

RULES OF  
UNIVERSITY OF FLORIDA

6C1-4.007 Student Affairs: Confidentiality of Student Records.

(1) The President delegates to each Vice President the responsibility for maintaining the confidentiality of all records within his area of responsibility. Each Vice President may designate an individual in his or her area as the custodian of records for that area.

(2) Student records maintained in the Dean of Students Office, J. Wayne Reitz Union, Office for Student Financial Affairs, Career Resource Center, Department of Housing and Residence Education, and University Counseling Center, are deemed confidential. Only that information which is of a public record will be released without the written consent of the student involved. Public information includes: name, classification, local address, home address, local telephone number, electronic mail (e-mail) address, enrollment status, most recent previous educational institution attended, dates of attendance at the University of Florida, major, degree earned, nature and place of employment at the University, honors and awards received, participation in officially recognized or registered activities and sports, and weight and height of members of athletic teams. Counseling records and disciplinary records are not public information.

(3) Information contained in student records except that data which is public information will be open for inspection only by the student, or parents of dependent students as defined by the Internal Revenue Service, and designated members of the professional staff of the University. The department custodians of student records and their designees may release information from such records only upon written authorization from the student or as otherwise

provided by law. Records which are created or maintained by the University Counseling Center and used only in connection with treatment provided to a student are available only to persons providing such treatment; provided, however, that such records can be personally reviewed by an appropriate professional of the student's choice.

(4) The Dean or Director of each unit in the Division of Student Affairs is the official custodian of the records in his or her unit and will designate those staff members who have access to student records. The Dean or Director or the Dean or Director's designees has responsibility for identifying those University agencies outside of the Division of Student Affairs that shall have access to the particular student records involved.

(5) All requests for research dealing with data from records are referred to the custodian of the records involved. Such requests should be in writing and should include appropriate faculty approval. In addition, the researcher will guarantee that identifiable data about any individual will not be published or made available to others.

(6) Traditional requests from scholastic honor societies (e.g., Phi Eta Sigma, Alpha Lambda Delta) for membership eligibility based on grade point average shall be granted when such requests are approved by the Dean of Students or designee.

(7) Counseling, disciplinary, and academic records are maintained separately.

(8) With the exception of Placement records, student conduct records, and records required for audit purposes in the Office for Student Financial Affairs, student records are not maintained longer than four (4) years after departure from the University unless such records reflect on the student's eligibility to return to the University.

(9) All policies and procedures governing the maintenance and release of student records in Student Affairs offices are made public and are subject to review periodically by appropriate student, faculty, and administrative groups.

Specific Authority 1001.74(4) FS.

Law Implemented 1002.22, 1006.52(1) FS.

History--New 9-29-75, Amended 1-28-80, 8-4-80, Formerly 6C1-4.07, Amended 7-11-94, 5-1-96, 6-21-00, 1-19-03, 12-31-03, 7-19-05.