I. PURPOSE & INTENT:

The purpose and intent of this Policy is to outline University of South Florida System (“University”) practices with regard to the release of student information to parents and/or emergency contacts provided to the University.

II. STATEMENT OF POLICY:

The University considers the student the primary contact for University communications and may restrict communication to the student only. In addition, the Family Educational Rights and Privacy Act (FERPA) of 1974 and Florida Statute §1002.225 prohibit the University from disclosing a student’s educational records to any third party, including a parent, without the written consent of a student unless the student is the tax dependent of the parent. However, the University may disclose information to either the parent, guardian or emergency contact listed on the student records or as identified by the University, without written consent from the students, when the University determines that notification is necessary to protect or safeguard the health, safety or wellbeing of the student or others. The appropriate USF System Institution’s Administrator or Dean of Student Affairs, or their designee, will be responsible for contacting the parent/guardian or emergency contact.

Additionally, the University has the discretion to disclose, to any parent or legal guardian of a dependent student (as provided in FERPA) under the age of 21, information about a violation of any federal, state or local law, or any rule or policy of the institution governing the use or possession of alcohol or a controlled substance, if the institution has determined that the student has committed a disciplinary violation with respect to such use or possession. This notification will come from the respective USF Institutions’ Student Conduct offices.

Current Responsible Office*: Student Affairs and Student Success

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.

History: New 9-13-17