

CONFIDENTIALITY & RETENTION OF STUDENT RECORDS

REGISTRAR'S OFFICE

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Student records are maintained with integrity and discretion, and in keeping with the guidelines of the **Family Educational Rights and Privacy Act (FERPA)**. A student's academic record shall be available for review by the student, to the extent specified by law, during regular working hours of the registrar's office. A student's academic record is held in confidence by the seminary as permitted or required by law, and is not released to persons, other than appropriate academic offices of the seminary, without authority of the student. All requests for academic transcripts should be in writing. Records in other offices are held in confidence, and can be discussed with students in the context of procedures operating within each office.

Family Educational Rights and Privacy Act (FERPA)

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

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 director of academic studies a written request that identify the records they wish to inspect. The director of academic studies 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 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; a person or company with whom the seminary has contracted (such as an attorney, auditor, or collection agent); 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.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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, D.C. 20202-4605

RETENTION OF RECORDS

Admissions (Office of Student Affairs):

- a. Letters of reference are destroyed at the time a student is enrolled.
- b. Academic record (transcript) is kept permanently.
- c. Academic folder is maintained on file for ten years and then destroyed.

PUBLIC INFORMATION

The seminary has traditionally included certain information regarding each student in a directory published annually. Items classified as "public information" are indicated below and are continued in this category unless the registrar is notified in writing during the fall registration week of every academic year.

Items classified as public information

1. Name of student
2. Name of student spouse
3. Photograph of student
4. Local address
5. Local telephone number and/or mobile phone
6. Degree for which registered
7. Confirmation of student current status
8. Place of birth
9. Dates of attendance
10. Degrees and academic awards received
11. Most recent college attended, and degrees awarded
12. E-mail address & net id