



Office of the Registrar – Notification of Rights under FERPA*

Visit their site @ <http://www.ed.gov/offices/OM/fpco/index.html>

The purpose of the Family Educational Rights and Privacy Act (FERPA) is to afford certain rights to students concerning their education records. The primary rights afforded are:

1. The right to inspect and review the student's educational records.
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to request that the College withhold all directory information without the student's written consent. (Student must complete the Non-Disclosure of Directory Information form available at the Registrar's Office.)
5. The right to file with the U. S. Department of Education a complaint concerning alleged failure by Southwest College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

***Section 99.7 of FERPA requires that schools annually notify students currently in attendance of their rights under FERPA and inform them of the location where the policy can be obtained.**

Directory Information - SCNM defines directory information as: name, address, phone/fax number, e-mail address, and program of study, dates of attendance, enrollment status, and most recent previous school attended, degrees and awards received, and graduation date. The College **may** disclose any of these items without prior written consent of any student not currently enrolled unless that student, at his/her last opportunity as a student, requested otherwise. **(Note that College personnel are not required to release this information; they may choose not to release it for any reason).**

Confidential Data - includes students' grades, schedule, personal identifiers, and all other non-directory information contained in a student's records. Such information will not be released without the written consent of the student unless to authorized agencies or officials as indicated in the FERPA regulations.

School Official – a person employed by SCNM in an administrative, supervisory, academic or research, or support staff position; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks and has a legitimate educational interest and need to know.

Education records - any information that is directly related to a student (in handwriting, print, fax, computer, or other medium) maintained by Southwest College or an agent acting on behalf of the College. Such information will not be released without the written consent of the student except to authorized agencies or officials as indicated in the FERPA regulations.

Disclosure of Information Not Requiring Prior Consent

The exceptions are:

1. To school officials who have a legitimate educational interest (see definitions).
2. To schools in which a student seeks or intends to enroll.
3. To Federal, State and local educational authorities involving an audit or evaluation of compliance with education programs.
4. In connection with a student's request for or receipt of financial aid to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To organizations conducting studies for or on behalf of the College.
6. To any agency that provides financial aid to the students, to degree/enrollment verifiers
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who is claimed as a dependent for income tax purposes.
9. To comply with a judicial order or a lawfully issued subpoena. (Must make a reasonable effort to notify student in advance of compliance.)
10. To appropriate parties in a health or safety emergency.
11. To individuals requesting directory information so designated by the College.
12. To the student requesting personally identifiable information showing proper ID.
13. The results of any disciplinary proceeding conducted by the College against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

REFUSAL TO PROVIDE COPIES

Southwest College reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA in any of the following situations:

1. The student lives within commuting distance of Southwest College.
2. The student has an unpaid financial obligation to the College.
3. There is an unresolved disciplinary action against the student.
4. The education record requested is an exam or set of standardized test questions. (An exam or standardized test which is not directly related to a student is not an education record subject to FERPA's access provisions.)

FERPA applies only to enrolled students (admitted students are not covered until they matriculate)