

## AP 5040 STUDENT RECORDS, DIRECTORY INFORMATION & PRIVACY

### 5040 Definitions

- A. "Student" is defined as a currently enrolled or formerly enrolled student.
- B. "Access" is a personal inspection and review of a record.
- C. "Student Records" are any item of administrative information directly related to an identifiable student maintained by the District.
- D. The following records are administrative records that are expressly exempted from the right to review and inspection.
  - 1. Financial records of parents of the student relating to applications for financial aid and scholarships.
  - 2. Confidential letters and statements or recommendations which were placed in the students' records before January 1, 1975.
  - 3. Appropriate records of instructional supervisory and/or administrative personnel which are in their sole possession and are not accessible or revealed to any other person.
  - 4. Human Resource Information pertaining to persons employed by the District.
- E. "Directory Information" consists of student records that may be released to anyone without prior notification and/or written permission of the student.
- F. "District" refers to any college or satellite campus within the Santa Clarita Community College District.

### 5040.1 Student Access to Records

Students presently or previously enrolled have the right to access their individual student records maintained by the District. Students shall be granted access within 15 working days of their initial request made to the Office of Admissions & Records.

### 5040.2 Release of Student Records

The District shall maintain student records in a manner to insure the privacy of all such defined student records and only permit access to or release of information as follows.

- A. Access: The District shall not permit access to student records to any person, or third party, without the written consent of the student, regardless of the students age, except in the following conditions:
  - 1. Officials and employees of the District, third party agencies, recovery agencies, or institutions that have a legitimate educational interest to access a record as determined by the Director of Admissions & Records.

2. Subpoena: Information concerning a student shall be furnished in compliance with a subpoena. The District shall make a reasonable effort to notify the student in advance of such compliance.
3. Statistical Data: The District may provide statistical data from which no student may be identified to any public agency, or private nonprofit college, university or educational research organization when such actions would be in the best educational interest of the student.
4. Information may be released to appropriate persons or agencies if such information is necessary to protect the health or safety of the student or other persons.

#### 5040.3 Directory Information

- A. Student records identified as “Directory Information” may be released without written consent of the student, unless a “Directory Information” block has been placed on these records by the student.
- B. Directory Information shall include: student’s name, District provided email address, current enrollment status, dates of attendance, major field of study, degrees and awards received from the District, participation in officially recognized activities and sports, weight and height of members of athletic teams, and the most recent public or private school attended by the student.
- C. If a student desires to withhold or block Directory Information, he or she must file a written request with the Admissions & Records Office.
- D. The District may, at its discretion, limit or deny the release of specific categories of Directory Information to any public or private person or agency based upon a determination that such an action is in the best interest of the student.

#### 5040.4 Record of Access

- A. A log or record shall be maintained for each student’s record release which lists all persons, agencies, or organizations requesting or receiving information from the record.
- B. The listing need not include the student access to his or her own record, release of directory information, parties to whom written consent has been given, and officials or employees who have a legitimate educational interest.
- C. The log or record shall be open to inspection only by the student, the District official or designee responsible for maintenance of student records, and other schools, state, or federal officials with legitimate educational interests in the records as lawfully permitted.

#### 5040.5 Challenge of the Records

Current or former students have the opportunity to challenge the content of their educational records to ensure the accuracy of the records, that the records are not misleading or otherwise in violation of their privacy or other rights, and to provide an opportunity for correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained in the records.

- A. Every effort will be made to settle a dispute concerning a student's records through informal meetings with appropriate college officials and through the normal petition procedure.
- B. Formal Student Record Challenge Procedure
  1. A student may file a written request with the Director of Admissions & Records to remove information recorded on his or her record which he or she alleges to be inaccurate, misleading, or otherwise inappropriate.
  2. Within 30 days of receipt of such a request, the Director of Admissions & Records, or designee, shall meet with the student and the employee who recorded the information in question to determine validity of the student's claim. A summary of the meeting will be recorded and any decisions made shall be in writing.
  3. If appropriate, the Director of Admissions & Records shall order the correction, removal, or destruction of the information in question.
  4. If the Director of Admissions & Records denies the allegations and refuses to order correction or removal of the information, the student may appeal the decision in writing to the Vice President of Student Services within 30 days of the written refusal.
  5. Within 30 days of receipt of the appeal, the Vice President of Student Services shall hold a hearing to determine whether to sustain or deny the allegations.
  6. If the hearing results in a decision to sustain the allegations, the records will be immediately corrected or removed. If the hearing results in a decision to deny the allegations, the records will remain and the decision will be presented in writing and shall be final.

#### 5040.6 Annual Notice

The District shall notify students in writing annually of their rights under this policy. The notice shall appear in the College Catalog.

**Approved 08/08/12**