

## GRADES, SCHOLARSHIP, RECORDS

weeks should be allowed for requests to be filled during those periods. After the Admissions/Records Office has been notified of overdue student accounts, transcripts will not be provided without clearance from the Business Office. Transcripts of record from other institutions submitted to this institution will not be returned to the student.

**Reports to Students.** An enrollment report is made available to the students by the Admissions/Records Office and at the end of the semester final grade reports are mailed to the students at the address submitted to the Admissions/Records Office.

## PRIVACY RIGHTS OF STUDENTS IN EDUCATION RECORDS

*The Federal Family Educational Rights and Privacy Act of 1974* (20 U.S.C. 1232g) and regulations adopted thereunder (45 C.F.R. 99) and California Education Code Section 67100 et seq., set out requirements designed to protect the privacy of students concerning their education records maintained by the campus. Specifically, the statute and regulations govern (1) access to student records maintained by the campus, and (2) the release of such records. In brief, the law provides that the campus must provide students access to official records directly related to the student and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate; the right to a hearing under the law does not include any right to challenge the appropriateness of a grade as determined by the instructor. The law generally requires that written consent of the student be received before releasing personally identifiable data about the student from records to other than a specified list of exceptions. The institution has adopted a set of policies and procedures concerning implementation of the statutes and the regulations on the campus. Copies of these policies and procedures may be obtained at the Office of the Dean of Student Affairs. Among the types of information included in the campus statement of policies and procedures are: 1) the types of student records and the information contained therein; 2) the official responsible for the maintenance of each type of record; 3) the location of access lists which indicate persons requesting or receiving information from the record; 4) policies for reviewing and expunging records; 5) the access rights of students; 6) the procedures for challenging the content of student records; 7) the cost which will be charged for reproducing copies of records; and 8) the right of the student to file a complaint with the Department of Health, Education and Welfare. An office and review board have been established by the Department to investigate and adjudicate violations and complaints. The office designated for this purpose is: The Family Educational Rights and Privacy Act Office (FERPA), Department of Health, Education and Welfare, 300 Independence Avenue, S. W., Washington, D. C. 20201.

The campus is authorized under the Act to release public directory information concerning students. Directory information includes the student's name, address, telephone listing, 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, the most recent previous educational agency or institution attended by the student and any other information authorized in writing by the student.