

PROCEDURE LIT.9.08.01
PRIVACY AND THIRD-PARTY ACCESS IN DISTANCE EDUCATION

SCOPE: Faculty, Staff, and Students

1. All courses and programs offered through distance learning methods must not permit access to or release of any confidential student information to any third parties without written consent of the student other than to the following:
 - 1.1. LIT officials and staff who have legitimate educational interests.
 - 1.2. Officials of other schools to which a student has applied for admissions or plans to enroll.
 - 1.3. Federal, state, or local officials as defined by the law.
 - 1.4. Accrediting organizations when conducting accrediting functions.
 - 1.5. Parents of a dependent student (according to the Internal Revenue Service code).
 - 1.6. The courts, in compliance with a subpoena or judicial order, once the college has made a reasonable effort to contact the student.
 - 1.7. Appropriate emergency contacts as defined by the student if the requested information is necessary to protect the safety or health of the student or other individuals.
 - 1.8. Appropriate external parties, such as law enforcement agencies, in order to investigate and respond to suspected violations of law or LIT policy.

Any such disclosures shall comply with all applicable laws and LIT policies.

2. Electronic student submissions should not be accessible to anyone other than the student and the LIT employee who needs the electronic submission to carry out his/her duties. This group of employees would usually include the instructor, administrators or staff approved by the Office of Instruction, and learning management system or e-learning administrators. For student work to become available to a third party, the student must give permission through a written, signed consent. The consent is voluntary, and a student may decline. If a student declines to give consent, the student cannot be denied any academic opportunity or privilege, or suffer any adverse consequences as a result.
 - 2.1. NOTE: If students are trading documents or projects for peer review, FERPA does not apply until the work is collected and recorded by the instructor.
3. Third-party Hosting: Personal information collected is not disclosed to third parties unless the third party is an intuitionally-authorized provider of services. Users of these services are subject to the privacy polices established by the third-party provider. The contracted party and LIT will comply with all local and federal laws regarding privacy and security information. For example: LIT currently contracts the hosting of a campus-wide learning management system.

Related Policies: LIT.9.08 Distance Education

Relevant Forms/Documents:

Relevant TSUS Policies/Forms/Documents:

Relevant Statutes: Family Educational Rights and Privacy Act

Relevant SACSOC Standards: 10.1, 10.6

Document History:

Adopted:

Reviewed: June 2026

Revised: July 2024