

Rancho Santiago Community College District
BOARD POLICY
Chapter 5
Student Services

BP 5040 Student Records, Directory Information and Privacy

Reference(s):

Education Code 76200, et seq.
Title 5 Sections 54600, et seq.
20 U.S. Code Section 1232g(j)
ACCJC Accreditation Standard II.C.8

The Chancellor shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The Chancellor may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the District.

No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information. A student may request the Admissions and Records Office to withhold this information. Such request must be in writing and submitted each semester.

Directory information shall include:

- A student's name, city of residence, major field of study;
- Participation in officially recognized activities and sports;
- Weight, height, and age if a member of an athletic team;
- Dates of attendance, degrees and awards received;
- The most recent previous educational institution or agency attended by the student.

Revised: July 21, 2014 (Previously B5117)
References Updated: May 18, 2015