

# Student Rights and Responsibilities

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The FIT *Student Rights and Responsibilities Manual* contains crucial information about what it means to be part of the community at FIT.

This publication identifies many, but not all, of the important policies and regulations that address the expectations and obligations of students at FIT. Failure to comply with community standards may subject a student to disciplinary action as defined in the college's Student Code of Conduct and Academic Honor Code.

It is FIT's goal to provide an exciting, vibrant learning community on campus, both in and out of the classroom. The manual is produced by the Office of the Vice President for Enrollment Management and Student Success and it may be obtained by visiting room B221 or at [fitnyc.edu/rightsandresponsibilities](http://fitnyc.edu/rightsandresponsibilities).

## INTRODUCTION

FIT encourages the development of independence, maturity, and ethical sensitivity of students. The college must establish standards of conduct essential to its effective and orderly function as an educational institution. The codes of conduct were prepared to guide all members of our student body. All who become members of our community have an obligation to support and obey college regulations and all local, state, and federal laws. Those who cannot or do not comply will be subject to disciplinary action both from the college as well as local, state, and federal authorities, and the privilege of continued attendance at FIT may be withdrawn.

For more information about the Student Code of Conduct and Academic Honor Code with clearly defined judicial procedures, please see the *Student Rights and Responsibilities Manual*.

## ACCESS TO OFFICIAL STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA), and regulations adopted by the Secretary of the U.S. Department of Education to implement FERPA, provide students with specific rights relating to their records at FIT. Under FERPA, students have the right to:

- inspect and review their education records;
- seek amendment of their education records that they believe to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA and the regulations authorize disclosure without consent;
- file with the United States Department of Education a complaint concerning alleged failures by FIT to comply with the requirements of FERPA or the secretary's regulations. Complaints should be filed in writing to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., S.W.  
Washington, DC 20202-4605

Complete copies of FERPA and the regulations are available for review in Enrollment Services and Student Success. Any students having a question about access to FIT student records is encouraged to consult them.

The *Student Rights and Responsibilities Manual* sets forth the procedures for inspection and review of education records and for students to request amendment of their own education records. The manual also sets forth the types of records the college may disclose without student consent.

## **COMMITMENT TO DIVERSITY**

FIT is committed to creating an environment that attracts and retains people of diverse racial and cultural backgrounds. By providing a learning and working environment that encourages, utilizes, respects, and appreciates the full expression of every individual's ability, the FIT community fosters its mission and grows because of its rich pluralistic experience. The college is committed to prohibiting discrimination, whether based on race, national origin, sex, religion, ethnic background, age, disability, marital status, sexual orientation, or any other criterion specified by applicable federal, state, or local laws.

## **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION**

FIT is committed to providing equal opportunity in educational programs, in its admissions policy, and in employment, including the opportunity for upward mobility for all qualified individuals.

The affirmative action officer provides complaint resolution and investigates complaints of discrimination, sexual harassment, and Title IX issues. The affirmative action officer monitors the college's progress in complying with laws concerning affirmative action and Title IX. The affirmative action officer is in the Office of Planning, Assessment, and Compliance in Room A605.

Enrollment Management and Student Success provides students with complaint resolution, training, and orientation on Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

## **CAMPUS CRIME STATISTICS**

At FIT, the safety and well-being of students, faculty, staff, and visitors are of paramount importance. A safe and secure environment can only be achieved through the cooperation of all members of the college community. The Crime Awareness and Campus Security Act of 1990 requires all post-secondary institutions receiving federal aid to provide their communities with an annual report about crime statistics and policies. FIT accepts the responsibility of providing a campus atmosphere free from threats to personal safety and one that enhances the educational process. Students and their parents expect the college campus to be a place of safety, and everyone shares this responsibility. In addition, FIT upholds the right of students and staff to know of incidents that occur on campus and the measures taken to promote precautions and swift, effective responses to crises.

The Department of Public Safety maintains a log of crimes and incidents that occur on campus. The information is recorded by date, time, and general location. The daily log is available for public view at the Public Safety office in Room D442.

FIT's campus crime statistics as reported annually to the U.S. Department of Education are available at [fitnyc.edu/security](http://fitnyc.edu/security) ; hard copies are provided upon request. All inquiries should be directed to the Department of Public Safety, 212 217.4999. Related information can also be obtained from the U.S. Department of Education website at [ope.ed.gov/security](http://ope.ed.gov/security) .