

## **Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)**

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

1. **The right to inspect and review the student's education records within 45 days of the day that Central receives a request for access.** The student should submit to the registrar, dean, or other appropriate official, a written request that identifies the record the student wishes to inspect. The registrar 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 Central 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 is inaccurate or misleading.** Students may ask Central to amend a record that they believe is inaccurate or misleading. They should write the Central official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Central decides not to amend the record as requested by the student, Central will notify the student of the decision and advise the student of his/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 defined as a person employed by Central in an administrative, supervisory, academic, or support staff position (including law enforcement personnel and health staff); a person or company with whom Central has contracted (such as attorney, auditor, or collection agent); a person serving on the Board of Directors; or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Directory information (listed below) 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 Central without the student's permission.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Central 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, S.W.  
Washington, DC 20202-4605

FERPA Directory Information at Central Baptist Theological Seminary:

Student's . . .

name

address

telephone number

e-mail address

date of birth

spouse name

photograph

degree plan

dates of attendance

previous schools attended

full- or part-time status

schedule