

Chapter 5 – Student Services

BP 5040 Student Records, Directory Information, and 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 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 them maintained by the College. Upon request by a former student of the College, the College will update and reissue the student records to include an updated legal name or gender. These documents include but are not limited to transcripts or a diploma.

Commencing with the 2023-24 graduating class, a graduating student may request the College confer the diploma in the student's chosen name. The College cannot require a graduating student to provide legal documentation to demonstrate a legal name or gender changes in order to have the student's chosen name listed on the student's diploma.

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 contained here, and that they may 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:

- The student's name, community of residence, 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 by the student.
- Any student desiring to withhold "Directory Information" may file a written request with the Dean of Enrollment Management within five days of the beginning of each semester or session that the student does not want such information released.

Approved June 23, 2004

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