



### 2.11.0.1 Student Data Practices

**Purpose:** Minnesota State Colleges and Universities comply with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, 34 CFR 99; the Minnesota Government Data Practices Act, (MGDPA) Minn. Stat. Ch 13, Minn. Rules Ch 1205; and other applicable laws and regulations concerning the handling of education records. Accordingly, Century College adopts the following policy:

In accumulating student data information, the college provides the following assurances:

1. Student records are official records of Century College and will be used for educational purposes according to Minnesota and federal student data laws.
2. The purpose and intended use of the data will be explained upon request as well as consequences of refusing to supply private or confidential information.
3. The Registrar, Director of Admissions, academic advisors/counselors, financial aid officers and Vice President of Academic Affairs under the direction of the Vice President of Enrollment Management and Student Affairs, who is the responsible authority, are responsible for the confidentiality and security of the information.
4. Students shall be informed as to what is classified as directory and limited directory information and, on their request, may prevent the release of this information.

#### Students Rights Regarding Personal Information

Students asked to supply private or confidential data concerning themselves shall be informed of the following:

1. The purpose and intended use of the data.
2. Whether one may refuse or is legally required to supply the requested data.
3. Any known consequences arising from supply or refusing to supply private or confidential data.
4. The identity of other persons or entities authorized by state or federal law to receive the data.
5. Upon request a student must be told whether the college maintains any data on him or her and the classification of the data – this includes confidential data.
6. A student has the right to review all private or public data (on self) without any charge.
7. A student has the right to receive copies of private or public data (on self) – the agency may charge a fee which covers the actual costs involved for providing copies.
8. A student has the right to be informed as to what is classified as directory/limited directory information and, on request have it treated as private data.
9. A student may, in writing, contest the accuracy or completeness of public or private data; the college shall within thirty days either correct the data found to be in error or notify the student that the college believes the data to be correct. If data is found to be incorrect, the college shall attempt to notify the past recipients. The student may appeal an adverse determination of the college through the provisions of the administrative procedures act relating to contested cases.
10. The permission or consent required of, and rights accorded to parents by statute or law, shall only be required for and accorded to the student.
11. Students will be notified annually of their rights under FERPA.

Information maintained on a student is listed in the categories below:

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### **Public Student Data—Directory Information**

Public student data is accessible to any member of the public for any reason and includes the following items:

1. Name
2. Dates of enrollment
3. Major field of study
4. Degrees, Diplomas, Certificates and Honors received
5. Status – full-time/part-time
6. Dean's List
7. Height and weight of student athletes

### **Public Student Data – Limited Directory Information**

Century College designates the following information as limited directory data:

1. Former and current students' phone number, address and email addresses may be disclosed to Century Foundation and Alumni Association for events, fundraising and membership opportunities.
2. Second year students' addresses for access by system universities for marketing transfer opportunities.
3. Student StarID and email address may be disclosed as part of the system-wide global address book.
4. Student college-issued photo ID pictures may be used in college online learning and customer relationship management systems.
5. Notwithstanding any other provision of this policy, the following information is defined as Limited Directory Data for purposes of sharing with LeadMN so the association can communicate with their members: Student name, institutional e-mail address, and Student Change Code (NEW/RTN/DROP).

### **Private Student Information**

Private student information is not accessible to the public. It is accessible to the subject of the data, to individuals or agencies authorized by law to gain access, and to any person or agency having the approval of the subject.

1. College and high school records
  - a. Courses taken
  - b. Grades earned
  - c. Credits attempted
  - d. Credits earned
  - e. High school rank
2. Date of birth
3. Test scores
4. Medical information
5. Disciplinary record
6. Recommendations
7. Evaluations
8. Financial aid records
9. Background information including behavior, performance, traits
10. Counseling records unless they contain information classified or confidential
11. Social security number
12. Address/email address
13. Telephone numbers

## Confidential Information

This data is not accessible to the public or to the subject of the data. It is accessible only to individuals or agencies authorized by law to gain access.

1. Investigation information collected for purposes of active or pending legal action, prior to such action.
2. Investigation information collected for purposes of anticipated suspension or expulsion of students for disciplinary reasons, prior to the formal action.
3. Financial records and statements of a student's parents (however, these are accessible to the parents).
4. Psychological reports.

## Access to Private Student Data

Private student data will be disclosed to only the following:

1. To the student who is the subject of the data.
2. To officials or to other schools, upon request of the student.
3. To parents if the student is claimed as a dependent for tax purposes, as defined in section 152 of the Internal Revenue Code of 1986.
4. To any person or agency if the student has given informed consent. Informed consent requires the signing of a statement that includes the following:
  - a. Written in plain language
  - b. Dated
  - c. Indicates who shall release and who shall receive the information
  - d. Specifies the nature of the data
  - e. Specifies the purposes of which information may be used
  - f. Indicates the expiration date, usually not to exceed one year.
5. To college personnel and system office personnel who have legitimate educational interests.
6. In connection with a student's application for, or receipt of, financial aid.
7. To federal or state authorities in connection with the audit and evaluation of federally supported educational programs.
8. To state and local officials, as may be required by state statute existing prior to November 19, 1974.
9. To accrediting organizations in order to carry out their accrediting functions.
10. To organizations conducting studies for or on behalf of Century College for the purpose of the following:
  - a. Developing, validating, or administering predictive tests
  - b. Administering student aid programs
  - c. Improving instruction(these studies must be conducted in such a manner as will not permit the personal identification of students by persons other than representatives of such organizations, with the information to be destroyed when no longer needed for its purpose.)
11. To appropriate persons, if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
12. On the basis of a valid court order, or lawfully issued subpoena – but only after calling the court's attention, through proper channels, to the statutory provisions, rules, or regulations which restrict the disclosure of such information.
13. To appropriate health authorities, but only to the extent necessary to administer immunization programs.

## **Records of Deceased Students**

Upon a student's death, education records retain the same classification that applied prior to the student's death and shall be handled in accordance with privacy laws applicable to data on decedents including, but not limited to, Minn. Stat. §13.10. Rights of the deceased student who is the subject of private or confidential data may be exercised by the representative of the deceased student. Nonpublic data concerning a deceased student that is created or collected after death, are also accessible by the representative of the deceased student.

The Records Office shall release nonpublic data on a deceased student under the following conditions:

1. Pursuant to a valid subpoena or court order;
2. To the executor or representative of the deceased student's estate or next of kin, if an executor or representative has not been appointed, upon showing applicable proof of the student's death (i.e., death certificate or obituary notice) and written authorization by or identification of the executor, representative or next of kin, as applicable.

### **References:**

Minnesota State Colleges and Universities Board Policy: None

Minnesota Government Data Practices Act, Minnesota Statute, Section 13.32

Family Educational Rights and Privacy Act, 20 USC, Section 1231(g)

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