

MOODY BIBLE INSTITUTE

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

The *Family Educational Rights and Privacy Act (FERPA)* affords students certain rights with respect to their educational records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Institute receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school 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 school 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 is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s 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 provide written consent before the Institute discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by MBI in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Institute who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist 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 responsibilities for the Moody Bible Institute.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Moody Bible Institute 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

Release of a student’s confidential information is generally not done by the Moody Bible Institute without the express written consent of the student. Exceptions to this statement include “Directory Information” and where otherwise permitted by FERPA. “Directory Information” includes the following, which may be released without the student’s consent: name, date of birth, marital status, photo, video, film, digital image, any other audio or audiovisual recording, job history and/or other information posted to an MBI job board, addresses, telephone information, email addresses, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, enrollment status (including current enrollment, full-time/part-time, withdrawn, discontinued), classification, degree major or program, degrees earned, honors and awards received, and graduation date.

Students have the right to withhold the release of Directory Information. Students can manage the release of this information by logging into my.moody and withholding the release of directory information by going to the Student Center> Personal Information>Demographic Data> Security Tab>FERPA Restrictions>Edit FERPA>Directory restrictions, or by contacting the Office of Academic Records.

Students who wish to release confidential academic or financial information to a parent, guardian or other interested individual must complete a FERPA disclosure form which can be obtained by the Office of Academic Records, in addition to being located in the my.moody student portal. All forms must be authorized by the student and returned to the Office of Academic Records. Completed forms will last for the duration of the student’s enrollment at MBI unless otherwise notified by the student.

A copy of The *Family Educational Rights and Privacy Act (FERPA)*, in addition to questions concerning additional student’s rights can be obtained by the Office of Academic Records, academicrecords@moody.edu or 312-329-4469.