

Coast Community College District
BOARD POLICY
Chapter 5
Student Services

BP 5040 Student Records, Directory Information and Privacy

References:

Education Code Sections 76210, 76221, 76230, 76232 and Title 5 Sections 54610, 54616, 54626, 54630

Release of Directory Information

The colleges of the Coast Community College District may release Student Directory Information upon request, provided such release is approved by the appropriate college president or his or her designee. Students may request in writing to the appropriate college president or his or her designee that Directory Information not be released. The president or his or her designee may, in his or her discretion, limit or deny the release of specific categories of directory information based upon a determination of the best interests of the student.

Directory Information Defined

Directory Information is defined to mean one or more of the following items: student's name, city of residence, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended. Directory Information shall also be defined to include student's address when used by the college to mail information to its students. The only exceptions to these definitions are to meet requirements for release of information to meet federal or state laws and regulations (e.g., the Solomon Act), in which case the Directory Information to be released also includes student's address and telephone unless the student has specifically requested that no Directory Information be released.

Student Access to Student Records

Any currently enrolled or former student shall have access to all and any of his or her records, with the exception of confidential medical records on file in any of the District's colleges. Such access shall be granted within 15 working days of a written request and shall be subject to procedures established by the Chancellor. A student may request review of his or her confidential medical records by his or her physician or appropriate professional of his or her choice.

Student Challenge to Student Records

Pursuant to Education Code section 76232, any student may challenge the content of his or her records by written request to the College President or designee. Such challenges will be processed according to procedures established by the Chancellor.

Notification to Student

Each College President shall publish the terms of this policy and location of student records in the college's official documents.

Adopted April 1, 1987

Revised November 18, 1987

Renumbered from CCCD Policy 030-2-2, Fall 2010

Revised October 16, 2013