

**PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE**

5040

Student Records, Directory Information, and Privacy

Reference: Education Code Sections 76200 et seq.;
Title 5, Sections 54600 et seq.;
20 U.S. Code Section 1232g(j) (U.S. Patriot Act);
Civil Code Section 1798.85
ACCJC Accreditation Standard II.C.8

Students shall be notified annually in the college catalog of the rights accorded them pursuant to this policy and its procedures.

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

Types of Student Records Maintained

- A permanent academic record which includes Palo Verde College transcripts and may include transcripts from other institutions; and the results of Palo Verde College placement examinations. The Registrar is the custodian of these records.
- A student Admissions Application and schedule of classes completed for each term of enrollment. The Director of Admissions & Records is the custodian of these records.
- A financial aid record for a student applying for and receiving financial aid. The Financial Aid Officer is the custodian of these records.

Falsification of Applications and Student Records

- Falsification by a student of any information on the application for admission to the college is a basis for cancellation of enrollment.
- Falsification by a student of previous academic record, of courses and grades, or of the student's identity in examinations is a basis for disciplinary action, which may include suspension or expulsion.
- In either case, the student shall be afforded appeal through the due process procedures set forth in the current catalog and provided for by BP/AP 5500 - Standards of Conduct.

Release of Student Records

No instructor, official, employee, or governing board member shall authorize access to student records to any person except under the following circumstances:

- Student records shall be released pursuant to a student's written consent. The individual student must authorize the release of information in his or her records in each case not provided for in any section below. The authorization must be in writing, signed and dated, and filed with the Admissions & Records Office.
- A record of the release authorization shall be filed in the Admissions & Records Office. The individual receiving such information must sign a statement to the effect that he or she shall not transmit or allow third persons access to the information without the written consent of the student. A copy of this signed statement shall be placed in the student's file.

- “Directory Information” may be released in accordance with the definitions in BP 5040 - Student Records and Directory Information. The college may release directory information including the student’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized college activities, weight and height of members of athletic teams, dates of attendance, degrees and awards received, last school of attendance, and other information authorized in writing by the student. Within fifteen (15) days after receiving this policy, the student may inform, the custodian of the records, in writing, that part or all of the information designated above and in BP 5040 should not be released without the student’s consent.
- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena. Information concerning a student must be furnished in compliance with a court order. The student must be notified in advance of compliance by the Admissions & Records Office.
- 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.
- 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 in which 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 is disclosed only as may be necessary for those purposes related to financial aid, to determine the amount of the financial aid, 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
- 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.

- 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 (2) free copies of the transcript of his/her record. Additional copies shall be made available to the student, or to an addressee designated by him/her, at the rate of \$5.00 per copy. Students may request special processing of a transcript, for same day processing the rate is \$10.00. (See also BP/AP 5030 - Fees and Tuition and/or the college catalog.)

Electronic Transcripts

The District implements a process for the receipt and transmission of electronic student transcripts to participating institutions. Fees for electronic transcripts shall be consistent with charges for all other transcript orders.

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 or her social security number over the internet using a connection that is not secured or encrypted;
- Require an individual to use his or her social security number to access an Internet Web site without also requiring a password or unique personal identification number or other authentication device; 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
 - 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 or she has the right to stop the use of his or her social security number in a manner otherwise prohibited;
- 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.

See also BP/AP 3310 - Records Retention and Destruction

(Formerly PVC Board Policy 5130 and a part of PVC Administrative Regulation 5110)

7/26/11 Board Information Item
05/15/18 College Council Review
06/12/18 Board Information Item