

Polk State College District Board of Trustees Rule

Rule Number	Subject	Rule Making Authority	Statutory Reference	SBE Rule Reference	Effective Date
4.09	Student Records	FS 1002.22 General Records Schedule (GS5) for Public Universities and Colleges FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) FERPA (34 CFR § 99.31)	FS 119.07 FS 1002.21 FS 1002.22 FS 1006.52		12/2/19

I. General

Polk State College maintains a permanent record of academic information with supporting and relevant information for each student according to the State of Florida's *General Records Schedule GS5 for Public Universities and Colleges*.

The Registrar is the College's designated FERPA Compliance Officer and is the official custodian of student records. The Registrar is responsible for maintaining accurate, readily available student educational records, and for the use and release of information contained in these records.

II. Family Education Rights and Privacy Act (FERPA)

Polk State College is committed to the protection of student rights and privacy of information. The College complies with the provisions of the *Federal Family Educational Rights and Privacy Act* (FERPA), State of Florida law, and State Department of Education rules. Polk State College's Protection of student rights and privacy of information is extended to all students regardless of location and modality of learning.

FERPA procedures are maintained at all times in accordance with the federal guidelines of the U.S. Department of Education's Family Policy Compliance Office.

III. Records Retention

Polk State College maintains a Records Retention Schedule that is in compliance with federal, state, and accrediting body requirements and that aligns with the recommended guidelines from the State and American Association of College Registrars and Admission Officers (AACRAO).

History:

Adopted: December 23, 1974

Revised: July 28, 1976; May 21, 1990; November 23, 1998; January 22, 2007; September 28, 2009; February 29, 2012; September 24, 2012; and December 2, 2019