

Note: This policy is under general review to coincide with the *legally required* AP.

Revised – GCCCD policy

First Reading–4/23/12
Second Reading–5/23/12
Final Reading–6/25/12
Final Reading–7/23/12
Final Reading–8/27/12
DEC Reading–9/4/12

BP 5040 Student Records, Directory Information, and Privacy

Reference: ***Education Code Sections 76200 et seq.; and Title 5 Sections 54600 et seq.***

Adoption Date: May 21, 2002

Updated: May 20, 2008

[CCLC template language, except italicized language]

~~The Chancellor shall ensure that colleges within the District establish common procedures to ensure the rights and privileges of students and former students to have access to their college records. These procedures will include access to the records by any individual or agency to whom the student has executed written consent specifying the records to be released; or access to those records in response to court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.~~

The Grossmont-Cuyamaca Community College District (District) Chancellor may direct the implementation ~~of procedures of establishing~~ appropriate safeguards to ~~assure ensure~~ that student records, including grade changes, cannot be accessed or modified by any person not authorized to do so.

The safeguards shall ensure that colleges within the District establish common procedures to ensure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records. The procedures shall also include addressing access of student records, including, but not limited to:

- The rights and privileges of students and former students to have access to any and all their college records relating to him or her maintained by the District
- Access to the records by any individual or agency to whom the student has executed written consent specifying the records to be released
- Access to those records in response to court order or lawfully issued subpoena
- The student's right to limit their directory information
- The installation of security measures to protect grade records and grade storage systems from unauthorized access
- Limitations on access to grade records and grade storage systems
- Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization
- Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred

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. Directory information may be released in accordance with applicable federal and state laws. Students have the right to opt out of releasing directory information by contacting the Admissions and Records Office.

Directory information shall include:

- Name, address, phone number, email address, dates of attendance and enrollment status (full-time, half-time)
- 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, Vice President's and President's recognition.

Also see BP 3310 Records Retention and Destruction, AP 4231 Grade Challenges, and AP 5040 Student Records, Directory Information, and Privacy.