



Rowan College of South Jersey

Administrative Procedure: 8109
STUDENT RECORDS

This administrative procedure was developed to help students understand their rights under the Family Educational Rights and Privacy Act (FERPA) and to assist in achieving full compliance with the intent of the law.

There are four main rights in FERPA for the protection of the privacy of student records. Each of these rights is addressed below:

1. Right to Inspect

- With proper identification, students have the right to inspect and review their education records within 45 days of the day the College receives a request for access.
- Information in any storage medium provided by a student or created by the College for use in the educational process is considered a student record including, but not limited to:
 - Personal information
 - Enrollment records
 - Grades
 - Class schedules
 - Disciplinary records
 - Transcripts
- When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents or guardian to the student.
- A student should submit to the Executive Director, Student Services and Student Life (Cumberland Campus) or Director of Student Records (Gloucester Campus) a written request that identifies the record(s) the student wishes to inspect. The Executive Director/Director will make arrangements for access and notify the student of the time and place where the records may be inspected.

- Forms
 - Cumberland Campus – One form authorizing the release of student records for any office on campus is completed through the Admissions/Enrollment Services offices. This form must be renewed annually.
 - Gloucester Campus - Forms authorizing the release of student records are specific to the following offices: Business Office, Financial Aid, Student Records and Center for College and Career Readiness. These forms can be found on the College's website.

2. Right to Amend

- A student may request the College to amend a record by writing to the Executive Director, Student Services and Student Life (Cumberland Campus) or Director of Student Records (Gloucester Campus) clearly identifying the part of the record the student wants changed, and why it should be changed. If the College decides not to amend the record as requested, the College 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.
- After a hearing, if the College still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.

3. Right to Consent

Generally, the College must have written permission from the student in order to release any information from a student's education record. However, FERPA allows institutions to disclose these records, without consent, to the following parties or under the following conditions:

- College officials with legitimate educational interest;
- Other institutions to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the College;
- Accrediting organizations;
- To comply with a New Jersey judicial order or lawfully issued subpoena specifying the records requested;
- Appropriate officials at the time of health and safety emergencies;
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of finding;

- To the general public, the final results of a disciplinary proceeding, if the College determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the College's policies with respect to the allegation made against him/her;
- To parents of a student regarding a student's violation of any federal, state, or local law, or of any policy of the College, governing the use or possession of alcohol or a controlled substance, if the College determines the student committed a disciplinary violation and the student is under the age of 21; and
- The College may also disclose, without consent, "directory" information. This information may be disclosed by the institution for any purpose, at its discretion: student's name, enrollment status, program or major emphasis, dates of attendance, and degree information (including date earned and honors). It is the responsibility of the student who chooses to **withhold permission** to disclose this information to complete a "*Request for Non-Disclosure of Directory Information*" form during the first full week in October for each academic year the student attends. Forms are available from the Office of Student Records. Such notification will become effective as of the date received by the Office of Student Records and will remain in effect for the remainder of the academic year.

4. Right to File a Complaint

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and the address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5901

The College will notify students annually of their rights under FERPA. This notification will be done via the College catalog, student handbook, the website, and College email.

Area: Student Services
Approved: 07/01/19
Revised: 09/14/21

President's Authorization: 

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *8109 Student Records*

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