

PROCEDURE

Number: 53-01
Title: Student Notification of FERPA Rights
Responsibility: Student Services
Original Approval Date: 00/00/0000
Last Cabinet Review: 2/19/2025
Last Revision: 2/26/2025

Reference (Policy and/or Procedure)

SBTCE:

FDTC: FDTC Procedure: Family Education Rights Act (FERPA)

Other: Public Law 93-380 "Educational Amendment of 1974"

Procedure Description

I. PURPOSE

This procedure governs the annual notification process to inform students of their FERPA rights

II. PROCEDURE

The Registrar is responsible for the annual notification to all enrolled students of the right to access and review their educational records as required in Federal FERPA regulations. A brochure outlining FERPA rights and regulations is mailed to students using the following schedule each year:

Fall Semester - By the last class date of the fourth week of the term, the FERPA notice is emailed to all enrolled students.

Spring Semester - By the last class date of the fourth week of the term, the FERPA notice is emailed to all new students registered with an active FDTC student email account for Spring Term.

Summer Semester - By the last class date of the third week of the term, the FERPA notice is emailed to all new students registered for Summer Term with an active FDTC student email account.

In addition to the annual notification email to enrolled students, the FERPA Rights and Regulations are published in the Student Handbook, on the FDTC website, and referenced in the College Catalog. FERPA notifications are also available and discussed at New Student Orientation.