

BP 5040 Student Records, Directory Information, and Privacy

Reference:

Education Code Sections 76200, et seq.;
Title 5, Sections 54600, et seq.;
20 U.S. Code Section 1232g(i)
ACCJC Accreditation Standard II.C.8;
WASC/ACS Criterion 7, Indicator 7.5

- 1.0 A cumulative record of enrollment, scholarship, and educational progress shall be maintained for each student by the Admissions and Records Office of each college and the School of Continuing Education Student Records Office.
- 2.0 The Chancellor shall establish procedures to ensure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records, and 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.
- 3.0 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.
- 4.0 No instructor, official, employee, or governing board member shall authorize access to student records (or personally identifiable information contained therein) to any person without the written consent of the student, other than directory information as specified in Administrative Procedure 5040, except in compliance with a judicial order or lawfully issued subpoena, or as otherwise authorized by law.
- 5.0 Student information identified by the District as directory information shall be limited to the categories of directory information defined in Education Code Section 76210(b) and Title 20, section 1232g of the United States Code. The District may limit or deny the release of specific categories of directory information based upon a determination of the best interests of students.
- 6.0 Students shall be notified of their rights with respect to student records, including the categories of student information that the District has designated as directory information, and that they may limit the information to be released.

See Administrative Procedures 5040

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