Florida A&M University
The Policy

Students the right to:

Departments regulations are found at 34CFR Part 99 which gives enrolled the Buckley Amendment) – 20 U.S.C. ~ 1232g – of 1974, and the FLORIDAA&M UNIVERSITY to Florida Statutes with the University Residency Appeals Committee. corrective remedies are exhausted by the filing of a petition for review pursuant to the student's classification, the student will not be reclassified for that term received by the Registrar's Office by the deadline specified in the University Calendar to be reclassified, the student will not be reclassified for that term would need to request reclassification the following term. Appeal from a denial denying "resident for tuition purposes" status to applicant, therefore, may be initiated after appropriate administrative remedies are exhausted by the filing of a petition for review pursuant to Florida Statutes with the University Residency Appeals Committee.

The Family Educational Rights and Privacy Act of 1974
(Student Records Management Procedures)

The Policy

Florida Agricultural and Mechanical University (FAMU) shall comply with the Family Educational Rights and Privacy Act (FERPA) (also known as the Buckley Amendment) – 20 U.S.C. – 1232g – of 1974, and the Departments regulations are found at 34CFR Part 99 which gives enrolled students the right to:

1) Review and inspect their education records;
2) Challenge and seek to amend education records that the student believes are inaccurate or misleading;
3) Consent to disclosures of personally identifiable information contained in their educational records, except to the extent that FERPA allows disclosures without consent; and
4) Complain to the U.S. Department of Education concerning alleged violations by FAMU of any such rights.

Pursuant to FERPA requirements, some personally identifiable student information, designated by law as "directory information," may be released to third parties by FAMU without prior consent of the student unless the student files a written request with the FAMU Office of the Registrar to restrict directory information access.

FAMU has designated the following as directory information:

- Student full name
- Student telephone listings
- Major field of study
- Dates of attendance
- Enrollment Status
- Participation in Officially Recognized collegiate sports
- Degrees and academic honor awards received
- Most recent educational institutions attended prior to FAMU

Enrolled students may select Privacy (refuse to permit disclosure of directory information). To do so, the student must notify the Office of the Registrar in writing if they refuse to permit the University to disclose such information. The University will not release any further disclosures of directory information about the student without the student's prior written consent except to the extent authorized by FERPA or other State or Federal laws.

All custodians of a student's education records and all University employees/agents shall comply with FERPA and follow strict practice that information contained in a student's education record is confidential and shall not be disclosed without the prior written consent of the student except as otherwise provided by FERPA. FERPA exceptions are outlined in the policy and procedures herein.

Regarding the disposition of records held pertaining to a deceased student, in accordance with FERPA, it is the policy of FAMU that the privacy interests of an individual expire with that individual's death.

FAMU publishes annually a notice of primary rights for enrolled students.

All University employees who manage or have direct or indirect access to student education records are held responsible for following security practices established by the University, Colleges, or departments.

The University Registrar has been designated as the FERPA Compliance Officer for the University. Further information about FAMU's policy and procedures with respect to privacy of student records may be obtained from the Office of the Registrar.

Location of Education Records

All information provided by a student to the University for use in the educational process is considered part of the student's education record. Information may fall into one of the following categories:

- Admission records are located in the Office of Admissions and Recruitment, Foote-Hilyer Administration Center, and the custodian of such records is the Director of Admissions and Recruitment, Florida Agricultural and Mechanical University, Foote-Hilyer Administration Center, Suite G-9, Tallahassee, FL 32307.
- Cumulative academic records are located in the Office of the Registrar, Foote-Hilyer Administration Center, and the custodian of such records is the University Registrar, Florida Agricultural and Mechanical University, Foote-Hilyer Administration Center, Room 112, Tallahassee, FL 32307.
- Financial aid records are located in the Office of Financial Aid, Foote-Hilyer Administration Center, and the custodian of such records is the Director of Financial Aid, Florida Agricultural and Mechanical University, Foote-Hilyer Administration Center, Suite 101, Tallahassee, FL 32307.
- Student financial records are located in the Office of Student Financial Services, Foote-Hilyer Administration Center, and the custodian of such records is the Director of Student Financial Services, Florida Agricultural and Mechanical University, Suite G-7, Tallahassee, FL 32307.
Use of Educational Records

All custodians of a student’s education records and other University employees/agents may not disclose to third parties without the student’s prior written consent except as provided in this section:

- University officials shall have access to student education records for legitimate educational purposes.
- Under the following circumstances, University officials may make disclosures of personally identifiable information contained in the student’s education records with the consent of the student:
  a) To another college or university where the student seeks or intends to enroll.
  b) To certain federal and state officials who require information in order to audit or enforce legal conditions related to programs at the University supported by federal or state funds.
  c) To parties who provide or may provide financial aid to the student.
  d) To an individual or organization under written contract with the University or FLDOE for the purpose of conducting a study on the University’s behalf for the development of tests, the administration of student aid, or the improvement of instruction.
  e) To accrediting organizations to carry out their accrediting functions.
  f) When a student reaches the age of 18 or begins attending a postsecondary institution regardless of age. FERPA rights transfer from the parent to the student.
  g) Parents may obtain directory information at the discretion of the institution.
  h) Parents may obtain non-directory information (grades, GPA, etc.) only at the discretion of the institution AND after it has been documented that their child is their legal dependent or with written consent from the student.
  i) The spouse of a student has no rights under FERPA to access the student’s education record. The University will exercise this option only on the condition that the evidence of such dependency is furnished to the University Registrar.
  j) To comply with a lawfully issued subpoena or judicial order of a court of competent jurisdiction. The University will make reasonable effort to notify the student before the disclosure unless otherwise noted by the judicial document.
  k) The result of a disciplinary proceeding may be released to the victim on the student’s crime of violence.
  l) To comply with an ex parte order from the Office of the Attorney General (or designee).
  m) To state or local officials in compliance with state laws adapted prior to November 19, 1974.

All requests for disclosure under the above circumstances, where the University may disclose personally identifiable information without the student’s prior consent to third parties other than its own officials, will be referred to the University Registrar or the appropriate records custodian.

- University officials are authorized to make necessary disclosures from student education records without the prior consent of the student in a health or safety emergency if the University official deems:
  a) The disclosure to be warranted by the seriousness of the threat to the safety or health of the student or other persons; or
  b) The information disclosed is necessary and needed to meet the emergency; and
  c) Time is an important and limiting factor in dealing with the emergency.
- University officials may not disclose personally identifiable information contained in a student’s education record except directory information or under the circumstances listed above, except with the student’s prior written consent. Written consent must include the following:
  a) A specification of the information the student consents to be disclosed.
  b) The person or organization or the class of persons or organizations to whom the disclosure may be made; and
  c) The signature and date of the consent.
- The student may obtain a copy of any records the University disclosed pursuant to the student’s prior written consent.
- The University will not release information contained in a student’s education records, except directory information, to any third parties except its own officials, unless those third parties agree in writing that they will not re-disclose the information without the student’s prior written consent.

University officials who are designated custodians of student records have established the following protocol for ensuring that student records being collected or accessed, stored, printed, destroyed or otherwise used are physically secure from unauthorized access.

- Each person using electronic systems to access records must have a unique account with a password assigned for their own use. The account name and passwords used to access these systems must not be written down, told to others, or made available in any way for use by other persons. Account holders must change their passwords frequently.
- Computers used to access electronic records systems must not be left unattended. Computers located in public areas must be positioned so that visitors cannot view.
- Printers must not be publicly accessible and must be attended so that printed materials cannot be seen or taken by authorized persons. To reduce this risk, print materials must be retrieved from the printer promptly.
- Printed or copies of records stored on electronic media must be keptaccessible only on the condition that the evidence of such dependency is furnished to the University Registrar.
- To comply with an ex parte order from the Office of the Attorney General (or designee).
- To state or local officials in compliance with state laws adapted prior to November 19, 1974.
in locked drawers or cabinets when not being used. Records being used must be returned to locked storage areas overnight. Central filing systems must be secured behind locked doors when they are not attended.

Printed records must be shredded prior to recycling. Copies of records stored on electronic media, such as computer hard drives, CD-ROM, or diskette must be permanently deleted from these media before the media is disposed of. If this is not possible the media itself should be destroyed and made unusable prior to its disposal.

Definition of Terms

Student – An individual for whom the educational institution maintains records. The term refers to a person who is or has the past has received academic credit from the University. “Student” does not include an individual who is or has been enrolled in non-credit, Continual Learning programs

Enrolled Student – For the purpose of this document, this term refers to a student who has satisfied all the institutions requirements for attendance in course offered for academic credit at the institution and is statistically represented in federal, state and/or local reports maintained by the educational institution.

Education Records (Academic Records) – Any records maintained by the University and employees/agents of the University which contain personally identifiable information directly related to a student record, and used herein, includes any information or data recorded in any medium, including but not limited to handwriting, print, magnetic tapes and disks, film, microfilm and microfiche,

Student Records – Any information or data collected, recorded, or maintained in any medium (e.g., handwriting, print, tapes, films, files, microfilm, microfiche, and any other form of electronic data storage).

Directory Information – Information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. Items that can never be identified as directory information are a student's social security number, citizenship, gender, religious preference, grades and GPAs.

Personally Identifiable Information – Data or information which includes:
- The name of the student, the student's parents, or other family members;
- The student's addresses;
- A personal identifier such as a social security number or any generated student number; or
- A list of personal characteristics or other information that would allow the student's identity to be traced.

School Officials (University Officials) – Those members of an institution who act in the student's educational interest within the limitations of their "need to know." Officials may include faculty, administration, clerical, and professional employees and other persons, including student employees or agents, who manage student education record information.

The University has also defined a school official to be any person currently serving as:
- A member of the Florida Department of Education (FLDOE);
- Under contract to the FLDOE for FGCU in any faculty or staff position;
- As a temporary substitute for a staff member or faculty member at FAMU for the period of his/her performance as a substitute member; and
- A member of the FLDOE or under contract to the University to perform a special administrative task. Such persons shall be considered to be school officials for the period of their performance as an employee or contractor.

Student Right to Know Act

To protect the rights of college students, the federal government has passed "The Student Right to Know Act." A prospective or continuing student at Florida A&M University has the right to certain information the university is required to provide by law. The following is a list of departments that maintain data as mandated by the federal government in order to be in compliance with the Crime Awareness and Campus Security Act of 1990 and the Higher Education Amendments of 1992 and 1998. The information on the sites is also contained elsewhere in this publication. Please visit the university website (WWW.FAMU.EDU), or departments for more information.

Center for Human Development
Learning Development and Evaluation Center
Athletic Department
Disability Services
Financial Aid
Institutional Research
University Registrar
Police Department

Registration

FAMU registration policies and procedures, including final examination schedules are published on the University website.

Registration - Dates are listed in the university calendar section of this catalog. Students are responsible for complying with all regulations governing registration, change-of-schedules (drop/add), tuition payment, and other requirements described either in this bulletin or advised by the administration otherwise. Every registrant must arrange a class schedule with a faculty adviser at the time and place designated.

Web Registration - Degree seeking students are encouraged to take advantage of the university's web registration system via OurFAMU. Students are able to register for classes from home or anywhere in the world. Students may consult the schedule of class booklet and the website at www.famu.edu for detailed instructions.

For failure to register for a course or courses by the close of the formal registration period (The registration period prior to the first day of classes) will result in the assessment of a late registration fee of $100.00. No student will be permitted to register after "the last day to register" as listed in the university calendar unless appropriate approval is granted.

The payment of all expenses and fees is a part of registration. Students are not officially enrolled or registered until all necessary fees are paid and validated by the Office of Student Financial Services.

Non-Degree Registration - An individual interested in taking course(s) but not working toward a degree may register as a special non-degree seeking student, provided he or she has not been denied admission to the university. The special student is required to follow the regular registration procedures and pay the same fees as other students. In addition, a special Student Registration form must be completed and submitted before or at the time of registration. Special undergraduate students are limited to earning 30 credit hours, and special graduate students are limited to earning 12 credit hours. Registration is on a space available basis.

It should be remembered that credits earned by non-degree students are not to be considered degree credits. In order to receive degree credits, the student must submit an application for admission, and the required $20.00 fee and qualify for admissions to a degree program. To qualify, all special students registering for undergraduate courses must have graduated from a high school or received a G.E.D. Exceptions will be considered on an individual basis.

Community College Dual Enrollment Registration - The student must obtain approval from the designated representatives of the institution. Community College students must have degree seeking status at the Community College and possess at least a 2.00 grade point average. The student will be expected to follow prescribed registration procedures in the Special Student Registration section of the Schedule of Classes booklet.

Leon County High School Students Dual Enrollment Registration -To receive dual enrollment credit, students must adhere to the rules and regulations of the Leon County School Board, the Board of Governors, and the Florida Legislature. The student must be currently enrolled in a secondary school operated by the Leon County School Board. The student must also possess a grade point average of 3.2 or better, certified by a high school counselor, and classified as a high school junior or senior. Students will be enrolled at no cost to either the student or to the district. The University shall waive application, matriculation and/or tuition fees for students admitted to either dual enrollment or early admissions. To remain eligible, the student must obtain a 2.0 grade point average in university course work. Students in Leon County public high schools interested in dual enrollment course work should consult their guidance counselor for further information.