

Family Educational Rights and Privacy Act (FERPA)

Grace School of Theology maintains a variety of records relating to students. The Registrar's Office retains the official file, which includes the student's original application for admission, recommendation forms, transcripts and other pertinent information. These records are available to faculty and staff who have legitimate educational interests.

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.

Educational records are released to outside individuals or agencies only with the student's written permission. The only exceptions are those specifically required in Section 438 of the General Provision Acts. The Student Handbook contains more detailed information about FERPA.

General Academic Policies

Governing Catalog

Governing Catalog means the catalog in effect at the time of first enrollment that states the graduation requirements to which a student is subject. If the graduation requirements change, the student will automatically remain subject to the original governing catalog but may petition to continue studies subject to the new one. In no case may a student revert to an earlier catalog. Students who have not been enrolled for three semesters or more and return will be subject to the catalog at the time of readmission. Students are automatically subject to other revisions such as policies, procedures, etc. Students are encouraged to communicate regularly with their Academic Advisor regarding their degree plan.

Academic Advising

If you have ministry, personal, or spiritual issues you wish to discuss, please feel free to contact the Student Services Division. All information shared with staff in such cases will be held in the strictest confidence.

Initial academic advisement for new students' first semester is available through the Student Services' personnel who will guide the student toward course registration. Once admitted, the Registrar assigns a faculty-qualified Academic Advisor to each student based on his or her enrolled program, language of study, and location. The name and contact information for the Academic Advisor is communicated to the student in the Registrar's initial acceptance email. All students are encouraged to seek out their Academic Advisor in planning their educational program.

Academic Advisors counsel students on the best sequencing of their course selections based on each student's unique personal needs and help them prepare to complete their chosen academic program within the stated time limit. Each student is responsible for being familiar with and following (as much as is possible) the recommended course sequence for their academic program. Course Progression Charts are found below in this Catalog and are available from the assigned Academic Advisor, appropriate Dean, and/or Registrar.

Academic Advisors have access to students' files that display contact information, current degree plan and degree audit, a history of documents archived, and comments made to the student since they first applied. Because advisors have years of ministerial experience and are expected to demonstrate a servant's heart, Academic Advisors are encouraged to offer prayer and counsel as the Holy Spirit leads.