

G. Records

1. General

The Registrar's Office will maintain and safeguard student academic records. All official student and former student records are private and confidential. Separate records may be maintained by the following offices: Academic Advising, Admissions, Financial Aid, Test Center, Veterans' Affairs, and Disabled Student Services.

2. Notification of Social Security Number Collection and Use

In compliance with and pursuant to Florida Statute 119.071 (5), 1008.386, 1002.22(2), and SBE Rule 6A – 1.0955 (3) (e), Florida Gateway College (FGC) issues this notification regarding the purpose of the collection and use of your Social Security number. FGC collects your Social Security number for use in performance of the college's duties and responsibilities. In a seamless K-20 educational system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the transition from one educational level to the next. Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report the Social Security number of all post-secondary students to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for colleges to collect the Social Security number of every student. A student may refuse to disclose his/her Social Security number to the college, but refusing to comply with the federal requirement may result in fines established by the IRS. Providing your SSN on this form signifies that you consent to the use of your number in the manner described. To protect your identity, FGC will secure your Social Security number from unauthorized access. FGC will never release your Social Security number to unauthorized parties, and each student at FGC will be issued a unique student identification number. Your unique student identification number is used for all educational purposes at FGC including registration, access of your online record, etc. All Social Security numbers are protected by federal regulations and are never released to unauthorized parties. For additional detailed information on the college's collection and use of social security numbers, please visit the college's website at <https://www.fgc.edu/current-students/registrar/right-to-know/>

3. Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords

students certain rights with respect to their education records. These rights include the right to inspect and review education records, the right to request the amendment of education records that are believed to be inaccurate or misleading, and the right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that FERPA allows disclosure without consent.. Once a student is enrolled as a postsecondary student, parents have no inherent rights to inspect a student's education records. However, records may be released to parents if:

- a. the student gives written consent,
- b. a subpoena is issued,
- c. the parent(s) submits evidence to the Registrar's Office that the student is claimed as a dependent on their most current Federal Income Tax form.
- d. in an emergency, to protect the health and safety of the student or other persons.

Detailed information about FERPA, including who may have access to information contained in your records, is available at the Registrar's Office in Building 015, in the college catalog, or on the Registrar's page on the College Web site.

You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

H. AIDS Policy

Florida Gateway College will be flexible in its response to incidents of Acquired Immune Deficiency Syndrome (AIDS) on campus, evaluating each occurrence in light of the general policy and the latest information available. AIDS education information may be obtained at the following Internet sites:

U.S. Department of Health and Human Services
<http://www.aidsinfo.nih.gov/>

A nonprofit worldwide AIDS organization harnessing