



Rowan College at Gloucester County
1400 Tanyard Road
Sewell, NJ 08080

Policy: 8103
Title: **Student Records**
Area: Student Services
Approved: 3/5/80, 10/9/02
Revised: 9/08/2015

The Family Education Rights and Privacy Act (FERPA) of 1974 is a federal law that protects the privacy of student educational records. It applies to all schools receiving funds (including this College) under an applicable program of the U. S. Department of Education.

FERPA affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.
- The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- 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 President will have administrative procedures developed to ensure full compliance with the law.

References:

The Family Education Rights and Privacy Act (FERPA) 20 U.S.C. §1232g; 34 CFR Part 99
Rowan College at Gloucester County Administrative Procedures, 8103 Student Records; 8006 Administrative Action Appeals