

Family Educational Rights And Privacy Act (FERPA)

SOWELA intends to fully comply with the Family Educational Rights and Privacy Act (FERPA). This Act gives students the right to inspect and review their educational records, to request correction of inaccurate or misleading information, to authorize disclosure of educational records, and to file complaints with the U.S. Department of Education concerning alleged failure to comply with the act.

Student information will be released only upon the student's written request or authorization.

To gain access to their educational records, students must submit a written request, available in the Registrar's Office, which specifies the records that they wish to inspect. Access to records will ordinarily be provided within 24 hours of the student's request.

If students believe that any information in their records is inaccurate, misleading, or in violation of their privacy rights, they may complete a Request to Amend Records form available in the Registrar's office.

At the post-secondary level, parents have no inherent right to inspect a student's educational record. The right to inspect is limited solely to the student.

Records or information may be given to parents only if the following conditions have been met:

1. Student signs a written consent. Consent forms are available in the Office of the Registrar.
2. Request is in connection with a health or safety issue.
3. Parent submits evidence that he/she claimed the student as dependent on his/her most recent Federal Income Tax Form.

Students may not inspect or review the following: financial information submitted by their parents, nor employment, job placement, or education records containing information about more than one student (in which case the institution will permit access only to that part of the record which pertains to the inquiring student).

Directory Information may include a student's

- Name
- Local address/Phone number
- SOWELA e-mail address
- Date and place of birth
- Major field of study
- Full or part-time status
- Participated in official recognized activities and sports
- Dates of attendance
- Degrees, honors, and awards received
- Most recent educational agency or institution attended