

Webber International University

Florida and North Carolina Campuses

Distance Education: Protecting Student Privacy	Approved: January 19, 2012
	Approved By: Joint Institutional Planning Committee Florida Faculty: April 28, 2014 North Carolina Faculty: May 9, 2014
FR 4.8.2	Reviewed & Reaffirmed: August 1, 2017

Reference

FR 4.8.2: An institution “has a written procedure for protecting the privacy of students enrolled in distance and correspondence education courses or programs.”

Policy

It is the policy of Webber International University, at all campuses/locations, that the privacy of students enrolled in distance and correspondence education courses or programs shall be protected.

Procedure

1. The privacy of student records will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA). The University will ensure that any contracted service providers involved the delivery of online courses are in compliance with FERPA guidelines, and are contractually obligated to meet them.
2. Students will submit course assignments within the password-protected learning management system designated for the course.
3. Student postings to discussion boards, chat rooms, and class forums shall be accessible only to members of the class and the instructor.
4. Grades for discussion board participation and written assignments are confidential, and are only accessible by the individual student and the instructor.

Implementation responsibility: Academic Affairs

Policy review cycle: At least every three years

Compliance: Mandatory