



BOARD POLICY

5040

DESERT COMMUNITY COLLEGE DISTRICT

STUDENT RECORDS, DIRECTORY INFORMATION, AND PRIVACY

The Superintendent/President shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records. The Superintendent/President 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 of access to any and all student records relating to him or her maintained by the District.

No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena from a court with jurisdiction over the District, 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 third-party access to this information by contacting the Admissions & Records Office.

Directory information may include:

- Name, address, phone number, internet address, dates of attendance, major field of study, degrees, certificates received, the most recent previous educational agency or institution attended, date and place of birth, current enrollment status, and photographs.
- Student participation in officially recognized activities and sports including weight, height, and high school of graduation of athletic team members.
- Awards received by students, including honors, scholarship awards, athletic awards, and Dean's List and Honor Roll recognition.

Reference:

Education Code Sections 76200, et seq.

Title 5 Sections 54600, et seq.

20 U.S. Code Section 1232g(j) (U.S. Patriot Act)

ACCJC Accreditation Standard II.C.8

Approved: November 16, 2005
Revised: January 12, 2008, May 20, 2010
Executive Cabinet Review/Approval: March 27, 2018
College Planning Council/Information Item: April 13, 2018
Board Review/Approval, 1st Reading: May 18, 2018
Board Review/Approval, 2nd Reading: June 14, 2018
Next Review: June 2023

Administrator: VP Student Success