

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:

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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 –