MINING ENGINEERING AND MANAGEMENT FACULTY AND STAFF

**Department Administration**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Hall</td>
<td>Department Head, Mining Equipment and Automation</td>
<td>MI 235B</td>
</tr>
<tr>
<td>Cindy Hise</td>
<td>Senior Secretary</td>
<td>MI 235</td>
</tr>
<tr>
<td>Thomas Leonard</td>
<td>Computer Support Specialist</td>
<td>MI 120C</td>
</tr>
</tbody>
</table>

**Mining Engineering Faculty**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Courses</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ivy Allard</td>
<td>Lecturer</td>
<td>Management, Finance, Economics, Human Resources</td>
<td>MI 233A</td>
</tr>
<tr>
<td>Mark Bowron</td>
<td>Instructor</td>
<td>Mineral Economics and Finance, Resource Industry Mergers and Acquisitions</td>
<td>MI 233B</td>
</tr>
<tr>
<td>Andrea Brickey</td>
<td>Associate Professor</td>
<td>Mine Planning, Surface and Underground Mine Design, Mine Systems Optimization.</td>
<td>MI 231</td>
</tr>
<tr>
<td>Richard Chancellor</td>
<td>Instructor</td>
<td>Mine Management, Introduction to Mining, Management and Sustainable Development, Permitting and Reclamation</td>
<td>MI 230A</td>
</tr>
<tr>
<td>Kelli McCormick</td>
<td>Senior Lecturer</td>
<td>Mineral Exploration and Geostatistics, Surveying, Mine Health and Safety, Computer Applications</td>
<td>MI 235A</td>
</tr>
<tr>
<td>Purushotham Tukkan</td>
<td>Associate Professor</td>
<td>Ventilation, Materials Handling and Transportation, Rock Fragmentation</td>
<td>MI 229</td>
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**Emeritus Faculty**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charles Kliche</td>
<td>Emeritus Professor</td>
<td>Slope Stability and Blasting</td>
</tr>
</tbody>
</table>
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

Non-thesis option

Tracks
  1. Technical track
  2. Management track

Program requirements

- A minimum of 32 credits of which a minimum of 9 credit hours of core courses (must be 500-level or above), 2 credit hours of seminar (MEM 790) and a minimum of 21 credit hours of elective courses. At least 50% of credits must be at the 600 level or above.

- 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.

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Number</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Core courses</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Electives</td>
<td>21</td>
</tr>
<tr>
<td>MEM</td>
<td>790</td>
<td>Seminar</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL</td>
<td>32</td>
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</table>

Thesis Option

Tracks
  1. Technical track
  2. Management track
Program requirements

- A minimum of 30 credits of which a minimum of 6 credit hours of core courses (must be 500-level or above), 2 credit hours of seminar (MEM 790), 1 credit hour of Developing and Planning Research (GEOL/GEOE/MEM 700), a minimum of 9 credit hours of elective courses and a minimum of 6 to a maximum of 12 research credits (MEM 798). At least 50% of credits must be at the 600 level or above.

- An oral presentation (i.e., defense) of the thesis proposal is required.

- A thesis and a final thesis defense are required.

- Selection of a graduate advisory committee and completion of a program of study by end of the first semester at SD Mines.

- Completion of a thesis. The thesis 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.

- 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.

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Number</th>
<th>Course Name</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Core courses</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Electives</td>
<td>9-15</td>
</tr>
<tr>
<td>MEM</td>
<td>798</td>
<td>Thesis</td>
<td>6-12</td>
</tr>
<tr>
<td>MEM</td>
<td>790</td>
<td>Seminar</td>
<td>2</td>
</tr>
<tr>
<td>MEM</td>
<td>700</td>
<td>Developing and Planning Research</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL</td>
<td>30</td>
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</table>
Core courses for Technical Track
For both thesis and non-thesis students within the technical track, the following courses are considered core courses. Please select courses from the list below.

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Number</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM</td>
<td>520</td>
<td>Advanced Tunneling and Underground Excavation</td>
<td>3</td>
</tr>
<tr>
<td>MEM</td>
<td>525</td>
<td>Advanced Rock Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>MEM</td>
<td>533</td>
<td>Advanced Mine Planning and Design</td>
<td>3</td>
</tr>
<tr>
<td>MEM</td>
<td>540</td>
<td>Advanced Mine Ventilation and Environmental Engineering</td>
<td>3</td>
</tr>
<tr>
<td>MEM</td>
<td>545/545L</td>
<td>Advanced Geostatistics and Grade Estimations</td>
<td>3</td>
</tr>
<tr>
<td>MEM</td>
<td>550</td>
<td>Rock Slope Engineering</td>
<td>3</td>
</tr>
<tr>
<td>MEM</td>
<td>580</td>
<td>Advanced Explosives and Blasting</td>
<td>3</td>
</tr>
<tr>
<td>MEM</td>
<td>650</td>
<td>Mine Systems Optimization</td>
<td>3</td>
</tr>
<tr>
<td>MEM</td>
<td>710</td>
<td>Bulk Materials Handling</td>
<td>3</td>
</tr>
<tr>
<td>MEM</td>
<td>715</td>
<td>Advanced Mining Geotechnical Engineering</td>
<td>3</td>
</tr>
<tr>
<td>MEM</td>
<td>755</td>
<td>Rock Slope Engineering II</td>
<td>3</td>
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Core courses for Management Track
For both thesis and non-thesis students within the management track, the following courses are considered core courses. Please select courses from the list below.

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

Electives for Either Track
For both thesis and non-thesis students – Subject to approval by the program, as evidenced by a signed Program of Study, electives should be selected at the 500, 600 or 700-level from courses with any of the following prefixes: MEM*, ENGM, CEM, IENG. Students may petition the program to allow elective courses with different prefixes or lower level than that above. In all cases, students should choose at least 6 credits of MEM electives.

Students entering the MS program who do not have a Bachelor of Science degree in Mining Engineering or significant industry experience will be required to take the following course, which can be included in the number of credits required for the MS degree:

MEM 501 – Fundamentals of the Mineral Industry (3 credits)

*Additional core courses from the student’s chosen track or courses from the other track.
GENERAL INFORMATION

Faculty Advisor

For students wishing to pursue a thesis, a faculty member must be identified as your 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 1st semester enrolled in the graduate program, the major professor should be confirmed, and a full advisory committee selected.

For non-thesis students (both distance and on-campus), a faculty advisor will be assigned to you based on the track you wish to pursue. This advisor will be identified in your acceptance letter.

All MS students must complete a Program of Study (POS) that outlines previous course credits incoming to the program and all courses and research credits (if applicable) that are to be completed as part of the graduate program. For thesis students, the full committee and Department Head must sign the POS, while for non-thesis students, the Department Graduate Coordinator and the 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 Web Advisor system. Web Advisor is accessible via the SD Mines website. A username and password for Web Advisor 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 MS Program in the Department of Mining Engineering and Management can be completed without ever stepping foot onto the SD Mines campus. 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 (designated with an “M840T” in the course number). 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 where 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).
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/.

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 MS 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 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 seeking to complete a thesis 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. 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.
  o 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.
  o 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.
  o 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. 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.

ADDITIONAL REQUIREMENTS FOR THESIS-SEEKING STUDENTS

MS Thesis Committee

1. All MS thesis committees must have a minimum of three full-time SD Mines faculty members. Required faculty members on the committee include the major professor, another faculty member from the MEM Department, and a Graduate Division Representative from outside the department. One additional faculty member or industry person having expertise in the student’s research topic is desirable. The Committee, once formed, may add additional members, as appropriate. Refer to the Graduate Education Policies in the SD Mines Catalog 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 thesis committees but may not serve as the major professor. In situations where Emeritus and part-time faculty serve on a thesis 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.
**Thesis Proposal Defense**

1. A thesis proposal must be submitted to the thesis committee at least one semester before the anticipated thesis defense, although it is recommended to submit the proposal earlier.

2. In lieu of a comprehensive oral coursework examination, thesis-seeking students must present the thesis proposal to their thesis committee. In addition, all faculty and graduate students within the department will be invited to attend. This presentation provides an opportunity for the student to receive feedback and for the thesis committee to confirm the direction of the research.

3. At the conclusion of the thesis proposal defense, the thesis committee will provide one of two recommendations: (1) pass, the student will be allowed to continue with the research, or (2) fail, the student must immediately meet with the thesis committee to either implement a new research plan or to switch to the non-thesis track. By the end of the next semester, the student must prepare a new thesis proposal and must successfully defend this proposal before proceeding with the project and conducting a final defense.

**Thesis Research**

1. All graduate students registered for thesis research credits will be required to perform the research activities outlined by the major professor and thesis committee. In addition, to receive a satisfactory grade for the thesis research, all students must complete one 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 thesis proposal defense.

2. A satisfactory grade for thesis credits each semester will require the student to participate in one of the required activities listed above. 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 research proposal defenses for understanding of the process and completing adjustments to your own defense.

**Thesis Drafts and Final Defense**

1. The Graduate School maintains deadlines for final submission of thesis defense results. These are typically at the end of each semester. However, to facilitate faculty feedback on the thesis and to allow adequate time for these changes to be made and reviewed by the MS thesis committee, all theses 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 theses 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. Thesis-seeking graduate 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, thesis-seeking 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 – For thesis-seeking students, additional years of funding will generally consist of GRA support. For non-thesis students, additional funding may consist of GTA funding; however, given limited funding, do not expect continued GTA funding beyond the first year. GTA funding may continue for non-thesis 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. Jobs – The bulletin board on the second floor of the MI Building outside the MEM Department office will have job announcements posted.

5. 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.

6. Faculty workloads – Individual faculty consultations are encouraged, but please use either posted office hours or make arrangements with a person via email. Please notify the faculty if it becomes impossible to attend a scheduled meeting.
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
Family Policy Compliance Office (FPCO)