

## The Family Educational Rights and Privacy Act

Midwestern Baptist Theological Seminary

Registrar's Office

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 Midwestern receives a request for access.** The student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The Midwestern official 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 Midwestern official to whom the request was submitted, that official shall advise the student 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 or misleading.** The student may ask Midwestern to amend a record the student believes is inaccurate or misleading. The student should write the Midwestern official responsible for the record, clearly identify the part of the record the student wants changed, and specify why the record is inaccurate or misleading. If Midwestern decides not to amend the record as requested by the student, Midwestern will notify the student of the decision and advise the student of his or her 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Midwestern 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 Midwestern has contracted (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 responsibility. Upon request, Midwestern discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Directory information (listed on the reverse side of this form) is generally considered not harmful or an invasion of privacy if released. Unless informed otherwise by the student in writing, directory information may be released by Midwestern without the student's permission.
4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Midwestern 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 20202-4605

## **FERPA Directory Information**

Midwestern Baptist Theological Seminary  
Registrar's Office

The following information is considered to be directory information by Midwestern and, therefore, information that is generally not considered harmful or an invasion of privacy if disclosed:

Name, address, & telephone listing  
Dates of attendance, degrees, and awards  
Most recent previous school attended  
Field of study (program/major)  
Participation in officially recognized activities  
Photographs  
E-mail addresses  
Full or part-time status

If you do not wish any one or all of the above items to be released to anyone who does not have an authorized and/or legitimate need to know the above information, please notify the Registrar's Office in writing of this desire and the noted information will not be released (for example, specifying that your address and phone number not be released will prohibit even friends and relatives from being able to obtain that information from Midwestern).