

STUDENT RECORDS AND DIRECTORY INFORMATION

STUDENT RECORDS

- A. The colleges shall maintain appropriate records to document and verify student enrollment, attendance, and withdrawal information as required for state apportionment purposes.
- B. Documents, whether originals or facsimiles, shall provide accurate attendance and contact hours data and shall be readily available for audits, internal controls, and other verification.
- C. Supporting ~~Documents~~ Documentation for Enrollment (hardcopy & electronic)
1. Student Applications
 2. Change of Program Form (Drop/Add)
 3. Fee Forms
 4. Credit by Examination Forms
 5. ~~Petition to Add Closed Classes Form~~ Transcripts
 6. ~~Student Permanent Record~~ Assesment Scores
 7. ~~Class Selection Guide~~
- D. Supporting Documentations for Attendance
1. Instructor Temporary Class Roll
 2. Instructor Permanent Class Roll
 3. ~~Audit Report of Classes Scheduled/Semester~~ Census Report
 4. ~~Status Report of Course Enrollment~~
 5. ~~Student Master Roster~~
 6. ~~Instructor Class Record~~
 7. Instructor ~~Initiated Drop/Semester~~ Verification Roster
 8. ~~Class Selection Guide~~
 9. ~~Student Permanent Record~~
 10. ~~Student Program Change Petition~~
 11. Student Grade Summary
 12. Instructor Notice of Incomplete Grade
 13. CCFS-320 Format

- a. WSCH - Census Week
 - b. Positive Attendance
 - c. Independent Study
 - d. Work Experience Courses
 - e. In-service Training Courses
 - f. Summer Intersession
- 14. CCAF-130, Active Enrollment by Census
 - 15. CCAF-131, Source of Credit Students by Census
 - 16. CCAF-320A, Attendance Report, Apprentices
 - 17. IPEDS
 - 18. Census Hours Missed Form/[Positive Attendance](#)

E. Supporting Documentations for Student Withdrawal

- 1. Drop/Add ~~Section Transfer~~ Form
- 2. Instructor Initiated Drop, Instructor Verification- [Electronic submission](#)
- 3. ~~Instructor Actual Hours of Attendance Roster~~ [Positive Attendance](#)
- 4. ~~Student/Administrative Withdrawal Form~~ [Student/Administrative withdrawal/Withdrawal form \(add/drop form, web or telephone\)](#)
- 5. Administrative Withdrawal Form [\(add/drop form, web or telephone\)](#)
- 6. ~~Student Program Form~~
- 7. ~~Student Permanent Record~~
- 8. ~~Petition to Withdraw from College~~

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ACCESS TO STUDENT RECORDS

A. Definitions

- 1. "Student" means any person who is currently enrolled or [has been formally](#) enrolled for classes [scheduled](#) in the San Bernardino Community College District.
- 2. The following files, records and documents will be maintained by the colleges and classified as "Student Records":

Admission Applications
Registration Forms
Scholastic Records
Test Scores
Program Change Petitions
Graduation Petitions
~~General Education Certification~~
High School Release Permits
High School Special Student Attendance Approval Form
Attendance and Class Record Forms
Withdrawal Petitions
Transcripts from Transfer Institutions
Nursing Department Folders
~~Placement Office Folders~~
Veterans Folders
~~EQPS Office Folders~~
~~Financial Aid Office Folders~~
~~College Security Office Folders~~
~~Trade and Technical Department Placement Data~~

3. The following files, records and documents are not classified as "Student Records":
- a. Information provided by a student's parents relating to applications for financial aid or scholarships.
 - b. Information related to a student compiled by a college officer or employee:
 - (1) ~~appropriate~~Appropriate for such officer or employee's performance of his/her responsibility; and
 - (2) ~~which~~Which remains in the sole possession of the maker thereof; and
 - (3) is not accessible or revealed to any other person except a substitute. For the purposes of this subdivision, "substitute" shall mean a person who performs on a temporary basis the duties of the individual who made the notes and does not refer to a person who permanently succeeds the maker of the notes in his/her position.
 - c. Information related to a student created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional:
 - (1) acting or assisting in his professional or para-professional capacity; and
 - (2) the record is created, maintained or used in connection with the provision of treatment to the student; and
 - (3) the record is not available to anyone other than persons providing such treatment provided, however, that such a record may be personally reviewed by a physician or other appropriate professional of the student's choice.

- d. Information maintained by a college law enforcement unit:
 - (1) necessary and appropriate to enable such law enforcement unit to carry out its duties and responsibilities as required by law or as may be assigned by the district;
 - (2) unit personnel do not have access to other student records; and
 - (3) such information is kept apart from other student records; and
 - (4) maintained solely for law enforcement purposes; and
 - (5) is available only to other law enforcement officials of the same jurisdiction.
- e. Confidential letters and statements of recommendation maintained by the college on or before January 1, 1975, provided that such letters or statements are not used for purposes other than those for which they were specifically intended.
- f. Information maintained in the normal course of business pertaining to persons who are employed by the college, provided that such information relates exclusively to such person in that person's capacity as an employee and is not available for use for any other purpose.

B. Access to Student Records

- 1. Students, as defined in this policy, have the right to review and receive copies of all student records relating to the student as maintained by the colleges. Expressly exempted from the right of inspection:
 - a. financial records of the parents of the students;
 - b. confidential letters and statements of recommendation that were placed in the education record prior to January 1, 1975. After January 1, 1975, confidential recommendations and other materials regarding admission to special departmental programs or honorary recognition for students may be acquired and remain confidential if the student has signed a waiver of his/her right to review and inspect such documents. In the event a student does not sign a waiver, such student must be given access to these records;
 - c. records of instructional, supervisory, counseling and administrative personnel which are in their sole possession and are not accessible or revealed to any other person except a substitute;
 - d. records of employees at the college, who are not in attendance at the college, made and maintained in the normal course of college business; and
 - e. records of students made and maintained by the college Health Office that are used in the treatment of students.
- 2. Procedures shall be developed by both colleges to provide for access to student records that will include:

- a. a written request from the individual student;
 - b. access to student records not to exceed ten working days;
 - c. a review and inspection process that will be under the direct supervision of a designated employee on both college campuses; and
 - d. a right to obtain copies of their student records at the designated fee for each page copied.
3. If any material or document in the education record of a student includes information on more than one student, the student shall have the right to inspect and review only such part of the material or document as relates to him/her or to be informed of the specific information contained in such part of the material or document.

C. Release of Student Records

1. Release of or access to individual student records is not authorized without specific written consent of the individual student or under judicial order, except that access may be permitted to the following
 - a. Officials and employees of the college, provided that any such person has a legitimate educational interest to inspect a record.
 - b. Authorized representatives of the Comptroller General of the United States, the Secretary of Health, Education, and Welfare, an administrative head of an education agency, state education officials, or their respective designees, or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally supported education program, or pursuant to a federal or state law, provided that except when collection of personally identifiable information is specifically authorized by federal law, any data collected by such officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.
 - c. Other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
 - d. Officials of other public or private schools or school systems, including local, county or state correctional facilities where educational programs are provided, where the student seeks or intends to enroll, or is directed to enroll.
 - e. Agencies or organizations in connection with a student's application for, or receipt of, financial aid provided that information permitting the personal identification of students may be disclosed only as may be necessary for such purposes as to determine the eligibility of the student for financial aid, to determine the amount of the financial aid, to determine the conditions which will be imposed regarding the financial aid, or to enforce the terms or conditions of the financial aid.
 - f. Accrediting organizations in order to carry out their accrediting functions.

- g. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction if such studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.
 - h. Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons, or safety of a student or other persons, or subject to such regulations as may be issued by the Secretary of Health, Education and Welfare.
- 2. The agencies and individuals listed above are expressly forbidden from permitting access of said educational records to third parties.
 - 3. Where the colleges receive a judicial order to review and/or release a student record, the student involved will receive notification of this action by the colleges as soon as possible.
 - 4. No person, persons, agency or organization permitted access to student records pursuant to this policy shall permit access to any information obtained from such records by any other person, persons, agency or organization without the written consent of the student; however, this paragraph shall not be construed as to require prior student consent when information obtained pursuant to this section is shared with other persons within the educational institution, agency or organization obtaining access as long as such person(s) have a legitimate educational interest in the information.

D. Record of Access

- 1. A log or record shall be maintained of each person, agency, or organization requesting or receiving information from individual student records. Such listing need not include college officials, instructors, or counselors.
- 2. The log or record shall be open to inspection only by the student and the college official or his designee responsible for the maintenance of student records, and to other school officials with legitimate educational interests in the records, and to the Comptroller General of the United States, the Secretary of Health, Education and Welfare, and administrative head of an education agency as defined in Public Law 93.380, and state educational authorities as a means of auditing the operation of the system.
- 3. Personal information may be transferred to a third party only on the condition that such party will not permit access by any other party without the written consent of the student. (As an example, information released to agencies for auditing purposes or for improving instruction.) The following statement will accompany student records released under these circumstances:

"All student education records will be destroyed when they are no longer needed for implementation of the study. Student education records may not be released without the written consent of the student."

E. Challenge of Student Records

1. ~~Procedures will be developed by both colleges that respond to a student's challenge of information contained in the student's record. Any student may file a written request with the appropriate campus office to remove information recorded which the students alleges to be: See Board Policy and Administrative Regulation 5045 Student Records: Challenging Content and Access Log~~

~~a. inaccurate;~~

~~b. an unsubstantiated personal conclusion or inference;~~

~~c. a conclusion outside of the observer's area of competence; or~~

~~d. not based on the personal observation of a named person with all pertinent information so noted.~~

~~2. Procedures to implement the challenge process will include:~~

Student Academic Records:

A student must submit a Petition for Academic Exception to the Scholastic Standards Committee stating their objection and requested remedy:

~~a. an informal hearing;~~

~~(1) A meeting with the student and the college records officer within a reasonable time to review the student's record for accuracy.~~

~~(a) The college records officer may make certain corrections that do not conflict with instructor grading or other Board policies on retention of records.~~

~~(2) Students may request a formal hearing if they are not satisfied with the informal hearing actions.~~

~~b. a formal hearing;~~

~~(1) Within 30 days of a request for a formal hearing, the student will meet with the appropriate college hearing body and discuss the allegations and past actions of the college record officer.~~

~~(a) If a student is not satisfied with the formal hearing results, the student has 30 days to appeal in writing to the District governing board.~~

~~(2) Within 30 days of receipt of such an appeal, the Governing Board, shall in closed session with the student and the employee who recorded the information in question, if any, and if such employee is presently employed by the district, determine whether to sustain or deny the allegations.~~

~~(a) If the Governing Board sustains the allegations, it shall order the chief administrative officer, or his designee, to~~

~~immediately correct or remove and destroy the information.~~

~~(b) The decision of the Governing Board shall be in writing and shall be final.~~

~~(c) Records of these administrative proceedings shall be maintained in a confidential manner and shall be destroyed one year after the decision of the Governing Board, unless the student initiates legal proceedings relative to the disputed information within the prescribed period.~~

~~(3) If the final decision of the Governing Board is unfavorable to the student, or if the student accepts an unfavorable decision by the chief administrative officer, the student shall have the right to submit a written statement of his objections to the information. This statement shall become a part of the student's record until such time as the information objected to is corrected or removed.~~

F. Annual Notice to Students

1. Students of the San Bernardino Community College District shall be notified annually of their rights under this policy. The annual notification will include:
 - a. the name and position of the college records officer and the employees responsible for each type of student record;
 - b. the college procedures for reviewing and correcting student records;
 - c. the process of access to student records;
 - d. the process for challenging the contents of all student records; and
 - e. the cost to students for reproducing copies of student records.
2. Standard college publications may be used to satisfy this annual notice to students.

G. Destruction of Records

Nothing in this policy shall prevent the destruction of records as per established college policy.

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