

FERPA Policy

Responsible Administrative Unit: Registrar's Office **Policy Contact:**

Records created and maintained by a law enforcement unit of the educational institution that were created for a law enforcement purpose.

Records relating to individuals who are employed by the institution, provided the Student is not employed as a result of his or her status as a Student. If being a Student is part of the job description and requirements for employment (e.g., a work-study, graduate teaching assistant/graduate research assistant position), then any employment Record concerning the Student who holds that position is included in the Education Record and is covered by FERPA.

Records relating to a Mines Student which are:

1. Created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional, acting in his/her professional capacity or assisting in a paraprofessional capacity or assisting in a paraprofessional capacity.
2. Used, made or maintained solely in connection with the provision of treatment to the Student.
3. Not disclosed to anyone other than individuals providing such treatment.

Personally Identifiable Information (PII) means any information that can identify a person, directly or indirectly, by an identifier. The term includes, but is not limited to:

The Student's name

The name of the Student's parent or other family members

The address of the Student or Student's family

A personal identifier, such as the Student's social security number, Student ID number, or biometric Record

Other indirect identifiers, such as the Student's date of birth, place of birth, or mother's maiden name.

Other information that, alone or in combination, is linked or linkable to a specific Student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the person with reasonable certainty.

Information requested by a person who Mines reasonably believes knows the identity of the Student to whom the Education Record relates.

Record means any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche. Information that is not recorded in any format, and is comprised solely of personal observations of a Student is not considered to a "record."

Student means any individual who is or has been in attendance at Mines. The term Student does not include individuals who attend workshops, conferences, camps, symposia, corporate programs, short courses or

continuing education programs on Mines campus where formal admission to a Mines Undergraduate or Graduate programs is not required.

7.0 RESOURCES or ATTACHMENTS

[Mines FERPA website](#), including the Mines annual notice, application

EXHIBIT I – FERPA *Disclosure Procedures*

All capitalized and italicized words are defined in the FERPA policy.

- I. **Requests for Information.** All general inquiries for Disclosure of information in Education Records should be directed to the Registrar's Office. Verification of a person's identity must occur prior to Disclosure of any information.

Requests from the media should be referred to Communications and Marketing.

- II. **Request to Prevent Disclosure of Directory Information.** No directory information should be released if a Student has elected to have their Records kept confidential through the Request to Prevent Disclosure of Directory Information form. Students who make this election will be required to conduct business with Mines in person and show proof of their identity with a state, federal, or Mines issued picture ID.

The Request to Prevent Disclosure of Directory Information form will remain in effect until the election is revoked by the Student. Students may revoke the election by providing notice to the Registrar's Office. The status of a Student's Records cannot be changed after a Student graduates.

- III. **FERPA Student Information Release Form.** A student may authorize the release of information to specific 3rd parties by completing a FERPA Student Information Release Form. The release only applies to in-person or telephone communications, and in limited circumstances, electronically with appropriate security measures taken. The FERPA Student Information Release Form will remain in effect until the election is revoked by the Student. Students may revoke the election by providing notice to the Registrar's Office (or the Mines department collecting the FERPA Student Information Release Form for a specified purpose) or noting an end date on the form.

- IV. **Documentation.** The Registrar's Office (or the Mines department collecting the FERPA Student Information Release Form for a specified purpose) must keep the FERPA Student Information Release Form and the Request to Prevent Disclosure of Directory Information Form on file. The Registrar's Office (or Mines department) must also maintain a Record of each request for access to or disclosure of Personally Identifiable Information from the Education Record of each Student.

- V. **Disclosure to Parents.** For Disclosure of Education Records to parents without the Student's consent, parents must submit evidence that they claimed the Student as a dependent on their most recent Federal Income tax

