

## **6Hx19-6.10 OFFICIAL STUDENT RECORDS**

The purpose of this Board Rule is to establish Board policy regarding official student records.

The College's Admissions and Student Records Office shall maintain such information in its files for each student as is considered essential and appropriate to College operation and student welfare. Each student's permanent academic record is maintained electronically as part of the student record database. The record consists of, but is not limited to, student biographic/demographic data; currently valid college entry level placement scores; transfer credit awarded; external credit awarded; course enrollment data (including course identifier, hours earned, and grades awarded as applicable); and program completion data.

The College Admissions and Student Records Office shall also maintain files (either electronic or physical) which shall consist of, but not be limited to the application for admission to the College; the high school transcript or report of GED scores as required for program admission; transcripts from postsecondary institutions attended as required for program admission; correspondence indicating admission status to limited access programs; program declaration forms; petitions for course substitutions; transfer and external credit evaluations resulting in the award of credit and requests for records.

These records are considered confidential and in conformance with Florida Statute 1002.22 and strict security procedures shall be followed regarding the release, access, challenge, and privacy of student information. These records are exempt from Florida Statute 119.07 (1). Requests for access to student records shall be in writing to the designated records custodian and retained as part of the record. The College will comply with the provisions of Public Law 93-380, the Family Educational Rights and Privacy Act.

Rule Adopted: 8/10/72; 8/25/75; 11/19/79; 6/23/86; 11/18/97; ■9/13/08

Effective Date: 8/10/72; 10/7/75; 11/19/79; 6/23/86; 11/18/97; ■9/13/08

Reviewed:

President's Administrative Leadership Team – Non-Substantive/Editorial: 5/29/18

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65; 1002

Other References:

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(43)(44); 1001.65(1)(16)(24); 1002.21; 1002. 22; 20 U.S.C. § 1232g; 34 CFR Part 99

Proposer: Timothy L. Beard, President

■President's Cabinet Approval – Non-Substantive/Editorial