

Student Privacy

Annually, Coastal Alabama Community College informs students of the Family Educational Rights and Privacy Act of 1974. This Act, with which the institution fully complies, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Also, students have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act. Questions concerning the Family Education Rights and Privacy Act may be referred to the office of the Registrar.

In order to protect the privacy of students enrolled in distance and correspondence education courses or programs, the faculty will not publicly post any grades or personal information for any student.

Grades must be posted securely, visible only by each individual student, in his/her password-protected student grade book.

To further protect the privacy of students, all faculty must contact students using the secure communication system in the learning management system or through the College provided email accounts for both faculty and students. Students can view their entire communication history in their learning management system inbox. As with any other password protected email account, other individuals cannot access or view the message history.