

Family Educational Rights and Privacy Act of 1974 (FERPA)

County College of Morris adheres to and annually informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This act was designated to protect the privacy of educational records. Under the Family Educational Rights and Privacy Act (FERPA), students have certain rights with respect to their education records. They are:

- 1) **The right to inspect and review the student's education records within 45 days of the college receiving a request for access.**
- 2) **The right to request the amendment of the student's education records where the student believes the record is inaccurate or misleading.**
- 3) **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent.**
- 4) **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.**

FERPA provides for the confidentiality of student records. County College of Morris reserves the right to release, or not to release, **directory information** at the discretion of appropriate college officials.

Directory Information

- Student name
- CCM email address
- Field of study
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance
- Degrees and awards received
- Enrollment status

Non-Directory Information

No information, other than that listed in the directory information (as outlined), will be released without a student's written consent **except** when prior written consent is not required by FERPA. The college must disclose educational records without written consent of students to those federal and state government agencies and officials provided by law.

NOTE: Information concerning applicants to the college **who have not yet enrolled** (not registered for classes) will not be released to anyone.

For more information, please contact the Records and Registration Office, 973-328-5200 or visit our web page at: <http://www.ccm.edu/admissions/recordsRegistration>