

PROCEDURE

Number: 51-21
Title: Student Privacy
Responsibility: Student Services
Original Approval Date:
Last Cabinet Review: 7/8/2025
Last Revision: 7/8/2025

Reference (Policy and/or Procedure)

SBTCE:

FDTC: 50-21 Student Privacy

Other:

Procedure Description

Procedure

Under Student Privacy Procedure 51-21, when a student applies to FDTC, each student is issued a unique identification number (ID). This identification number becomes the student's official "Student ID" throughout the student's matriculation at FDTC. In addition, students are also required to create a unique personal password. Once the unique password is confirmed, this password along with the Student ID/Username are required for students to access their emails and Desire to Learn (D2L), which is the official learning management system that retains all of FDTC's learning platforms. Students are required to change their passwords as an added security measure. All students are responsible for securing their passwords, and students are informed of this responsibility during orientation and in writing.

Desire to Learn provides a secure environment for faculty members to post attendance, assignments, exams, and grades. Students are only able to access D2L and the personal information contained in D2L via their unique Student ID/Username and password.

Full-time faculty have access to student information in order to instruct and advise students in their respective programs. Adjunct faculty do not advise students, so their access to student information is limited. Academic program directors, chairs, associate vice presidents, and vice presidents have varying degrees of access to student information based on their responsibilities. All FDTC

employees acquire unique user names and passwords upon hire to access their emails and other work-related platforms. Only employees whose duties and responsibilities are directly connected to student success have access to student information. If any employee is terminated or leaves the college for any reason, access to student information is discontinued.