

Family Educational Rights and Privacy Act (FERPA)

CONFIDENTIALITY OF EDUCATION RECORDS

The College will comply with student privacy requirements as defined by FERPA (familypolicy.ed.gov). The Institution will notify students annually on how we comply with the law's requirements. The College will publish Directory Information without communication upon request.

Directory Information: The College of Biblical Studies-Houston (CBS) selects the following as directory information:

- Student's name
- Class level
- Registered credits for the current term
- Major field of study
- Dates of attendance at the College
- Degree, awards and honors received
- Veteran status
- Telephone number
- Address and Email
- Degree Candidacy
- Degree Status

In order to ensure the security of education records, students, faculty, and staff must use only institutional email to share information electronically. To share information over the phone, a staff member or faculty member must verify the identity of the person speaking by confirming the individual's student ID and/or SSN. Students are not to share their student ID, email address, or password(s) with anyone.

Students who do not want their Directory Information shared must file a FERPA Non-Disclosure Form ([ferpa-nondisclosure.pdf \(sharepoint.com\)](#)) with the Office of the Registrar. The non-disclosure notices will remain in effect from the time of filing forward unless an additional form is submitted to remove the non-disclosure of Directory Information. No one can obtain non-directory information without written permission from the student.

Students who want their records released must file a FERPA Release Form ([FERPA Student Consent to Release Education Records \(sharepoint.com\)](#)) with consent to release Education Records with the Office of the Registrar. The FERPA release will remain in effect from the time of filing forward unless an additional form is submitted to remove the FERPA release of Education Records. No external person or agency can obtain Education Records without written permission from the student.

Students may inspect and review their education record at any time upon request to the appropriate record custodian, primarily the Registrar. The needed arrangements for access to the record will be done as promptly as possible and notify the student of the time and place where the records may be inspected.

Students may request that any such record be amended if he or she believes that it is inaccurate, misleading, or otherwise in violation of his or her privacy. Requests for amendment of a record or the addition of explanatory material should be submitted at the conclusion of the record review. The reasons for the request should clearly identify the part of the record the student wants changed and specify why it is inaccurate or misleading. There is no obligation on the part of the College to grant such a request. If the College declines to amend the records as requested by the student, it will so inform the student, and the student may submit an appeal.

FERPA authorizes the disclosure of directory information or disclosure to school officials with a legitimate educational interest access to your educational record without prior consent from you.

School officials having a legitimate educational interest include:

- Any college employee acting within the scope of her or his College employment;
- Any duly appointed agent or representative of the College acting within the scope of his or her appointment.

The College of Biblical Students may include information from a student's education records in certain school publications such as recognition lists or Graduation programs. At the College's discretion, directory information may also be disclosed to outside organizations without a student's prior written consent as this information is considered public information according to federal guidelines.

Students may submit a request in writing to opt out of releases of directory information. Students should understand that restricting the release of their directory information may have consequences. For instance, a FERPA restriction may make it difficult for potential employers to verify enrollment or degree(s) earned from the University.

FERPA Resources

For more information on FERPA, please review the following resources:

Department of Education – [Protecting Student Privacy](#)

Department of Education – [FERPA](#)

US Government Information – [FERPA 20 USC 1232\(g\)](#)

Code of Federal Regulations – [34 CFR Part 99](#)