



The College of New Jersey
 Office of Records and Registration
 P.O. Box 7718, Ewing, NJ 08628-0718
 Phone: (609)771-2141 Fax: (609)637-5184
 Email: recreg@tcnj.edu

AUTHORIZATION TO WITHHOLD DIRECTORY INFORMATION

Last Name: First Name: MI: PAWS ID:

The United States Department of Education Family Educational Rights and Privacy Act (FERPA) of 1974 as amended by Section 249 of the Improving America's schools Act of 1994 affords students certain rights within respect to their educational records. (See *Notification of Rights under FERPA Policy.*)

DIRECTORY INFORMATION

Under the provisions of FERPA, you may rescind authorization for the release of your personal "Directory Information" in full. Please consider carefully the consequences of any decision to withhold such Directory Information. Should you decide not to release this information; TCNJ will not be able to acknowledge your enrollment to any outside source (other than those in the student loan industry) such as potential employers or insurance companies nor publicly post your accomplishments such as the dean's list with the exception of the commencement bulletin. **This signed authorization is valid until a written request to rescind is received by the Office of Records and Registration.**

TCNJ considers the following Directory Information:

- | | |
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| Name | Enrollment Status |
| Hometown (City/State) | Dates of Attendance** |
| Campus Address (the physical address of students who reside on campus in a College owned and managed property) | Photograph |
| Degrees and Dates Awarded | Audiovisual Virtual Classroom Recording* |
| Honors and Awards Received (including Dean's List) | Previous Institutions Attended |
| Major(s) and Minor(s) Field of Study | Weight/Height of Athlete |
| Classification (FR, SO, JR, SR, GRAD) | Participation in Officially Recognized Activities and Sports |

*Audiovisual Virtual Classroom Recording refers to an audiovisual recording of an online class session made by an instructor (or instructor's designee) as set forth in the Remote Classroom Camera/Microphone Use and Recording Policy, which policy includes the restrictions on the making and use of such recordings, including limits on who may be provided access and how long the recording may be maintained.

**Period of time during which a student attended TCNJ (e.g., Academic year, a spring semester). Does not include specific daily attendance records or class schedule.

I hereby request that The College of New Jersey **not** release any Directory Information from my academic records. I have read the above paragraphs and understand the consequences of my action.

Student Signature Date

Please return this form to the
 Office of Records and Registration, Green Hall, Room 112
 or electronically to recreg@tcnj.edu

The College of New Jersey (TCNJ) Notification of Rights under FERPA

Pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA) TCNJ students will be notified of their rights annually via their TCNJ email account. Through the annual notification students are informed that FERPA permits the release of directory information without the prior written consent of the student. **However, it provides only that directory information *may* be released.** FERPA separates student information into two categories: non-directory and directory. Non-directory information are student records that cannot be released without a student's written consent (i.e. grades, GPA, SSN, class schedule etc.). Directory information are records that are considered public which **may** be released without consent by the College. **The College of New Jersey is not obligated by FERPA law to release directory information to any external party.**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day that TCNJ receives a request for access. Students should submit to the Executive Director of Records and Registration written requests that identify the record(s) they wish to inspect. The TCNJ official will make arrangements for access and notify the student of the time and place where records may be inspected. If the records are not maintained by the TCNJ official to whom the request was submitted, that official shall advise the student 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 is inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. The student should write the TCNJ official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her 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.
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. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the college in an administrative, supervisory, academic or support staff position (including campus police, campus health providers, and student employees); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official school committee such as the all-college academic integrity board; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. TCNJ considers the following as Directory Information and may release the following information upon request:

Name	Enrollment Status
Hometown (City/State)	Dates of Attendance**
Campus Address (the physical address of students who reside on campus in a College owned and managed property)	Photograph
Degrees and Dates Awarded	Audiovisual Virtual Classroom Recording*
Honors and Awards Received (including Dean's List)	Previous Institutions Attended
Major(s) and Minor(s) Field of Study	Weight/Height of Athlete
Classification (FR, SO, JR, SR, GRAD)	Participation in Officially Recognized Activities and Sports

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**Period of time during which a student attends or attended TCNJ (e.g. Academic year, a spring semester). Does not include specific daily attendance records or class schedule.

5. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

To prevent the release of the above referenced Directory Information, the student must file the Authorization to Withhold Directory Information form with the Office of Records and Registration.

6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by TCNJ 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, S.W.
Washington, DC 20202-4605