



UNIVERSITY OF
SOUTH CAROLINA


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Item FR - 4.8.2

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Written Procedure for Distance and Correspondence Education Student's Privacy

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. (**Federal Requirement 4.8.2**)

Judgment

Compliant Non-Compliant Not Applicable





Narrative

The university applies the same privacy policies for distance education students as it does traditional, face to face students. Written procedures are distributed by the Office of the Registrar and are consistent with the Family Educational Rights and Privacy Act (FERPA), a federal privacy law that gives students certain protections with regard to their education records, such as grades, transcripts, disciplinary records, contact and family information, and class schedules. The University of South Carolina Columbia has written procedures for protecting the privacy of students enrolled in distance education courses or programs. The University complies with FERPA, the South Carolina Family Privacy Protection Act of 2002, and the USC system policies and procedure (ACAF 3.03 and UNIV 1.50) to ensure student record confidentiality. The University of South Carolina Columbia does not offer correspondence classes.

Upon admission to the University, students have access to policies regarding student privacy (FERPA) in the University Bulletin and on the Registrar webpage. As part of each new student orientation session, both students and their parents are presented with information on FERPA and the University of South Carolina Columbia's compliance related with policies.

Additionally, all faculty and staff who access individual student information are required to read a FERPA tutorial and then take and pass an online FERPA quiz before being given access to course rolls or the student database (Banner®). After passing the quiz, the individual must print out and sign the Banner Account Request Form, a document certifying understanding of the law; this document is then signed by the employee's supervisor and uploaded into the DAPS System for processing. All faculty and appropriate staff must retake the quiz annually to ensure continued understanding of the law.

Sources

-  ACAF 3.03
-  Banner Account Request Form
-  SC Family Privacy Protection Act of 2002
-  UNIV 1.50