



**JESUIT SCHOOL OF THEOLOGY
of Santa Clara University**

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M E M O R A N D U M

TO: All JSTB Students, Faculty and Staff
FROM: JST Dean's Office and Business Office
DATE: August, 2010
RE: **Family Educational Rights and Privacy Act: ANNUAL NOTICE**

Annually, the Jesuit School of Theology informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the institution intends to comply fully, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy can be found in the JSTB Academic Dean's Office. The policy is also printed in the JST Student Handbook. The Academic Dean's Office also maintains a Directory of Records which lists all education records maintained on students by this institution.

Authorized administrative personnel have the right of access to all information on the Student Information Form. The institution may provide Public Information to others in accordance with the provisions of the Act to include: student name, address, telephone number, date of birth, place of birth, program of study, area of study, year in school, dates of attendance, degrees received, thesis title, religious affiliation/order, diocese, scholarships and honors, most recent previous degree and school, country of citizenship, school/school of affiliation, names of spouse and children. Students may withhold Public Information from non-JST persons/organizations or from the School Directory by notifying the Assistant Academic Dean in writing by the general registration deadline of Fall Semester. A form for this notification is available from the Assistant Academic Dean.

Request for non-disclosure will be honored by the institution for **only one** academic year; therefore, authorization to withhold Public Information must be filed annually in the Assistant Academic Dean's office.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the JST Academic Dean's Office.