

## What you need to know about the Family Education Rights and Privacy Act (FERPA)

FERPA is a federal law designed to protect the privacy of students' "education records." Congress enacted FERPA in response to concerns over public dissemination of information that is considered sensitive and private. The law reflected a desire to give the subjects of these records more control over them. Generally speaking, FERPA gives college students the rights to:

1. Control the disclosure of their education records to others;
2. Inspect and review their own education records; and
3. Seek amendment of their education records.

Education records are: (1) Directly related to a student; and (2) Maintained by an educational agency or institution or by a party acting for the agency or institution.

On Bard's campus, the Registrar's Office is responsible for maintaining these records.

Generally these rights belong to the student, although some exceptions exist (i.e., legitimate educational interest; safety considerations; request by parents/guardians of a dependent student). Students have the right to file a complaint with the U.S. Department of Education concerning compliance with FERPA and to prevent disclosure of any and all types of personally identifiable information (PII). Accordingly, if you are using a student's data in any way (e.g., using AI to check a student's essay for plagiarism), you should make sure that any PII is removed or obscured so the information being shared does not identify an individual student.

"Directory Information" is a subset of PII and may be disclosed without students' explicit permission. To prevent disclosure of Directory Information students must file a letter (with the Registrar) requesting that no information be released without the written consent of the student. Bard College has designated the following to include "directory information"

- Student's Name
- Bard College e-mail address
- Class/Level
- Major and Degree Program
- Degree Earned & Date
- Academic Honors and Awards
- Dates of Attendance

**FERPA TRAINING** - Bard offers an online FERPA training through Vector LMS: <https://bard-ny.vectorlmsedu.com>. To enroll in the training:

1. Log in at the link above with your Bard email address and password;
2. Click "Extra Training" on the left side of the screen;
3. Type "FERPA" into the search bar and click the course that shows up in the results;
4. On the course description page, select "Full Course;"
5. Accept the disclaimers and then start the course.

If you would like for the course to be assigned to you instead of manually enrolling, please fill out this Google Form: <https://tinyurl.com/bardferpa>

If you have any questions you can reach out to Lauren Gretina [lgretina@bard.edu](mailto:lgretina@bard.edu)

