

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

**1. Directory Information**

Certain information can be released upon request without the student's written consent. The Virginia Community College System defines directory information as: name, address, telephone number, major field of study, dates of attendance, degrees, honors and awards received; participation in officially recognized activities and sports; electronic email address, weight and height of members of athletic teams, grade level, the most recent educational agency or institution attended, course credit load, and photos.

**2. Right to Consent to Disclosure**

One exception which permits disclosure without consent is a disclosure to school officials with legitimate educational interests. A school official is an individual employed by SWCC or the Virginia Community College System in an administrative, supervisory, academic or research, or support staff position. Other typical exceptions include:

- Other educational institutions (transcripts)
- High school dual enrolled or concurrent enrolled students
- Specific official review for audits or evaluation
- Financial Aid staff
- Campus Security personnel
- Accrediting bodies
- Appropriate officials in cases of health or safety emergencies
- State and local authorities and officials within the juvenile justice system
- SWCC or Virginia Community College System contracted individuals or companies
- A student serving on an official committee at SWCC
- A school official or faculty member who has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility
- Federal Law, such as the Solomon Amendment

**3. FERPA (Privacy) Block**

A student can place a FERPA block on his/her account in [MYSouthwest](#). The navigation is Self Service > Campus Personal Information > Privacy Settings. A FERPA block prevents any information from being given to a third party. If a student is unable to access his/her MYSouthwest account the student can submit a request for a FERPA block in writing to the [Admissions Office](#). The written request must include the student's name, EMPID#, phone number where he/she can be reached, a signature and date. A FERPA block will be placed on his/her account in the Peoplesoft SIS system by Admissions staff. Students can request blocks be removed at time of graduation (or other times at the student's discretion) by submitting a written request to the Admissions Office or by removing the block from his/her MYSouthwest account.

**4. Other Information**

If you chose to block your directory information, it can't be released to friends, family,

prospective employers, the news media, advisors, student activities and honor societies. If you'd like to keep your public data private, but release information so that it can be published in commencement programs and honor lists, contact the Admissions Office at [Admissions@sw.edu](mailto:Admissions@sw.edu).

**5. Parent Review of Records**

If a student is dependent upon the parent(s), the parent(s) can request a review of the student's record. The parent(s) must provide supporting documentation that list the student on their taxes (state and federal) and show proof they provide over 50% of support for the student. The student will be notified by his/her VCCS e-mail account if an appointment is granted to the parent(s) to review the student's documentation. The parent(s) must be specific in the request and provide the request in writing to the Admissions Office at SWCC. The parent will be contacted by phone or mail of an appointment date and time. The student will be allowed to be present during the parent's review of the student's documentation.

**6. 45 Day Turnaround**

Students should submit to the Admissions Office, (Tazewell Hall T-112), written requests that identify the record(s) he/she wishes to inspect. The Admissions Office will make arrangements for access and notify the student of the time and place where the records may be inspected.

**7. Online Students**

Students enrolled in online classes who reside more than 100 miles from the College's campuses may request copies of information in their academic files by submitting a request to the Admissions Office either via the U.S. Postal Service or via their SWCC e-mail address to [Admissions@sw.edu](mailto:Admissions@sw.edu). The information will be forwarded to students via certified mail.

**8. Amendment Requests**

Students may ask Southwest Virginia Community College (SWCC) to amend the record that he/she believes is inaccurate or misleading. He/she should write the SWCC official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. Should the College refuse to amend the information, the student will receive a letter via the US Postal Service and has the right to appeal via College Grievance Procedure for students (see College Handbook).