
Revision Responsibility: Registrar
Responsible Executive Office: Provost and Dean of the College

Purpose:

To detail privacy protections for students participating in distance education.

Policy:

The Family Educational Rights and Privacy Act (FERPA, or the “Buckley Amendment”) of 1974 guarantees the privacy and confidentiality of all students, including students participating in distance education courses.

The privacy of distance learning students shall be addressed two-fold: 1) ensuring that the person logging in to course resources is the student registered for the course; and 2) ensuring that the person participating in the course is the student registered for the course.

To verify that the person logging in to the course is the student registered for the course, each online student shall be provided a unique username and password for accessing College resources, including, but not limited to, Course Connect, Major Portal, and email. Student identity shall be verified through Multifactor Authentication (MFA). Moreover, all distance courses shall be offered through Course Connect to ensure that all information is protected through the College’s security measures. Consequently, through the enhanced protection of MFA, the student shall be the only person with access to the student’s information.

To ensure that the person participating in the course is the student registered for the course, faculty shall require students to turn on their camera to ensure that the student participating is the student registered. Instructors shall confirm the identify of participating students by comparing participants to college-issued identification.