

Webber International University

Florida, North Carolina, and South 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
Standard 10.6b (FR 4.8.2)	Reviewed & Reaffirmed: March 4, 2014 July 20, 2021

Reference

Standard 10.6b: An institution that offers distance or correspondence education “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, the instructor, and appropriate online facilitators and administrators.
4. Grades for discussion board participation and written assignments are confidential, and are only accessible by the individual student, the instructor, and appropriate members of campus administration.

Implementation responsibility: Academic Affairs

Policy review cycle: At least every three years

Compliance: Mandatory