

STUDENT RECORD PRIVACY LAW

A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student. Student records shall be maintained in a manner to insure the privacy of all records and shall not, except as otherwise herein authorized, permit any access to nor release of information therein. Students have the right to examine their own records and provision is made for the student to have copies of those records by written request and by payment of appropriate fees. Provision is also made for the student to challenge the accuracy of these records. In conformance with federal and state laws, San José City College hereby provides notice that the **SJECED Governing Board has adopted a policy, Board Policy 5040 regarding access to student records maintained by the College.**

The District Chancellor shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The District 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 of access to any and all student records relating to him/her maintained by the District.

No District 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.

Directory information shall include:

- Name
- Dates of attendance
- Student participation in officially recognized activities and sports including weight, height, and high school of graduation of athletic team members.
- Degrees, certificates, and awards received by students, including honors, scholarship awards, athletic awards, President's List, and Dean's List recognitions.

Directory information may be issued at the District's sole discretion to third-party vendors who need this data to provide requested technical services/resources for the District. Such vendors will be required to protect the data per contract agreements and applicable state/federal laws.

Availability of Specific Information

The following specific information is on file at the Admissions & Records Office and/or is available to students upon request.

1. The types of student records and information contained therein which are directly related to students and maintained by the institution.

2. The official responsible for the maintenance of each type of record, the persons who have access to those records, and the purposes for which they have such access.
3. The policies of the district for reviewing and expunging these records.
4. The right of the student to access to their records.
5. The procedures for challenging the content of student records.
6. The cost which will be charged for reproducing copies of records.
7. The categories of information which the institution has designed as directory information and the parties to whom such information will be released unless the student objects.
8. Any other rights and requirements set forth in Chapter 1.5 (commencing with Section 15430) of Division 18.5 of the Education Code.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. **These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.** Students to whom the rights have transferred are "eligible students."

- Eligible students or parents with **prior authorization** from the student have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for the eligible student or parent with **prior authorization** to review the records. Schools may charge a fee for copies. Eligible students or parents with prior authorization from the student have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the eligible student or parent with prior authorization from the student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, **without consent**, to the following parties or under the following conditions:
 - School officials with legitimate educational interest.
 - Other schools to which a student is transferring.
 - Specified officials for audit or evaluation purposes.
 - Appropriate parties in connection with financial aid awarded to a student.
 - Organizations conducting certain studies for or on behalf of the school.
 - Accrediting organizations.
 - To comply with a judicial order or lawfully issued subpoena.
 - Appropriate officials in cases of health and safety emergencies.
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. When applying to San Jose City College, students may request, in writing, that their directory

information be withheld to the Admissions and Records office in person, email at sjcc.admissions@sjcc.edu or fax to 408-298-1935.

Address Changes

Students are required by law to notify the Admissions & Records Office of changes of address. Address and phone number changes should be submitted in Self-Service (formerly MyWeb) (<https://sso.sjcccd.edu/>) and log in to your account. Students who are also working as employees of the college should submit address, phone and/or e-mail changes by the same procedure and notify Human Resources of these changes.

Academic Performance

Standards and Consequences

- Cumulative GPA below 2.0 after attempting at least 12 semester units of letter grades – Consequence: Academic Probation
- 50% or more of 12 or more semester units attempted recorded as “I”, “W”, or “NC” and/or “NP” – Consequence: Progress Probation
- Cumulative GPA of less than 2.0 in the next terms of enrollment after being placed on Probation – Consequence: Academic Dismissal
- 50% or more of units attempted recorded as “I”, “W”, “NC” and/or “NP” in the next two subsequent terms of enrollment after being placed on Probation – Consequence: Progress Dismissal
- Consistent failure to submit or perform assigned work – Consequence: Dismissal from the class or college.

Attendance

Standards and Consequences

- At the discretion of the instructor, a student may be dropped from a class if the number of times absent exceeds the number of times the class meets in a week during 16-week semester.
- Students should also be aware they may be dropped from a class if they do not attend the first class meeting.

Parking of Vehicles

Any violation or violations of law, ordinance, regulation, or rule regulating or pertaining to the parking of vehicles in District parking lots shall not be cause for the suspension or expulsion of a student, excepting violations which are disruptive to the educational programs of the district.