

MAINTENANCE OF ACADEMIC RECORDS

Current Student Admission and Academic Records

Prospective student admission files are maintained in the Admissions office and are available to the program associate deans and to the faculty. All other academic records are maintained in the registrar's office and are available to the faculty when offering counseling to a current student. Mid-America Seminary practices the highest confidentiality standards and fully cooperates with the Family Educational Rights and Privacy Act (FERPA).

Continued Maintenance of Student Admission Records

Pertinent data for each student is stored along with his or her admissions records in the Academic Records office.

Cumulative Academic Transcripts

Transcripts of all academic work done at the Seminary are kept permanently. All permanent student records are maintained in the registrar's office. Transcripts are also saved electronically and stored in a secured off-site location.

Release of Student Academic Records to Other Persons and Institutions

Student admission and academic records are available for inspection by the student and authorized Seminary personnel, but these records are regarded as confidential and are not released to unauthorized persons. Student academic records are released to another person or institution only with the written consent of the student. No transcript of a student record is furnished until all financial obligations to the Seminary have been satisfied. A fee of \$15.00 is charged for each transcript. Additional information regarding the release of student records is published in the *Student Supplement and Housing Handbook*.