

## **STUDENT RECORDS - CHALLENGING CONTENT**

Student records shall be maintained in a manner to insure the privacy of all such records and shall not, except as otherwise herein authorized, permit any access to nor release of information therein. Any currently enrolled or former student has a right to access any and all student records, which relate to the student and are maintained by community colleges. The editing or withholding of any such records, except as provided for by law is prohibited.

### **CHALLENGING CONTENT**

Any student may file a written request with the Admissions and Records Office to correct or remove information recorded in his or her student records that the student alleges to be: (1) inaccurate; (2) an unsubstantiated personal conclusion or inference; (3) a conclusion or inference outside of the observer's area of competence; or (4) not based on the personal observation of a named person with the time and place of the observation noted.

### **COLLEGE LEVEL PROCEDURES**

Within 30 days of receipt of the request, a representative from the Admissions and Records Office shall meet with the student and the employee who recorded the information in question, if any, if the employee is presently employed by the District.

If Admissions and Records Office representative sustains any or all of the allegations, he or she shall order the correction or removal and destruction of the information. If the Admissions and Records Office designee denies any or all of the allegations and refuses to order the correction or removal of the information, the student, within 30 days of the refusal, may appeal the decision in writing to the Vice President or Senior Dean of Student Services.

### **DISTRICT LEVEL APPEAL<sup>1</sup>**

Within 30 days of receipt of a written denial by the Vice President or Senior Dean of Student Services the student may appeal to the Governing Board, the Governing Board shall, in closed session with the student and the employee who recorded the information in question, determine whether to sustain or deny the allegations. If the governing board sustains any or all of the allegations, it shall order the Chancellor, designee, to immediately correct or remove and destroy the information. The decision of the Governing Board shall be final.

If the final decision is unfavorable to the student, the student shall have the right to submit a written statement of his or her objections to the information. This statement shall become a part of the student's record until the information objected to is corrected or removed.

Whenever there is included in any student record information concerning any disciplinary action, the student shall be allowed to include in such record a written statement or response concerning the disciplinary action.

Whenever there is included in any student record information concerning any disciplinary action in connection with any alleged sexual assault or physical abuse, or threat of sexual assault, or any conduct that threatens

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<sup>1</sup> The administrative process, including the coordination of the hearing process, shall be the responsibility of the District Human Resources Office.

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

California Education Code, Sections 76222, 76232  
Title 5, California Code of Regulations, Section 54630