



Gordon-Conwell Theological Seminary

Annual FERPA Notification

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. This document details those rights.

1. The right to inspect and review the student's education records within 45 days of the day the Seminary receives a request for access.

Students should submit to the Registrar, Academic Dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The Seminary 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 Seminary 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.

Students may ask the Seminary to amend a record that they believe is inaccurate or misleading. They should write the Seminary official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the Seminary decides not to amend the record as requested by the student, the Seminary 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 which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Seminary in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel); a person or company with whom the Seminary has contracted (such as an attorney, auditor, collection agent, Pastor or mentor, and the National Student Loan Clearing House); 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, the Seminary discloses education records without consent to officials of another school, in which a student seeks or intends to enroll.

4. The Seminary reserves the right to release, without consent, personally identifiable information that is designated as Directory Information and is included in the annual Community Directory. If the student does not wish to have all or part of this information included in the annual directory he or she must notify the Registration Office, in writing, no later than fourteen (14) days into the current semester.

The Seminary has designated the following personally identifiable information as Directory Information:

- Student's Name
- Mailing Address
- Campus Address
- E-mail Address
- Home Phone Number
- Degree Program and Graduation Date
- Honors & Awards Received
- Children's Name(s)
- Spouse's Name
- Student's Photograph

5. The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Gordon-Conwell Theological Seminary 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

6. Written request for review and/or amendment of record(s) should be made to the Director of the Office which contains the record being sought. Education Records are located in the following offices at the South Hamilton Campus:

Type of Education Record	Custodian of Records	Office & Address
Academic Record & Judicial Committee Records	Registrar	Registration Office Kerr Building
Mentored Ministry Records	Director of Mentored Ministry	Mentored Ministry Office Academic Center
Semlink Records	Semlink Coordinator	Semlink Office Academic Center
Counseling Program Records	Coordinator of Counseling Program	Counseling Department Office Academic Center
Financial Accounts	Director of Student Financial Services	Student Accounts Kerr Building
Financial Aid Transcripts & Scholarship Records	Director of Student Financial Services	Financial Aid Office Kerr Building
Student Employment Records	Director of Human Resources	Human Resources Office Kerr Building
Judicial Appeals & Byington Applications	Dean of Faculty	The Dean of Faculty's Office Academic Center
Pastoral Guidance Committee Records & Community Life Reports	Dean of Students	Student Life Services Office Kerr Building
Incident Reports	Campus Safety	Campus Safety Office Kerr Building
Housing Leases, Dormitory Contracts, and Rent Records	Housing Manager	Housing Office Kerr Building

+ Correspondence is maintained by the office with which the student is corresponding.