



Christendom Graduate School of Theology  
**Procedures to Protect the Privacy of Online Students**

The Graduate School's procedures which ensure and protect the privacy of online students are as follows:

1. Registration for online courses is securely received at the Graduate School office via our Populi platform or the USPS.
2. The only staff members who see this registration information are the Administrative Assistant to the Dean and the Registrar/Business Officer.
3. Social Security numbers are not asked for as part of the registration process. Those Social Security numbers received with the application to the MA program are kept in the students' files under lock. Social Security numbers are used only for tax reporting purposes (1098 forms).
4. When the Registrar has finished processing the registration, he or she emails the student's name, course, and email address to the virtual-classroom manager, who enters the student in the appropriate course(s), creates a unique username and password, and sends this information to the student via email. This email also encourages the student to change this password to protect his or her privacy further.
5. During the course, the IT Support Officer gives access to the classroom (and thus to the students' work and grades) only to the professor of the course and to the Dean of the Graduate School.
6. Once the Registrar has received a grade for the student from the professor, the Registrar instructs the IT Support Officer to remove that student from the course.