



THE COLLEGE OF THE FLORIDA KEYS
Memorandum

DATE: June 10, 2025
TO: District Board of Trustees
FROM: Dr. Lana Gaspari, VP of Advancement
DEPARTMENT: Advancement
SUBJECT: 2025-2026 CFK Student Handbook – Request for Approval

OVERVIEW:

Revision of the CFK Student Handbook.

PROPOSED BOARD ACTION:

The Division of Advancement respectfully requests that the College of the Florida Keys District Board of Trustees approve the updated 2025-2026 Student Handbook. The Student Handbook was updated as follows:

- Updated the Civil Rights Compliance Officer to Promise Clark-Kimbio and her contact information (pgs. 8, 53, 82).
- Updated the Notice of Non-Discrimination to add information regarding CTE programs (pg. 8).
- Added boat launching, fishing, and swimming as conduct violations to match Board Rule 3.200 (pgs. 10, 11, 13).
- The following areas were updated according to changes made in CFK Procedure 78.10:
 - Updated FERPA (pg.45).
 - Updated Records Maintained (pg. 45).
 - Updated Student Access to Records (pg. 46).
 - Updated Challenge Hearings (pg. 49).
 - Addition of Addition to Records (pg. 49)
 - Updated Notification of Social Security Number Collection and Use (pg. 51).
- Addition of GI Bill trademark information per federal regulation (pg. 60).
- Changed Estimated Family Contribution (EFC) to Student Aid Index (SAI) under Federal Pell Grant information (pg. 65)
- Updated the link used for Student Loans (pg. 66).
- Updated the Student Clubs list (pg. 79).