

STUDENT RIGHTS AND RESPONSIBILITIES

ST. JOHNS RIVER STATE COLLEGE

ACADEMIC FREEDOM AND RESPONSIBILITY

Students are expected to prefer fact to opinion and to commit themselves to genuine enlightenment rather than to inflexible adherence to limited knowledge. They are expected to assume full responsibility for their individual and collective actions and to participate seriously and purposefully in campus life. Consequently, violence, the threat of violence, disruption and intimidation are unacceptable to the academic community. Students are expected to examine critically, analyze and otherwise evaluate the College, its programs, policies and procedures utilizing processes which appeal to reason, and not to compromise the academic climate, mission, or integrity of the institution.

Academic work submitted by a student to his instructor is assumed to be the result of his or her own thought, research, or self-expression. Further, when a student borrows ideas, workings, or organizations from another source, he is expected to acknowledge that fact in an appropriate manner. Any student who is believed to be guilty of cheating or plagiarism will be reported to the Office of Student Affairs for disciplinary action. Those actions which are considered cheating, plagiarism, or academic dishonesty are defined in the Catalog/Student Handbook.

Students are free to take reasoned exception to data and views offered in the classroom and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course for which they are enrolled.

The College shall, in all cases, preserve the rights and freedoms of students by observing, in full, the professional code of ethics as established in the College Catalog/Student Handbook.

The student is responsible for classroom behavior which is conducive to the educational process and for achieving standards of performance established by the instructor.

The instructor has final authority in all matters relating to course content, grading practices, and classroom procedure, consistent with the philosophy, purposes, and established policies of the College. A course grade is the final responsibility of the instructor. In the matter of grading it is therefore essential that each faculty member keep each student informed of his or her progress in a course.

COMMUNICATION MEDIA

All College published and financed student communication media shall explicitly follow the canons of responsible journalism such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and techniques of harassment and innuendo. The College shall reserve the right to ensure free and responsible media through an educational process. All media are expected to observe the standards of their respective professions as well as those of established governmental bodies.

MAINTENANCE OF AND ACCESS TO STUDENT RECORDS

Any person who is enrolled, or who has been enrolled, in any instructional program or activity conducted under the authority and directions of SJR State has the right to access official records, files, and data directly related to that student.

Records may include, but are not necessarily limited to: identifying data; academic work completed; level of achievement records, including grades and test scores; attendance data; standardized intelligence, aptitude, and psychological test scores; interest inventory results; health data; family background information; teacher or counselor ratings and observations; verified reports of serious or recurrent behavior patterns; and any other knowledge or information recorded in any medium and maintained and used by or for the institution.

Records do not include:

(G) Records of instructional, supervisory, and administrative

personnel which records are in the sole possession of the maker and are not accessible or revealed to any other person except a substitute for any of such persons, i.e., an instructor's grade book.

(H) Records of law enforcement units of the institution which are maintained solely for law enforcement purposes and which are not available to persons other than officials of the institution or law enforcement officials of the same jurisdiction.

(I) Records made and maintained by the institution in the normal course of business which relate exclusively to the student in his or her capacity as an employee and which are not accessible for use for any other purpose.

(J) Records made by professionals acting in their professional capacity which are made and used in connection with provision of treatment to the student and which are not available to anyone other than the person providing treatment. However, such records shall be open to a physician or appropriate professional of the student's choice.

(K) Directory information. In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, commonly known as the Buckley Amendment, St. Johns River State College defines public or "directory information" as the following: name; major field of study; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; and degrees, honors, and awards received.

Directory information, as defined by St. Johns River State College, may be released at the College's discretion, without the student's written consent (unless a request for nondisclosure has been received by the Registrar's Office within 15 days after the close of registration.) Nondisclosure shall remain in effect until the student gives written request to remove said nondisclosure to the Registrar's Office. Forms are available in the Registrar's Office.

Students requesting nondisclosure must consider the ramifications of nondisclosure prior to requesting nondisclosure. A nondisclosure request will prevent the College from responding to inquiries received from potential or current employers, any agency requesting verifications of enrollment (except as required under FERPA), publications (i.e., student directory), nominations for scholarships or national dean's lists, and other requests for directory information.

(L) Information which does not permit the personal identification of the student. Students and parents of students who are not yet 18 years of age or those students who are deemed dependents of such parents as defined in 26 U.S.C.S.152 (s.152 of the Internal Revenue Code of 1954) have the following rights of access:

1. Students have the right, upon request directed to appropriate school officials, to a list of the types of records directly related to students maintained by the institution which the student attends or has attended.
2. Students have the right, upon request, to be shown any record related to such student maintained by the school, and upon reasonable request, an explanation of the record.
3. Copies of the student's records shall be furnished upon request; the actual costs of copies may be charged.
4. The students, or in an appropriate circumstance, parents or guardians, have the right to waive access to confidential letters or statements of recommendation or evaluation only if:
 - a. The students (parents) are, upon request, notified of the names of persons submitting confidential letters.
 - b. Such letters and evaluations are used solely for their

intended purpose.

ENROLLMENT VERIFICATIONS

St. Johns River State College (SJR State) has authorized the National Student Clearinghouse to provide enrollment verification certifications for our students through its web-based student self-service program. SJR State no longer provides student enrollment verifications directly.

Student self-service enables SJR State’s students to print official enrollment verification certifications on demand at no charge via our secure student portal.

Self-service enrollment verification certificates for the current term are available three (3) weeks after the term begins, 24 hours a day, 7 days a week.

Insurance providers, military ID issuing offices, or other businesses with questions should contact the Clearinghouse at (703) 742-4200.

You may want to include a copy of this procedure to the agency/ person requesting your enrollment verification certificate to notify them of the process that SJR State is using to provide this information. To access your enrollment verification certificate:

1. Log into MySJRstate. First time users of MySJRstate will need to click on the User Acceptance Policy and will be required to enter their generated student ID number and other personal information in order to obtain a username and password.
2. Once you are logged in, click on the Enrollment Verification link located in the Web Services box on the Student tab.
3. You will be directed to the National Student Clearinghouse where you will have to submit information such as your name, date of birth, and social security number.
4. Once you are logged in, you will have to choose either current enrollment or all enrollment and click on the Obtain an enrollment certificate link. This will give you a printable enrollment verification certificate.

ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA

Students have certain rights regarding access to their own educational records and the disclosure of information from those records to others. The rights of SJR State students are specified and protected in the District Board of Trustees Rule 6.28.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. These rights include:

The right to inspect and review the student’s education records within 45 days of the day the St. Johns River State College receives a request for access. A student should submit to the director, registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The St. Johns River State College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the St. Johns River State College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the St. Johns River State College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of

the right to a hearing.

The right to provide written consent before St. Johns River State College discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. The College discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by St. Johns River State College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A College official also may include a volunteer or contractor outside of SJR State who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII for education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for St. Johns River State College. Upon request, St. Johns River State College also discloses education records without consent, to officials of another school in which a student seeks or intends to enroll.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Johns River State 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 20202-5901

The following data is considered to be directory information and may be given to an inquirer either in person, by mail, or by telephone, and may be otherwise made public without obtaining prior written consent of the student:

- Name of student
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Enrollment status

An individual student currently enrolled may request that such directory information not be disclosed by completing the nondisclosure form available online and in the Registrar’s Office and giving the form to the registrar no later than (15) days after the close of registration to prevent inclusion in this term’s directory. The election to be excluded from the directory shall remain in effect until the Registrar’s Office is notified in writing.

RIGHTS TO CHALLENGE AND HEARING

Students (parents) have the right to challenge the content of any record to which they are granted access under paragraph one in order to ensure accuracy, privacy, and other rights. Any challenge may be settled through informal meetings between the parents, guardian, or students and the appropriate college official. If an agreement cannot be reached informally, a hearing shall be held in accordance with the Rules of the State Board of Education.

RIGHT OF PRIVACY

Every student has the right to privacy for educational records kept on him or her. Personally identifiable records of students are confidential and are exempt from the provisions of section 119.07(1) Florida Statutes (which permits access to public records). The College shall not permit the release of records without the written consent of

DISCLAIMER

ST. JOHNS RIVER STATE COLLEGE

PHOTO DISCLAIMER

St. Johns River State College reserves the right to use any photograph/videography taken on College property or during any event sponsored by or participated in by the College without the expressed written permission of those attending and/or included within the photograph/video. College events include, but are not limited to, award ceremonies, athletic events, cultural events, field trips, tours, frolics and graduations.

Photographs/videos may be used in publications or other media materials produced, used or contracted by St. Johns River State College including, but not limited to, view books, catalogs, research pieces, newspapers, magazines, television, websites, social media, etc., for the purposes of instruction, advertising and/or promoting SJR State and its programs.

Any person desiring to not have his or her photo taken and reproduced or distributed must contact the SJR State Strategic Communications Office in writing of his or her intentions and include a photograph. The photo will be used for identification purposes and will be held in confidence by the Strategic Communications Office.

Any individual, organization or company wishing to engage in still photography, videotaping or filming for production, broadcast or public dissemination by any means on or in property owned by St. Johns River State College must obtain permission in advance from Strategic Communications. A member of the Strategic Communications Office may accompany the photographer.

All SJR State images/videos are the exclusive property of the College, and as such, they represent the authority and backing of the College. These images are used by members of the College community to inform our various publics of the College's role in the sponsorship of its services and products. Individuals or organizations that would like to download or reproduce these images and demonstrate an affiliation or partnership with SJR State may request permission by contacting the SJR State Strategic Communications Office on the Palatka campus at (386) 312-4034.

DIRECTORY INFORMATION OPT OUT FORM

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, commonly known as the Buckley Amendment, St. Johns River State College defines public or "directory information" as the following: name; major field of study; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; and degrees, honors, and awards received.

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Students requesting nondisclosure must consider the ramifications of nondisclosure prior to requesting nondisclosure. A Nondisclosure request will prevent the College from responding to inquiries received from potential or current employers, any agency requesting verifications of enrollment (except as required under FERPA), publications (i.e. student directory), nominations for scholarships or national dean's lists, and other requests for directory information.

If you do not wish to have your directory information released, please complete, sign, and submit this form to the Registrar's Office within fifteen (15) days after the close of registration to prevent inclusion in this term's directory. The election to be excluded from the directory shall remain in effect until the Registrar's Office is notified in writing. Exclusion requests received later than fifteen (15) days after the close of registration shall be effective for subsequent terms.

NAME (PRINT)

STUDENT GENERATED ID NUMBER

DATE

SIGNATURE

RETURN TO REGISTRAR'S OFFICE