

**DEPARTMENT OF MINING ENGINEERING AND  
MANAGEMENT**

**DOCTOR OF PHILOSOPHY STUDENT HANDBOOK**



**SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY**

**AUGUST 2020**

# MINING ENGINEERING AND MANAGEMENT FACULTY AND STAFF

## Department Administration

Robert Hall Professor	Department Head, Mining Equipment and Automation	MI 235B
Cindy Hise	Senior Secretary	MI 235
Thomas Leonard	Computer Support Specialist	MI 120C

## Mining Engineering Faculty

Ivy Allard Lecturer	Management, Finance, Economics, Human Resources	MI 233A
Mark Bowron Instructor	Mineral Economics and Finance, Resource Industry Mergers and Acquisitions	MI 233B
Andrea Brickey Associate Professor	Mine Planning, Surface and Underground Mine Design, Mine Systems Optimization.	MI 231
Richard Chancellor Instructor	Mine Management, Management and Sustainable Development, Permitting and Reclamation	MI 230A
Kelli McCormick Senior Lecturer	Mineral Exploration and Geostatistics, Surveying, Mine Health and Safety, Computer Applications	MI 235A
Purushotham Tukkaraja Associate Professor	Ventilation, Materials Handling and Transportation, Rock Fragmentation	MI 229

## Emeritus Faculty

Charles Kliche Emeritus Professor	Slope Stability and Blasting
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## ADMISSION REQUIREMENTS

- Completed graduate application form.
- \$35 application fee.
- One official transcript of prior academic work, sent directly to SD Mines by the issuing institution, showing the undergraduate degree awarded.
- The TOEFL exam is required for students whose native language is not English.
- The Graduate Record Examination (GRE) is required for all applicants. The GRE requirement will be waived for the students who have significant industrial experience or for the students who have obtained their BS at SD Mines.
- Three recommendation letters.
- Preferably a GPA of 3.0 or above and GRE scores greater than the 50%.

## 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 they will be transitioned to the PhD program.
- Mining engineering MS students in good standing may convert to the PhD program by submitting a standard application for the PhD program to be reviewed by the Mining Engineering faculty. Accepted students will follow the PhD requirements and submit an Intent to Transfer form to the Office of Graduate Education.
- A minimum of seventy-two (72) credits beyond the Bachelor of Science (BS) degree. At least thirty-six (36) of these credit hours must be for coursework (must be 600-level or above), that includes three (3) credit hours of **Fundamental Problems in Engineering and Science** (GEOL/CEE/AES 808). Minimum of 20 credits of research (898) is required. Up to twenty-four (24) course credits and six (6) research credits from the MS degree can be applied toward the total required credits if the student's committee agrees.
- 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. Of the thirty-six (36) hours of coursework, at least fifteen (15) hours must be within the MEM prefix and can be taken from either track below. It is recommended that six (6) to twelve (12) hours of coursework to be taken outside of the department as other electives.
- A coursework-based **Qualifying Exam** after the student has substantially completed the required 36 credits of coursework and before work on the dissertation research commences in earnest.

- A **Comprehensive Exam**, taken during the same semester as the qualifying exam, which includes an oral presentation (i.e., defense) of the dissertation proposal.
- Successful completion of the qualifying and comprehensive exams will result in the student being admitted to PhD candidacy.
- A dissertation and a final dissertation defense are required. 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.
- Selection of a graduate advisory committee and completion of a program of study by end of the first semester at SD Mines.
- 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.

<b>Prefix</b>	<b>Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
		MEM Elective courses	15
		Other Elective courses	18-34
MEM	898	Dissertation	20-36
GEOL	808	Fundamental Problems in Engineering and Science	3
		<b>TOTAL</b>	<b>72</b>

### Courses for Technical Track

Prefix	Number	Course Name	Credit Hours
MEM	520	Advanced Tunneling and Underground Excavation	3
MEM	525	Advanced Rock Mechanics	3
MEM	533	Advanced Mine Planning and Design	3
MEM	540	Advanced Mine Ventilation and Environmental Engineering	3
MEM	545/545L	Advanced Geostatistics and Grade Estimations	3
MEM	550	Rock Slope Engineering	3
MEM	580	Advanced Explosives and Blasting	
MEM	650	Mine Systems Optimization	3
MEM	710	Bulk Materials Handling	3
MEM	715	Advanced Mining Geotechnical Engineering	3
MEM	755	Rock Slope Engineering II	3

### Core courses for Management Track

Prefix	Number	Course Name	Credit Hours
MEM	510	Advanced Mineral Economics for Managers	3
MEM	530	Resource Industry Mergers and Acquisitions	3
MEM	535	Resource Industry Finance and Accounting	3
MEM	560	Advanced Human Capital Management	3
MEM	570	Project Management for the Mineral Industry	3
MEM	610	Topics in Mineral Economics, Sustainability and Mine Regulation	3
MEM	620	Reputation Management for the Mineral Industry	3
MEM	630	Mining Law and Environment	3
MEM	640	Advanced Mine Management	3
MEM	660	Mediation and Negotiation for the Mineral Industry	3

### Other Electives

*Subject to approval by the student's committee, as evidenced by a signed Program of Study, electives should be selected at the 500, 600 or 700-level from courses with any prefix. It is recommended that six (6) to twelve (12) hours of the electives be taken outside of the Department of Mining Engineering and Management.*

## **GENERAL INFORMATION**

### **Faculty Advisor**

For all PhD students, a faculty member must be identified 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. During the 1<sup>st</sup> semester enrolled in the graduate program, the major professor should be confirmed and a full advisory committee selected.

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 student's full graduate advisory committee and Department Head must sign the POS. The completed POS with all necessary signatures except for the Department Head is to be delivered to the Department Secretary where it will be reviewed and approved by the Department Head. When this signature is obtained, a copy will be made for the Department, and the original will be forward to the Graduate Office on your behalf.

### **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 MS 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 via email regarding how the course will be delivered. The delivery options include: (1) real-time video feed through the Blackboard Collaborate or Adobe Connect system whereby distance students can interact with the Instructor (2) recorded videos of lectures or lecture material that are uploaded to a central website immediately after the course is delivered on-campus, or (3) through the Desire to Learn (D2L) on-line course management system where reading materials are posted and discussion boards are held. 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 Web Advisor, 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: [www.sdsmt.edu/academics/registrar/docs/permission-of-instructor-form/](http://www.sdsmt.edu/academics/registrar/docs/permission-of-instructor-form/).

## **Accessing Course Materials**

Course materials can be accessed using the Desire 2 Learn (D2L) on-line course management system. A user name and password for the D2L system will be provided to you upon acceptance into the PhD 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**

Outside door keys, 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. 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.

## **Mail**

Mail is delivered once a day around 2:00 p.m. All graduate students will be assigned a mail slot located in room MI 235. You can also purchase stamps and mail packages at the mailroom in Facility Services.

## **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 2<sup>nd</sup> and the 3<sup>rd</sup> 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 as established by department policy. The purpose of these meetings will be to ensure coursework and research topics are being adequately advanced according to the POS and to gauge 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 half-time GTA corresponds to 10 hours of work per week, while a full-time GTA is equal to 20 hours per week. Most of the GTAs provided by the department will be half-time. 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.

## **GUIDELINES FOR RESEARCH AND DISSERTATION**

### **PhD Dissertation Committee**

1. All PhD dissertation committees must have a minimum of five full-time SD Mines faculty members. Required faculty members on the committee include the major professor, another faculty member from the MEM Department, a Graduate Division Representative from outside the department, and two additional faculty members or industry personnel having expertise in the student's research topic. 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.
2. Emeritus and part-time faculty may be voting members of dissertation committees but may not serve as the major professor. 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. A minimum of three faculty members from the SD Mines campus is required, or when there are more than five members, a majority must be from SD Mines.

## **PhD Examinations**

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 complete a combined examination composed of two parts. The first part is the **Qualifying Exam**, which is a course-work 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**, which 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.

The student must make a request to the student's graduate committee to take the qualifying and comprehensive examinations no later than three weeks prior to the examination. Students should review the department and Graduate Education Office policies regarding the scheduling and reporting of qualifying and comprehensive exams well in advance to ensure that all requirements are met. The department requires that the qualifying examination must be completed within one working week. The comprehensive examination must be held within the same semester as the qualifying exam and only after successful completion of the qualifying exam.

If the student has not completed all requirements for the PhD degree by the fifth year following the comprehensive examination, his/her active candidacy status will be automatically terminated and the comprehensive examination must be repeated.

### **Qualifying Exam**

The qualifying examination will consist of a written examination covering the student's field of study and related subjects. It will be prepared by the student's graduate committee, with potential suggestions from any faculty member from whom the student has taken a graduate course. The examination 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.

The results of the qualifying examination must be determined prior to the comprehensive examination and should be reported to the student as soon as possible following the completion of the exam. The comprehensive exam can only commence upon successful completion of the qualifying exam.

The qualifying examination will consist of three parts, all of which must be completed within one working week. The student may choose the format of the exam: (1) On-campus, with each part of the exam consisting of three hours in length, or (2) Off-campus, whereby the entire exam must be completed within one working week. For those students taking the exam on-campus, more than one part of the qualifying exam can be taken in a day or spread out over several days.

General	33%
Specific Topic 1	33%
Specific Topic 2	33%

The General part of the qualifying exam will include Mining Engineering and Fundamentals of Engineering topics. A student may substitute successful completion of the Fundamentals of Engineering (FE) or the Professional Engineering (PE) examination for the General part of the exam. Specific topics will be chosen by the student with approval by the student's graduate committee; a non-exhaustive list of potential topics are provided below. A student may propose hybrid fields with other disciplines if approved by his or her graduate committee. The specific topic portion of the qualifying exam must be written and graded by two different graduate committee members or faculty.

Rock Mechanics or Geomechanics  
Mine Ventilation  
Mine Planning and Design  
Mine Systems  
Geostatistics  
Rock Fragmentation  
Bulk Materials Handling  
Mineral Economics  
Mine Management  
Engineering Geology

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 parts of the exam are graded as successful. Students who do not pass the qualifying exam are allowed to retake the exam up to two additional times. At no time should the comprehensive exam be allowed until the student has successfully passed the qualifying exam. 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, pending successful future completion of the qualifying examination.

### **Comprehensive Exam and Admission to Candidacy**

The comprehensive examination consists of the 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 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 not, then the student will have an opportunity to resubmit, although this may alter the final dates of the comprehensive examinations.

The comprehensive exam will last a minimum of two hours. The student will prepare a 20-30 minute oral presentation of the dissertation proposal to begin the examination. After the presentation, the student's graduate committee may examine the candidate orally on the proposal itself, on science or engineering topics related to the work to be completed, or on topics from the qualifying examination. The oral examination section must include the student's full graduate committee and may also be attended by any department faculty. The examination is passed if the student demonstrates that the research proposal is workable and worthy of a dissertation, and that he or she possesses the requisite scientific and technical knowledge needed to successfully complete the research.

Graduate Education policies stipulate that satisfactory completion of the comprehensive examination requires that no more than one member of the graduate student advisory committee votes against passing. If the student passes with conditions, such as failure to pass a part of the examination, the committee shall inform the student promptly as to how and when the conditions may be removed. If, in the opinion of 2 or more members of the graduate student advisory committee, the student has failed the comprehensive examination, another such examination may not be attempted during the same semester. 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, pending successful future completion of the comprehensive examination.

### **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 the qualifying exam.
  - 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 your own comprehensive exam.

### **Dissertation Drafts and Final Defense**

1. 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.
2. 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

## 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:
  - First year of study – The MEM Department seeks to fund as many GTAs as possible for a student's initial year, subject to budgetary constraints. During the first year, PhD students should consult with their major professor and work together to apply for and obtain additional funding for the second and subsequent years.
  - Second year and beyond – Additional years of funding will generally consist of GRA support. In some cases, GTA funding may continue for graduate students who display excellence in teaching, working with undergraduate students, in coursework (exemplified by a 4.0 GPA), and in participation in department activities and professional societies.
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:

<http://www.sdsmt.edu/Academics/Registrar/FERPA/FERPA-Rights---Privacy/>

<http://www.sdsmt.edu/Academics/Registrar/FERPA/FERPA-Q-and-A/>

Disclosure of Information from Education Records to Parents of Postsecondary Students

<http://www2.ed.gov/policy/gen/guid/fpc/hottopics/ht-parents-postsecstudents.html>

Family Policy Compliance Office (FPCO)

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

Balancing Student Privacy and School Safety: A Guide to the *Family Educational Rights and Privacy Act* for Colleges and Universities

<http://www2.ed.gov/policy/gen/guid/fpc/brochures/postsec.html>