

SOLANO COMMUNITY COLLEGE

STUDENT SERVICES PROCEDURES

STUDENT RECORDS

Policy #5140

A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student.

Release of Student Records. No instructor, official, employee, or governing board member shall authorize access to student records to any person except under the following circumstances:

- Student records shall be released pursuant to a student's written consent.
- "Directory Information" may be released in accordance with the definitions in Board Policy 5160.
- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena.
- Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.
- Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record.
- Student records may be released to officials of other public or private schools or school systems, including local, county or state correctional facilities where education programs are provided, where the student intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code 76225.j

Challenging Content

Any student may file a written request with the Dean of Admissions and Records to correct or remove information recorded in his or her student records that the student alleges to be: (1) inaccurate; (2) an unsubstantiated personal conclusion or inference; (3) a conclusion or inference outside of the observer's area of competence; or (4) not based on the personal observation of a named person with the time and place of the observation noted.

Within 30 days of receipt of the request, the Dean of Admissions and Records shall meet with the student and the employee who recorded the information in question, if any, if the employee is presently employed by the community college District. The Dean of Admissions and Records shall then sustain or deny the allegations.

If after investigation the Dean of Admissions and Records determines that the records are accurate and removal of the information is not warranted, the student may, within 30 days file a written appeal to the Vice President of Student Services who will make a decision within 30 days.

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If the final decision is unfavorable to the student, the student shall have the right to submit a written statement of his or her objections to the information. This statement shall become a part of the student's record until the information objected to is corrected or removed.

Whenever there is included in any student record information concerning any disciplinary action, the student shall be allowed to include in such record a written statement or response concerning the disciplinary action.

Access Log

A log or record shall be maintained for each student's record that lists all persons, agencies, or organizations requesting or receiving information from the record and their legitimate interests. The listing need not include any of the following:

- Students seeking access to their own records;
- Parties to whom directory information is released;
- Parties for whom written consent has been executed by the student;
- Officials or employees having a legitimate educational interest.

The log or record shall be open to inspection only by the student and representatives of the Admissions and Records Office, and to the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, and state educational authorities as a means of auditing the operation of the system.

Governing Board Review: January 18, 2012