MCAD FERPA Reminder – Hybrid and Online Instruction

In General
It's important to know that the college maintains our FERPA policies and the security of student academic records, whether instruction occurs in a face-to-face, hybrid, or online environment. Directory and non-directory information definitions and existing FERPA permission policies always apply. Please feel free to contact Records at records@mcad.edu with any FERPA-related questions.

Communication
When using email, communicate with students through their mcad.edu email address rather than through another personal email address. This email is protected by FERPA and helps us verify the student's identity. It is imperative that we are using the student's college account when having conversations about registration-related items as well as any discussion about their educational record, including matters related to their learning. Additionally, staff and faculty should only be using their MCAD email accounts when working with students. This is true at all times.

Education Record Definition
Education records are those that are directly related to the student and that are maintained by the institution. This includes items in myMCAD/Jenzabar, Canvas, assignments, and grades. If you are conducting a class synchronously and making a recording of the class, that becomes a part of the student's education record. See the FERPA resources on the Records Intranet page at intranet.mcad.edu/department/records-office for more information about how information is protected under FERPA.

Any distance learning environment should be treated just as face-to-face instruction would be handled. Students are expected to actively participate as outlined by the syllabus and students cannot expect anonymity through distance instruction. With limited exceptions for public presentations or engagement, whenever possible, access to any class recordings or materials should be limited to those enrolled in the section.

Forms, Processes, and Documentation
Most registration and other academic forms are available on myMCAD or on the Records Intranet page. Select forms are not posted publicly but can be provided upon request. Please contact Records at records@mcad.edu if you do not see a form that you need. Please also use the existing forms whenever possible. For processes that do not currently have a designated form, Records will accept emails copying the student, Records, and the individual responsible for approving any registration or other academic changes. In most cases, this third individual is the department chair or program director.

Advising and registration remain available as normal on myMCAD.

Records continues to request, collect, and maintain all documentation related to student record changes as usual.

Communication of Grades
Faculty should use Canvas for posting and communicating ongoing grading information to students. For official midterm and final grading, use myMCAD as usual. Canvas and myMCAD are the platforms that the college supports for grading and student access to grade information.

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