

## **Student Records Policies and Procedures**

A college, university, or any institution of higher learning is required by Section 99.7 of the FERPA (Federal Educational Rights and Privacy Act) regulations to provide students annual notification of their FERPA rights.

### **Definitions**

For the purpose of this policy, Chicago Theological Seminary (hereafter CTS) has used the following definitions of terms:

1. Student: Any person who attends or has attended CTS.
2. Education records: Any record (in handwriting, print, tapes, films, or other medium) maintained by CTS or an agent of the Seminary which is directly related to a student, except:
  - a. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
  - b. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
  - c. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional if the records are used only for treatment of a student and made available only to those persons providing the treatment.
  - d. Alumni records which contain information about a student after he or she is no longer in attendance at CTS and which do not relate to the person as a student.

### **Annual Notification**

Students will be notified of their FERPA rights annually by publication in the handbook. Entering students will receive a copy of the FERPA rights in their registration materials.

### **Procedure To Inspect Student Records**

Students may inspect and review their education records upon request to the Registrar. Students should submit to the Registrar a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

1. The Registrar will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.
2. When a record contains information about more than one student, the student may inspect and review only the records which relate to him or her.

### **Right of CTS To Refuse Access**

CTS reserves the right to refuse to permit a student to inspect the following records:

1. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in file before January 1, 1975.
2. Records connected with an application to attend CTS if that application was denied.
3. Those records which are excluded from FERPA definitions of education records.

### **Refusal To Provide Copies**

CTS reserves the right to deny transcripts or copies of record not required to be made available by FERPA in any of the following situations:

1. The student lives within commuting distance of CTS.
2. The student has an unpaid financial obligation to CTS.
3. There is an unresolved disciplinary action against the student.

### **Disclosure of Education Records**

CTS will disclose information from a student's education records only with written consent of the student except:

1. To school officials who have a legitimate educational interest in the records.
  - a. A school official is:
    - i. A person employed by the Seminary in an administrative, supervisory, academic or research, or support staff position.
    - ii. A person elected to the Board of Trustees.

- iii. A person employed by or under contract to the Seminary to perform a special task, such as the attorney or auditor.
    - iv. A student serving a designated official role on the Admissions Committee (Admissions records only).
  - b. A school official has a legitimate educational interest if the official is:
    - i.. Performing a task that is specified in his or her position description or by a contract agreement.
    - ii. Performing a task related to a student's education.
    - iii. Performing a task related to the discipline of a student.
    - iv. Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
- 2. To officials of another school, upon request, in which a student seeks or intends to enroll. (CTS will make a reasonable attempt to notify the student of the transfer.)
- 3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
- 4. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- 5. If required by a state law requiring disclosure that was adopted before November 19, 1974.
- 6. To organizations conducting certain studies for or on behalf of the Seminary.
- 7. To accrediting organizations to carry out their functions.
- 8. To comply with a judicial order or a lawfully issued subpoena.
- 9. To appropriate parties in a health or safety emergency.
- 10. Directory information so designated by the Seminary.
- 11. The results of any disciplinary proceeding conducted by CTS against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

### **Fee For Copies of Records**

- 1. There is a fee charged per transcript issued (see Schedule of Fees for amount of fee).

2. There is a per page fee for copies of other documents in a student's file (see Schedule of Fees for amount of fee).

## **Types, Locations, and Custodians of Education Records**

The following is a list of the types of records that CTS maintains, their location, and their custodians.

<b><u>Types</u></b>	<b><u>Location</u></b>	<b><u>Custodians</u></b>
Admissions Records (including immunization forms where applicable)	Registrar's Office	Registrar
Cumulative Academic Records (current students and 5 years after graduation or withdrawal)	Registrar's Office	Registrar
Cumulative Academic Records (former students; over 5 years after graduation or withdrawal)	CTS Storage	Registrar
Financial Records	CTS Finance Office	General Accountant
Disciplinary Records	Registrar's Office Academic Dean's Office	Registrar Academic Dean

## **Record of Requests for Disclosure**

CTS will maintain a record of all requests for or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by eligible students.

## **Directory Information**

CTS designates the following items as Directory Information:

1. Student name
2. Address
3. Telephone number
4. Email address
5. Degree program
6. Student photograph

Directories may be published at the beginning of the Fall Term and distributed to the CTS community. Students will be asked at their initial registration for classes to fill out a "Directory Information Permission Form" and to either grant or deny permission to publish their directory information for the duration of their course(s) of study at CTS. A student desiring to change the status of permission previously granted/denied should notify the Registrar's Office in writing before the end of the first week of any Fall Term.

## **Correction of Education Records**

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. A student must ask the appropriate official of CTS to amend a record. In so doing, the student should identify the part of the record they want to change and specify why they believe it is inaccurate, misleading, or in violation of his or her privacy or other rights.
2. CTS may comply with the request or it may decide not to comply. If it decided not to comply, the Seminary will notify the student of the decision and advise them of their right to appeal the decision.
3. If the student decides to appeal, the student presents a request to the Academic Dean. The Dean will review the information and respond to the student's request in writing.
4. If the student wishes to continue the appeal, the student may petition the Academic Council. The council will prepare a written decision based solely on the evidence presented. The decision will include a summary of the evidence presented and the reasons for the decision.
5. If CTS decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
6. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If CTS discloses the contested portion of the record, it must also disclose the statement.
7. If the Academic Council decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.
8. The decision of the Academic Council is final.

**\*\*NOTICE\*\*** As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades,

or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.