

STUDENT RECORDS

DIRECTORY INFORMATION AND STUDENT RECORDS

1.01 The student educational records maintained by the College District fall into two general categories: directory information and student records. The purpose of this policy is to describe various kinds of educational records and to state the permissible uses of these records. These policies and procedures are in full accord with the final regulations implementing the Family Educational Rights and Privacy Act of 1974.

CONFIDENTIALITY OF RECORDS

2.01 That part of a student's educational record defined as directory information is public information and will be made available to the public. The Family Education Rights and Privacy Act of 1974 defines directory information. Directory information includes, but is not limited, to the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

2.02 Student records include all educational records except for directory information and are not public records. The College District will maintain the confidentiality of these student records.

Information in a student's educational record may be released by the College District as directed by the College President in response to a health or safety emergency.

2.03 The College President shall be the College District's officer for public records. Each department head shall be an agent of the officer for public records for the purposes of complying with the Public Information Act and the College District's policy on public records.

2.04 Students may at any time request that all directory information be withheld by completing a non-disclosure statement in the registration and admissions office.