

WGTC – School of Distance Learning

FERPA Privacy Information for Online course options

The Family Educational Rights and Privacy Act ([FERPA](#)) is a federal law that requires colleges to (1) give students access to their education records, and (2) keep personally identifiable education records confidential with respect to third parties.

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 academic dean (School of Distance Learning) and WGTC Angel point of contact staff have access to all online courses and the achieved course documents to carry out their job duties.
- When students submit information electronically (via ANGEL), the information is accessible to the faculty teaching the section.
 - If the work is submitted via WGTC email, the information is accessible to the faculty and computer system administrators
- In all online courses, discussions postings and some student work are accessible to students in class
 - Postings and student work do not contain grades or evaluative comments of the faculty
 - Students are informed about the [online delivery](#) on WGTC website
 - They are required to post an introduction and the syllabus outlines the discussion post requirement as a course work and as attendance requirement
 - The posted work is available only to members of the class
- Third Party (online labs, textbook specific online course content)
 - Students are instructed to buy the online resources with their textbook purchase (Traditional and online courses use the same book)
- In case of students posting a message or blog on any social media site (WGTC twitter, Facebook), students may not be protected by FERPA if the student submission is not assigned as a part of academic endeavor. The consent to the blogs as a part of academic endeavor is voluntary and student needs to be given other options to submit the work.