

## **NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

In accordance with the Family Educational Rights and Privacy Act (FERPA), the following information is provided to notify all Southern Evangelical Seminary students of the rights and restrictions regarding the maintenance and release of student education records. Students have the following rights, under certain limited exceptions, with respect to their education records (formal guidelines are established and explained in the Student Handbook):

1. The right to inspect and review the student's education records.
2. The right to request an amendment(s) of the student's education recorded that the student believes to be inaccurate or misleading.
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.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Seminary to comply with the requirement of FERPA.

A person may file a written complaint with the Office of Family Policy Compliance if he or she believes Southern Evangelical Seminary or Bible College violated the regulations as stated in the Family Educational Rights and Privacy Act of 1997. This complaint should be addressed to the office within 180 days of the alleged violation. The office address is: Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Avenue, S. W. Washington, D.C. 20202-4605.

At the beginning of each academic year, Southern Evangelical Seminary and Bible College publishes a student directory for the exclusive use of Southern Evangelical Seminary and Bible College, its administration, faculty, staff, and students. It is not to be circulated to outside persons, organizations, or agencies. Directory information is not generally considered harmful or an invasion of privacy if disclosed. The following information is considered Directory Information and may be disclosed upon request and without prior consent of the student:

Name, address (local and home), telephone listings (cell, home, and work) e-mail, degree program (field of study), enrollment status (full-time, part-time), degrees, awards received, dates of attendance, most recent school attended (if transfer student), official photos (directory, ID cards), candid photographs taken on campus or at officially sponsored events by school officials.

Students are given a form (see Directory Information Release Form) to submit directory information and a two week period of time to request in writing that such information be withheld from publication.

Students may prohibit disclosure of Directory Information to individuals outside of Southern Evangelical Seminary and Bible College by filling out the Non-Disclosure Form available in the Registrar's Office.

A person may file a written complaint with the Office of Family Policy Compliance if he or she believes Southern Evangelical Seminary or Bible College violated the regulations as stated in the Family Educational Rights and Privacy Act of 1997. This complaint should be addressed to the office within 180 days of the alleged violation. The office address is: Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Avenue, S. W. Washington, D.C. 20202-4605. Written complaints may also be submitted to the Executive Director of Transnational Association of Christian Colleges and Schools (TRACS), P.O. Box 328, Forest, VA 24551. Phone: 804-525-9539. [www.tracs.org](http://www.tracs.org).