THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

DIRECTORY EXCLUSION OPTION available to all students:

Please consider your decision carefully before requesting directory information exclusion. It will mean that no other students or outside agencies will be able to contact you by mail, email or phone unless you have personally given them your addresses and/or telephone number. A separate release form with your signature will be required each time you need to provide directory information to any outside agency. Rutgers Robert Wood Johnson Medical School designates "directory information" as:

Name; University-issued identification number (A#); address (including electronic); telephone listing; date & place of birth; photograph; date and place of birth; field(s) of study & program(s); participation in officially recognized activities; Enrollment status; dates of attendance; degrees, awards and honors received; previous educational institutions attended by the student; and residency or other internship or post-completion placement.

The Family Education Rights and Privacy Act (FERPA) is a Federal law designed to protect the confidentiality of student records. This applies to the release of all data except for information called "directory information". Under the provisions of FERPA, the University is permitted to provide information of a "directory" nature without written consent, unless the student specifically requests that such information not be disclosed.

Additional details on FERPA are published in the Rutgers Robert Wood Johnson Medical School Catalog, on the webpage and accompanying this form.

I request that my directory information not be released.

__________________________________
Academic Year (ie: 2013-2014)

__________________________________
Signature

__________________________________
Printed Name

__________________________________
ID Number Date

The response to requests for an address or phone number will be that the information is being withheld at the student's request.

This request will be honored for the current academic year only. Deadline for filing is **August 31**. A new request must be filed with the Registrar at the beginning of each academic year.
The Family Educational Rights and Privacy Act (FERPA) gives students certain rights with respect to their education records. They are:

1. The right to inspect and review your education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the student will be advised of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. The student should write to the Registrar and clearly identify the part of the record they want amended, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent where the information is classified as “directory information.”

The following categories have been designated as directory information: name, University-issued identification number (A#), address (including electronic), telephone listing, photograph, date and place of birth, major field of study or programs, participation in officially recognized activities, course schedule, dates of attendance, enrollment status, degrees and awards received, and the most recent previous educational institution attended by the student, and residency or other internship or post-completion placement.

Disclosure of personally identifiable information contained in the education record is permitted to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official is: performing a task in order to fulfill his or her professional responsibility; performing a task related to a student’s education; or performing a task related to a disciplinary action involving a student.

The University forwards education records without consent on request to officials of educational programs that are administered jointly with RWJMS in which a student seeks or intends to enroll.

As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expand the circumstances under which your education records and private personally identifiable information (PII) contained in such records – including your Social Security Number, grades, or other private information – may be accessed without your consent. The U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal & State Authorities”) may allow access to your records and private PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as childhood education and job training, as well as any program that is administered by an education agency or institution. Federal & State Authorities may allow access to your education records and private PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal & State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your private PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent private PII from your education records, and they may track your participation in education and other programs by linking such private PII to other personal information about you that they obtain from other Federal or State sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service and migrant student records systems.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605