



Protection of Students Enrolled in Distance Education Courses at LaGrange College

FERPA

LaGrange College complies with all of the requirements of the Family Educational Rights and Privacy Act (FERPA). We are committed to protecting the privacy of a student's educational record regardless of delivery method. The Registrar is the point of contact for all FERPA related issues, and all employees are informed and trained of their responsibilities of unauthorized release of confidential records or information. Because an online environment creates a record of student activity, it is subject to FERPA privacy rights, unlike verbal exchanges in a physical classroom.

The Family Education Rights and Privacy Act (FERPA) affords certain rights to students with respect to their educational records. They include the right to review their educational records; request an amendment to the records; consent to or restrict disclosure of personally identifiable information; and file a complaint with the U.S. Department of Education concerning the College's alleged failure to comply with FERPA requirements. Copies of LaGrange College's policies and procedures for reviewing educational records and requests for amendment of the records may be obtained from the Registrar's Office at Banks Hall, 601 Broad Street, LaGrange, GA 30240. LaGrange College's FERPA Policy is available on pages 73 – 74 of the [LaGrange College Bulletin](#).

Identity Verification in Distance Learning Courses

The identity verification process for online courses protects student's privacy through the use of a secure portal, with a secure login and student-selected password.

Faculty Responsibility

Faculty and staff understand and carry out a commitment to confidentiality, integrity, and security to protect the privacy of students who participate in distance learning activities. Students' records are kept private by the instructor, except in cases where academic staff or administration access the course, with legitimate educational interest under FERPA guidelines.

In order to maintain course security and protect student privacy, faculty do not access or attempt to

access another employee's or student's account without proper authorization.

Student Responsibility

In order to maintain confidentiality, portal login passwords are generated by the student and the resetting of any password is completed through contact with authorized LaGrange College IT staff (support@lagrange.edu or call 706.880.8000). It is the student's responsibility to keep their password confidential.

Only work submitted to open forums, like discussion boards, can be accessed by other students; other assignments, grades and correspondence are not viewable by other students.

Proctored Examinations

Students engaged in distance courses that incorporate timed, written exams may be required to engage the services of a proctor for the purposes of verifying their identity and maintaining the integrity of the exams. Students are responsible for locating a legitimate proctor in their local region as well as expenses associated with the use of that service. Students may choose to make alternate testing arrangements with their professors on the LaGrange College campus or appointments for the proctoring of an exam, free of charge, at the LaGrange College SOURCE Center (source@lagrange.edu or call 706.880.8000).