

Release of Academic Records for a Deceased Student

Ramapo College of New Jersey will release academic information related to a deceased current or former student or alumnus of the College only under certain circumstances in order to protect the confidentiality of the individual's academic information.

According to FERPA, the privacy interests of an individual expire with that individual's death. The Family Privacy Compliance Office (FPCO) of the federal Department of Education, however, has determined that the disposition of records held by an institution pertaining to a deceased eligible student is a matter of institutional policy and/or state law.

It is the policy of Ramapo College of New Jersey that the academic records of deceased students or alumni are closed and no records of deceased students or alumni will be released to third parties after the date of death, unless specifically authorized by the executor, administrator, or legal representative of the deceased's estate. The College may release records without such authorization should there be a need to conduct official College business.

The person requesting a deceased student's record must do so in writing to the Office of the Registrar and provide the following information:

- Student's name (and former names, if applicable)
- Student's date of birth
- Death certificate
- Executor statement or power of attorney in English
- Court order or subpoena, if applicable
- If there is a specific record they are looking to obtain, it must be specified in the written request (transcript, enrollment reports, etc.)

Unless required by law, final determinations regarding the disclosure of academic records of, or other information pertaining to, deceased students or alumni is at the discretion of Ramapo College of New Jersey. Ramapo College of New Jersey reserves the right to deny the request in whole or to release only part of the academic records that are requested.