

## Annual Notice of Student Rights Under FERPA

October 1, 2016

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

The **right** to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Academic Dean written requests that identify the record(s) they wish to inspect. The College will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The **right** to request the amendment of the student's education record that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. The student should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agency); 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. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility, to be determined by the Academic Dean

The **right** to file a complaint with the U.S. Department of Education concerning alleged failures by Southwest Acupuncture 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

Directory Information is information not generally considered harmful or an invasion of privacy if disclosed. It includes:

- Name, address, telephone listing, e-mail address
- Student status: Part-time / full-time; freshman / sophomore
- Major field of study
- Photographs
- Date and place of birth
- Participation in officially recognized activities and sports
- Dates of attendance, degrees, date of graduation and awards

Directory Information does not include student identification numbers, Social Security numbers, or other personally identifiable information.

### **How to Stop Directory Information Release**

Students are asked at the registration prior to their entry into the program to sign a Student Release of Information Form that gives permission to the college to publish Directory information. The college does not publish information about a student without this release.