

NOTICE OF PROPOSED REGULATION AMENDMENT

Date: April 7, 2009

REGULATION TITLE:
Access to Student Records

REGULATION NO.:
UCF-2.018

SUMMARY OF REGULATION: The amendments to this regulation include technical changes and renumbering of the regulation. Additionally, it is stated that the University must follow federal and state laws when releasing student records.

AUTHORITY: BOG Resolution dated January 7, 2003

NAME OF PERSON WHO INITIATED PROPOSED REGULATION AMENDMENT:

Dr. Dennis Dulniak, University Registrar

COMMENTS CONCERNING THE PROPOSED REGULATION AMENDMENT SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW. The comments must identify the regulation you are commenting on.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION AMENDMENT IS:

Regulations Administrator
4000 Central Florida Blvd.
Millican Hall, Suite 360
Orlando, FL 32816-0015
Phone: (407) 823-2482
Fax: (407) 823-6155
e-mail: regulations@mail.ucf.edu

FULL TEXT OF THE PROPOSED REGULATION AMENDMENT:

UCF6C7-2.018 Access to Student Records.

(1)(a) The University Registrar of University of Central Florida has been designated custodian of limited access records of students. Student limited access records ~~The following student records~~ are open for inspection only by the student, ~~and~~ those members of the

professional staff of the university, as designated by the University Registrar, as have responsibility working with the student or with the student's records, and by school officials designated by the University.;

(b) Limited Access Records include:-

1. Student Health and Medical Records;
2. Student Disciplinary Records;
3. Records of Student Personal Non-Academic Counseling;
4. Required Student and Family Financial Income Records;
5. Student Permanent Academic Records (from which transcripts are made), and
6. Student Placement Records.

(2) Except as required for use by legitimate school officials ~~the President~~ in the discharge of ~~his~~ official responsibilities on behalf of the University, the University Registrar may release information from such records only in accordance with federal and state law, upon authorization in writing from the student, or upon order of a court of competent jurisdiction.

Authority: BOG-Florida Board of Governors Resolution dated January 7, 2003. History-New 10-8-75, Formerly 6C7-2.18, Formerly 6C7-2.018, Amended -09.