

STUDENT NOTIFICATION OF RIGHTS UNDER FERPA

(revised January 2013)

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records and directory information. (**Education records** are defined as all records which contain information directly related to a student and maintained by an educational agency or institution or by a party acting for the agency or institution. **Directory information** includes student name, date and place of birth, most recent previous school attended, photographs, campus (WTS/LSPS), degree, program (res or dl), dates of attendance, admission/enrollment status, currently enrolled (y/n), and student activities.)

Your rights are:

1) The right to inspect and review your education records within 45 days of the day Wartburg receives your request for access. Students should provide a written request identifying the record(s) they wish to inspect to the Office of the Registrar. When the Registrar receives the written request, the Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

2) The right to request the amendment of your education records that you believe are inaccurate or misleading. Students may ask WTS to amend a record that they believe is inaccurate or misleading by completing the bottom half of the "Student Request to Inspect and Review Education Records" form, identifying the part of the record they want to change, and specifying why it is inaccurate or misleading. If WTS decides not to amend the record as requested, WTS will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Refer to the "Procedure for Appeal of Administrative Decisions" contained in this Student Handbook.

3) The right to consent to disclosures of personally identifiable information contained in education records, except to the extent that FERPA authorizes disclosure without consent. There are several instances of disclosure without consent including but not limited to the following: federal, state, local authorities conducting an audit, evaluation, or enforcement, institutionally approved research studies, accrediting organizations, and disclosure to school officials with legitimate educational interests. A school official is a person employed by Wartburg Seminary in an administrative, supervisory, academic, or support staff position; a person or company with whom Wartburg has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; 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.

4) The right to prevent disclosure of "directory information" including name, date and place of birth, most recent previous school attended, photographs, campus (WTS/LSPS), degree, program (res or dl), dates of attendance admission/enrollment status, currently enrolled (y/n), activities. FERPA has specifically identified directory information that may be disclosed without the student consent. Although, directory information (as defined above) may be disclosed without student consent under FERPA, WTS is not required to release directory

information. Social Security numbers and student identification numbers will not be released at any time.

Students can choose non-disclosure of the listed directory information as well as non-disclosure of personal information on the Annual Student Information Form which is completed at fall registration to prevent directory and personal information from being published in the campus directory.

5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Wartburg 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 20202-5920

Privacy Policy Statement regarding outside requests for student addresses, phone numbers, and email addresses.

Wartburg Seminary upholds a vital interest in protecting the privacy of student, faculty, staff, and alumni information. Although, directory information may be disclosed without student consent under FERPA, WTS is not required to release directory information. As a matter of extended policy, Wartburg Seminary does not disclose addresses, phone numbers, or email addresses (general directory information) in response to requests from outside of the seminary. The seminary does print an annual fall directory (students, faculty, staff) and phone sheets which are provided to all enrolled students, faculty, and staff. As stated under FERPA rights for students, Students can choose non-disclosure of personal information on the Annual Student Information Form which is completed at fall registration to prevent personal information from being published in the annual campus directory. However, within the seminary, if faculty, staff, students, or interns request unpublished information, the information may be given on a need-to-know basis.

All requests for information from outside the seminary related to currently enrolled students or requests pertaining to degree verification should be directed to the Office of the Registrar. All requests from outside the institution for names, addresses, telephone numbers, or email addresses related to Wartburg Seminary alumni should be directed to the Mission Support Office.

Normally, if possible, the seminary forwards such requests to the owners of the information who may then provide the requested information.

Release of Information

“Directory information” including name, campus (WTS/LSPS), degree, program (res or dl), dates of attendance admission/enrollment status, currently enrolled (y/n), and/or activities may be released without consent, unless student indicates non-disclosure.

A student must request and submit a written release in order to have information related to their education record, financial aid, student account, released by the particular Wartburg Theological Seminary office to any outside individual or agency. Here are some examples where a written release is required: grades, transcript requests, financial information, access to student account, etc.

The following records and reports are kept for each student:

- Registrar's Office:
 - Application materials*
 - Academic records*
 - Petitions*
 - Evaluations*
 - Information related to background checks (if applicable)*
- Contextual Education Office: Internship mid-year and final reports
- Dean for Vocation's Office:
- ELCA Candidacy files (upon commencement and/or placement, candidacy forms move to student file in the Registrar's Office)
- Financial Aid Office: Financial aid records

Business Office: Business Office Policy form and (if applicable) Perkins, ANB, or WTS loan docs