

# **SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY**

## **Policy Manual**

**SUBJECT: Maintenance of Student Records**

**NUMBER: Policy 2-10** (formerly Policy III-7 and II-7-1)

**REVISED: October 2025**

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South Dakota Mines (Mines) will comply with the provisions of The [Family Educational Rights and Privacy Act](#) (FERPA of 1974. Enacted in 1974 and revised regularly, this [federal legislation](#) governs the privacy of student records.

FERPA protects the privacy of students from the indiscriminate collection, maintenance, disclosure, and release of personally identifiable student information, including information regarding student status or performance. There are no restrictions on the release of directory information, if students are advised in advance of the definition of directory information and are permitted to restrict the release or disclosure of such information.

The president will be responsible for ensuring that the institution is complying with FERPA.

1. Directory information is defined by federal legislation in the Code of Federal Regulations ([34 C.F.R. 99.3](#)) and refers to information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Each institution has the authority to determine the specific education record elements considered directory information. At South Dakota Mines, the education record elements defined as directory information are listed in the [university catalog](#).
2. The student's express written consent is required before disclosing education record information.
  - a. Institutions may disclose education record information without a student's express written consent under the conditions outlined in FERPA ([34 CFR, §99.31](#)).
3. The Office of the Registrar is the primary point of contact for all student education record requests.
4. The university will annually notify students of their rights under FERPA. Such notification will include a statement of the right to inspect their own educational record, to amend inaccurate or misleading information, to challenge records they consider inaccurate and to file complaints of noncompliance with the Family Policy and Regulations Office, U.S. Department of Education.
5. The Office of the Registrar maintains procedures for mandated institutional record-keeping.

**Revision History:** Office of the Vice President, July 1992; Office of the Provost, Sept. 2004; Office of the Provost, Dec. 2009; Office of the Provost, May 2021; Office of the Provost, Aug. 2022.; Office of the Provost, October 2025

**BOR Policy/Committee References:** [Policy 3:3:1](#)