

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

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| Subject:<br><b>STUDENT RECORDS – CONFIDENTIALITY</b>             | Original Issue Date: 1996  | Policy #: <b>430</b>   |
|  | Supersedes:<br>August 10, 2006   | Effective Date:<br>August 27, 2010   |
| Committees Consulted:<br>Dean, Administrative & Student Services | Reviewed & Approved by:<br>College Administration<br>College Planning<br>Board of Trustees | Approved by:<br><br>(Signature on File)<br>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
- With whom the County has contracted 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. This includes student members
- Assisting the 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 disclosures 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.

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.

The Dean, Administrative and Student Services:

- Provides the student with access to their records within 10 business days of receiving the request
- Notifies the student of the time and place where the records may be inspected
- Advises the student of 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. 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:

- 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 (FERPA)

Family Policy Compliance Office

U.S. Department of Education

600 Independence Avenue, SW

Washington, DC 20202-4605

College Catalog