



Family Educational Rights and Privacy Act of 1974 (FERPA)

Felician University ensures that students have the right to review their educational records. If a student desires access to his or her official college files, it is the responsibility of the student to request access from the persons responsible for the office in which the records are maintained. Access will be granted as soon as mutually satisfactory arrangements can be made, but in no case, is the time between request and access to exceed 45 days.

Felician University ensures that students are allowed to amend inaccurate information contained in their records. Contact the Office of the Registrar to begin this procedure.

Felician University ensures that students have the right to provide consent for the disclosure of their records. FERPA ensures that records cannot be released in other than emergency situations without the written consent of the student, except in the following situations:

- To other school officials including faculty who have legitimate cause to view
- In connection with a student's application for and receipt of financial aid
- U.S. Comptroller General, U.S. Attorney General, U.S. Dept of Ed, state & local officials
- Accrediting agencies or authorized organizations conducting Education Department research
- Alleged victim of a crime
- Parent of a dependent student as defined by the IRS, or Parent of a student under 21 regarding violation of a law involving alcohol or drug abuse
- Where the information is classified as **DIRECTORY INFORMATION**. The following categories of information have been designated by Felician University as **DIRECTORY INFORMATION**: Name, address, major, field of study, class level and status (full-time, part-time), dates of attendance, degrees and awards received.

Felician University annually notifies students of their rights under FERPA and includes the procedure for exercising their rights to inspect and review educational records.

Felician University maintains a record in the student's file listing to whom personally identifiable information was disclosed and the legitimate interest in obtaining the information.

A form is available in the Office of the Registrar for students desiring to restrict release of Directory Information. **NOT FILING** signifies authorization to release information.

For additional information, please contact the Office of the Registrar at 201-559-6038.