

Lincoln Memorial University

Distance Education Policy and Procedures for Protecting Student Privacy

Reference: SACS- Commission on Colleges **Federal Requirement 4.8.2**

The Principles of Accreditation: Foundations for Quality Enhancement states, “Implicit in every Federal Requirement mandating a policy or procedure is the expectation that the policy or procedure is in writing and has been approved through appropriate institutional processes, published in appropriate institutional documents accessible to those affected by the policy or procedure, and implemented and enforced by the institution.”

Federal Requirement 4.8- An institution that offers distance or correspondence education documents each of the following:

4.8.2 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 Lincoln Memorial University to ensure that the privacy of students enrolled in distance education courses or programs shall be protected.

Procedures

1. Privacy of student records will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA). Lincoln Memorial University will ensure that it is in compliance with all FERPA guidelines. Should the University use any service provider for the delivery of online courses, that provider will be contractually obligated to meet FERPA guidelines.
2. Students will submit course assignments within the password-protected learning management system designated for the course in which they are enrolled.
3. Student postings to discussion boards, chat rooms, and class forums shall be accessible only to members of the class, the course instructor(s), and anyone

specifically authorized by a course instructor if such authorization is for pedagogical/assessment purposes. (The President, a Vice President, Academic School Deans and Program Directors may access discussion boards, chat rooms, and class forums for evaluation/assessment purposes.)

4. Grades for discussion board participation and written assignments are confidential, and are only accessible by the individual student and the course instructor(s), and anyone specifically authorized by a course instructor if such authorization is for pedagogical/assessment purposes. (The President, a Vice President, Academic School Deans and Program Directors may access discussion boards and written assignments for evaluation/assessment purposes.)
5. Online student examinations shall be accessible only to course instructor(s) and anyone specifically authorized by a course instructor if such authorization is for pedagogical purposes. (The President, a Vice President, Academic School Deans and Program Directors may access examinations for evaluation/assessment purposes.)
6. Material from online courses used for curriculum/course/program assessment/evaluation purposes will be reviewed by course instructors and Academic School Deans to ensure that it does not include the identity of individual students.
7. Personally identifying information of student, regardless of whether it is kept by LMU or a service provider, shall be kept in an encrypted format with at least 128kb encryption methods.

Approved by Academic Council: 02-23-2012

Approved by President and President's Cabinet: 03-05-2012

Effective: 03-05-2012