

Family Educational Rights and Privacy Act (Reminder)

FERPA is a Federal law that protects the privacy of student education records, both financial and academic. For the student's protection, FERPA limits the release of certain student record information without the student's explicit consent. However, the law also considers some student information to be Directory Information and is considered public. A student is covered by FERPA at the time of his/her enrollment in courses at the seminary.

Directory Information includes: name, address, e-mail address, phone number, dates of enrollment, enrollment status, major, program, academic awards and honors, and degrees received. This means Grace School of Theology can release this information to anyone who requests it.

FERPA Request to Suppress

A student has the opportunity to suppress parts or all of this information from public release. To request this a student must complete the *FERPA Request to Suppress Form* and submit it to the Registrar's Office. This form may be found electronically on the website or in Populi.

FERPA Request to Release

A student may waive this protection and give access to his/her records to individuals of his/her choice. This release allows the individual(s) named to access educational or financial records as defined. For this to happen, students must complete the *FERPA Request to Release Form* and submit it to the Registrar's Office. This form may be found electronically on the website or in Populi.

FERPA Rights

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the Seminary receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. You may do this by emailing Registrar@gsot.edu or by visiting the registrar's office. The registrar's office will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar's office, the student shall be advised of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
 - A student who wishes to ask Grace School of Theology to amend a record should write the registrar's office, clearly identify the part of the record the student wants changed, and specify why it should be changed.
 - If the Seminary decides not to amend the record as requested, Grace School of Theology will notify the student in writing of the decision and the student's

right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the Seminary discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - Grace School of Theology discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Grace School of Theology in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Grace School of Theology has contracted as its agent to provide a service instead of using Grace School of Theology employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Grace School of Theology.
 - Upon request, Grace School of Theology also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Seminary to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901.