

Fall 2020

Dear Student:

This e-mail 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, 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 Florida SouthWestern State College to comply with the requirements of FERPA. The office that administers FERPA can be reached at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, D.C. 20202-5920
<http://www2.ed.gov/policy/gen/guid/fpco/index.html>

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. The College does share information with specific entities and other partners to include the National Student Clearinghouse, BankMobile, Credentials Solutions Inc., CareerSource, and Florida public universities (such as FGCU) as part of the performance of their contracted duties.

A student can preclude the release of any information by providing the Registrar with a written request to withhold directory information. Once the written request is received for a student, the student's record will be noted as: "Confidential." No information is to be released without the written consent of the student.

If you have any questions, call the Office of the Registrar at (239) 489-9121

Have a wonderful day,
Brenda L. Knight, M.S.Ed.
Registrar

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