

**DEPARTMENT OF MINING ENGINEERING AND
MANAGEMENT**

DOCTOR OF PHILOSOPHY STUDENT HANDBOOK



SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

AUGUST 2023

MINING ENGINEERING AND MANAGEMENT FACULTY AND STAFF

Department Administration

| | | |
|--------------------------|---|---------|
| Robert Hall Professor | Department Head, Mining Equipment and Automation | MI 235B |
| Jennifer Parrow | Senior Secretary | MI 235 |
| Parker Pombrio | Computer Support Specialist | MI 120C |

Mining Engineering Faculty

| | | |
|--|---|---------|
| Ivy Allard Senior Lecturer | Management, Finance, Economics, Human Resources, International Business, Mediation/Negotiation, Mining Law, Project Management, Reputation Management, | MI 233A |
| Mark Bowron Lecturer | Mineral Economics and Finance, Resource Industry Mergers and Acquisitions | MI 233B |
| Andrea Brickey Professor | Mine Planning, Surface and Underground Mine Design, Mine Systems Optimization. | MI 230 |
| Michael Schlumpberger Instructor | Supply Chain Management, Operations, and Maintenance in the Global Mining Industry, Management | MI235 |
| Kelli McCormick Senior Lecturer | Mineral Exploration and Geostatistics, Mineralogy and Petrology, Ore Deposits, Mine Health and Safety, Computer Applications | MI 235A |
| Rudra Mitra Associate Professor | Rock mechanics, mining systems engineering VR/AR and innovation in learning & teaching | MI 231 |
| Purushotham Tukkaraja Associate Professor | Ventilation, Materials Handling and Transportation, Rock Fragmentation | MI 229 |

Emeritus Faculty

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| Charles Kliche Emeritus Professor | Slope Stability and Blasting |
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PROGRAM REQUIREMENTS

- Admission to the Doctor of Philosophy (PhD) program is normally limited to qualified students who have already earned a Master of Science (MS) in mining engineering or closely related engineering discipline. Students possessing an MS but with extensive undergraduate deficiencies may be placed into the MS program in mining engineering until these deficiencies are remedied. Students with a BS degree in mining engineering or a closely related engineering discipline who apply to the PhD program will be admitted to the MS program in mining engineering until they have accumulated sufficient course credits for an MS degree, after which, if they are in good standing with the department and the Graduate Office, they will be transitioned to the PhD program.
- Mining engineering MS students in good standing may convert to the PhD program by submitting an Add/Change Degree Program form (<https://www.sdsmt.edu/Academics/Graduate-Education/Forms/>). Accepted students will follow the PhD requirements and submit an updated POS to the Office of Graduate Education.
- Students entering the program with a BS or BA degree in a field outside of Mining Engineering must take the undergraduate level deficiency courses recommended by the student’s Graduate Advisory Committee and must also take **MEM 501 – Fundamentals of the Minerals Industry**. Although the deficiency courses will not count towards the graduate degree credit requirements, the MEM 501 course can count toward the degree requirements.
 - A minimum of seventy-two (72) credits beyond the Bachelor of Science (BS) degree (refer to the [course catalog](#) for details).
 - Core requirements: 3 credits
 - Research or project requirements: 20-36 credits
 - Elective requirements: 33-49 credits
 - A minimum of 33 elective credits are required, including at least 15 credits of electives with an MEM prefix and at least 18 credits of additional MEM or other electives.
 - At least 36 of the required 72 credits must be taken at the 600-level or above. Students may apply 24 coursework credits and 6 research credits from a previous MS degree toward the PhD requirements, subject to approval by the student’s committee.

| Prefix | Number | Course Name | Credit Hours |
|--------|--------|--|--------------|
| GEOL | 808 | Fundamental Problems in Engineering and Science | 3 |
| | | Elective courses (at least 15 credits with the MEM prefix) | 33-49 |
| MEM | 898 | Dissertation | 20-36 |
| GEOL | 808 | Fundamental Problems in Engineering and Science | 3 |
| | | TOTAL | 72 |

- The candidate’s committee is responsible for assisting the student in developing a program of study that prepares the student for his/her intended field as well as provides general knowledge of the discipline. It is recommended that six (6) to twelve (12) hours of coursework to be taken outside of the department as other electives.

GUIDELINES FOR RESEARCH AND DISSERTATION

The suggested MEM timeline for successful completion of the PhD program for on-campus students is in Figure 1. Graduate Education checklists and deadlines can be found at <https://www.sdsmt.edu/Academics/Graduate-Education/Forms/>

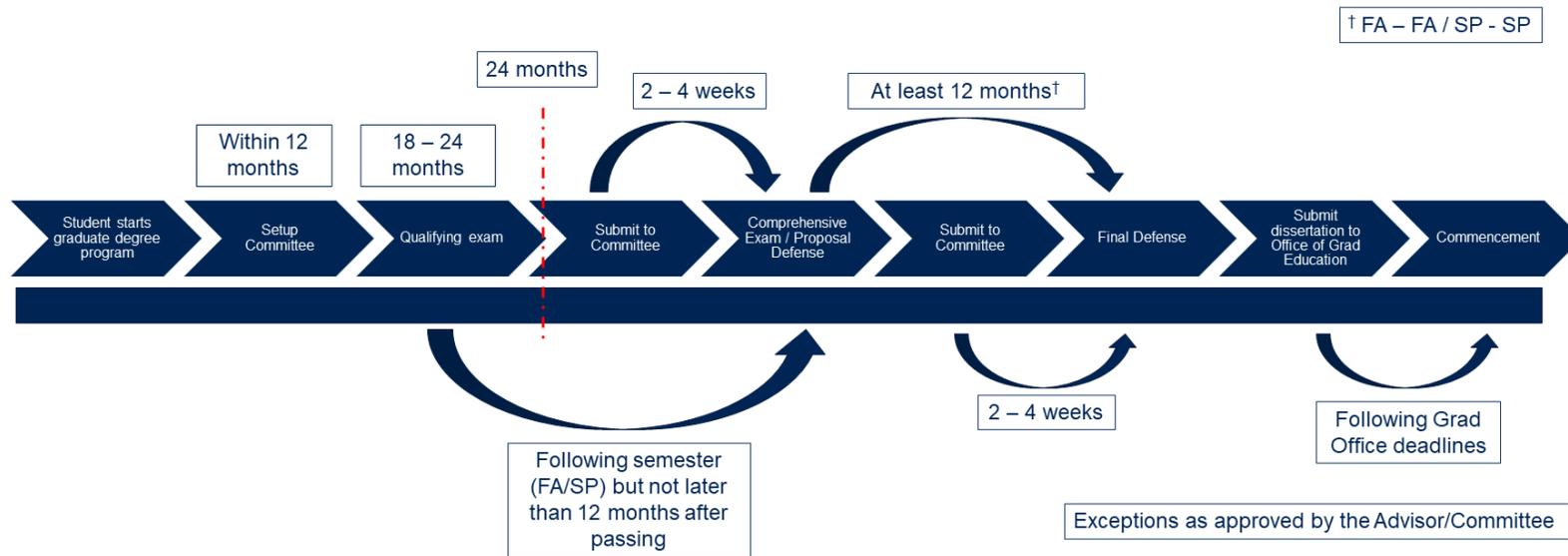


Figure 1. Timeline and important milestones for completion of a PhD in Mining Engineering.

PhD Dissertation Committee

1. The PhD dissertation committee must be formed in discussion between the student and the advisor. Selection of a graduate advisory committee and completion of a program of study should be done by the end of the second semester at SD Mines.
2. The committee must have a minimum of five full-time SD Mines faculty members. Required faculty members on the committee include the major professor (advisor), a Graduate Division Representative (must be from a different department/PhD program), another faculty member from the MEM Department, and two additional faculty members or industry personnel having expertise in the student's research topic. The major professor (advisor), co-professor and graduate representative must hold a PhD; for the remaining committee members, a minimum of a BS degree is required. The Committee, once formed, may add additional members, as appropriate. Refer to the [Graduate Education Policies](#) for additional information about who may serve on graduate committees and who can be the major professor.
3. Off-campus persons, including Emeritus faculty, retired faculty, and members of industry, may serve as a co-major professor or core committee member at large if they have unique expertise not available from on campus faculty. The committee must consist of a minimum of 3 full-time SD Mines faculty members. In situations where Emeritus and part-time faculty serve on a dissertation committee, the committee shall consist of one additional full-time departmental faculty member.

PhD Examinations

Within 24 months when the student has substantially completed the required 36 credits of coursework for the PhD, and before work on the dissertation research commences in earnest, the student must begin a combined examination composed of two parts. The first part is the **Qualifying Exam**, which is a coursework-based exam to test and demonstrate the doctoral student's proficiency in the foundational material of his or her discipline. The second part is a **Comprehensive and Admission-to-Candidacy Exam**, to be taken the semester following successful completion of, but not later than 12 months following the Qualifying Exam. The **Comprehensive Exam** is a wide-ranging exam to demonstrate the doctoral student's readiness to pursue doctoral research; it includes the submission and defense of the doctoral research proposal. After the successful completion of both exams, the student will be admitted to PhD candidacy. The final defense must take place no earlier than 12 months after admission to candidacy.

Qualifying Exam

A coursework-based **Qualifying Exam** (QE) covering the student's field of study and related subjects should be scheduled within 18 to 24 months of starting the program after the student has substantially completed the required 36 credits of coursework and before work on the dissertation research commences in earnest.

1. The QE is prepared by the student's graduate committee, with potential suggestions from any faculty member from whom the student has taken a graduate course.
2. The QE format can be either take home (3-5 days) or sit in (3 hours) and must consist of three parts:
 - General – 33%.
 - Specific Topic – 33%, and
 - Specific Topic – 33%.

3. All the three parts of the QE have to be taken within a span of 6 weeks .
4. The QE may be scheduled for spring and fall semesters only and may not take place during the last week of classes or the week of final examinations.
5. The general part of the QE will include Mining Engineering and FE topics (can be exempted if student has passed FE/PE).
6. Specific topics will be chosen by the student with approval from the student's graduate committee.
7. Student may propose hybrid fields with other disciplines if approved by the graduate committee.
8. Specific topic portion of the qualifying exam must be written and graded by two different graduate committee members or faculty.
9. The results of the qualifying exam will be reported to the student as soon as practical so the comprehensive exam can be scheduled. The student has passed the qualifying exam if all the exams are graded as successful (with a score of 50%).
10. Students will be given the opportunity to retake only one exam up to one additional time within 4 weeks of returned grade.
11. After failure to pass a second time, work toward the doctorate can be continued only with the consent of the graduate advisory committee, the Council of Graduate Education, and the Dean of Graduate Education.
12. If they cannot work towards the PhD, they can dual enroll or change to the M.S.
13. Students who fail to pass more than 2 exams will have to go through the same process as noted in item 12.
14. They may have to undertake an oral exam, if decided by the committee. The decision of giving an oral exam will be determined on a case-by-case basis.

Comprehensive Exam and Admission to Candidacy

The **Comprehensive Examination** consists of an oral presentation and defense of the student's dissertation research proposal. All PhD students are required to prepare a research proposal for the research to be accomplished for the dissertation. The **Comprehensive Examination** must be taken the semester following, but no later than 12 months after the Qualifying Exam, includes an oral presentation (i.e., defense) of the dissertation proposal. The proposal must be given to the student's graduate committee at least two weeks before the comprehensive examination takes place, so that the committee may review the proposal to evaluate whether it is defensible. If the committee deems the proposal not suitable to proceed to the defense, then the student will have an opportunity to resubmit, although this will alter the final dates of the comprehensive examinations.

1. The proposal is submitted to Committee. If Committee feels it is not defensible, the student will have the opportunity to resubmit.

2. The presentation is followed by the oral examination on the proposal itself, on science or engineering topics related to the work to be completed, or on topics from the Qualifying Exam.
3. The comprehensive exam must be attended by the entire Graduate Committee plus others.
4. The oral presentation should not be more than 30 minutes.
5. Proposal defense presentation should include the following key points:
 - What is your research problem?
 - What are the associated research questions?
 - Significance and contribution to the discipline (i.e., how is this novel and how does it help mining or related field?).
 - What will you do and what methods will you use to complete the work? What will you produce in the end?
 - Include timeline of the work
6. Satisfactory completion of the comprehensive exam requires that no more than one member of the graduate student advisory committee votes against passing. Outcomes:
 - Satisfactory completion: Student is then eligible for admission to candidacy.
 - Pass with conditions, such as failure to pass a part of the examination: Committee shall inform the student promptly as to how and when the conditions may be removed.
 - Fail: Another such examination should not be attempted during the same semester, though exceptions to this may be granted by the student's committee in consultation with the Dean of Graduate Education. If the student fails a second time, work toward the doctorate can be continued only with the consent of the graduate student advisory committee, the Council of Graduate Education, and the Dean of Graduate Education. If the student fails a second time, work toward the doctorate can be continued only with the consent of the graduate student advisory committee, the Council of Graduate Education, and the Dean of Graduate Education.

Dissertation Research

1. All PhD graduate students registered for dissertation research credits (MEM 898) will be required to perform the research activities outlined by the major professor and dissertation committee. Requirements for a satisfactory grade for the dissertation research could include, but not limited to, **one or more of the following** each semester you are enrolled in research credits:
 - Present research in the form of a poster or oral presentation at an approved academic conference. These include:
 - Professional society meetings
 - Industry-sponsored meetings
 - State or local scientific conferences
 - Publish or submit a manuscript in a scholarly journal.
 - Submit a research proposal to a funding agency.

- Successfully pass qualifying exams.
 - Defend your dissertation.
2. A satisfactory grade for dissertation credits each semester will require the student to complete the requirements outlined by the major professor. Each student's major professor will make the **final decision as to meeting these requirements**.
 3. All graduate students are encouraged to attend other student's comprehensive exam for understanding of the process and completing adjustments to their own comprehensive exam.

Dissertation Drafts and Final Defense

A **dissertation and a final dissertation defense** are required. The Graduate School maintains deadlines for final submission of dissertation defense results. These are typically at the end of each semester. However, to facilitate faculty feedback on the dissertation and to allow adequate time for these changes to be made and reviewed by the PhD dissertation committee, all dissertations must be defended at least four (4) weeks prior to the deadlines established by the Graduate School.

1. The final dissertation defense must take place no earlier than 12 months after admission to candidacy. The dissertation must adhere to the [format and content guidelines](#) as set forth by the graduate school and be approved by the student's graduate advisory committee and the Dean of Graduate Education.
2. Final draft of the dissertation, which must include all components of the document, should be submitted by the student to each member of the graduate student advisory committee within 2 – 4 weeks (not later than 2 weeks) before the time and date of the student's scheduled defense.
3. At least two weeks prior to the defense, all dissertations must be made available for examination by all department faculty. After approval of the defense copy by the major advisor, students should prepare the document in PDF form and submit it to the Department Secretary for posting on the MEM Department administrative drive, followed by an announcement to the department faculty.
4. The draft document should be an acceptable manuscript in terms of technical quality, completeness, and proper expression and usage in American Standard English. *Under no circumstances will a defense go forward if the draft manuscript is incomplete.*
5. Oral presentation should not be more than 30 minutes.
6. Final defense presentation should include the key points below:
 - What is your research problem?
 - What are the associated research questions?
 - What are the significance and contribution to the discipline (i.e., how is this novel and how does it help mining or related field).
 - Methodologies used. Data Analysis. Conclusions and Recommendations.
 - Students should respond to questions. Faculty can guide them, but responses should be from the students.

Additional guidelines for the PhD dissertation

1. Demonstrate how your research makes an original contribution by advancing knowledge in your field.
2. Show a thorough familiarity with the field and an ability to critically analyze the relevant literature.
3. Display a mastery of research methods and their application.
4. Offer a complete and systematic account of your scholarly work.
5. Present the results and analysis of your original research.
6. Document your sources and support your claims .
7. Locate your work within the broader field or discipline.
8. Write in a style that respects the norms of academic and scholarly communication.

GENERAL INFORMATION

Faculty Advisor

For all PhD students, a faculty member must be identified and agreed to serve as an advisor who will become your major professor. This faculty member will work with you upon your arrival to the program and assist in course registration and defining the area of interest upon which to focus your program. The major professor should be confirmed within the 1st semester the student is enrolled in the graduate program, and a full advisory committee should be selected within the first 12 months.

All PhD students must complete a Program of Study (POS) that outlines previous course credits incoming to the program and all courses and research credits that are to be completed as part of the graduate program. The form is due at midterm of the second semester of study. The POS cover page, instructions, and fillable pdf form are found under the Program of Study Forms section at <https://www.sdsmt.edu/Academics/Graduate-Education/Forms/>. Read and follow the instructions carefully.

Course Registration

Registering for courses is done through the Banner system. Banner is accessible via the SD Mines website. A username and password for Banner will be provided to you upon acceptance into the graduate program. Course offerings for the upcoming semester, along with at least one additional semester, can be viewed and course registration completed in the system. The course prefix for Mining Engineering and Management courses is MEM. Please contact the Graduate Coordinator, your advisor, or the Office of the Registrar for any assistance.

Distance Students

The coursework for the PhD program in the Department of Mining Engineering and Management can be completed fully on-line as all graduate-level courses are offered either fully on-line or mixed (on-line and

on-campus). Instructors in the program use a number of different distance learning technologies to deliver their courses to those students who are not on-campus. Each course has a separate “internet/on-line” section for which distance students should register. Once the semester begins, the Instructor will communicate regarding how the course will be delivered via Desire to Learn (D2L) on-line course management system or by email (Zoom or other methods may be used if indicated by the instructor). Distance students can access course content, assignments, and any recorded lectures through D2L. It is important that distance students check their SD Mines email frequently as this will serve as one of the primary communication methods between the Instructor and student and will also be used to provide links to access the various course delivery systems. The D2L course system will also be used regularly to deliver and manage course content (see below for more information about D2L). Distance students enrolled in the PhD program must be present on campus for at least two events: (1) the dissertation proposal defense (i.e., comprehensive exam) and (2) the dissertation defense. The student’s graduate committee may require other times the student must travel to campus. PhD students will coordinate scheduling of these events with their major professor. Travel expenses are the responsibility of the student unless other arrangements are made in advance with the major professor.

Permission of Instructor Form

When registering for courses using Banner, the system may require verification that prerequisite courses have been satisfied before you will be able to register for the course. In many of these cases, a Permission of Instructor form must be completed and signed by both the Instructor of the course and the Department Head for the department offering the course. The Permission of Instructor form can be found on the SD Mines website at: the following address: <https://www.sdsmt.edu/Academics/Registrar/Forms/>.

Accessing Course Materials

Course materials can be accessed using the Desire 2 Learn (D2L) on-line course management system. A username and password for the D2L system will be provided to you upon acceptance into the graduate program. The course syllabus, handouts, homework, exams, and other materials will be posted by the Instructor to the appropriate course folder in D2L. Students can also submit homework, reports, and exams through D2L. If the Instructor is using a video system to record lectures, those lectures can be accessed either through D2L or through a website link provided by the Instructor. At the beginning of each semester, the Instructor will email you and will provide instructions regarding how to access the course materials.

Key Information

Lab keys and office keys for the Mineral Industries (MI) Building and the Mining Engineering and Management (MEM) Department are available upon request and approval from the Department Head and Facilities. The Department Secretary will prepare the key request form. You must have a student ID in order to pick up keys from Facility Services. All keys must be returned to Facility Services and the proper form signed off on prior to graduation.

Office Information

Graduate teaching assistants (GTA) and graduate research assistants (GRA) are assigned offices on a priority basis. Remaining graduate students are assigned offices as space allows.

Photocopying

Student use of the department copier code is limited to GTA responsibilities for copying class handouts, coursework assignments, quizzes, exams, etc. The code is not for personal use. The code is available from the Department Secretary.

The copier on both the 2nd and the 3rd floor has scan-to-email capabilities. Please use this function if there is a paper or large handout required for a lab. This can be scanned and emailed as a PDF or other formats and then distributed to the class or placed on the course D2L website for access. Providing lab resources as a PDF file is cost effective for both the department and the students, who can choose to print it or use it as an electronic file. Scanning to email directions are taped on the wall above the copier. Please abide by applicable copyright laws when scanning and photocopying.

OTHER GRADUATE STUDENT INFORMATION

1. It is the graduate student's responsibility to comply with all university requirements in the SD Mines Catalog, as well as departmental requirements in this handbook and the department website.
2. All graduate students must maintain a 3.0/4.0 GPA. If the graduate student fails to achieve a 3.0 GPA, he/she will be placed on probationary status. Students placed on probation must achieve a semester GPA higher than 3.0 in the immediately subsequent semester. If the cumulative GPA remains less than 3.0 after the probationary semester, the student must petition the departmental faculty for continuation of probationary status for one more semester. If, at the end of this extended semester of probation, the cumulative GPA is greater than 3.0, the student will be reinstated as a graduate student in good standing. If at the end of the extended semester the cumulative GPA remains less than 3.0, further enrollment in the graduate program will be denied. Students on probation may not hold a GTA or GRA position. Please refer to the SD Mines Catalog for more information.
3. Degree-seeking graduate students must be registered on a continuing basis during each fall and spring semester of the regular academic year. Failure to maintain continuing registration will result in deactivation of the graduate student's program. Leave of absences are available for students that need to interrupt their graduate studies for personal or professional reasons, for a period up to one calendar year. Please refer to the SD Mines Catalog for more information.
4. Each graduate student is required to organize meetings with his/her graduate advisory committee at specified intervals agreed upon between the Major Professor, advisory committee and student. The purpose of these meetings will be to ensure coursework and research topics are being adequately advanced according to the POS and to gage progress within the program.

GUIDELINES FOR GRADUATE TEACHING ASSISTANTS

Many of the GTA positions within the department will require the GTA to be in charge of a laboratory section for a course. Periodically, the GTA may substitute lecture in a course when a faculty member is out of the office. This will require working with the faculty member responsible for the course and lab to ensure the correct and proper materials are used and discussed in the lab sessions. SD Mines uses the web-based program Desire to Learn, or D2L. Every student enrolled has a D2L account and if the faculty

utilizes this service, there will be a course D2L page. This is useful to post lab materials and to communicate with the students in the lab. Feedback and other means of student contact can be made with D2L.

- Meet for every scheduled lab, be punctual, and be there for entire lab period.
- A GTA must maintain at least three hours of office hours each week that are clearly posted outside of the office. A copy of the GTA's schedule must be supplied to the Department Secretary each semester. Office hours are to be used as additional opportunities for help for the students and NOT in lieu of the student's attendance at the lab.
- Prepare all photocopies, handouts, quizzes, exams, etc., prior to the course meeting time. The copier code is available from the Department Secretary.
- Many of the labs include one or more field trips and GTAs typically serve as drivers for these excursions.
 - Reserve van(s) a week ahead of time through the Department Secretary. If the trip is cancelled, please notify the secretary as soon as possible so that the van reservation can be cancelled.
 - Arrange for drivers (other GTAs) if necessary. Have necessary paperwork completed to be able to drive State vehicles. You can get this from the Department Secretary.
 - Provide the Department Secretary a list of all the names of students who will be on the field trip and ask her to submit an insurance form. Discourage students from driving their own vehicles unless it is absolutely necessary.
- Keep the lab rooms clean and orderly.
- A full-time GTA is equal to 20 hours per week. As part of the load, the faculty member in charge of the course may ask you to assist with grading in the lecture class.
- Grade lab work, quizzes, homework, and exams promptly. It is a good idea to have deadlines for lab work that enable the grading to be completed so the faculty member can return it by the next lab period. Meet with the faculty member at the beginning of the semester to gain an understanding of the grading criteria to be used. During the course of grading the first couple of assignments, quizzes, or lab reports, it is always a good idea to check in with the faculty member to ensure you are applying the grading criteria correctly. Be fair and offer constructive advice that guides and helps the students improve on their work.
- All instructors, whether faculty or graduate students, are required to be familiar with and abide by all FERPA regulations protecting student privacy. A brief set of FERPA guidelines is included at the end of this document.

OTHER IMPORTANT INFORMATION

1. MEM faculty expect graduate students to maintain the following:
 - Be professional – Act professional and speak in a professional fashion. Consider all fellow students as work colleagues, and treat them, faculty, and undergraduates with courtesy and respect at all times. Homework and lab assignments should be completed in as professional a manner as possible.
 - Learn – Do not just pass exams but know the subject. Ask questions during class and spend time on your own learning more about the subject.

- Consult literature regularly – Use the journals and books in the Library. The Library also has many online resources, and each student should be familiar with these.
 - Attend seminars – They will be posted in the MI Building and announced via email. Students are encouraged to attend seminars given by other departments as well.
 - Participate in professional organizations – National and regional chapters of the Society for Mining, Metallurgy and Exploration (SME) and the International Society of Explosives Engineers (ISEE); along with student chapters of SME, ISEE, Mine Rescue, or other organizations appropriate for your specialty. Many memberships for students are free or significantly reduced, so take advantage of this and begin to interact with other members at local, regional, and national meetings.
 - Participate in field trips when they are offered.
 - Attend professional meetings in your specialty. PhD students should submit abstracts on their research and prepare and present either a poster or orally as much as possible.
 - Apply for financial assistance from professional societies as well as those available within the department. These funds may be used to offset field and meeting travel expenses.
2. Awarding of GTA and GRA:
 - The department has few GTA and GRAs available. GTA and GRA awards are based on the needs of the major professor and the department and the knowledge and abilities of the student.
 3. Subsequent semester registration – This should occur as early in a semester as possible. Within the first two weeks of the fall term, registration for spring term should occur. In the first two weeks of the spring term, registration for the following fall term should occur. This becomes most effective after the POS has been completed, suggesting that the POS should receive early and studious attention.
 4. Participation in external training opportunities such as those provided by software companies, consultants, equipment or instrumentation manufacturers, etc. are encouraged. Many of these opportunities are free of charge for students.
 5. Jobs – The bulletin board on the second floor of the MI Building outside the MEM Department office will have job announcements posted.

FERPA

Family Educational Rights and Privacy Act of 1974

What does it do? Protects a student from the indiscriminate collection, maintenance, disclosure and release of personal information—especially information about status, academic performance, and grades.

Who is covered? Any student now or previously enrolled at the School of Mines whether student attended via distance education or as a student participating in a coop, internship, field camp, etc.

How can scores or grades be posted to protect the student's right to privacy? A method that uses a code that *completely disguises* identity—NOT social security numbers or student ID numbers. Hardcopies of tests, quizzes, homework, etc. cannot be returned in any manner that gives students knowledge of other students' performance. *Under no circumstances is performance information to be shared with more than one student via email, texts, or social media.*

Can I cite or refer to Directory information? At the School of Mines “directory information” includes the following: student's name; grade level or academic status (undergraduate, graduate or professional school); graduation date; diploma or degree; major field of study; and dates of attendance. This data can be disclosed unless a student has evoked privacy (see below)

Check Colleague to see if the student has an “E” (for privacy EVOKED) in the “privacy field” of the BIO screen. You can also check the privacy column in the “student list” sent out by RAS or just remember that any line entirely in RED PRINT means that the student has evoked privacy.

What access do parents or guardians have to education records? Records are released only under the following circumstances: 1) student signs consent form, 2) to comply with a court subpoena, 3) if the parent or guardian proves the student is a dependent by providing a current Federal Income Tax return and requests access to records. “Releasing records” includes discussing a student's performance on the phone, in person, or via any media.

What about FERPA and student workers? Student workers are held to the same standards as university employees. Make sure any student worker understands FERPA basics and signs a form (available online and through RAS) to indicate understanding and acceptance of FERPA protections.

More information about FERPA is located at these sites:

<https://www.sdsmt.edu/Academics/Registrar/FERPA-Privacy-Act/>

Disclosure of Information from Education Records Laws and Guidance

<http://www2.ed.gov/policy/gen/guid/fpco/index.html>

Balancing Studen