



Policy Title: Distance and Online Learning Student Information

Policy Number: BUAA 205

Date Issued: March 3, 2022

Responsible Executive: Provost

Date Last Revised: March 3, 2022

Responsible Office: Professional Education

Distance and Online Learning Student Information

Policy Statement

Baylor University (the “University”) takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education offerings by verifying student identity, protecting student privacy, and notifying students of any additional charges associated with enrollment in distance education courses.

Reason for the Policy

The U.S. Department of Education (USDE), the Council for Regional Accrediting Commissions (C-RAC), and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) have established regulations, policies, and guidelines for institutions with distance and online educational offerings.

Individuals/Entities Affected by this Policy

Academic Affairs Division, Faculty, Operations Finance and Administration Division, Information Technology Services, and Students

Exclusions

NONE

Related Documents and Forms

University Policies and Documents

[BU-PP-025 Technology Usage Policy](#)

[BU-PP 026 Directory Information Use](#)

[BU-PP 029 Handling of Confidential Information](#)

[BU-PP 042 Privacy Policy](#)

[BU-University Policy on Education Records for the Family Educational Rights and Privacy Act \(FERPA\)](#)

[BU-Password Policies](#)

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Other Documents

Accreditation Policies:

[SACSCOC Guidelines for the Evaluation of Distance Education \(9-Integrity of Online Offerings\)](#)

[SACSCOC Policy on Distance and Correspondence Education](#)

[SACSCOC Principle 10.6 Distance and Correspondence Education](#)

Federal Regulations:

Title 34 CFR 602.17(g) Requirements for Institutions that Offer Distance Education

Title 34 CFR 99 Family Educational Rights and Privacy (FERPA)

Forms and Tools

Forms and tools are available at <https://its.web.baylor.edu/solutions>.

Definitions

These definitions apply to terms as they are used in this policy.

Correspondence Education Course	Courses in which students and instructors are not in the same physical locations and in which instructional materials and learning assessments (such as examinations, assignments, creative works, etc.) are delivered electronically or by mail. Interaction between instructor and student is limited, is not regular and substantive, and is primarily initiated by the student. Courses are usually self-paced within limits.
Distance Education	A method of delivery in which 50% or more of instruction occurs when students and instructors are not in the same physical location. It includes synchronous (live or in real-time) and asynchronous (not live or in real-time) instruction.
Learning Management System (LMS)	An online software application or platform for the administration, design, delivery, assessment, tracking, and reporting of educational courses.
Multi-factor Authentication	A security technology that requires multiple methods of authentication from independent categories of credentials to verify a user's identity for a login or other transaction.
University Approved Software Systems	Any software system or service that has been approved through the university security review process.

Contacts

Subject	Contact	Telephone	Office email/web site
Approved Software Systems	Jon Allen ITS Chief Information Officer	254.710.4793	jon_allen@baylor.edu
Student Data Privacy	Jon Allen ITS Chief Information Officer	254.710.4793	jon_allen@baylor.edu

Responsibilities

Information Technology Services (ITS)	Provides oversight for student information systems login, multifactor authentication, and security reviews for proposed software systems.
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Library & Academic Technology Services (LATS) Learning Systems	Provides oversight of Learning Management System (LMS) and other approved instructional technologies for distance education.
Office of the Registrar	Provides oversight for FERPA data concerns and requests for student records. Publishes course fees to the schedule of classes.
Office of the Provost	Reviews requests for the use of learning management system data.
Office of General Council (OGC)	The Chief Privacy Officer reviews security issues with HIPAA, FERPA, and other applicable data privacy laws and regulations.
Faculty	Responsible to use university approved systems for delivery of distance or correspondence education courses. Responsible for seeking approval of proposed systems and any related course fees for identity verification related to such systems so they can be published to the schedule of classes.
Students	Students are responsible for providing complete and true information about themselves in all identity verification processes, in compliance with Baylor's Information Security Policy.

Principles

- Student Identity Verification in Distance Education Courses. The University ensures 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.
- Protection of Student Privacy in Distance Education Courses. The University has a written procedure for protecting the privacy of students enrolled in distance and correspondence education courses or programs.
- Required Notifications to Students Enrolled in Distance Education Courses. The University ensures that students are notified, in writing at the time of registration or enrollment, of any projected additional student fees associated with verification of student identity.

Procedures

- 1) Student Identity Verification in Distance Education Courses.
 - a) Baylor assigns students a unique information system login (Bear_ID) upon admission to Baylor. Students must create secure passwords and must use these secure credentials to access campus systems where identity verification is necessary using multi-factor authentication.

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- b) Students must authenticate their Bear_ID and password each time they access their distance education courses hosted on the University's learning management system (LMS), approved third party proctoring services, and other University approved technology systems used to support distance education. Multifactor authentication is used to ensure that passwords are not compromised and to further strengthen the identity verification process.
- 2) Protection of Student Privacy in Distance Education Courses.
- a) Baylor provides written procedures for protecting the privacy of all University students, including those enrolled in distance education courses and programs, as outlined in Baylor's FERPA and Information Security policies. In addition, written procedures regarding the terms of privacy for the LMS are published on Baylor's website. Pursuant to Baylor's Privacy Policy, student information access will be limited internally to those with a business or educational need, and student information will not be released or sold to third parties without the express written permission of the student.
 - b) Faculty are required to use University-approved systems for all University-related academic business as outlined in Baylor's Technology Usage Policy (BU-PP-025).
- 3) Required Fee Notifications to Students Enrolled in Distance Education Courses.
- a) If applicable, access fees to University approved technology systems are typically included in tuition costs and are not charged in a separate fee.
 - b) There are a few courses that have course level fees that must receive institutional approval, and they are posted on the schedule of classes.