

STILLMAN COLLEGE		
Policy Name: PRIVACY PROTECTION FOR ONLINE STUDENTS		Approved by President
College Division: Institutional Effectiveness	Date Established: 5/22/18	
Date Revised:	Date Removed:	

Policy Statement:

Stillman College defines an Online Student as a student who is receiving all or part of their instruction in a location that is not the same as the location of the instructor. Student identification is initially established as the student is admitted to Stillman via required official transcripts and state-issued photo-identification cards. Once admitted, the student is assigned a unique seven-digit student identification number (SID). The student’s first and last name are incorporated into a username (e.g. Jane.Doe), which provides access to Canvas and Stillman Email systems. The initial password for these systems consists of the student initials and the entry term and year (e.g. JDSummer2018). As students log into either the Email or Canvas site, they are prompted to reset their password to further protect their login credentials. The student identification numbers, usernames, and passwords for all students are maintained on the college’s Colleague Administrative software, which in turn is only accessible by appropriate personnel through a secure password-protected login system thereby protecting the privacy of students in general and online students specifically. Students are responsible for protecting their SID, username, and password and sharing of this information with other individuals violates the Academic Dishonesty Policy.

Procedures for Implementation:

Final admission to Stillman College requires a valid state-issued photo-identification card to document the identity of the student. The initial verification carries no cost for the student. Once admitted, students are issued a seven-digit student identification number (SID), which is generated within the Colleague Administrative software. The Information Technology Department then generates usernames and passwords for secure login to all college technology accounts (Canvas, Email, etc.). All personally identifiable information is stored on secure servers, which can only be accessed through a password-protected login system. Students must present their Student Identification card when requesting any academic or financial records.

Publication of Policy and Procedure:

The Privacy Protection for Online Students Policy and Procedures are published on the College’s website and in the Student Handbook.

Compliance:

Compliance with the policy is mandated and failure to comply with or follow this policy may result in disciplinary action up to and including expulsion from the College.