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Policy Area:	Chapter 5 Student Services
References:	

BP 5040 Student Records, Directory Information, and Privacy

(Replaces current SBCCD BP 5040 and BP 5045)

- From current SBCCD BP 5040 titled Student Records Directory Information, and Privacy

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 to review any and all student records relating to him/ or her maintained by the ~~District~~District.

No District ~~employee representative~~representative shall release the contents of a student record including directory information to any member of the public without the prior written consent of the student, other than 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,~~ including the definition of directory information contained here, and that they may limit the information.

Directory information shall include:

- ~~Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.~~
- ~~Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition.~~

NOTE: ~~This is an extremely limited definition of "directory information." Both state and federal laws permit the Board of Trustees to adopt a definition of "directory information" that includes any of the following: name, address, telephone number, date and place of birth, major field of study, student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members, degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition, dates of attendance, and the most recent public or private school attended by the student. Such an expansive definition of "directory information" is no longer recommended out of concern for both the family privacy and the safety of students. Applicable law does not give the District discretion to use a~~

~~more expansive definition of directory information on a selective basis, e.g., in order to make such data available to potential vendors.~~

~~**NOTE:** The following language in current SBCCD BP 5045 is shown as struck below due to the prescriptive detail contained therein. The Policy and Procedure Service includes this exact language in its template for AP 5045 titled Student Records: Challenging Content and Access Log. The language in current SBCCD BP 5045 will be reflected in new AP 5045.~~

~~• **From current SBCCD BP 5045 titled Student Records: Challenging Content and Access Log**~~

~~Any student may file a written request with one of the respective deans in Student Services 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.~~

Directory information as required by law is included in the College Catalog which is updated and posted to the college website annually.

References:

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

Attachments:

BP 5040 Student Records, Directory Information, and Privacy - Comments
BP 5040 Student Records, Directory Information, and Privacy - Legal Citations
BP5040 -OLD.pdf