



FERPA POLICY

The student's college records are regarded as confidential for all schools receiving funding under programs administered by the U.S. Department of Education in accordance with the Family Education Rights and privacy Act of 1974 (FERPA). Generally, information pertaining to student's records shall not be released to a third party without written authorization of the students, judicial order, or a lawfully issued subpoena. Education records are all records an institution maintains regarding a student.

In compliance with FERPA, the college's designated representative may disclose the following student record information without prior written consent of the students, a judicial order, or a lawfully issued subpoena.

- Student's name
- Dates and places of birth
- Home addresses and phone numbers*
- Dates of attendance at the College
- Dates of admission to the College
- The student's program of study
- The student's degree completion dates and types of credential earned
- Student's current status (enrolled, graduated, withdrawn)

*The school's practice regarding the release of home addresses and phone numbers is to not release this information through verbal requests.

Exception: If a student submits a written request that directory information not be released, **No Information May be Released**, absent a judicial order or a lawfully issued subpoena. The request will remain valid throughout the student's enrollment.

The student may request a FERPA Hold on their record by submitting a written request to the Student Service Department. The student must sign a written request, which will be included in their academic file.

Information, which may not be released:

- Social Security Number
- Grades or grade point averages

- Class schedules
- Employment information including: employer, position held, work address, or work phone number
- Academic performance information, such as academic suspension, probation, disqualification or academic dishonesty charges
- Admission information, including: test scores or entry grade point averages
- Transcripts
- Financial information:
 - Types of funding a student may be receiving; financial aid, scholarship, etc.
 - Does the student have an outstanding balance with the school?
 - What type of financial aid is the student receiving?

The following exception may apply with the release of student's records:

- To SWIHA officials who have legitimate educational interest in the records.
- To officials of another school upon request if the student seeks or intends to enroll at that institution.
- To certain officials of the U.S. Department of Education, the Inspector General, or state and local educational authorities in connection with state or federally-supported educational programs.
- In connection with the student's request for, or receipt of, Title IV Financial Assistance necessary to determine the eligibility, amount, or conditions of the financial aid and/or to enforce the terms and conditions of the aid.
- To organizations conducting certain studies for, or on behalf of, the school.
- To accrediting commissions to carry out their functions.
- To parents who claim the student as a dependent for income tax purposes.
- To comply with a judicial order or lawfully ordered subpoena.
- To appropriate parties in health or safety emergencies.
- To the Attorney General of the United States or to his designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes.

The College will retain a record of disclosure of all student information disclosed to a third party. A notification will be made in the student's academic file of the date, name, and reason for release.

Students information may be redisclosed to additional parties who are authorized to receive the information without prior written consent, provided that such redisclosure is include in the statement in the student's file.

Students may have reasonable access to their college records, may request to review their educational records, and may challenge the contents of their educational records which they feel to be inaccurate, misleading, or otherwise in violation of their privacy or other rights.

A student must submit a written request to inspect their educational records, in the request; the student must identify the record(s) they wish to inspect. Student Services will make arrangements for the student to review the record(s) with a designated representative within 10 to 15 days of the date that Student Service receives the written request.

If the student decides to challenge the contents of their educational record, they must submit a written request to the Student Service Director regarding the record clearly identifying the part of the record he/she wants changed, specifying why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the student will be notified of the decision and advise the student of their right to a appeal regarding the request for amendment. The student is permitted in include in their education record their statement commenting on the contents of the education record or on their reason for disagreeing with the decision of the hearing panel.

The College reserves the right to deny transcripts of copies of records not required to be made available by the FERPA in any of the following situations:

- Student has an unpaid financial obligation with the school.
- There is an unresolved disciplinary action against the student.

The fee for copies will be \$10.00 per transcript and/or \$5.00 per copy of certificate.

Students have the right to request in writing a copy of the school's FERPA Policy.

Students have the right to file a complaint with the FERPA office in Washington, D.C. (Family Policy Compliance Office).

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue S.W.
Washington, DC 20202-4605

FERPA@Ed.Gov

FERPA RELEASE FORM

I, _____ authorize Southwest Institute of the Healing Arts to release non-directory information of my academic record. This includes and is not limited to grades, GPA, or class schedule. This information may be released to (please check the appropriate box and fill in the information)

_____ Name of Employer _____

_____ Name of Person _____

_____ Any Third Party _____

_____ Other _____

I understand that by signing this authorization, I am waiving my rights of non-disclosure of these records under federal law only as to the persons specifically listed. This release does not permit the disclosure of these records to any other persons or entities without my written consent. I will not hold the college liable under the Family Educational Right and Privacy Act (FERPA) for releasing said information to the party/parties listed above. This release will be placed in my record and will be in effect until I notify the college in writing of a change.

Student Signature

Date

Student Printed Name