

7.28 Student Records

1. The Family Educational Rights and Privacy Act (FERPA) and the California Education Code require educational institutions to provide a student access to official educational records directly related to the student and to provide an opportunity for a hearing to challenge such records on the grounds that they are inaccurate. In addition, the law specifies that a College must obtain the written consent of the student before releasing personally identifiable information from records to other than a specified list of persons and agencies and that these rights extend to present and former students of the College.
 - a. Educational and student records generally include documents and information related to admission, enrollment in classes, grades, matriculation, **disciplinary action**, and related academic information. Educational records are more fully defined by the Education Code and FERPA regulations.
 - b. The Dean of Admissions and Records at each College, or the designee of the responsible Vice President, is designated "Records Officer" as required by the Act.
 - c. A student's educational record shall be made available for inspection and review by the student, during working hours, within five working days following completion and filing of a request made with the Records Officer.
 - d. If a student wishes to challenge any information in his/her educational record, with the exception of a grade change, the student shall review the matter with the Records Officer. During the informal proceedings, the Records Officer may make adjustments or changes to correct factual errors.
 - e. If these informal proceedings do not settle the dispute regarding the student's record, the student may submit a request in writing to the responsible Vice President. The Vice President will assign the matter within ten working days to a "Hearing Officer."
 - f. The Hearing Officer will set a date for a hearing, at the conclusion of which s/he will render a decision to the President of the College, who will determine what action is to be taken. This decision may be appealed by the student in accordance with Rules and Regulations, Section 7.73 and the California Education Code.
2. Federal and State laws provide that the College may release certain types of "Directory Information" unless the student submits a request, in writing, to the Records Officer that certain or all such information is not to be released without his/her consent. "Directory Information" in the San Mateo County Community College District includes: student's name and city of residence, participation in recognized activities and sports, dates of enrollment, degrees and awards received, the most recent previous educational agency or institution attended, and height and weight of members of athletic teams.
3. Students shall be notified of their legal rights regarding access to student records through publication of this policy in Schedules of Classes.
4. Each College shall maintain a log in the Office of Admissions and Records for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the record, in accordance with the California Education Code.
5. A copy of District policy, the Family Educational Rights and Privacy Act, appropriate sections of the California Education Code, and other pertinent information and forms shall be available in the office of the Records Officer.
6. A fee established by the Board shall be charged for furnishing copies of records, except that the first two copies of a transcript shall be furnished without charge.