

## FERPA

The institution will annually distribute to all enrolled students information about:

- The right to review their education records, to request amendment of records, to consent to disclosures of personally identifiable information and to file complaints with the Department of Education.
- Procedures for reviewing education records and requesting amendment of the records.
- Information about the institution's policy regarding disclosures to school officials with a legitimate educational interest in the education records.

## **RECORDS AND THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

In compliance with the Family Educational Rights and Privacy Act of 1974 and the Buckley Amendment, Southwest University at El Paso gives notice that the following types of directory information will be released to the general public and agencies without the written consent of the student:

*a) student's dates of attendance; b) date of graduation and degree or certificate earned. Other kinds of directory information, such as a student's address, telephone listing, program of study, awards received, and the most recent previous education agency or previous institution attended, will be released only in response to a written request. The school reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know. Information regarding the student's record: grades, courses, GPA, social security number and other personal information will not be released without the student's written consent.*

Students currently enrolled may request that all or part of their directory information be withheld from the public by filing a written request with the Registrar's Office. Such a request will remain in effect during the enrollment period unless the student requests its removal in writing.

Students must authorize release of any additional information pertaining to student records, in writing, except as authorized under the law. Such exceptions include, but are not limited to, agencies duly conducting authorized audits of school records, compliance with a legally authorized court order, and cooperation with law enforcement officials in an official investigation. Students, parents of students considered "minors", and guardians of "tax dependent" students have a right to inspect, review, request copies of and challenge the contents of their educational records, but are responsible for the cost of such requested copies.

The Registrar Office is responsible for maintenance of students' records. The staff will supply students with information related to their records and refer those students requiring additional assistance to appropriate school officials.

At the postsecondary level, parents have no inherent rights to inspect a student's education record. The right to inspect is limited solely to the student. Records may be released to parents only under the following circumstances: (1) through the written consent of the student, (2) in compliance with a subpoena.

Employees of Southwest University at El Paso, may have access to student education records. Their confidentiality, use, and release are governed by **FERPA**. Utilization of this information is governed by the regulations and the duties and responsibilities of employment and position. Unless job involves release of information and you have been trained in that function, any requests for disclosure of information, especially from outside the school should be referred to the Academic Advisor. Release of information contained on a student's record without the written consent of the person identified on the document is in violation of Sec. 438 Public Law 90-247. Each school employee should have their own accounts and passwords on the administrative computer system and on e-mail. Each employee is responsible for their personal account and will be held accountable for any improper use. Protection of their sign-on password and procedure is critical for security. Your password is the only protection your account has, and the only way the computer system can verify that you are actually who you say you are. Please pick a good password and protect it.

## **RECORD RETENTION AND MAINTENANCE**

Admissions material submitted to the School should be original documents. Upon receipt by the admissions office, the documents submitted become property of the school. Originals, except for diplomas or foreign transcripts, will not be returned to the student. An admission file will be considered complete if the material required for enrollment has been received. In accordance with school policy, admissions applications and supporting documentation will be retained for a period of one year and then destroyed if the student has not started classes. In accordance with provisions of the Family Educational Rights and

Privacy Act (FERPA) of 1974, as amended, third party access to the records or copies of the documents therein, will not be permitted without the written consent of the student. Validation of the written consent will be required prior to release of information in the record. A reasonable period (not to exceed 45 calendar days) will be requested to review the record or receive copies thereof, and, upon presentation of acceptable identification to the School Director, be permitted supervised access to copies of the record. The student or third party will be responsible for upfront payment of copying costs at the rate of \$.75 per page.

All documents related to the student's academic profile, academic transcripts, program diploma and progress are kept in a hard copy version for 5 years. Thereafter, all documentation is kept indefinitely in an electronic version. Students who request in writing or through the school web portal copies or official transcripts will be processed and delivered in a reasonable time frame.