

8.2.3

STUDENT ACCESS TO STUDENT RECORDS

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It shall be the policy of the Sonoma County Junior College District to guarantee students the right to inspect their college records, permit students to challenge any part of their academic record through informal or formal hearings, and severely limit access to college records, or the release of information in such records, without their written consent. This policy covers all college education records, files, documents and other materials that directly relate to individual students. The policy does not include personnel records and excludes personal notes and memos kept by the instructors to assist in determining accurate grades. Also excluded are records of students made or maintained by a physician or other professionals that are created and utilized only in connection with treatment of the student; and financial records of the parents and statement of recommendation placed in the educational records prior to January 1, 1975, if such letters and statements are not used for any other purpose than those for which they were specifically intended.

Whenever there is included in any student record, information concerning a disciplinary action taken at Santa Rosa Junior College, the student shall be allowed to include in such record a written statement or response concerning the disciplinary action.

The Sonoma County Junior College District is committed to the maintenance and destruction of all student records in accordance with the legal guidelines established by the California Community College Board of Governors. To this end, a schedule for the retention, microfilming, and destruction of student records shall be maintained by the Office of Admissions, Records and Enrollment Development.

Official copies of academic records (transcripts) from other academic institutions are the property of the College and may not be released to students.

See also: Procedure 8.2.9