

Dear Student:

This email is intended to provide you with information regarding your rights under the Federal Educational Rights and Privacy Act. As a student at Florida SouthWestern State College (FSW), you have four general rights associated with access to your student record. These include:

1. Students have the right to inspect and review their educational records within 45 days of submitting a written request for access.
2. If a student believes his or her educational record is inaccurate or misleading, the student can request an amendment to their educational records.
3. Students can request the non-disclosure of personally identifiable information contained in their education record (except to the extent that FERPA authorizes disclosure without consent).
4. A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by FSW to comply with the requirements of FERPA. The office that administers FERPA can be reached at the following address:

U.S. Department of Education  
Student Policy Privacy Office  
400 Maryland Avenue, SW Washington, D.C. 20202-5920

College Operating Procedure 03-1701 provides detailed descriptions of how the College facilitates students' access to records and methods for requesting amendments to these records.

The College may disclose student directory information upon request and without written consent from the student. Directory information includes:

1. Student's name
2. Major
3. Date(s) of enrollment
4. Degree(s) and honors earned and dates earned
5. Participation in officially recognized activities or sports
6. Enrollment status (e.g. full-time or part-time status)
7. Previous colleges attended
8. Photographs and Awards

Although directory information may be available for release to the general public, the College does not routinely release such information to third parties. FSW does share

information with certain college partners, which may act as agents of the College authorized to release student information in the performance of their contracted duties. These partners include: National Student Clearinghouse, BankMobile, Parchment, CareerSource, Florida public universities, and Independent Colleges and Universities of Florida (ICUF).

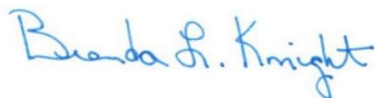
Under FERPA, students have the right to inform FSW that directory information is not to be released. FSW honors the student's request to restrict the release of "Directory Information" as stated previously. To withhold information, a student must notify the Office of the Registrar in writing. Status of disclosure at the last registration period is binding and all records are noted: "CONFIDENTIAL." No information is to be released without the written consent of the student.

The College may disclose education records without a student's prior written consent when authorized by FERPA, including to college officials whom the College has determined to have legitimate educational interests. FSW defines "legitimate educational interests" as follows:

"Legitimate educational interests" include performing a task or engaging in an activity related to (i) one's regular duties or professional responsibilities, (ii) a student's education, (iii) the discipline of a student, (iv) a service to or benefit for a student, (v) measures to support student success, and (vi) the safety and security of the campus.

If you have any questions, contact the Office of the Registrar.

Have a wonderful day,



Brenda L. Knight, Ed.D.  
Registrar  
Florida SouthWestern State College  
8099 College Parkway  
Fort Myers FL 33919

Email: [Registrar@FSW.edu](mailto:Registrar@FSW.edu)

*Florida SouthWestern State College, an equal access institution, prohibits discrimination in its employment, programs and activities based on race, sex, gender identity, age, color, religion, national origin, ethnicity, disability, pregnancy, sexual orientation, marital status, genetic information or veteran status. Questions pertaining to educational equity, equal access or equal opportunity should be addressed to the College's Title IX Coordinator/Equity Officer: Angela Snyder; Walker Hall Room A-106A; 8099 College Parkway SW, Fort Myers, FL 33919; (239) 489-9051; Angela.Snyder@fsw.edu. FSW online anonymous reporting [www.fsw.edu/report](http://www.fsw.edu/report). Inquiries/complaints can be filed with the Title IX Coordinator/Equity Officer online, in person, via mail, via email, or with the US Department of Education, Office of Civil Rights, Atlanta Office: 61 Forsyth St. SW Suite 19T70, Atlanta, GA 30303-8927.*