



FR 4.8 | Distance and Correspondence Education

An institution that offers distance or correspondence education documents each of the following:

4.8.1

demonstrates that the student who registers in a distance or correspondence education course or program is the same student who participates in and completes the course or program and receives the credit by verifying the identity of a student who participates in class or coursework by using, at the option of the institution, methods such as (a) a secure login and pass code, (b) proctored examinations, or (c) new or other technologies and practices that are effective in verifying student identification.

Compliance Finding: IN COMPLIANCE

Narrative:

The University of South Carolina Beaufort (USCB) has systems in place to verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives the credit. USCB utilizes the USC system-wide login and pass code security system to verify that the student who registers in a distance education course or program is the same student who participates in and completes the course or program. USCB does not offer correspondence courses.

USCB's secure data management infrastructure is comprised of four main systems, each requiring independent logins created and maintained by students. These systems consist of (a) network login (wired/wireless); (b) Banner® student intranet data system accessed through the [One Carolina portal](#); (c) Blackboard® course content management system; and (d) Microsoft® Outlook Live student email system. Each of these systems, working in tandem, provides

assurance of network security including student identity. Students can view their IDs and [change passwords](#) via the One Carolina portal only if they know their current password or identifying information.

The USCB Registrar is responsible for ensuring compliance with student identity security policies and procedures. The [Honor Code in the USCB Student Handbook](#) requires students to “conduct all academic work within the letter and spirit of academic honesty, which prohibits giving or receiving unauthorized aid in the academic process”. This prohibits students from allowing another individual to access or complete their online coursework.

Blackboard®, the platform for delivering all USCB course content material, meets or exceeds standard mass notification [security requirements](#). Specifically, Blackboard® course access requires a unique login and password for all users, and only students registered for the course can access the content. The “Course Statistics” feature tracks when items are viewed.

Supporting Documents

1. [One Carolina portal](#)
2. [Password Change Link](#)
3. [USCB Student Handbook—Honor Code](#)
4. [Blackboard Security Requirements](#)

4.8.2

has a written procedure for protecting the privacy of students enrolled in distance and correspondence education courses or programs.

Compliance Finding: IN COMPLIANCE

Narrative:

The University of South Carolina Beaufort (USCB) 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 USC system policies and procedures ([ACAF 3.03](#) and [UNIV 1.50](#)) to ensure student record confidentiality. [USCB policy](#) states that student record confidentiality policies and procedures specifically apply to students enrolled in distance education courses. The USCB Registrar ensures protection of distance education students' privacy through the data/system safeguards detailed in UNIV 1.50. USCB does not offer correspondence classes.

Upon admission to the University, students have access to policies regarding student privacy (FERPA) in the [University Bulletin](#), on the [USCB Registrar webpage](#), and in the [USCB Student Handbook](#). As part of each new student orientation session, both students and their parents are given a [presentation on FERPA](#) and USCB's compliance with related policies.

Additionally, all faculty and all staff who access individual student information are required to 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 forwarded to the USC system Registrar for processing. All faculty and appropriate staff must retake the quiz annually to ensure continued understanding of the law.

To assist departments in ensuring that the privacy of students enrolled in distance education courses or programs is protected, the Registrar makes available a [security and confidentiality self-audit](#) for offices accessing student records.

Supporting Documents

1. [SC Family Privacy Protection Act of 2002](#)
2. [ACAF 3.03](#)
3. [UNIV Policy 1.50](#)
4. [Student Record Confidentiality Policy](#)
5. [University Bulletin—FERPA](#)
6. [Registrar's Webpage—FERPA](#)

7. [USCB Student Handbook—FERPA](#)
8. [Orientation FERPA Presentation](#)
9. [FERPA Quiz](#)
10. [Banner Account Request Form](#)
11. [Security and Confidentiality Self-Audit](#)

4.8.3

has a written procedure distributed at the time of registration or enrollment that notifies students of any projected additional student charges associated with verification of student identity.

Compliance Finding: IN COMPLIANCE

Narrative:

The University of South Carolina Beaufort (USCB) currently has no additional student charge associated with verification of student identity. If an additional charge for verification of student identity were to be considered, it would have to be approved by the USC Board of Trustees and communicated on the [USCB Bursar's webpage](#) prior to implementation. Based on [USCB Policy](#), an additional charge for verification of student identity would have to be communicated to students at the time of registration or enrollment.

Supporting Documents

1. [USCB Bursar's Webpage](#)
2. [USCB Policy: Charges Associated with Verification of Identity](#)