

# SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

## Policy Manual

**SUBJECT: Maintenance of Student Records**

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

**REVISED: August 2022**

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South Dakota Mines (Mines) 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.

<https://studentprivacy.ed.gov/node/548/>

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 Mines 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, if 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 student name, address, date and place of birth, telephone number(s), email address, major and field of study, class year (FR, SO, JR, SR, Graduate), enrollment status (undergraduate or graduate; full or part time), dates of attendance, degrees conferred, awards and honors, most recent institution attended, photographs, participation in officially recognized activities and sports, and height and weight of student-athletes.
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 Mines 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 Office of the Registrar 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.

**Revision History: Office of the Vice President, July 1992; Office of the Provost, Sept. 2004; Office of the Provost, Dec. 2009; Office of the Provost, May 2021; Office of the Provost, Aug. 2022.**

**BOR Policy/Committee References: Policy 3:3:1**