



## Frederick Community College Policy

Section 4.00 Academic Policy	Policy Number	4.13
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Student Records – Family Educational Rights and Privacy Act (FERPA)	Procedure Number	4.13
	Board Approved	4/17/96
	Re-approved	4/20/05
	Revision Approved	1/21/09

- A. An adequate system of student records shall be developed and maintained under the supervision of the President or his/her delegate.
- B. Frederick Community College accords to students all rights under the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. No one outside the institution shall have access to, nor will the institution disclose any information from a student's educational record without the written consent of the student except when prior written consent is not required by the Act or the implementing regulations.
- C. FERPA provides students with the following rights with respect to their education records: 1) to inspect and review the student's education records; 2) to consent to disclosure of the student's education records to third parties, except to the extent that FERPA authorizes disclosure without consent; 3) to request amendment of the student's education records when the student believes that they are not accurate or are misleading; and 4) to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.