

INSTITUTIONAL POLICY ON ACCESS TO AND CONFIDENTIALITY OF STUDENT RECORDS FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

CONFIDENTIALITY OF STUDENT RECORDS

Student records are protected from access by casual or unauthorized persons by the Family Educational Rights and Privacy Act of 1974, as amended, state law, Kern Community College District board policy and Cerro Coso Community College policy. Access to student records is provided to the student, persons having written consent of the student, by court order or subpoena, and to appropriate college staff members.

Student privacy rights include the right to:

- Inspect and review Information contained in educational records
- Request correction or elimination of inaccurate or misleading information in the student's record
- Prevent the disclosure of personally identifiable information
- Obtain a copy of the College's policy concerning educational privacy rights
- File complaints with the Department of Education if the College fails to comply with the Educational Privacy Act.

The definition of educational records is any record (in handwriting, print, computer files, tapes, 1dm, or other medium) maintained by the College or an agent of the College which is directly related to a student, except 1) records of instructional, supervisory, administrative, and certain educational personnel which are in the sole possession of the maker of the record and are not accessible or revealed to any other person except a temporary substitute for the maker of the record; 2) records maintained by a law enforcement unit of the College; 3) records related to individuals who are employed by the Institution; 4) records of a physician or other appropriate professional.

RELEASE OF PUBLIC OR DIRECTORY INFORMATION

Cerro Coso Community College will release student names, addresses, phone listings, dates and places of birth, major fields of study, participation in officially recognized activities and athletic teams, weight and height of athletic team members, dates of attendance, degrees and awards received, and the most recent previous educational agency or Institution attended. This information will be released to educational Institutions, government agencies, and the media upon receipt of a written request, signed by an employee of the organization requesting the information. **All requests for release of directory information should be forwarded to the Office of Admissions and Records for action.**

If a student does not want this information released, the student must check the privacy requested boxes on the admissions form, the update form, or by requesting the change at the Office of Admissions and Records.

PROCEDURE FOR INSPECTION AND REVIEW OF EDUCATIONAL RECORDS

A student wanting to review his or her educational records must file a written request with the Vice President of Student Services. The Vice President of Student Services will schedule a review to take place within 45 days of the date on which the request is received. An appropriate college staff member will be present when the records are reviewed. A copy of the record will be provided only when that is the only available method for the student to inspect the records.

Students will not have the right to inspect or review financial information submitted by their parents, confidential letters, and recommendations placed in their files prior to January 1, 1975 or to which the student has waived the right of inspection or review. Students will not have the right to review records containing information about more than one student or information about any student other than him or herself.

Once a student has requested a review and inspection of records, those records will not be destroyed until after the review has taken place.

PROCEDURE FOR CHALLENGE OF THE CONTENTS OF EDUCATIONAL RECORDS

If a student wants to challenge inaccurate or misleading information in a record, the student must file a written challenge with the Vice President of Students within 20 days of the review of the record. The Vice President of Students will decide whether corrective action will be taken and notify the student of this decision within 20 days of receipt of the challenge. The decision of the Vice President of Students may be appealed to the College President, in writing within five instructional days for final adjudication.

Signature

Date

Print Your Name

Prepared by the office of the Vice President of Student Services August 2012