



Board of Trustees Regulations

6C-6.015 Florida Administrative Code – Student Records and Reports

- (1) Each university shall maintain records and reports of students in all programs conducted by each university under the authority of the Board.
- (2) The president of each university shall designate custodians of student records and reports. The term “records” and “reports” means those records, files, documents and other material as defined in Section 228.093(2)(a), Florida Statutes, which contain information directly accessible to other professional personnel for purposes of this rule.
- (3) Each university shall adopt rules for student records and reports which shall include the right of waiver of access, right to challenge and hearing, right of privacy, directory information, transfer of records, and security of records. The rules shall also provide for the annual notification of parents and students regarding rights relating to students records and reports and regarding the location and availability of the university’s rules on student records and reports as outlined in Section 228.093(4), Florida Statutes.
- (4) Provisions shall be made by each university for permitting the student or the parent or guardian of the dependent students as defined in Title 26 U.S.C. Section 152 (Section 152 of Internal Revenue Code of 1954) who is or has been in attendance in the university to inspect and review the student records and reports
 - (a) Requests for student lists and for access to student records and reports or for copies or explanation thereof pursuant to Section 228.093, FS., shall be presented in writing on a form specified by the university.
 - (b) Access to any report or record requested under Subsection 228.093 (3)(a)2 will be granted within 30 days after receipt of the request by the institution
- (5) Student records and reports shall be open to inspection only as provided in Section 228.093, Florida Statutes, or upon the order of a court of competent jurisdiction.