



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.



Center for Digital Design & Online Learning-D2L Privacy Statement

Center for Digital Design & Online Learning is committed to protecting the privacy of its students and to maintaining the confidentiality of student education records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). No information on student or faculty from the learning management system is shared with any third-party vendors. All content and information is housed in the LMS and University.

The official FERPA statement is available for student and public view through the www.felician.edu website.

Secure Login and Password:

Felician University issues each student a unique login id and password at the time of registration into the learning management system. Online and hybrid courses are housed within the D2L Learning Management System (LMS). Students and faculty access D2L using secure login id's and passwords. The combination of username and password identifies faculty and students to the system on each subsequent course visit. Students and faculty are instructed to safely secure their username/passwords and they accept responsibility for the security of their personal password after the first time they sign in.

D2L is a secure environment for faculty and students to post assignments, exams, and grades while ensuring privacy of individual student work. D2L is committed to maintaining system security. D2L's Privacy statement is available for student and public view from the D2L Website.

<https://www.d2l.com/legal/privacy/>

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