

## **Student Data Practice Procedure 2.7.1**

### **Part 1. Procedure Statement**

Students are informed of their rights under federal and state privacy laws through an annual notice of rights and this policy, which is included on the Dakota County Technical College website. Additionally, the policy will be available for inspection through the Enrollment Services Office and the Data Practices Compliance Official.

### **Part 2. Student Rights under Family Educational Rights and Privacy Act (FERPA) and Minnesota Government Data Practices Act (MGDPA)**

#### **Subpart 1. Right to Inspect Educational Data**

A student has a right to inspect and review their educational data. Requests should be made in writing to the Registrar. Dakota County Technical College will provide access to view educational data immediately, if possible, or within ten days of the student's request.

#### **Subpart 2. Right to Consent to Disclosures of Information**

A student has a right to consent to disclosures of information, which identify them personally, except to the extent that these disclosures are allowed without student consent under state and federal law.

#### **Subpart 3. Right to Correct Educational Data**

A student has the right to request that the Enrollment Services Office correct educational data, which they believe to be inaccurate or misleading. The student should contact the Registrar in writing and clearly identify the part of the record they want changed as well as why the record is inaccurate or misleading. Note: The right to challenge a grade does not apply under this policy unless the grade assigned was inaccurately recorded.

#### **Subpart 4. Right to File a Complaint**

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Dakota County Technical College to comply with the requirements of FERPA. Students desiring to file a complaint should address the complaint to:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5920

Phone: 1-800-USA-LEARN (1-800-872-5327)

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

Email: [fpco@ed.gov](mailto:fpco@ed.gov)

### **Part 3. Directory and Limited Directory Information**

Dakota County Technical College designates the following as public **Directory Information**.

- Student's name – including preferred name
- Major program of study
- Enrollment status
- Dates of attendance and/or graduation
- Previous schools attended

- Degrees, honors and awards received
- Photographs taken individually or in groups
- Video recordings taken individually or in groups
- Student participation in officially recognized activities and sports
- Student athlete height and weight

Dakota County Technical College designates the following category of student information as **Limited Directory Information**:

- Student email addresses and Star ID numbers for enterprise technology-related purposes internal to the Minnesota State Colleges and Universities system that are approved by System Office IT.
- Student name, enrollment status (FT/PT), Student Change Code (NEW/RTN/DROP), e-mail address, permanent phone, permanent address, city, state, and zip code, and major for purposes of sharing with LeadMN.
- Student address, email and phone number released to system universities for recruitment or marketing communication, to the Dakota County Technical College Foundation for the purposes of communication related to post enrollment and alumni association, and college-affiliated clubs and/or faculty for recruiting purposes.

Because directory information is considered public, Dakota County Technical College will release such information to anyone upon request except for the directory data of students who have requested suppression. Students who wish to suppress their directory data must submit a written request to the Enrollment Services office. This will remain in effect until a change is requested in writing. Students who request suppression of their directory data will also be deemed to have requested suppression of their limited directory data. [The Non-Disclosure of Directory Information form](#) is available in the enrollment services office or on the website.

Students who wish to restrict their name should realize that their name will not appear in the commencement bulletin and other publications. Also, third parties will be denied all of the student's directory data and will be informed that there is no information available about the student's attendance at Dakota County Technical College. Students who wish to override a suppression request for a specific party or purpose may do so by providing a written authorization to the Records and Registration Office.

Dakota County Technical College will not release directory information to any financial institution requesting data for credit card marketing purposes.

#### **Part 4. Access to Student Records**

##### **Subpart A. Consent for Release Generally Required**

Dakota County Technical College will not permit access to or the release of personally identifiable information contained in student educational records without the written consent of the student to any third party, except as authorized by the MGDPA and FERPA or other applicable law. A copy of the [Authorization to Release Student Information](#) form is available in the Enrollment Services office and on the college website.

A written consent is valid if it:

1. specifies the records that may be disclosed

2. identifies the person(s) to whom the disclosure may be made
3. is signed and dated by the student – By authenticating into an e-form or having a printable form notarized if not signed in person
4. If in person, identity is verified with a valid government ID

#### **Subpart B. Release without Consent**

As allowed under FERPA and MGDPA, Dakota County Technical College may release educational data without the consent as permitted by applicable law, including the following individuals or agencies:

- to appropriate school officials who require access to educational records to perform their legitimate educational duties;
- to officials of other schools in which the student seeks or intends to enroll, upon request of these officials and upon the condition that the student be notified, if applicable; receives a copy of the record if requested; and has an opportunity for a hearing to amend the record as required by law;
- to federal, state, or local officials or agencies authorized by law;
- in connection with a student's application for, or receipt of, financial aid;
- to accrediting organizations or organizations conducting educational studies, provided that these organizations do not release personally identifiable data and destroy such data when it is no longer needed for the purpose it was obtained;
- in compliance with a judicial order or lawfully submitted subpoena, provided a reasonable effort is made to notify the student in advance unless such subpoena specifically directs the institution not to disclose the existence of a subpoena;
- to appropriate persons in an emergency situation if the information is necessary to protect the health or safety of the students or other persons;
- to an alleged victim of a crime of violence (as defined in 18 U.S.C. § 16) or non-forcible sex offense, the final results of the alleged student perpetrator's disciplinary proceeding may be released;
- to military recruiters (as defined in 10 U.S.C. § 983) for purposes of military recruiting the following information pertaining to students enrolled at the college: names, addresses, and telephone listings; date and place of birth; levels of education; academic majors, degrees received, and the most recent educational institution enrolled in by the student.

#### **Subpart C. Record of Requests for Disclosure**

Where required by law, a record of requests for disclosure and such disclosure of personally identifiable information from student education records shall be maintained by the Enrollment Services office for each student and will also be made available for inspection pursuant to this policy. If the institution discovers that a third party who has received student records from the institution has released or failed to destroy such records in violation of this policy, it will prohibit access to educational records for five (5) years. Records of requests for disclosure no longer subject to audit, nor presently under request for access, will be maintained according to the school's applicable records retention policy.

### **Part 5. Identity Verification**

College personnel will verify a student's identity before sharing non-directory information.

The steps below will be taken to verify a student's identity either in person or on the phone.

- College personnel will ask to verify at least two pieces of information about the student that exists in the Student Information System.
- The information to be verified includes student ID, birth date, or other identifiable data only available to that student.
- If this information is not in the system or if the student provides conflicting information, they will be prompted to show a government photo ID.

By email, college personnel will respond to questions sent from the email address Dakota County Technical College has on file and may respond using private educational data. Questions sent from other email addresses will be answered without the use of private educational data.

### **Part 6. Access to Educational Records by Student**

Students may inspect and review educational data upon request to the Registrar. Students should submit a written request which identifies as precisely as possible the data they wish to inspect. The Registrar or an appropriate Dakota County Technical College staff person will make arrangements for access as promptly as possible and notify the student of the time and place where the educational data may be inspected. Access must be given in ten days or less from the date of receipt of the request.

When educational data contains information about more than one student, the student may inspect and review only the data which relate to them.

### **Part 7. Grades and Student Transcripts**

Grades and transcripts will be protected as follows:

1. Faculty will take care to not reveal individual student grades. If grades are posted at a location accessible to all students, no private educational data, including name, social security number, or any part of those identifiers may be used in conjunction with posted grades.
2. All requests for transcripts must be received in writing via secure web form, fax, mail, or in person, grades will not be released over the phone.
3. Official copies of academic records or transcripts will not be released for students who have an outstanding financial obligation to the college, unless otherwise required by law.

### **Part 8. Procedure to Correct Educational Data**

Students have the right to ask to have educational data corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Disputes regarding individual assigned grades are not covered in this procedure. The following are procedures for the correction of educational data:

- A student must request, in writing, that the Registrar amend educational data. In so doing, the student must identify the data to be amended and specify why the student believes it is inaccurate, misleading or in violation of their privacy rights.
- The Registrar will decide whether or not to comply with the request. If the college decides not to comply, the Registrar will notify the student of the decision and advise the student of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
- Upon request, Dakota County Technical College will arrange for a hearing and notify the student in advance of the date, place, and time of the hearing.
- The student shall be afforded ample opportunity to present evidence relevant to issues raised in the original request to amend the student's educational data. The student may be assisted by a Dakota County Technical College faculty or staff member serving in an advisory capacity.

- A written decision will be prepared based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
- If Dakota County Technical College decides that the information is inaccurate, misleading, or in violation of the student's privacy rights, the educational data will be amended and the student notified, in writing, of the change.
- If Dakota County Technical College decides that the challenged information is not inaccurate, misleading, or in violation of the student's privacy rights, the student will be notified that they have the right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

The statement will remain part of the student's educational data as long as the contested information is maintained. If Dakota County Technical College discloses the contested portion of the educational data, it must also disclose the student's statement.

### **Part 9. Applicable Laws**

Copies of FERPA, MGDPA, and the Solomon Amendment can be found online.

- FERPA - [20 U.S.C. 1232g](#), [34 CFR Part 99](#)
- [MGDPA - Chapter 13](#)
- [Solomon Amendment - 32 CFR Part 216](#)

### **Part 10. Contacting the Enrollment Services Office:**

Questions concerning data privacy should be directed to:

Dakota County Technical College  
 Registrar's Office  
 1300 145<sup>th</sup> Street East  
 Rosemount, MN 55068  
 651-423-8000 (phone)  
 651-423-8775 (fax)  
<http://www.dctc.edu>  
[registration@dctc.edu](mailto:registration@dctc.edu)

### **Part 11. Notice of Data Practices Access Personnel**

Students who have questions or concerns about obtaining access to educational data or other data practices issues may contact the campus Data Practices Compliance Official.

Requests for Educational Data should be directed in writing to the Registrar. At the email address [Registration@edtc.edu](mailto:Registration@edtc.edu), or address below.

The address for Dakota County Technical College is 1300 145<sup>th</sup> Street East, Rosemount, MN 55068. The college website address is <http://www.dctc.edu>

### **Related Documents:**

- Dakota County Technical College Policy 2.7 Student Data Practices
- Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, 34 CFR 99
- Minnesota Government Data Practices Act, (MGDPA) Minn. Stat. Ch 13, Minn. Rules Ch 1205
- Solomon Amendment 32 CFR Part 216

**Responsible Administrator:** Vice President of Student Affairs

**Policy History**

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