



# Privacy of Education Records Policy

As provided by the Family Educational Rights and Privacy Act (FERPA) and Virginia law, Southwest designates the following types of information as Directory Information and may disclose Directory Information items without the student's prior consent:

- Student's Name
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended
- Number of credit hours enrolled
- Photos

Southwest shall not disclose the address, phone numbers or email addresses of a student as Directory Information or pursuant to a Freedom of Information Act (FOIA) request without prior written consent of the student, unless the disclosure is to students enrolled in the college for educational purposes or institution business and the student has not opted out of such disclosure.

Students may prevent the disclosure of Directory Information by requesting a FERPA Block be placed on their account through the Admissions & Records office. Students may also go into the Student Information System (SIS) and edit the Personal Information Privacy Settings by enabling FERPA/Directory restrictions.