

STUDENT RECORDS, DIRECTORY INFORMATION & PRIVACY

References: *Education Code Sections 76200 et seq.;*
 Title 5 Sections 54600 et seq.; US Patriot Act;
 Civil Code Section 1798.85

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

Former and currently enrolled students have the right of access to their student records. Student records maintained by the College District include information relevant to admissions, registration, academic history, student benefits or services, extracurricular activities, counseling and guidance. Access to a student's own records shall be granted to any student filing a written request with the Dean of Student Services or designee. Access shall be granted no later than 15 working days following the request.

Release of Student Records

No instructor, official, employee, or member of the Board of Trustees of the Southwestern Community College District shall authorize access to student records by any person except under the following circumstances:

- The College District may permit access to student records to any person for whom the student has executed consent specifying the records to be released and identifying the party or class of parties to whom the records may be released. Consent must be signed and dated by the student, and the recipient must be notified that the transmission of the information to other parties is prohibited. The consent notice shall be kept with the permanent file. Parents of non-minor students do not have access, except when written permission is received from the student.
- Student records may be released to officials and employees of the College District only when such they have a legitimate educational interest to inspect a record. The person requesting the information must contact the Admissions and Records Office. Legitimate educational requests may include; academic counseling, student disciplinary processes, college safety and security needs, degree and other academic achievements check and reviews. The Dean of Student Services or designee will review requests. If the request is deemed legitimate, the information will be released.
- Student records may include a student's academic history. Students who wish to dispute a course grade need to follow the Student Grade Dispute procedure #5500 – Student Code of Conduct.

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- 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 educational agency, state education officials or their respective designees or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federal supported education program or pursuant to a federal or state law. Exceptions are 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 which 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. All requests must be directed to the Office of Admissions and Records.
- Student records may be released to officials of other public or private schools or school systems, including local, county or state correctional facilities where educational 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. Students must provide a written request with their signature to the Office of Admissions and Records requesting this action. The official transcript will be sent to the address provided by the student.
- 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 necessary for purposes which may include; to determine the amount of the financial aid, the conditions which will be imposed regarding the financial aid or enforce the terms or conditions of the financial aid. The Financial Aid office is responsible for release of this information.
- 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/or improving instruction. When those studies are conducted it will be 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. The organization conducting the study will submit the request in writing to the Dean of Student Services or designee.
- Outside individuals, groups or organizations who wish to submit a written and formal request for a specific research project may submit their request to the SWC

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Institutional Research Board (IRB) or cognizant Vice President (s). Student records which are released for these research projects will be 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 to be released. Information will be destroyed when no longer needed for the purpose for which it is conducted.

- 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. Request will be submitted in writing to the Dean of Student Services or designee.
- 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. Request will be submitted in writing to the Dean of Student Services or designee.
- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena. When receiving a subpoena, designated Admissions and Records staff will:
 - Carefully review and examine its legitimacy
 - Verify that student's name, social security number, and date of birth are consistent with school records.
 - Verify and make copies of documents requested. The documents are sent in a sealed envelope with a declaration certifying the copies are true records on file with the Southwestern Community College District. In addition, instructions for opening the sealed documents are attached to the envelope.
 - When in doubt, the Dean of Student Services will review of subpoena.
- The following information shall be released to military recruiters, in compliance with the Solomon Act for the purposes of military recruitment; Student names, addresses, telephone listings, dates and places of birth, levels of education, degrees received, prior military experience, and/or most recent previous educational institutions enrolled by students. This information, unless prior written objection is received from the student and placed on file with Admissions and Records will be released.

Use of Social Security Numbers

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Southwestern College has not used a student Social Security Number as a student identifier since January 1, 2007, when legislation was passed. All employees of the College District are prohibited from the following:

- Publicly posting or displaying individual's social security number;
- Printing an individual's social security number on a card required to access products or services;
- Requiring an individual to transmit his or her social security number over the internet using a connection that is not secured or encrypted;
- Requiring an individual to use his or her social security number to access an Internet Web site without requiring a password or unique personal identification number or other authentication device; or
- Printing, 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;
- Establishing, amending, or terminating an account, contract, or policy; or confirming the accuracy of the social security number.

Directory Information

Directory information may be released in accordance with the definitions in Governing Board Policy 5040. Directory information is defined as: student's name, email address; participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and degrees and awards received.

The directory information may be released by Admissions and Records, unless prior written objection is received from the student and placed on file in Admissions and Records. Students can elect to withhold their directory information on the college application. At any point, students can check their withholding status at Admissions and Records.

Charge for Official Transcripts of Student Records

A student/former student shall be entitled to two free copies of their official transcript. Additional copies shall be made available to the student or an address designated by the student at the current rate per copy. Students may request special processing of an official transcript. Please refer to the College Catalog for current transcript fees.

Office of Primary Responsibility: Admissions & Records Department