

further right to further appeal and the correct procedures to follow.

C. Appeal to the President

1. If the student does not accept the dean's decision, the student may then submit the appeal or request for waiver to the College President.
2. The President will review the appeal and will meet with the student and/or inform the student of the final decision concerning the appeal or request for waiver.

Student Record Privacy Law

A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student. Student records shall be maintained in a manner to insure the privacy of all records and shall not, except as otherwise herein authorized, permit any access to nor release of information therein. Students have the right to examine their own records and provision is made for the student to have copies of those records by written request and by payment of appropriate fees. Provision is also made for the student to challenge the accuracy of these records. In conformance with federal and state laws, Los Medanos College hereby provides notice that the Contra Costa Community College District Governing Board has adopted a policy regarding access to student records maintained by the College.

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.
- Directory information may be released in accordance with Board Policy, unless otherwise specified by the student.

Directory information shall include:

1. Student name
 2. Student participation in officially recognized activities and sports, including weight, height, and high school of graduation of athletic team members.
 3. Degrees and awards received by students, including honors, scholarship awards, athletic awards, and Dean's List recognition.
- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena, or in the event of litigation towards the college district. If a parent or eligible student initiates legal action against an educational agency or institution, the educational agency or institution may disclose to the court, without a court order or subpoena, the student's educational records that are relevant for the educational agency or institution to defend itself.
 - Whenever there is included in any student record any information concerning any disciplinary action taken by a community college in connection with any alleged sexual assault, or physical abuse, or threat of sexual assault, or any conduct that threatens the health and safety of the alleged

victim, the alleged victim of that sexual assault or abuse shall be informed within three days of the results of any disciplinary action by the community college and the results of any appeal. The alleged victim shall keep the results of that disciplinary action and appeal confidential.

- Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record. The assigned custodian of records at each campus determines access to student records.
- 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 where 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 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 may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or 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 assigned custodian of records at each campus will make this determination.

- 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.

Availability of Specific Information

The following specific information is on file at the Admissions & Records Office and/or is available to students upon request.

- 1) The types of student records and information contained therein which are directly related to students and maintained by the institution.
- 2) The official responsible for the maintenance of each type of record, the persons who have access to those records, and the purposes for which they have such access.
- 3) The policies of the district for reviewing and expunging these records.
- 4) The right of the student to access to his/her records.
- 5) The procedures for challenging the content of student records.
- 6) The cost which will be charged for reproducing copies of records.
- 7) The categories of information which the institution has designed as directory information and the parties to whom such information will be released unless the student objects.
- 8) Any other rights and requirements set forth in Chapter 1.5 (commencing with Section 15430) of Division 18.5 of the Education Code.

Address Changes

Students are required by law to notify the Admissions & Records Office of changes of address. Address and phone number changes should be submitted by going into WebAdvisor on the college website, www.losmedanos.edu. Students who are also working as employees of the college should submit address, phone and/or e-mail changes by the same procedure.

Student Right-To-Know and Campus Security Act

In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Contra Costa Community College District and Los Medanos College to make the following information available:

- The completion or graduation rates of certificate or degree-seeking, first-time, full-time students beginning Fall 2009 and annually thereafter. Based on a cohort of first-time, full-time freshman with a declared program of study, 25.07% attained a certificate or degree or became 'transfer prepared' during a three-year period, from Fall 2009 to Spring 2012. Based on the cohort of first-time freshmen with a declared program of study, 14.64% transferred to another public institution in California (UC, CSU, or other California Community College) prior to attaining a degree or certificate during a three-year period, from Spring 2010 to Spring 2012.
- Annual reports of criminal activity on campus and procedures for prevention of campus crime, as required by the Crime Awareness and Campus Security Act of 1991. This information is available, on request, from the campus Police Services Office or the LMC website under Campus Police.