

Under the Family Educational Rights and Privacy Act (FERPA), students have the right to access their education records, seek to have the records amended, and have some control over the disclosure of personally identifiable information. Southwestern recognizes the importance of safeguarding sensitive information contained in student records. This policy

disclosure. This policy also outlines the specific information considered “directory information” and the instances in which non-directory information may be disclosed. Southwestern is committed to maintaining the confidentiality and integrity of student records while facilitating the legitimate educational needs of our community.

Southwestern maintains records for each student that include name, address, student

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington, DC 20202-8520

It is the student's responsibility to promptly advise the school of any change in vital data, such as a change of temporary or permanent mailing address, telephone number, sex, gender, or name. Such information is needed to contact the student in case of an emergency and to notify the student of any other important information. A mailing to a student's most recent address, as recorded in the Registrar's Office, is deemed to be sufficient to provide notice with respect to any matter concerning the student. Changes can be submitted through a Student Action Report (SAR) or Self Service as soon as any such changes occur.

Post-admission disclosures to student law school application materials, specifically amendments to the required criminal and disciplinary disclosures, will g0 Tc 0 4iBev5ituEsn. cri (cu3.5 (l)p0