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**Review:** Annually

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## POLICY

Bethel University protects students' rights to privacy who are enrolled in distance education programs or courses. Students enrolled in Bethel University's distance education programs are issued a secure username and password by the Director of Information Technology or designees. Students must:

- log in to the learning management system in order to complete and submit student work;
- exclusively use secured Bethel University email or the internal messaging system in the learning management system for all messages to the University and its faculty that pertain to University business;
- submit assignments only through the learning management system or through Bethel University email accounts; and
- comply with the University's FERPA policy regarding work submitted as part of group discussions or projects.

Faculty and staff must:

- communicate with students through secure means such as the learning management system or University email accounts; and
- accept student work only through secure methods such as the learning management system or University email accounts.

Bethel University does not currently charge any fees associated with identity verification or privacy. Should that change in the future, current students will receive 90 days advance notice and new students will be notified upon enrollment.

**MONITORING**

Academic Deans monitor faculty enforcement of the policy; supervisors monitor support staff. Violations are reported to the Vice Presidents.

**RESPONSIBLE PARTIES**

Director of Information Technology, faculty, students, and support staff

**PUBLICATION**

This policy is posted on the University's website and learning management systems sites; students are notified of the user name and password via email.