



Broward
Community
College

Procedure Manual

Title: Student Records	Number: A6Hx2-5.03
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Right of Privacy. Every student shall have a right of privacy with respect to his/her educational records. A student's records may not be released to any third party, including individuals, institutions, agencies, or organizations, without a previous written request by the student. The written request should be dated and include the student's name, social security number, signature, and the name of the individual, institution, agency, or organization authorized to receive the information.

Right of Access. A student may gain access to his/her educational record by submitting a written request to the appropriate Campus Registration Coordinator, the College Registrar, or the Vice President for Student Affairs. Upon written request to the same individuals, a parent or guardian may have access to a student's educational record, only if the student is a dependent student as defined by the Internal Revenue Code. A copy of a tax return indicating that the student is a dependent must be submitted along with the request. Such a request should be granted within 48 hours after receipt by the Office of the Registrar. When the information is necessary to protect the health and safety of the student or other individuals, the request should be referred to the Campus Dean of Student Affairs, the Campus Provost, or the Vice President for Student Affairs.

A court may order or issue subpoenas for access to a student's educational records. Such requests shall be forwarded to the Custodian of Records, the Vice President for Student Affairs. The Vice President for Student Affairs or a designated representative shall notify the student, either by telephone or in writing, that the College intends to comply with the request. Copies of all court orders, subpoenas, and similar documents shall become a part of the student's permanent academic record.

A student's educational record may be released without consent to the following:

- Other institutions of higher education in which the student seeks or intends to enroll
- Authorized representatives of the Comptroller General of the United States
- The Secretary or Commissioner of Education
- The Department of Health, Education, and Welfare
- The Director of the National Institute of Education
- The Assistant Secretary of Education
- State education authorities
- Officials in connection with a student's application for or receipt of financial aid

Recommending Officer's Signature	Date 07/18/97	President's Signature 	Date 07/18/97
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- Organizations or individuals conducting studies for, or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, if such studies are conducted in a manner which will not permit the personal identification of students and their parents by persons other than the authorized representatives of such organizations, and if such information will be destroyed when the studies have concluded.

Directory Information. The College maintains and reserves the right to release the following directory information without the student's consent: (1) name, (2) enrollment status, (3) degrees and awards received, and (4) statistics pertaining to a student's participation in officially recognized sports and activities.

Release of Information by Telephone. Only the current enrollment status of a student shall be released by telephone by authorized College personnel. In an emergency, additional information may be released by the Vice President for Student Affairs or his/her designated representative.

Right to a Hearing. A student may challenge the accuracy of information contained in his/her record. Such requests shall be directed to the Vice President for Student Affairs, who shall transmit the request to the Academic Standards Committee within one week after it is received. The committee shall review the content of the petition and make a recommendation within 2 calendar weeks after the hearing. The recommendation shall be rendered in writing to the Vice President for Student Affairs. The decision of the Vice President for Student Affairs is final.

[Link to Policy 6Hx2-5.03](#)