

4F9 Student Rights and Directory Information

Section Four—Students/Instructional Services Governance Processes Relative to the District Board Policy Manual and Collegial Consultation With Academic Senates

Employ the Process of Mutual Agreement

Policies: None

Procedures: None

Appendices: None

Rely Primarily Upon the Advice and Judgment

- Policies:**
- (1) **4A2**, Student Responsibilities (*includes Policies 4A2A through 4A2G*)
 - (2) **4A3**, Matriculation (*includes Policies 4A3A through 4A3G*)
 - (3) **4A4**, Prerequisites, Corequisites, and Advisories on Recommended Preparation (*includes Policies 4A4A through 4A4E*)
 - (4) **4A6**, Admission to Impacted Programs (*includes Policies 4A6A through 4A6K*)
 - (5) **4A9**, Instructional and Other Materials (*includes Policies 4A9A through 4A9D*)
 - (6) **4B1**, Educational Programs (*includes Policies 4B1A through 4B1D1*)
 - (7) **4B5**, Program Review
 - (8) **4B7**, Articulation (*includes Policies 4B7A through 4B7C*)

Section Four
Table of Contents
(continued)

Rely Primarily Upon the Advice and Judgment (continued)

- (9) **4B10A**, (re: guest/visitors) *(includes Policies 4B10A1 through 4B10A7)*
- (10) **4B10B** (re: guest/visitors)
- (11) **4B11**, Controversial Issues in Curriculum *(includes Policies 4B11A through 4B11C)*
- (12) **4C**, Academic Regulations *(includes Policies 4C1 through 4C7)*
- (13) **4D**, Minimum Graduation Requirements *(includes Policies 4D1 through 4D1G)*

Procedures: None

Appendices: None

**Proposed Addition to
Kern Community College District Board Policy Manual
Section Four – Students/Instructional Services**

Governance Process: Informational Only

Reason for Revision: To Establish/Amend District Policy

4F9 Student Rights *and Directory Information* – Each College will publish policies and procedures which protect the rights of students, including the right of privacy concerning records and information about each student. *(See Procedure 4F9)*
(Revised January 7, 1993)

Admin 04/21/14
Admin 03/16/15
ChC. 03/17/15
CC 03/24/15

**Proposed Addition to
Kern Community College District Board Policy Manual
Section Four – Student Services/Instructional**

Governance Process: Information Only

Reason for Revision: To Establish District Procedure

STUDENT RIGHTS AND DIRECTORY INFORMATION

A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student.

Release of Student Records: All requests for release of student records shall be through Admissions and Records unless otherwise noted in this procedure. No instructor, official, employee, or Governing Board member shall authorize access to student records to any person except under the following circumstances:

- ~~All requests for student records or directory information shall be forwarded to the Office of General Counsel, for review prior to fulfilling any request and/or providing any information.~~
- Student records shall be released pursuant to a student's written consent.
- "Directory information" may be released in accordance with the definitions in Education Code Section 76240(b).
- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena. [See BP 3A15] All judicial orders or subpoenas will be reviewed by General Counsel.
- Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism. The judicial order shall be reviewed by General Counsel before records are released.

- Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record.
- Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an 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. Exceptions are 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 officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements.
- 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. The release is subject to the conditions in Education Code Section 76225.
- 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.
- Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational 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 and the information will be destroyed when no longer needed for the purpose for which it is conducted. Faculty and administrators pursuing studies with other academic institutions shall not utilize student records in their research unless an appropriate agreement exists between the District and the institution. Initial requests shall be reviewed by General Counsel to ensure appropriate agreements are in place.
- 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. Release of records shall be reviewed by General Counsel if feasible under the circumstances.

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.

Charge for Transcripts or Verifications of Student Records:

A student/former student shall be entitled to two free copies of the transcript of his/her record or to two free verifications of various student records. Additional copies shall be made available to the student, or to an addressee designated by him/her, at the rate of [.10] per copy as stated in the Board-approved student fee schedule.

Electronic Transcripts

The District may elect to implement a process for the receipt and transmission of electronic student transcripts contingent upon receipt of sufficient funding.

Use of Social Security Numbers

The District shall not do any of the following:

- Publicly post or publicly display an individual's social security number;
- Print an individual's social security number on a card required to access products or services;
- Require an individual to transmit his/her social security number over the internet using a connection that is not secured or encrypted;
- Require an individual to use his/her social security number to access an Internet Web site without also requiring a password or unique personal identification number or other authentication devise; or
- Print, in whole or in part, an individual's social security number that is visible on any materials that are mailed to the individual, except those materials used for:

Application or enrollment purposes:

- To establish, amend, or terminate an account, contract, or policy; or
- To confirm the accuracy of the social security number.

If the District has, prior to January 1, 2004, used an individual's social security number in a manner inconsistent with the above restrictions, it may continue using that individual's social security number in that same manner only if:

- The use of the social security number is continuous;
- The individual is provided an annual disclosure that informs the individual that he/she has the right to stop the use of his/her social security number in a manner otherwise prohibited;
- The District agrees to stop the use of an individual's social security number in a manner otherwise prohibited upon a written request by that individual;
- No fee shall be charged for implementing this request; and the District shall not deny services to an individual for making such a request.

Admin 04/21/14
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