




May 20, 2013

## MEMORANDUM

**TO:** District Board of Trustees  
**FROM:** Jim Murdaugh, President   
**SUBJECT:** Policy 10-18, Student Right of Privacy Revisions

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### Item Description

This item requests Board approval for revisions to Policy 10-18, Student Right of Privacy.

### Overview and Background

After review by the Vice President for Academic Affairs, the Vice President for Student Affairs and the college attorney, Policy 10-18 was revised to clarify the College's compliance with the Family Educational Rights and Privacy Act.

### Past Actions by the Board

The original policy was adopted by the Board on 5/17/10 and revised on 6/28/10.

### Funding/Financial Implications

None.

### Staff Resource

Sally Search

### Recommended Action

Approve revision to College Policy 10-18.

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

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

~~The College maintains various records to assist students, enrolled in traditional, distance learning or correspondence course environments, in achieving their educational goals. These records are regarded as confidential, and information contained in them can be released only by written permission by the student. Based on legitimate educational interest and in accordance with the Family Educational Rights and Privacy Act (FERPA), the College may disseminate information to authorized third parties. The College and its authorized third party agents comply fully with the provisions of FERPA and Florida law. 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/Pagges/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.

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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/Pagges/FERPA.aspx> .

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