



## **BP 5040 STUDENT RECORDS, DIRECTORY INFORMATION, AND PRIVACY**

### **References:**

- Education Code Sections 76200 et seq.;
- Title 5 Sections 54600 et seq.;
- 20 U.S. Code Section 1232g(j);
- ACCJC Accreditation Standard II.C.8

Student Records are those defined in Education Code Section 76210. The Superintendent/President shall assure that student records are maintained in compliance with applicable federal and state laws including the Family Educational Rights and Privacy Act (FERPA) relating to the privacy of student records.

The Superintendent/President shall direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Except as provided in BP 5035 Withholding of Student Records, any currently enrolled or former student of the District has a right of access to any and all student records relating to him/her maintained by the District.

Other than directory information as defined in this policy, District representatives shall not release the contents of a student record. Exceptions are as follows:

- prior written consent of the student or
- pursuant to a court order or lawfully issued subpoena, or
- as otherwise authorized by applicable federal and state laws.

### **Directory Information**

The District has defined the following as “directory information:”

- Students who participate in intercollegiate athletics including name, photograph, weight, height, and high school of attendance of athletic team members.
- Degrees and awards received by students, including honors, scholarship awards, athletic awards and President’s Honor Roll recognition.
- Names of student officers
- Students’ previous dates of attendance for purposes of determining athletic eligibility
- Confirmation if individual is enrolled in the current semester
- The email addresses assigned by the District as necessary to conduct the business of the college

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may opt out of having directory information released. Pursuant to Education Code Section 76240(b), the



District may limit or deny the release of specific categories of directory information based upon a determination of the best interests of a student or students.

Students may consent to have their name, mailing address, phone number, and email address provided to the Santa Barbara City College Foundation for the purpose of supporting the institution and its students.

Students have the right to inspect and review their education records and to seek to amend incorrect education records. Also see AP 5040 Student Records, Directory Information, and Privacy as well as AP 5045 Student Records – Challenging Content and Access Log.

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**Date Adopted:** May 22, 2014

*(Replaces former SBCC Policy 5060)*

**Legal Reference Update #26:** April 2015