

ADMINISTRATIVE DIVISION Enrollment Management		POLICY NUMBER 523
POLICY TITLE Distance Education Student Privacy		
DATE OF REVISION AUGUST 5, 2025		
RESPONSIBLE OFFICER University Registrar		ADMINISTRATIVE OFFICE Registrar's Office

PURPOSE

This policy establishes standards regarding applicability of student privacy policies and procedures as it relates to distance education.

DEFINITIONS

Course/Program Modality: Academic courses and programs are identified based upon the delivery method(s) used to satisfy the total number of required credit hours. Courses and programs can be delivered 1) face-to-face—in a traditional classroom setting with the instructor is in the same room at the same time as the students, 2) through distance education, which involved the use of technology to facilitate learning (including applicable integration of internet, streaming video, web conferencing, etc.), or 3) in a hybrid format—a combination of face-to-face and distance education.

Student: A person who is admitted, enrolled or registered for study at the University of South Carolina Beaufort for any academic period, is participating in any university-sponsored academic or preparatory program and/or resides in a University of South Carolina Beaufort residence facility.

- A person is considered a student during any period that follows the end of either the spring or fall semester that the student has completed until the last day for registration for the next semester.
- A person is considered a student while under suspension from the university until the student misses a major term (fall or spring).
- A person is considered a student while attending or participating in any activity prior to the beginning of a semester, including, but not limited to, fraternity or sorority recruitment, orientation, placement testing and residence hall check-in.

POLICY STATEMENT

The University of South Carolina Beaufort (USCB) is committed to the protection of student privacy, regardless of the modality of students' course(s) or program(s). All federal, state, USC system, and institutional requirements, policies, and procedures related to student privacy apply to all students, regardless of the student's course/program modality.

To protect the privacy of all students, , USCB complies with the Family Educational Rights & Privacy Act (FERPA) of 1974 for students engaged in face-to-face, distance, and/or blended course/program modalities. USCB informs students through multiple avenues about privacy protection including, but not limited to, the University Bulletin, the USCB website, and the USCB Orientation processes. This information is disseminated to all students, regardless of course/program modality.

PROCEDURES

- A. Upon enrollment, students, regardless of their course/program modality, are assigned a unique student identification (ID) number. This student ID is their unique identifier for the remainder of their academic career. Students are also issued a unique username and email address at the “@uscb.edu” domain. Students utilize these unique identifiers and create passwords to access systems such as Self-Service Carolina and Blackboard. Student IDs and email addresses are never duplicated. There is no identifier in the student ID or email address to indicate a student’s course/program modality. Passwords are created by the student and must be changed every 6 months.
- B. USCB has multiple systems, including Internet Native Banner (INB), Cognos Datawarehouse, and DegreeWorks, that require faculty and staff to submit request forms to gain access. These request forms document their understanding of student privacy, as well as their agreement to abide by all federal, state, USC system, and institutional policies and procedures relating to student privacy, before gaining access. These forms are applicable to all student information, regardless of the student’s course modality.

RELATED UNIVERSITY AND STATE POLICIES

[University Policy ACAF 3.03](#) (*Handling of Student Records*)

[University Policy UNIV 1.51](#) (*Data and Information Governance*)

[University Policy UNIV 1.52](#) (*Responsible Use of Data, Technology, and User Credentials*)

[University Policy IT 3.00](#) (*Information Security*)

HISTORY OF REVISIONS

August 5, 2025	Policy Created
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