

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

Subject: STUDENT RECORDS – CONFIDENTIALITY	Original Issue Date: 1996	Policy #: 430
	Supersedes: August 27, 2010	Effective Date: February 19, 2016
Committees/Individuals Consulted: Administrative & Student Services	Reviewed & Approved by: Dean, Administrative & Student Services Administrative Committee College Planning Board of Trustees	Approved by: (Signature on File) Provost, College of Nursing and Allied Health

PURPOSE:

To ensure confidentiality of student records

Definition:

College official is a person:

- Employed by the College in an administrative, supervisory, academic, research, or support staff position
- Contracted by the County, such as an attorney, auditor, or collection agent
- Serving on the Board of Trustees
- Serving on an official committee, such as a disciplinary or grievance committee which includes student members
- Assisting individuals listed above in performing official tasks.

POLICY:

College policies and procedures for maintaining confidentiality of student records comply with the Family Educational Rights and Privacy Act (FERPA).

College officials who have a legitimate educational interest may access student records in order to fulfill their professional responsibilities.

Students have the right to:

- Review their educational records
- Request amendment of records they believe to be inaccurate or misleading
- File a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with FERPA requirements.

Students must:

- Consent to disclosure of personally identifiable information contained within the record except to the extent that FERPA authorizes disclosure without consent
- Be notified of access/release of records, which are outside the course of normal College business.

Student records may be removed from the Office of Educational Services (OES) only as authorized by the Dean, Administrative and Student Services/designee.

Subject: STUDENT RECORDS – CONFIDENTIALITY

PROCEDURE:

Request to Review Records

The student submits a written request that identifies the record(s) they wish to inspect to the Dean, Administrative and Student Services/designee.

The Dean, Administrative and Student Services/designee:

- Provides the student with access to their records within 10 business days of receiving the request
- Notifies the student of the specific (not really needed, time & place is adequate) time and place where the records may be inspected
- Directs the student to the correct official to whom the request should be addressed if the records are not maintained by the Dean, Administrative and Student Services.

College officials make arrangements with the Student Clerk to access student records.

Request to Amend Records

The student submits a written request to the Dean, Administrative and Student Services/designee. The request must:

- Clearly identify the part of the record they want changed
- Specify why it is inaccurate or misleading.

The Dean, Administrative and Student Services/designee:

- Consults with appropriate College official regarding the request
- Notifies the student if the College decides not to amend the record as requested
- Advises the student of his or her right to a hearing.

PROCEDURE DOCUMENTATION:

REFERENCES:

Family Educational Rights and Privacy Act
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920
College Catalog

REVISION DATES:

February 19, 2016