

Policy 2.7 Student Data Practices Policy

Part 1. Policy Statement

Dakota County Technical College and 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 Dakota County Technical College. A student is an individual receiving educational services by any method. All students have the same rights regarding their educational data regardless of age.

Subpart B. Educational data

Educational data are those records directly related to a student and maintained by Dakota County Technical 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:

- Instructor notes that 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.
- Financial records of the student's parents or guardian
- Law enforcement unit records not shared with school officials and maintained for law enforcement purposes
- Alumni records—Information about individuals when no longer students
- Medical treatment records—only accessible by treatment providers
- Confidential letters or statements of recommendation placed in education records before January 1, 1975, or after January 1, 1975, if the student waived right of access
- Employment records related exclusively to a student's employment capacity (not employment related to status as a student, such as work study) and not available for use for any other purpose

Subpart C. School official with Legitimate Educational Interest

A school official is a person employed by Dakota County Technical College in an administrative, supervisory, academic, or support staff position; a person or company with whom Dakota County Technical 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 their tasks. A school official has a legitimate educational interest if the official needs to review educational data in order to fulfill their professional responsibility.

Related Documents:

- Dakota County Technical 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

Responsible Administrator: Vice President of Student Affairs

Policy History:

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Date and subject of revisions: N/A