

**Coast Community College District**  
**BOARD POLICY**  
Chapter 5  
Student Services

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

**References:**

Education Code Sections 66271.4 and 76200 et seq.;;  
Title 5 Sections 54600 et seq.;;  
20 U.S. Code Section 1232g(j);  
ACCJC Accreditation Standard II.C.8

The Chancellor shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The Chancellor shall direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

No District representative shall release the contents of a student record 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 how they may limit the release of their Directory Information.

**Release of Directory Information**

The District and its Colleges may release Student Directory Information upon request, provided such release is approved by the Chancellor or designee or by appropriate College President or designee. Students may request in writing to the appropriate College President or designee that Directory Information not be released. The President or designee may, in their discretion, limit or deny the release of specific categories of Directory Information based upon a determination of the best interests of the student.

The District will give a public notice annually in accordance with Education Code Section 76240. Such notice shall also specify the period of time within which the student must inform the District in writing that such personally identifiable information is not to be designated as Directory Information with respect to that student.

## **Directory Information Defined**

Directory Information is defined to mean one or more of the following items: student's name, city of residence, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended. Directory Information shall also be defined to include student's address, including student's e-mail, when used by the District or its colleges to mail or e-mail information to its students. The only exceptions to these definitions are to meet requirements for release of information to meet federal or state laws and regulations (e.g., the Solomon Act), in which case the Directory Information to be released also includes student's address, including student's e-mail, and telephone unless the student has specifically requested that no Directory Information be released.

## **Student Access to Student Records**

Any currently enrolled or former student shall have access to all and any of their student records relating to them maintained by the District, with the exception of confidential medical or psychological treatment records on file in any of the District's Colleges. Such access shall be granted within 15 working days of a written request and shall be subject to procedures established by the Chancellor. A student may request review of their confidential medical records by their physician or appropriate professional of their choice.

Upon request by a former student of the District, the District will update and reissue student records to include an updated legal name or gender. These documents include, but are not limited to, transcripts and diplomas.

Commencing with the 2023–24 graduating class, a graduating student may request the District to confer the diploma in the student's chosen name. The District will not require a graduating student to provide legal documentation to demonstrate a legal name or gender change in order to have the student's chosen name listed on the student's diploma.

## **Student Challenge to Student Records**

Pursuant to Education Code section 76232, any student may challenge the content of their records by written request to the College President or designee. Such challenges will be processed according to procedures established by the Chancellor. See AP 5045 Student Records - Challenging Content and Access Log.

## **Notification to Student**

Each College President shall publish the terms of this Policy and location of student records in the College's web site, catalog, and class schedules.

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Revised October 16, 2013  
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