

Policy: **Availability of Policies & Procedures for Review**

Responsible for Policy: College President

Policy Number: **B-3**

Most recent approval date: Fall 2014

### **Policy Statement**

Finger Lakes Community College shall maintain and enforce a process for current and prospective students, faculty, staff and members of the public to, upon written request, access and review the various operations and management policies of the College.

Policies are available for inspection by the College community during normal business hours. Individuals may request copies of policies at a cost of \$.25 per page.

This policy applies only to those College policies that have been formally adopted and are in full force and effect at the time of a request. It does not require the College to create new policies or descriptions of its informal business practices that have not been codified as formal policy in response to a request.

If an individual requires assistance locating a policy or wishes to review a policy, s/he should contact the College's Records Access Officer.

### **Reason for Policy**

Regulations promulgated by the New York State Department of Education require the College to make its policies available for inspection to members of the College's constituency.

### **Applicability of Policy**

All members of the College community should be familiar with this policy.

### **Definitions**

None

### **Related Documents**

- Federal Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g
- New York Public Officers Law, Article 6 (Freedom of Information Law)
- New York Public Officers Law, Article 7 (Open Meetings Law)
- NYS Department of Education Regulations, 8 NYCRR Part 604.2
- FLCC Freedom of Information Law policy
- FLCC Open Meetings Law policy

### **Procedures**

No separate procedures statement

### **Forms/Online Processes**

- Although the College is not required to provide online services, to the extent reasonably possible the College has endeavored to place various policies on its web site for the convenience of members of the College community.

### **Appendix**

- None

### **Review dates/action taken (requires Board of Trustees approval):**

- May 2010: original approval date
- July 2012: no revisions
- Fall 2014: no revisions