



The College of New Jersey

Section:	V.3.44
Title:	Graduate Admissions-Confidentiality Policy
Effective Date:	7/1/2012
Approved By:	Director of Graduate and Intersession Programs
Responsible Unit:	Graduate Studies: (609) 771-2300 graduate@tcnj.edu
History:	
Related Documents: http://recreg.pages.tcnj.edu/student-privacy-rights http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html FERPA Policy	

I. INTRODUCTION

The Office of Graduate Studies processes non-matriculation and matriculation application for all graduate level programs. Each application and its supplemental documents contain confidential information about the student. This information is used by faculty to make all admissions decisions.

II. DEFINITIONS

- A. Required Records: Can include the following - Official transcripts, essay, resume, letters of recommendation, field setting reports, copies of teacher certification, standardized test scores, application biographical information, payment information.
- B. End of the Admissions Cycle: Once the applicant's admission decision has been finalized and a letter has been sent.

III. POLICY

- A. The Office of Graduate Studies protects the privacy of all applicants by limiting access to their application to office staff, faculty, non-Graduate Studies employees of TCNJ officially involved with the admissions process. Once submitted, a student's application and all required records become the confidential property of TCNJ and are not returnable. The exception would be the waiver that appears on the Letter of Recommendation Form:

Waiver

The following waiver statement is provided in accordance with the Family Education Rights and Privacy Act of 1974. You may waive your right to inspect this recommendation by signing the statement at your own discretion. Should you decide not to sign, you would then have access to the recommendation when you enroll in the graduate school.

‘This is a confidential recommendation and will not be disclosed to me without the prior consent of the evaluator.’”

- B. After an application has been submitted, any changes to that application must be made in writing and must be emailed, faxed or mailed to the Office of Graduate Studies. Emailed requests for changes to an application must be submitted from the email address that was included on the official application.
- C. At the end of the admissions cycle the Office of Graduate Studies will image the documents included in the student file and will provide the original file to the faculty.

IV. RELATED DOCUMENTS

[Family Educational Rights and Privacy Act \(FERPA\)](#)

V. HISTORY