



## Privacy Policies

### Privacy of Student Records

Central Baptist Theological Seminary maintains various records concerning students in order to document their academic progress. In order to preserve students' rights to privacy, as well as to conform to federal law, the seminary has established certain policies and procedures to govern the handling of student records.

Educational records of students are maintained in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended (also known as FERPA or the Buckley Amendment).

#### *Location of Records*

Student academic records and directory information are maintained by the Registrar's Office and stored in hardcopy files and in a Student Information System database (Populi).

#### *Privacy & Release of Records*

Student academic records are confidential. A student has the right of access to their educational records. Only those faculty, administrators, and employees of Central Baptist Theological Seminary having legitimate educational interest in the student's records or personnel from accrediting organizations and government-authorized entities are permitted access. With the exception of the above-mentioned persons, confidential educational records will not be released without the written consent of the student involved.

A student may inspect their educational record and may challenge the accuracy of the record or the need for its retention. Students may waive their right to review in the case of letters of recommendation. The character reference waiver policy offers students an opportunity to waive their right of inspection but does not require any student to do so. Character references of admitted students may be destroyed.

#### *Directory Information*

"Directory information is...information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed." (FERPA Regulations, Code of Federal Regulations, Title 34, Part 99.3)

Central Baptist Theological Seminary considers the following to be directory information: student's name, address, telephone number, CBTS issued e-mail address, spouse's name, previous schools attended, photograph, degree plan, dates of attendance, part-time or full-time status, degree received, dates degree was awarded, academic awards and honors, and denomination.

### *Request for Privacy of Directory Information*

Students can request that directory information be kept confidential by notifying the Registrar's Office by email or making one's student profile private in Populi. By marking one's profile as private, a student hides the profile from other students and indicates that all information (directory and academic) should be kept confidential by the school. When a student's profile is marked private, no information about the student will be released without the written consent of the student.

### **Privacy in Matters of Student Discipline**

All data and deliberations of the discipline committee shall be confidential. Its work shall be thought of primarily as compassionate and pastoral, serving so far as possible to protect the reputation and the rights of all parties involved as well as the integrity of Central Baptist Theological Seminary.

### **Privacy in Matters of Disability Accommodation**

The Rehabilitation Act of 1973 mandates reasonable accommodation for students with disabilities once they have been admitted to CBTS. At the same time, the Privacy Act permits a student to keep such information private if she/he wishes. Therefore, a student who wishes to receive accommodations for a disability must first declare this status (and provide documentation) to the Provost's Office. Faculty will then be informed of the required accommodations via written communication from the Registrar.

Professors should be appropriately discreet when referencing a disability.

Professors also should be aware that it is illegal to ask a student the nature of his/her disability. Any questions a professor might have about accommodations related to a particular student should be directed to the Registrar's Office.

Professors are not required to accommodate special student requests that have not been communicated through the Dean's Office. Modest and reasonable accommodations outside those parameters are left to the professor's discretion.

### **Privacy in Matters of Library Patronage**

It is the policy of the Shumaker Library to keep all patron information confidential including, but not limited to, information regarding the current borrower of library materials, the current standing of library patrons, and fines or fees owed by library patrons. Likewise, it is the policy of the Library to collect and keep only the information about patrons deemed necessary for the efficient and effective operation of the library.

### **Student Information System/Learning Management System Privacy Policy**

<https://populi.co/legal/privacy/>