

# Student Rights and Responsibilities

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The FIT *Student Rights and Responsibilities Handbook* 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 Code of Student 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 handbook is produced by the Office of the Vice President for Enrollment Management and Student Success, and it may be found 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the college as well as local, state, and federal authorities, and the privilege of continued attendance at FIT may be withdrawn.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 Code of Student Conduct and Academic Honor Code with clearly defined judicial procedures, please see the *Student Rights and Responsibilities Handbook*.

## 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; and
- 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 Avenue, S.W.  
Washington, DC 20202-4605

Complete copies of FERPA and the regulations are available for review in the Registrar's Office. Any students having a question about access to FIT student records is encouraged to consult them.

The Student Rights and Responsibilities Handbook 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, discriminatory harassment, retaliation, sexual harassment, and sexual misconduct. The affirmative action officer monitors the college's progress in complying with laws concerning equity and access, including Title VII and Title IX, and is located on the 16th floor of 333 Seventh Avenue.

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