



Gordon-Conwell

Theological Seminary–Charlotte

The Family Educational Rights and Privacy Act (FERPA) ANNUAL NOTICE

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. The rights of students are as follows:

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. If the student does not wish to have all or part of this information included in the community directory he or she must notify the Registration Office, in writing.

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

- Student's Name • Spouse's Name
- Mailing Address • Children's Name(s)
- Campus Address • Country of Citizenship
- E-mail Address • Degree Program and Graduation Date
- Home Phone Number • Denominational Affiliation

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 Ave. 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. Student Records are located in the following offices at the Charlotte Campus:

Type of Educational Record	Custodian of Records	Location
Academic & Judicial Committee Records	Registrar	Charlotte Registration Office GCTS 14542 Choate Circle Charlotte, NC 28273
Semlink Records	Semlink Coordinator	Semlink Office GCTS 130 Essex St. S. Hamilton, MA 01982
Mentored Ministry Records	Director of Mentored Ministry	Charlotte Mentored Ministry Office
Counseling Program Records	Director of Counseling Programs	Charlotte Counseling Dept.
Financial Accounts	Dir. of Student Financial Services	Student Accounts (Hamilton)
Financial Aid Records	Director of Financial Aid	Financial Aid Office (Hamilton)
Student Employment Records	Director of Human Resources	Human Resources Office (Hamilton)