

STUDENT RECORDS

The university has designated Records & Registration as the official custodian of student records. Information provided by a student to an institution pertaining to his or her record may be considered a student education record. A student has the right to review such information maintained in his or her educational record and to seek amendments or in certain cases append a statement to the record.

Information contained in a student's education record becomes the property of the university and will not be released or copied to the student or a third party. A third party shall be defined as anyone other than the student. Parents, legal guardians, spouses, employers, external agencies, etc. are considered third parties and do not have permission to access a student education record without written consent from the student. There are exceptions the university can apply to this policy.

Records & Registration is responsible for ensuring the confidentiality of all student records. The Federal Family Educational Rights and Privacy Act (FERPA) of 1974 guarantee students the right to protect information that is not classified as directory information by federal law and university policy. For more information concerning FERPA and student records, refer to <https://www.fgcu.edu/recordsandregistration/guidelines/ferpa/>.

In the event of an unintentional release of student records due to unauthorized access, the University will notify via email all potentially affected students of the unauthorized release.