Name
- Student ID number
- Statement requesting that directory information should not be released
- In person submissions should be signed. Submission sent from a Broward College email address will be considered as the student's signature. Submissions from personal email addresses are not considered official and will not be accepted.

Student information will not be disclosed when this procedure is followed.

### **Access and Record Inspection**

A student may gain access to her/his educational record by viewing all transcripts and degree audit information by logging onto the College's online MyBC student portal. Any other documents that may be officially contained in the students' record may be inspected by submitting a written request to the appropriate Campus Registration Coordinator, the Associate Vice President for Student Affairs/College Registrar, or the Vice President for Student Affairs and Enrollment Management. If the student wants a copy of any or all documentation contained within their record, an appropriate per page copying fee will be charged to the student. The fee must be paid to a campus cashier and the receipt brought to the District Student Affairs Office at the Willis Holcombe Downtown Center.



All such requests shall be generally granted within 48 hours after receipt by the Office of the Associate Vice President for Student Affairs/College Registrar or other designated official.

## **Access to Student Record Information Allowed by FERPA**

### **Court Orders, Subpoenas, Criminal Investigations and Background Check Requests**

The College will comply with all court orders and lawfully issued subpoenas, as well as requests from law enforcement officials when such information is required as part of a criminal investigation, without students' express consent. All such requests are handled by the Custodian of Records and the Legal Department of the College. Generally, non-court order subpoenas will be responded to within 15 days in order to allow for notification to the student. However, if the student does not respond within that period, the record information will be released per the request in the lawfully issued subpoena.

The College will cooperate with all law enforcement officials when such requests are related to a criminal investigation. Campus safety officers employed or contracted by Broward College are considered as right-to-know-agents of the College, and in this regard, record information such as Name, address, phone number can be provided when the student poses a safety threat or may be involved in a student conduct violation in

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accordance with BC Policy 6Hx2-5.02. In both instances, the College will not notify the student of record regarding the information release.

The College may release student record information as it relates to employment background checks if the person requesting the information has provided a signed release from the student.

### Authorized to Review the Student's Record

A student may authorize designated individual(s) to review their records. Before such access can be given, the parent, another individual or relative must be able to prove dependency, have prior consent that the student has provided to the College (not the individual), or be accompanied by the student.

### Prior Consent

Students should contact the College Registrar to provide written consent for any persons to review their records without their presence. Individuals, with prior consent to view a student's record, must show a valid government ID as proof of their identity to the College Registrar's Office, or a Campus Dean of Students.

Students must provide written consent to any person or third party to review or release their record without their presence. Students should follow the steps below:

1. Complete the online FERPA release form found on the College's website, Registrars' page at: <http://www.broward.edu/academics/registrar/Pages/default.aspx>. Incomplete forms will not be acted upon.
2. Email the completed form from your BC email address to: [www.ferpa.broward.edu](http://www.ferpa.broward.edu).
3. The form becomes a part of the student's record until the student indicates he/she no longer wants information released to the party or parties indicated on that form.

Individuals with prior consent to view their records must still show a valid government ID as proof of their identity to the College Registrar's office or a Campus Dean of Students.


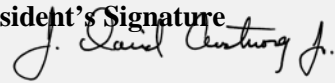
The Registrar's Office staff will scan the completed form into the student's record. The campus dean of students will ensure that the student has provided a prior release form and that the form is viewable as part of the students' record when requests are made on campuses.

### Proof of Dependency<sup>1</sup>

Even after a student has become an eligible student at age 18, the College may disclose education records to the student's parents, without the consent of eligible students, if the student is a dependent for Federal income tax purposes. A parent who wishes to access the records of their dependent student must adhere to the following procedures:

- Show a valid government ID as proof of their identity to the College Registrar's Office

<sup>1</sup> Copies of tax returns are no longer acceptable. The burden of proof in all instances resides with the parent, guardian or designated individual. Email requests to faculty cannot be entertained from parents as all College students, regardless of age, hold postsecondary rights to privacy of their record.

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- Show proof of child being a dependent by presenting an IRS Transcript

### Accompany the Student

The student must attest in front of the individual that the person has authority to view or hear information related to the student's record.

<b>Recommending Officer's Signature</b> <i>Angela Miller</i>	<b>Date:</b> 9/11/2013	<b>President's Signature</b> <i>J. David Anthony J.</i>	<b>Date:</b> 9/11/2013
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