

Student Services

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

References:

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

Challenging Content

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

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

If the Dean of Enrollment Services sustains any or all of the allegations, he/she/they shall order the correction or removal and destruction of the information. If the Dean of Enrollment Services denies any or all of the allegations and refuses to order the correction or removal of the information, the student, within 30 days of the refusal, may appeal the decision in writing to the President/Superintendent or designee. If the President/Superintendent or designee denies any or all of the allegations and refuses to order the correction or removal of the information, the student, within 30 days of the refusal, may appeal the decision in writing to the Board of Trustees.

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

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

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

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

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

45 **Access Log**

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

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

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

59 Office of Primary Responsibility: Vice President, Student Services

Date Approved: May 21, 2007

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