



North Hennepin Community College

STUDENT CONSENT FORM AND PERMISSION TO RELEASE AND/OR USE INFORMATION¹

PERMISSION FORM FOR USE OF STUDENT CREATIVE WORK

Instructions to Student: Carefully read the information below. If you have questions about the intended use of the student information or student creative work, please ask the faculty or staff member before signing. Your decision to grant permission or to deny permission will not have any impact on your grade in the related course/service program.

I, _____ [enter student's name and student ID number], pursuant to FERPA and the Minnesota State Colleges and Universities Policies 3.26 and 3.27² hereby give my written consent and permission to North Hennepin Community College faculty/staff member _____ [enter name of faculty/staff] to release and/or use my written assignments, essays, papers and other written materials created and/or prepared by me and submitted in connection with _____ [enter course name/service program] or entitled [Enter the specific name of paper or project or other creative work as necessary]

as part of college's internal self-evaluation and/or assessment procedures, or internal to the college/system efforts to improve teaching and learning effectiveness or experiences or to recognize student achievement. This includes permission to duplicate and/or disseminate a reasonable number of copies of my paper/work to third parties.

¹ Family Educational Rights and Privacy Act (FERPA) of 1974 20 USC § 1232g and 34 CFR § 99 requires North Hennepin Community College obtain written consent from a student before releasing the educational records of that student to a third party and includes the student's "creative work" developed in response to course requirements.

² Board of Trustees Policies 3.26 and 3.27 set forth rights and responsibilities for students, faculty and staff members at all colleges and universities comprising the Minnesota State Colleges and Universities System including the need to gain permission from the owners or creators of original scholarly works created by students.

_____ Please remove my name and identification number from any duplicated copies

_____ My name (**but not my student identification number**) may be displayed on any duplicated copies

I understand that my written consent will remain in effect until I notify North Hennepin Community College employee/office named in this form, in writing, to cancel it.

I understand that the specific information referenced on this form may be released to third party(ies) with my consent/permission with the understanding that s/he will not release it to any other parties external to the college or Minnesota State Colleges and Universities system³.

_____ [student signature]

_____ [date]

³ The Minnesota State Colleges and Universities is a system comprised of 32 colleges and universities governed by a 15-member Board of Trustees appointed by the governor. The Board has policy responsibility for system planning, academic programs, fiscal management, personnel, admissions requirements, tuition and fees, and rules and regulations. The system supports ongoing efforts for the assessment and professional development of its faculty and staff which may include sharing examples of student creative work as part of the teaching and learning experience.