



UNIVERSITY OF MINNESOTA
BOARD OF REGENTS POLICY

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Administrative

STUDENT EDUCATION RECORDS

Adopted: January 11, 1991

Amended: September 11, 1992; May 13, 2005

Supersedes: (see end of policy)

STUDENT EDUCATION RECORDS

SECTION I. SCOPE.

This policy governs information provided to the University of Minnesota (University) by enrolled or potential students so that the University can assess applications, provide services, and render advice regarding appropriate courses of study.

SECTION II. GUIDING PRINCIPLE.

The University shall respect the privacy of student education records. Student education records shall be disclosed only to the student, to persons within the University with a legitimate interest, to persons authorized by the student to receive the student's education records, and to persons authorized to receive education records without the student's consent.

SECTION III. DEFINITIONS.

Subd. 1. Directory Information. *Directory information* shall mean the student's name, address, electronic (e-mail) address, telephone number, dates of enrollment, enrollment status (full-time, part-time, not enrolled, withdrew, and date withdrawn), major, adviser, college, class, academic awards and honors received, and, upon graduation, the degree awarded.

Subd. 2. Legitimate Educational Interest. *Legitimate educational interest* shall mean an interest in reviewing student education records for the purpose of performing an appropriate University research, educational, or administrative function.

Subd. 3. Student Education Records. *Student education records* shall mean any record that contains personally identifiable information about a student, regardless of its format or method of storage. Student education records shall not include law enforcement records maintained separately from education records, University employment records, and medical or psychological counseling records, all of which are protected according to provisions of state and federal law and University policy.

Subd. 4. School Official. *School official* shall mean a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted; a person serving on the Board of Regents;



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or a student serving on a University committee or otherwise assisting another school official in performing institutional tasks.

SECTION IV. ACCESS TO STUDENT RECORDS.

Subd. 1. Access to Directory Information. Directory information shall be publicly available and may be disclosed to any person without the student's consent unless the student has suppressed or prohibited disclosure of the information. Students shall be given the opportunity to suppress their directory information during the term of their enrollment.

Subd. 2. Access to Private Student Education Records. Student education records other than publicly available directory information are private and shall not be disclosed except as appropriate to the following:

- (a) the student;
- (b) school officials with a legitimate educational interest in the information;
- (c) persons specifically authorized by the student in writing to receive the information;
- (d) other educational institutions in which the student seeks to enroll, provided the disclosure is limited to official copies of student transcripts or test scores from the appropriate University office;
- (e) other organizations conducting educational research studies, provided the studies are conducted in a manner that does not permit identification of students and the information will be destroyed when no longer needed for the specific purpose;
- (f) persons in compliance with a court order or lawfully issued subpoena, provided that a reasonable attempt is made to notify the student where required prior to release;
- (g) appropriate members of the court system when legal action against the University is initiated by the student and the disclosure is part of the University's defense;
- (h) appropriate persons during an emergency, provided the information is necessary to protect the health or safety of the student or other individuals;
- (i) accrediting organizations and state or federal education authorities using information for auditing, evaluating, or enforcing legal requirements of educational programs, provided the data is protected to prohibit the identification of students and all personally identifiable information is destroyed when no longer needed;



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(j) appropriate persons or agencies in connection with a student's application for or receipt of financial aid to determine eligibility, amount, or conditions of financial aid and to enforce the terms and conditions of the aid;

(k) parents of a dependent student as defined under the Internal Revenue Code; and

(l) the victim of an alleged perpetrator of a crime of violence or a nonforcible sex offense.

SECTION V. ADMINISTRATIVE PROCEDURES.

The University shall maintain administrative procedures that fulfill its legal obligations regarding student education records, including, but not limited to, notice of rights to students, access to education records, recordkeeping requirements, the right to request amendment of education records, and hearing rights.

SUPERSEDES: STUDENT ORGANIZATIONS' MEMBERSHIP LISTS DATED DECEMBER 8, 1967; STUDENT RECORDS OTHER THAN ORGANIZATION MEMBERSHIP LISTS DATED JANUARY 12, 1968; AND ACCESS TO STUDENT RECORDS DATED MARCH 10, 1978.