

Safeguarding Student Information

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974—also called the Buckley Amendment—provides that colleges and schools may NOT release information about students or provide access to student records (with certain exceptions listed in the statute) without students' written consent. This law makes it possible for students to examine their records by making an appointment with the Registrar. Those who wish to see their student personnel records should contact the Dean of Students. Students who wish to challenge the contents of academic files should contact the Registrar. Those who wish to contest student personnel records should contact the Judiciary Board.

Based on the FERPA, Bloomfield College may release the following directory information without written permission of the student: name, address, telephone number, date and place of birth, class level, registered credit for the current term, major field of study, dates of attendance, degrees and awards received and participation in recognized activities and sports. The student may request that the directory information be kept confidential by filling out a form at the Office of Advising and Registration. Academic information, including grades, GPA and graduation information, can be discussed only with the student unless the student has signed a release giving permission to discuss this information with a third party.

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

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or to the appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College 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. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. 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 a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); 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; or a student serving on an official committee, such as a disciplinary or

grievance committee, or 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. 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. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Protection of Student Privacy

Five pieces of technology are used to ensure that student information is securely protected and student identity is verified each time a student accesses the myBloomfield Portal and Blackboard learning management system:

- (a) Ellucian Portal—single sign-on platform for myBloomfield Portal at Bloomfield College and securely hosted on NJEdge cloud server
- (b) WebAdvisor—secure, password-protected, web-based student information system hosted on campus
- (c) Colleague—secure, password-protected back-end of student and employee database hosted on campus
- (d) Blackboard—secure, password-protected, web-based learning management system, hosted and maintained on campus
- (e) Active Directory—separately maintained secure user account database hosted on campus

Bloomfield College uses Ellucian's Intelligent Learning Platform (ILP) to integrate Colleague and Blackboard. All users, including students taking online courses, are authenticated at myBloomfield Portal and then access the Blackboard learning management system. Users are verified through the Active Directory.

Users must use their individual login credentials (username and password) to access the Portal and Blackboard. Only authenticated and verified users can have access to their own personal and course information.

All users can change the password for their Portal account whenever they want/need after authenticating into the student database system. Before users are allowed to change their password, their identity is verified with a userID and current password.