4.8.2

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.

Judgment			
¥	Compliant	☐ Non-Compliant	☐ Not Applicable

Narrative

Note: Text for all linked documents below can be increased/decreased for ease of reading by pressing your keyboard's Ctrl key while rotating the mouse wheel.

Angelo State University protects the privacy of all students and their education records and complies with federal and state guidelines regarding information security whether students are enrolled in distance education courses or attend class on campus. ASU offers no correspondence courses.

Unless otherwise provided, all policies, standards, and guidelines for on-campus instruction apply to programs delivered via distance education (ASU OP 04.11, Distance Education, Section 3.a). Institutional policies and procedures governing the management and security of information resources are defined in ASU OP 44.00, Information Technology Operating and Security Policy. Institutional policies and procedures governing the management and security of protected information of faculty, staff, students, and other constituents and affiliates of the university are defined in ASU OP 44.01, Security and Management of Protected Information. In addition, ASU abides by the Family Education Rights and Privacy Act (FERPA) in protecting the confidentiality of student records and information. Students are informed about FERPA and their rights via an email sent out to enrolled students during each long semester. Information about FERPA and ASU's processes for complying with its provisions is also published in the student handbook (ASU Student Handbook 2011–2012, pp. 9–11) and on the institutional website (FERPA home page with links to an overview of FERPA rights, a Faculty and Staff FERPA page, and a resource page of frequently asked questions). The student handbook, ASU OP 44.00, and ASU OP 44.01 are also available on the ASU website.

For additional information regarding ASU policies and procedures governing the confidentiality of student information, please see Comprehensive Standard 3.9.2, Student records.