



Student
Handbook

2024-2025

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III. THE CORNERSTONE

The College seeks to create a diverse community of scholars who hold one another accountable to the high ideals, vision, and mission of the College. Choosing to become a member of the College community obligates each student to a code of behavior that reflects the highest personal and communal values to which the College is committed.

The College's goal of producing good citizens who make a lasting impact on their communities is advanced by the quality of campus life. Through shared values and communal expectations, the College creates an atmosphere where students can study, socialize, and grow as they pursue their academic goals. Campus life creates a positive and enriching environment that cares for the whole person — developing maturity of character is the aim of the College. The Cornerstone outlines the standard of behavior that forms a basis for academic and social life.

Inspired by the Judeo-Christian principles on which the College was founded, our Cornerstone expects a Florida Southern Scholar:

- x **Tenet I:** will practice personal and academic integrity and excellence of character and expect the same from others.
- x **Tenet II:** will respect the dignity, value, and worth of all persons while

IV.

V. COLLEGE POLICIES & STATEMENTS

Any use of College facilities must:

- x Not impede in any way student education, academic activities, scheduled College events, College functions, residences or the faculty/staff work environment.
- x Be safe for participants and the College community and not generate any security issues; and
- x Preserve the integrity and aesthetics of the College's property and campus.

not for the College. **All on campus demonstrations must comply with all College policies, including but not limited to those set forth in this Handbook, the Student Engagement Handbook, and the Cornerstone.**

For the context of this policy, a Demonstration is defined as “a public meeting or march against something or expressing views on a political issue.”

The following guidelines apply to student demonstrations:

- x Demonstrations must be planned in advance and approved through the Event Request process on Engage. To facilitate “spontaneous” activism, the fourteen-day in advance event request rule for demonstrations will be suspended. Instead, demonstration Event Requests must be submitted at least 3 business days prior to the demonstration.
- x Demonstrations may only be held in the Rogers Courtyard.
- x Only current FSC students are allowed to participate in or organize a demonstration on campus. No outside individuals, groups, or organizations will be permitted to demonstrate on-campus or participate in student-led demonstrations.
- x Any handouts or printed materials related to the demonstration must be approved by the Center for Student Involvement through the Marketing Approval Form on Engage.
- x Demonstrations may not disrupt the educational or business activities of the College.
- x Demonstrators may not block walking paths, golf cart paths, parking lots, or roads.
- x Demonstrations must follow amplified sound policies and may not use amplified sound to such a level that it disrupts educational activities or other events and programs sanctioned by the College.
- x Demonstrations may not disrupt other scheduled events and activities taking place on campus.

G. NON-DISCRIMINATION AND ANTI-HARASSMENT

Florida Southern College is committed to administering all educational and employment activities in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational (o)10.9 (f)-3.9 (n (o)

of the Nazi Party, or any items related to any supremacist or hate group. Students who display or are in possession of any such item will be subject to the Student Conduct process. Likewise, students who utilize any symbol, even one not considered a symbol of hate or oppression, in a manner clearly designed

requested or received disability accommodations in the College classroom, College programs or activities, or College housing, or because the student has filed a grievance and request for resolution.

For more information, please visit the [Office of Student Disability Services](#) webpage.

L. INTELLECTUAL PROPERTY

The College has an Intellectual Property policy. To review the policy in full, please review the Employee Handbook. The latest version of the Employee Handbook may be found in the Florida Southern College Portal or by request by emailing <mailto:hr@flsouthern.edu>

M. FERPA (THE FAMILY RIGHTS AND PRIVACY ACT)

See Appendix G for information on The Family Rights and Privacy Act of 1973, which directs how student records are maintained.

N. GRIEVANCE PROCESS

The College is committed to open communication, the exchange of ideas and values, and treating all members of the College community equitably in response to their personal and professional concerns. Recognizing that, at times, a student may wish to initiate an inquiry, a student grievance procedure is in place to ensure that reports are promptly addressed, and resolutions are reached in a just and impartial manner. Through the Grievance Process, each student is given the opportunity to bring problems to the attention of the College Administration with the assurance that each will be given fair treatment. As such, any currently enrolled student at the College may file a grievance in writing to the appropriate Vice President, Assistant Vice President (AVP), Associate Vice

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VI. STUDENT CODE OF CONDUCT

The College's culture and foundation recognizes that higher education encompasses more than academic activities in the classroom. Because the College's goal is to produce good citizens who will make a lasting impact on their communities, we live together in a diverse community of scholars who hold one another accountable to the high ideals, vision, and mission of the College. The Student Code of Conduct at Florida Southern College establishes clear expectations for student behavior and serves to maintain an environment conducive to academic success, personal growth, and the well-being of the campus community. All students are expected to conduct themselves in a manner that reflects the values and principles of the College. As such, adherence to the Student Code of Conduct requires a commitment to upholding the values outlined in the Florida Southern College Cornerstone, which emphasizes respect, integrity, and responsibility. These guiding principles are central to fostering a positive and respectful campus environment for all, and they are the communal expectations that define the standard of behavior and form a basis for our campus life.

A. VIOLATIONS

Violations of the Student Code of Conduct are:

defines “drug paraphernalia” as any equipment,

their fellow students for fear that they may be charged with policy violations. Therefore, a student or student organization member (during an organization-sponsored event) who has contacted emergency first responders for a student in need of emergency medical treatment due to alcohol consumption, drug use, or injury will not receive formal outcomes or disciplinary actions from the College through the Student Conduct process if:

- a. the assisting student is the first person to contact emergency personnel and/or contact Campus Safety or Community Living staff,
- b. the assisting student has not contributed to the endangerment of the student needing emergency medical attention,
- c. the assisting student has not moved or transported the student,
- d. the assisting student remains with the endangered student until Campus Safety, emergency personnel, or Community Living staff arrives and
- e. the assisting student cooperates with the responding staff and emergency personnel.

Amnesty applies to:

- Students who seek assistance or emergency medical treatment on their own

- b) A diploma hold may be placed on any graduating senior who has an unresolved conduct or indebtedness issue. Housing will not be assigned to any student with a hold pending.
- ” **Fines/Service Fees** shall be determined by the meeting officer or staff involved in consideration of the seriousness of the infraction. Fines/ Service Fees are assessed to a student’s account and paid through the Business Office. See Appendix E - Student Conduct List of Standard Fines and/or Fees for Policy Violations.
 - ” **Loss of Privileges** is the denial of specified privileges (including, but not limited to, housing and parking) for a designated period of time.
 - ” **Exclusion** for a definite or indefinite period of time from all or a portion of College premises, property, buildings, or residence areas as specified in the sanction.
 - ” **Removal from Campus Residential Facilities** may be for no less than the remainder of the semester or for an indefinite period of time. **There shall be no refund.** Removal from campus residential facilities may affect a student’s ability to remain as an enrolled student or the Student Organization’s ability to retain affiliation with the College.
 - ” **No Contact Directive** is a directive to prohibit contact in any form or capacity (written, face-to-face, electronic, 3rd party, etc.). Failure to comply with the parameters of the no-contact directive may result in an immediate suspension.
 - ” **Campus Residential Facility Probation** is defined as a specified period of time in which the student must demonstrate strict compliance with College policies and housing rules and regulations. No violations may occur during this period of time. In most cases, students who violate a College policy or a housing rule or regulation while on Campus Residential Facility Probation will lose their privilege of

e. The student may have the opportunity to waive a conduct meeting and the appeal process by taking

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c. Pertinent records, exhibits, and

College. An assessment and compliance with any recommendations may be required prior to consideration for readmission.

b. Outcomes- Student Organizations

Student Organizations sponsoring on or off-campus events are responsible for abiding by and enforcing the guidelines outlined in the Student Handbook and shall abide by federal, state, and local laws. If found to be in violation of the policy, the minimum outcomes include but are not limited to:

- i. Any violation: The student organization may be required to complete an alcohol education

- iv. Students additionally may be placed on social probation.
- v. For any violations that the VP of Student Affairs or designee deems that an educational sanction is not appropriate or the severity of the situation warrants: students are commonly suspended and/or expelled. When

limited to suspension for the individual and/or the organization.

x. Outcome Completion and Appeals

Outcomes are in effect as soon as the student is notified, either in person or in

- j. If a student decides to select the self-acceptance process and thus accepts responsibility for the violation in question, the student waives the right to an appeal.

VIII. STUDENT CONDUCT BOARD (SCB)

A. PURPOSE

IX. CAMPUS RESIDENCY POLICIES

A. INTRODUCTION

The purpose of the College’s residential community is to enhance the academic environment and provide students with a well-maintained, safe, and positive living experience. Students are responsible for maintaining an environment conducive to study, sleep, and socialization. As a campus residential facility community member, the following are the rights a student can expect and has both a responsibility for and the right to:

- ” Read and study free from undue interference in one’s room (unreasonable noise and other distractions inhibit the exercise of this right).
- ” Sleep without undue disturbance from noise of a roommate.
- ” Expect that a roommate will respect one’s personal belongings.
- ” A clean environment in which to live.
- ” Freedom of movement within the residence hall.

student and the College. By signing the agreement, the student understands and will abide by all of the above policies.

- x graduate students,
- x part-time students,
- x dependent childent c090.002 Tc -0.103 Tw bn 08 702.48 Tm[de6TT0 1 Tf0.00528 715. [p48 Tm005Tc 0 Tw 7.20

X. STUDENT ORGANIZATIONS & ACTIVITIES

The Center for Student Involvement has general responsibility for student activities and Student Organizations and administers student involvement opportunities which include all co-curricular activities **except** intercollegiate sports, campus ministries, and wellness programming, including intramural sports. All student social events and organized co-curricular activities must be registered with the Center for Student Involvement (CSI). Events must be sponsored by registered Student Organizations unless special arrangements for sponsorship are made with the appropriate Center for Student Involvement staff member. All fundraisers (car washes, raffles, etc.) and sales by vendors (sportswear sales, Greek composite sales, etc.) must be authorized by the appropriate Center for Student Involvement staff member. College guidelines for registering, scheduling, advertising, and conducting all such activities and events are to be followed. The College reserves the right to cancel an activity or event when there are reasonable grounds to believe that the activity or event will be detrimental to College operation or will endanger persons or property or if proper procedure is not followed.

XI. GENERAL INFORMATION

A. ADDRESS RESPONSIBILITY

Each student shall be responsible for notifying the Registrar's Office (undergraduate and graduate students) and the Office of Student Life (undergraduate students) of a change of permanent home address and local address.

B. BICYCLES

Bicycles must be parked or stored in areas specifically designated for this purpose. Bicycles may be stored inside residence hall rooms or inside College-owned apartments and houses, but not in lobbies, chapter rooms, stairwells or other public or semi-public spaces inside the residence halls. Bicycles are provided by the College for students' recreational use and may be checked out at the Wellness Center. Gas-powered bikes, scooters, or vehicles are not permitted inside any College residential facility. All bicycles on-campus must be registered with the Office of Campus Safety and Security. All bicycles must be removed from campus property at the end of the spring semester unless the student is enrolled in summer courses or a summer residential student. If the student is residing on-campus during the summer, it is a requirement to notify Campus Safety of the location of the bicycle. All other bicycles left at the conclusion of the spring semester will be donated to local charities.

C. FINANCIAL REFUND

In cases involving suspension, dismissal or expulsion, no refund of charges will be made by the College. In cases of voluntary withdrawal from the College during a regular semester, the student may be eligible for a partial refund of tuition, room, board and fees based upon the guidelines below:

If the student withdraws during the first three days of class of a regular semester, the student will receive a 100% refund of charges. Beginning with the fourth day of classes through the tenth calendar day, there is a 90% refund on tuition, room, board, and fees. During the 11th through the 25th calendar day, a 50% refund is made. A 25% refund is made during the 26th through the 50th calendar day. After the 50th day, refunds are considered only in cases of serious accident or illness with the recommendation of the Student Health Center. In serious accident or illness cases extending beyond a two-week period, a student who withdraws may receive a 75% refund of any unused tuition, room, board, and fees. Documentation of medical circumstances must be provided to the Vice President of Student Affairs or designee for consideration of refund.

If the student withdraws during the first three days of class of a summer session, the student will receive a 100% refund of charges. Beginning with the fourth day of classes through the seventh calendar day, there is a 50% refund of tuition and fees. During the eighth through the 13th calendar day, a 25% refund is made. After the 13th day, refunds are considered only in the case of serious accident or illness with the recommendation of the Student Health Center. To qualify as a medical withdrawal and be eligible for refund consideration, documentation must be provided within 3 business days of the withdrawal, at which time this information will be reviewed by the Vice President of Student Affairs or designee for consideration of refund.

The refund policies for evening and graduate programs are covered in their respective program guides.

a \$25.00 fee. Replacement I.D. Cards may be obtained at the Office of Safety and Security 24/7. Alteration or misuse of an I.D. Card is a violation of College regulations. When a student withdraws from the College, the student must surrender the I.D. card to the Office of Campus Safety and Security. A student who fails to produce

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I. FLORIDA SOUTHERN COLLEGE EMAIL

All Florida Southern students are required to use their college email. College student emails end in @mocs.flsouthern.edu (example: fwright@mocs.flsouthern.edu). Official college communication will be sent exclusively to student's college email account.

J. READMISSION FOR FORMER TRADITIONAL UNDERGRADUATE STUDENTS

Any student who is eligible and wishes to return to Florida Southern College (including but not limited to students who were suspended, expelled, or involuntarily withdrawn, and students who did not return to the College following the conclusion of a semester) must submit a Re-Admitting Student Application form to the admissions office. The application includes a complete statement explaining the reasons for leaving and specifies the semester of intended re-enrollment. The application statement should also include a full explanation of activities (work, travel, academicud a(

APPENDIX A
**“JUST ASK, SEXUAL RESPECT, AND TITLE IX: INFORMATION
ESPECIALLY FOR STUDENTS**

For much more on sexual discrimination prevention, education, and reporting, please visit the College’s [“Just Ask” website](#).

Leave of Absence

In certain circumstances,

A student's inability to meet the essential requirements of good academic, residential, or social standing can render a student not qualified to remain a student at the College. Such essential requirements include, but may not be limited to,

1. the capacity and willingness to participate in engaged learning in and outside the classroom;
2. the ability and readiness to abide by the College's policies;
3. the willingness and ability to carry out self-care obligations;
4. refraining from behaviors that implicate the safety of the student or the College community.

Mandatory Assessment

A student may be required to complete a Mandatory Assessment if the student has

1. been placed on College-Initiated Emergency Suspension;
2. taken a Self-Initiated Voluntary Leave of Absence and wishes to be reinstated;
3. has undergone a College Initiated Leave of Absence and wishes to be reinstated; or
4. under other circumstances as determined by the College.

These Mandatory Assessment steps are designed to ensure the student's optimal performance in the College community, including that the student is not a direct threat to others, that a health emergency no longer exists, that effective accommodations and a plan for success is in place, and/or that the student is otherwise qualified to resume studies and community living.

Depending on the situation, the College will establish the conditions of the Mandatory Assessment and any related timelines.

The student must be assessed by an appropriate professional consultant acceptable to the College whose opinions will be advisory to the College. The professional consultant, who may be selected by the student or the College, must be a licensed provider or other professional that could reasonably be seen as having adequate knowledge, authority, and training to make such an evaluation under the facts of the particular case.

1. The College shall have the right to evaluate the appropriateness of any consultant selected by the student.

APPENDIX C

INFECTIOUS DISEASE

Living and learning in a small community can expose students, employees, and guests to various infectious diseases. For this reason, all undergraduate student members of the College community are required to have proper documentation regarding required vaccinations on file with the Student Health Center. Graduate students should check with their Dean regarding immunization requirements, as they may vary. Students may seek exemption from meeting the immunization requirement only for medical or religious purposes with completion of the Immunization Exemption Release and Indemnity Agreement.

1. Reports of student potential illness should be made to the Student Health Center at (863) 680-4292. Operating hours are Monday – Friday, 8am to 5pm. Reporting sources include: The Student Health Center (SHC); Florida Department of Health; student, staff, faculty; or other individual or entity.
 - o After-Hours: when the SHC is closed, reports should be made to Campus Safety at (863) 680-4125.
3. f Reports of employee potential illness should be made to the office of Human Resources at HR@flsouthern.edu or (863)680-5079.
2. The SHC (when after-hours the Vice President of Student Affairs along with Safety) quickly gathers information about the ill individual (while respecting the privacy of medical information) and any others who were in close contact.
3. The SHC notifies the Vice President of Student Affairs and, if applicable, the Florida Department of Health in Polk County. (Epidemiology Unit at (863) 519-8300 or (863) 413-2620 for the nurse on call

APPENDIX E
STUDENT CONDUCT LIST OF STANDARD FINES
AND/OR FEES FOR POLICY VIOLATIONS

The following violations will receive a conduct outcome but will not result in a Conduct Meeting unless there is at least one prior violation of similar policies. Full-time graduate students who are not subsequently enrolled in an undergraduate program may be exempt from these fines and/or fees in certain situations. First-time violations typically result in a Written Warning, while second violations typically result in the corresponding fine being applied directly to the student account.

All fines are subject to change and assigned at the discretion of the Vice President of Student Affairs or their designee.

- a) Fire Safety
 - i)

- d) Animals
 - i) First Offense: \$250 cleaning fee plus any additional outcomes assigned
 - ii) Second Offense: \$400 Fine plus any additional outcomes assigned
 - iii) Third Offense: \$600 Fine plus any additional outcomes assigned

- e) Roofs, Ledges and Balconies
 - i) First Offense: \$1,000 Fine plus any additional outcomes assigned

- f) Smoking
 - i) First Offense: \$50 Fine plus any additional outcomes assigned
 - ii) Second Offense: \$150 Fine plus any additional outcomes assigned

Community Damage Billing: The philosophy behind community damage billing is that all residents in campus residential facilities are part of a larger community on campus. Therefore, residents of campus residential facilities are not only responsible for their personal accommodations, but also the community areas they share with fellow residents. One unfortunate aspect of this responsibility is damage that may occur in common areas. It is our hope that students will create a sense of ownership of and pride in their community. As a result, residents will work to prevent damage and address incidents as they occur.

The College does not collect damage deposits from residents. Instead, the College will bill a student for fees for individual incidents. Depending on the building and the physical configuration, and the incident, College staff will determine the incident should be shared by all members of the building or members of a particular floor, wing, or section.

EXAMPLES OF DAMAGE BILLING INCIDENTS

- " Any damage that goes beyond the normal, expected wear and tear of items.
- " Excessive cleaning
- " Bodily injury to persons or property expected to occur in the building (e.g., damage to walls, floors, furniture, etc.)

APPENDIX F
FLORIDA SOUTHERN COLLEGE
MINOR STUDENT AGREEMENT

The purpose of this Agreement is to make certain all minor students (i.e., students under the age of 18) and their parents/guardians have a clear understanding of all aspects of a minor student living on campus at Florida Southern College (“College”). It is important for all parties to have a shared understanding of how the College views the presence of minor students in student housing and how staff will approach certain issues, should they arise. As such, this Agreement must be signed and returned to the College before the minor student will be allowed to live on campus.

First, it is the College’s expectation that both the student and the student’s parent/guardian understand the College will not be assuming the role of substitute parents to minor students nor will they monitor minor students’ behavior on campus or in housing or differently than they would those of students aged 18 and older.

Secondly, it is the College’s expectation that the student and the student’s parent/guardian have discussed the realities and potential risks of living away from home and that they have determined the student has the maturity to live on campus at the College. The College also expects that the student is empowered and capable of making day-to-day academic and lifestyle decisions and choices on his/her own. At the College, students are expected to operate as a part of the community living environment. This is extremely important because the student will be held individually accountable for his/her actions. Parental presence and involvement in the student’s living environment, including physical presence beyond what is permissible for guests, communications with Housing and/or Community Living staff, and/or participating in resolution of conflicts with other students, may demonstrate that the student is not able to operate independently within the community living environment and may result in the student being removed from College housing.

Finally, privacy laws, including the Family Educational Rights Privacy Act (FERPA), prohibit the College, with limited exceptions, from communicating with third parties, including a parent/guardian, about a student without first receiving the student’s written consent to do so.

From the College’s perspective, the expectations discussed above translate into the following operational guidelines for the staff working with minor students living in the on-campus housing.

The staff will expect to hear directly from the student when there is an issue or concern which the student believes should be resolved. If the student is sharing information with a parent/guardian which the parent/guardian believes the staff should know about, the parent/guardian should encourage the student to inform the staff as opposed to calling the staff to attempt to speak on behalf of the student. Again, if the student cannot speak for themselves, the student is likely not mature enough to live in a college residential environment.

The student will be expected to inform the staff if they see or know of behavior, which violates College

APPENDIX G FAMILY RIGHTS & PRIVACY ACT OF 1974 (FERPA)

A. FERPA INTRODUCTION

The Family Rights and Privacy Act of 1974 as amended (PL 93-0280), better known as “FERPA”, c When a student enters college, FERPA rights transfer from parents or legal guardians to the student, regardless of the student’s age. The College defines that a student “enters college” on the date of matriculation into the College. For Fall 2024, that date is August 17, 2024. For Spring 2025, the transfer of access date is January 4, 2025. Thus, parents/guardians hold FERPA rights during the Admission process but, at the point of matriculation, rights to all education records (even rights to access to that prior information) are transferred to the student. The four student FERPA rights include:

1. FERPA provides opportunities for students to inspect and review their education records within 45 days of a written “request for access” identifying the records of interest to FSC’s FERPA Compliance Officer (please see below).
2. FERPA provides paths for students to seek amendment to education records they believe to be inaccurate or misleading. A written request should be made to the College’s FERPA Compliance Officer (please see below).
- 3.

NOTE: Although the College may disclose information under the conditions above, it is under no obligation to do so and may make such a determination on a case-by-case basis at its discretion. The only individual to

education records. However, the student may request the removal of such a hold.

D. FERPA AND DECEASED STUDENTS

The right to privacy of PII and education records that eligible students or alumni possess under FERPA expires upon the death of the individual. When an individual dies, privacy of education records maintained by the College is no longer regulated under FERPA but is dictated by College policy. The College is not required to release education records of deceased individuals and will determine the release of education records on a case-by-case basis. Examples of requests that could result in the release of PII or education records of deceased individuals include:

- x Direct relatives of the deceased, in the presence of reasonable proof of identity and relationship.
- x Release to others authorized by the deceased's executor or next of kin, in the presence of reasonable proof of that authority.