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Owner: *Academic Senates Academic Senates*
Policy Area: *Chapter 5 Student Services*
References: *Legally Required*

BP 5040 Student Records, Directory Information, and Privacy

(Replaces current SBCCD BP 5040 and BP 5045)

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 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 District has a right to review any and all student records relating to him/ or her maintained by the District.

No District representative shall release the contents of a student record including directory information to any member of the public without the prior written consent of the student, other than 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.

Directory information as required by law is included in the College Catalog which is updated and posted to the college website annually.

References:

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

Attachments

[BP 5040 Student Records, Directory Information, and Privacy - Comments](#)
[BP 5040 Student Records, Directory Information, and Privacy - Legal Citations](#)
[BP5040 -OLD.pdf](#)

Approval Signatures

Step Description	Approver	Date
	Policy Stat	07/2020
	Policy Stat	07/2020

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