

STUDENT RIGHTS TO PRIVACY (FERPA)

Confidentiality (Educational Privacy)

Southwestern College has interpreted the Family Educational Rights and Privacy Act of 1974 (FERPA; the Buckley Amendment) to restrict the release of confidential information relating to students. This information includes the student's academic record, test scores, and academic progress.

Right to Consent

Once a student has reached age 18, only that student may release confidential information to individuals outside the college and then only by written request. The student may share this information with whomever the student chooses. For instance, students will probably want to have academic transcripts sent to potential employers.

Some general information about students will be made available to others. See the sections titled "directory information" and "lists" below.

Students have the right to make a written request that no information, including directory information, be released regardless of the circumstances or the office involved. Such requests must be made annually at the college services counter.

Any information pertaining to students may be shared internally among faculty, staff, and administrative offices.

Right of Access

Students have the right to inspect information pertaining to them in various offices. To exercise this right, make your request to the following offices:

academic records: dean, registrar

scholarships and grants: financial aid

student accounts: college services

disciplinary matters: student life

Right to Challenge

If you believe your educational records contain inaccurate or misleading data, you may request that the college amend those records. Make your request in writing to the office involved. If the office refuses the amendment, the college will notify you in writing and provide you an opportunity for a hearing. If you request a hearing in writing, it will be conducted within 30 days and will be conducted by a party having no direct interest in the outcome. You may have a representative present at the hearing, including an attorney. The college will issue a written decision within 30 days following the hearing. If the college will not make your requested change, you have the right to insert explanatory material into the record.

Directory Information

The following information has been designated as directory information and will be released on an individual basis to persons who inquire. Much of this information appears in the student directory and other college publications.

These items may be released: name, email address, local address and telephone, permanent address and telephone, parent/guardian address and telephone, dates of attendance, school previously attended, academic level, number of credits enrolled in, enrollment category (full or part-time), class type (main campus, professional studies, or online), major, minor, degrees received, awards and honors received, date of birth, organization and sports participation, height and weight of athletes, photograph, video.

Lists

Names and directory information are released in list form to educational institutions students have previously attended, for the purposes of follow-up studies.

Right to Notification

Students who claim a violation of this policy may submit a complaint in writing to the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., which will notify the college that a valid complaint has been filed and ask the college to provide a written response. The office investigates the complaint, and if it finds a failure to comply with the act, will specify the steps to be taken by the college and the time period in which to comply.

Information about Alumni, Applicants, Faculty, Staff

The alumni office may release names and addresses of previous students to class representatives or others who will use the information only for doing college business. Names of non-admitted students will not be released for any reason. Names and addresses of faculty, constituents, or alumni may not be released for purposes of solicitation by private business or commercial enterprise. Lists that are compiled for the registrar's purposes are not to be released to the public or to be used by the public relations office in public activities, unless prior permission has been received.