

2.8.1 Privacy Policy Statement on Outside Requests for Student Personal Information

Source: 2023-2024 Student and Community Life Handbook

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 compiles an electronic directory (students, faculty, and staff) available on MyWTS which is password protected. As stated under FERPA rights for students, students can choose non-disclosure of personal information on the Annual Student Information Form. However, within the seminary, if faculty, staff, or students request unpublished information, the information may be given on a need-to-know basis.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 for Admissions and Student Services. 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.

2.8.2 Release of Information

“Directory information” including name, degree, pathway (RL, CL 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 (FERPA form found [here](#)) in order to have information related to their education record, financial aid, or student account released by the applicable Wartburg Theological Seminary office to any outside individual or agency. Here are some examples where a written release is required: grades, transcript requests, candidacy, financial information, access to student account, internship evaluations, etc.