

# SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

## Policy Manual

**SUBJECT:** Maintenance of Student Records

**NUMBER:** Policy II-7-1 (Formerly Policy III-7)

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South Dakota School of Mines and Technology (SDSM&T) will comply with the provisions of The Family Educational Rights and Privacy Act (FERPA, also known as the Buckley amendment) of 1974. Enacted in 1974 and revised regularly, this federal legislation governs the privacy of student records. The most recent revision was December 2008.

The two original purposes of the Buckley Amendment were to provide for the discreet maintenance of school records and for the privacy of student information. This policy deals with the implementation of the Buckley Amendment on the SDSM&T campus.

The Buckley Amendment protects the privacy of students from the indiscriminate collection, maintenance, disclosure, and release of personally identifiable student information, including information regarding student status or performance. There are no restrictions on the release of directory information, provided that students are advised in advance of the definition of directory information and are permitted to restrict the release or disclosure of such information.

The president will be responsible for ensuring that the institution is complying with the Buckley Amendment.

1. Directory information is defined by federal legislation in the Code of Federal Regulations (34 C.F.R. 99.3) and refers to information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height in the case of athletic team membership, dates of attendance, degrees and awards received, and the most recent educational agency or institution attended. A student ID number may also be considered directory information as long as the number cannot be used to gain access to educational records except when the ID number is used in conjunction with one or more other factors to authenticate the student's identity
2. The student's written approval is required before granting access to or releasing education records to a third party, except in the case of directory information. Such approval is not required in the case of those agencies exempted by federal law, or in response to parent requests as permitted by FERPA. This rule applies to students who are currently enrolled at SDSM&T and to those who no longer attend.
3. Each department head will require students' written approval before releasing, orally or in writing, personally identifiable information, such as recommendations, transcripts, and any other academic information, and will advise members of their staffs not to

communicate such information, orally or in writing, without first receiving a student's consent to do so.

4. The university will annually notify students of their rights under the Family Education Rights and Privacy Act. Such notification will include a statement of the right to inspect his own educational record, to amend inaccurate or misleading information, to challenge records they consider inaccurate and to file complaints of noncompliance with the Family Policy and Regulations Office, U.S. Department of Education.
5. The Registrar and Academic Services office will develop and implement procedures for mandated institutional record keeping and will ensure that all areas responsible for student records maintain appropriate logs of requests for information other than directory information.

**SOURCE: Office of the Vice President, July 1992; Office of the Provost, Sept. 2004; Office of the Provost, Dec. 2009**

**BOR Reference: Policy 3:5**