

## **Policy 2.7 Student Data Practices Policy**

### **Part 1. Policy Statement**

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 educational data.

### **Part 2. Definitions**

#### **Subpart A. Student**

A student is an individual who has either applied for enrollment, who is currently enrolled, or has been formerly enrolled at Inver Hills Community College. A student is an individual receiving educational services by any method. All students have the same rights regarding their educational data.

#### **Subpart B. Educational data**

Educational data are those records directly related to a student and maintained by Inver Hills community College. Educational data include, but are not limited to admissions materials, financial aid records, transcripts, class lists, class schedules, graded exams or papers, records of disciplinary proceedings, photographs, work study records and much more. Educational records do not include:

1. Instructor notes which remain in the sole possession of the instructor can only be made accessible to substitute instructors. Sharing these notes with any other party will result in the notes no longer being exempt. These notes must be destroyed at the end of the year.
2. Financial records of the student's parents or guardian
3. Law enforcement unit records- not shared with school officials and maintained for law enforcement purpose;
4. Alumni records - information about individuals when no longer students;
5. Medical treatment records - only accessible by treatment providers

#### **Subpart C. School official with Legitimate Educational Interest**

A school official is a person employed by Inver Hills Community College in an administrative, supervisory, academic, or support staff position; a person or company with whom Inver Hills Community College has contracted; a person serving on the Board of Trustees or in the Office of the Chancellor; a student serving on an official college committee; a consultant; a college security officer acting in a health or safety emergency; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review educational data in order to fulfill his or her professional responsibility.

#### **Related Documents:**

- Inver Hills Community College Student Data Practices Procedure
- 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

**Effective Date:** December 2014

**Responsible Administrator:** Data Practices Compliance Official

**Policy History:**

2009 – Date of Adoption

May 2013 – Policy Updated

**Date and Subject of Revisions:**

09/12/14 – Changes include: 1) separation of policy and procedure and 2) policy put on new form.