

STUDENT RECORDS, DIRECTORY INFORMATION & PRIVACY

References: Education Code Sections 76200 et seq; Title 5 Sections 54600 et seq.

The Superintendent/President shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records. Any currently enrolled or former student of the College District has the right to access any and all student records relating to him or her maintained by the College District.

No College District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained herein, and that they may limit the information.

Southwestern College is authorized to verify public directory information concerning currently enrolled students at the College.

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.

Southwestern College may limit or deny the release of former and current student directory information based on a determination of the best interest of the student.

Directory information shall be released to military recruiters in compliance with the Solomon Act passed in 1995. Directory information for this purpose is defined as student's name, address, telephone listing, date of birth, level of education, and degrees received.

Office of Primary Responsibility: Admissions & Records