

**Student Services**

1 **AP 5045 STUDENT RECORDS: CHALLENGING CONTENT AND**  
2 **ACCESS LOG**

3 **References:**

4 Education Code, Sections 76222 and 76232;  
5 Title 5, Section 54630

6 **Challenging Content**

7 Any student may file a written request with the Dean of Admissions, Records and Services  
8 to correct or remove information recorded in his or her student records that the student  
9 alleges to be: (1) inaccurate; (2) an unsubstantiated personal conclusion or inference;  
10 (3) a conclusion or inference outside of the observer's area of competence; or (4) not  
11 based on the personal observation of a named person with the time and place of the  
12 observation noted.

13 Within 30 days of receipt of the request, the Dean of Admissions, Records and Services  
14 shall meet with the student and the employee who recorded the information in question,  
15 if any, if the employee is presently employed by the District. Should the employee no  
16 longer be employed, the Dean of Admissions, Records and Services will meet with the  
17 student. The Dean of Admissions, Records and Services shall then sustain or deny the  
18 allegations.

19 If the Dean of Admissions, Records and Services sustains any or all of the allegations,  
20 he or she shall order the correction or removal and destruction of the information. If the  
21 Dean of Admissions, Records and Services denies any or all of the allegations and  
22 refuses to order the correction or removal of the information, the student, within 30 days  
23 of the refusal, may appeal the decision in writing to the President/Superintendent or  
24 designee. If the President/ Superintendent or designee denies any or all of the allegations  
25 and refuses to order the correction or removal of the information, the student, within 30  
26 days of the refusal, may appeal the decision in writing to the Board of Trustees.

27 Within 30 days of receipt of an appeal, the Board of Trustees shall, in closed session with  
28 the student and the employee who recorded the information in question, determine  
29 whether to sustain or deny the allegations. If the Board of Trustees sustains any or all of  
30 the allegations, it shall order the President/ Superintendent or designee, to immediately  
31 correct or remove and destroy the information. The decision of the Board of Trustees  
32 shall be final.

33 If the final decision is unfavorable to the student, the student shall have the right to submit  
34 a written statement of his or her objections to the information. This statement shall

35 become a part of the student's record until the information objected to is corrected or  
36 removed.

37 Whenever there is included in any student record information concerning any disciplinary  
38 action, the student shall be allowed to include in such record a written statement or  
39 response concerning the disciplinary action.

40 Whenever there is included in any student record information concerning any disciplinary  
41 action in connection with any alleged sexual assault or physical abuse, or threat of sexual  
42 assault, or any conduct that threatens the health and safety of the alleged victim, the  
43 alleged victim of that sexual assault or physical abuse shall be informed within three days  
44 of the results of the disciplinary action and the results of any appeal. The alleged victim  
45 shall keep the results of that disciplinary action and appeal confidential.

#### 46 **Access Log**

47 A log or record shall be maintained for each student's record that lists all persons,  
48 agencies, or organizations requesting or receiving information from the record and their  
49 legitimate interests. The listing need not include any of the following:

- 50 • Students seeking access to their own records;
- 51 • Parties to whom directory information is released;
- 52 • Parties for whom written consent has been executed by the student;
- 53 • College employees designated as College officials having a legitimate educational  
54 interest, as defined in Administrative Procedure 5040 titled Student Records and  
55 Directory Information.

56 The log or record shall be open to inspection only by the student and the Dean of  
57 Admissions, Records and Services, and to the Comptroller General of the United States,  
58 the Secretary of Education, an administrative head of an education agency, and state  
59 educational authorities as a means of auditing the operation of the system.

60 Office of Primary Responsibility: Vice President, Student Services

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**Date Approved: May 21, 2007**  
**Date Reviewed: February 20, 2019**