

ARTICLE IV

RECORDS

8400. STUDENT RECORDS. The President of each community college in the District shall keep, or cause to be kept, a cumulative record of enrollment, scholarship, and educational progress for each student.

EC 76220
Title 5, C.C.R., 54600 et seq.

Adopted 02-03-70
Amended 10-22-97

8401. TRANSCRIPTS OF STUDENTS' RECORDS. If a student enrolls, seeks to enroll, or is directed to enroll in another school, college or education program, a copy of the student's record shall be forwarded promptly by U.S. mail or other responsible forwarding agency upon request. Such request may be made by the student or officials of other public or private school systems, including local, county or state correctional facilities where education programs are provided.

EC 76225, 76243 (a)(4)

Adopted 02-03-70
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8401.10 Charges for Transcripts or Verifications of Various Student Records. A student/former student shall be entitled to two free copies of the transcript of his/her record or two free verifications of various student

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Amended 04-22-81
Amended 08-18-82
Amended 09-03-86
Amended 10-22-97
Amended 06-13-01

records. Additional copies shall be made available to the student, or to an addressee designated by him/her, at the rate of \$3.00 per copy.

Students may request special processing of a transcript or verification of enrollment for an additional fee of \$7.00. The total charge for both an emergency transcript and Verification of Enrollment will be \$10.00.

Colleges will maintain the following production timeframes:

- a. Regular service for transcript or Verification of Enrollment: Ten (10) working days or less.
- b. Emergency service for transcript or verification: immediately upon request.

All money collected for emergency transcript and verification production will be maintained by the college to cover the associated costs.

EC 76223

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Amended	08-04-71
Amended	04-22-81
Amended	08-18-82
Amended	09-03-86
Amended	10-22-97
Amended	06-13-01

8401.11 Release of Information Contained in Students' Records. No instructor, official, employee, or governing board member shall authorize access to student records to any person except under the following circumstances:

- a. Student records shall be released pursuant to a student's written consent.
- b. Student records shall be released pursuant to a judicial order or a lawfully issued subpoena.
- c. Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record.
- d. Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Health, Education and Welfare, and administrative head of an education agency, state education officials or their respective designees or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law, with the exception that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those

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officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements.

- e. Student records may be released to officials of other public or private schools or school systems, including local, county or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll, subject to Board Rule 8401.
- f. Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid.
- g. Student records may be released to organizations conducting studies for, or on behalf of accrediting organizations, education agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations

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and the information will be destroyed when no longer needed for the purpose for which it is conducted.

- h. Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law.
- i. The following information shall be released to the Federal Military for the purposes of Federal military recruitment: student names, addresses, telephone listings, dates and places of birth, levels of education, degrees received, prior military experience, and/or the most recent previous educational institutions enrolled in by the students.

EC 76243, 76244, and Public Law 104-206

Adopted 02-03-70
Amended 10-22-97

8402. WITHHOLDING OF TRANSCRIPTS, GRADES, DIPLOMAS, AND REGISTRATION PRIVILEGES FROM STUDENTS OR FORMER STUDENTS

The President of a college or designee shall with written notification withhold grades, transcripts, diplomas, and registration privileges from any student or former student who fails to pay a proper financial obligation to the District. Written notification shall be sent to the student or former student's last known address. The student shall be given the opportunity to respond to the President or designee in order to explain if the financial obligation is in error.

Adopted 07-09-96
Amended 11-05-08

A proper financial obligation shall include, but not be limited to, student fees; obligations incurred through the use of facilities; equipment or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a student or former student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.

Authority: 5 C.C.R. 59410

Adopted 07-09-96

Amended 11-05-08

8402.10 Withholding of Services For Students Who Are In Default On A Loan Or Loans. The District may withhold institutional services from a student or former student who has been notified in writing at the last known address of the student or former student that he or she is in default on a financial aid loan or loans, including but not limited to, loans under the Federal Family Education Loan Program ("FFELP", formerly the Guaranteed Student Loan Program) or the Supplemental Loan for Students Program. The services that may be withheld from the student shall include, but are not limited to the provision of grades, transcripts, and diplomas.

"Default" means the failure of a borrower to make an installment payment when due, or to meet other terms of the promissory note under circumstances where the guarantee agency finds it reasonable to conclude that the borrower no longer intends to honor the obligation to repay, provided that this failure persists for 180 days for a loan repayable in monthly installments, or 240 days for a loan repayable in less frequent installments.

Adopted 11-05-08

The District shall not withhold registration privileges of students in default of a financial aid loan or loans.

The District shall not withhold services during the period when the facts with respect to the default are in dispute or when the student or former student demonstrates to the governing board of the District or the Student Aid Commission, or both, that reasonable progress has been made to repay the loan or that there exists a reasonable justification for the delay as determined by the institution.

Adopted 11-05-08

8403. SUBPOENAS AND OTHER LEGAL PAPERS. The Chancellor shall establish the procedures to be followed in connection with the service of subpoenas and other legal papers upon the District for students records.

Adopted 02-03-70
Amended 10-22-97

8404. STUDENT INFORMATION

Protection of Confidential Student Information

Each college shall develop procedures to ensure that the confidentiality of student information, including social security numbers, is protected. Such procedures should include, but are not limited to, prohibitions against the posting of students' grades by social security numbers (or portions thereof), the posting of any other confidential student information (e.g., birth date), as well as circulation of any documents (e.g., class rosters) which contain confidential student information.

Adopted 12-18-02