

## Chapter 5 – Student Services

### **BP 5040 Student Records, Directory Information, and Privacy**

**References:** Education Code Sections 76200, et seq.; Title 5, Sections 54600 et seq., 20 U.S. Code Section 1232g(i)

The College President/CEO shall assure that student records are maintained in compliance with applicable federal and State laws relating to the privacy of student records.

The College President/CEO may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the College has a right of access to any and all student records relating to him or her maintained by the College.

No Mt. San Antonio College 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, and their ability to limit the information.

Mt. San Antonio College reserves the right to limit or deny the release of specific categories of directory information based upon a determination of the best interests of the student.

Directory information shall include:

Approved: June 23, 2004

Reviewed: May 14, 2013

Reviewed: December 16, 2014

Reviewed: June 9, 2015

Reviewed: May 10, 2016