State College of Florida, Manatee - Sarasota shall accord all the rights under the law to students who are declared independent. If a student is a dependent student, as defined in Family Educational Rights and Privacy Act, the parent or guardian of the student will also have these rights. No one outside the institution shall have access to, nor will the institution disclose, any information from students' educational records without the written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll; to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to state agencies conducting institutional research, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons.

Among State College of Florida, Manatee - Sarasota personnel, only those members, individually or collectively, acting in the student's educational interest shall be allowed access to student education records. These members include personnel in the division offices of Student Services, Business and Administrative Services and Academic Quality & Success.

The law provides eligible students or parents of dependent students the right to inspect and review information contained in the student's educational records within 30 days of the day the College receives a written request for records. This request provides the requester the opportunity to challenge the contents of specified educational records, to have a hearing if the outcome of the challenge is unsatisfactory, to submit explanatory statements for inclusion in the student's files if it is felt that the decisions of the hearing panels are unacceptable, or to request an amendment of the student's educational records.

Any person requesting access to student records should submit the request to the campus Registrar office in accordance with the following procedures.

**Procedure 4.08.01**: Request for Access to Student Records - to request an inspection and review of educational records and disclosure conditions.

**Procedure 4.14.01**: Student Request for Conflict Resolution as Related to Academic Matters to request resolution to a conflict or complaint.

**Notification**
Notification of this Rule shall be published in the SCF Catalog, Student Handbook and Planner and the Disability Resource Center Handbook.