

The Family Educational Rights and Privacy Act (Section 438, Public Law 93-380) requires educational institutions: to provide access to official educational records directly related to the student; to provide an opportunity for a hearing to challenge such records on the ground that they are inaccurate, misleading, or otherwise inappropriate; to obtain the written consent of the student before releasing personally identifiable information about them from records to other than a specified list of persons and agencies; and to extend these rights to present and former students of the college.

The College Registrar is designated as the Records Officer as required by the Act. Education records generally include documents and information related to admissions, enrollment in classes, grades, and related academic information.

Current and former students can review their education records by completing and filing a request with the Records Officer (College Registrar). Such records will be made available immediately when possible, but in all cases within fifteen days of the written request during Admissions and Records Office hours. If as a result of such an inspection, there arises a dispute over any records, the Records Officer will initiate an informal proceeding in an attempt to resolve the matter.

If the informal proceeding fails to settle the dispute, the student may submit a request in writing to the Dean of Student Services for a formal hearing of the matter. Upon receiving such a request, the Dean of Student Services will then assign the matter within two school days, to a ©Hearing Officer<sup>a</sup> for resolution. The designated Hearing Officer who must be a full-time Cabrillo College teaching or administrative staff member, upon assignment of a disputed case, will organize a committee consisting of two faculty members and two currently enrolled students, and set a date for a formal hearing. Hearing procedures will follow those described in Cabrillo College Policy 6110 (Student Rights and Responsibilities). After having received evidence from all concerned parties, the hearing committee will render a decision in the form of a written recommendation to the College Superintendent/President for final action. A student has the right to appeal the decision of the committee to the Superintendent/President, and failing resolution, ultimately to the Governing Board of the District.

The Act provides that the college may release certain types of Directory Information unless the student requests in writing (to the Records Officer) that certain or all such information not be released without his/her consent.

- Student name
- Participation in recognized activities and sports
- Dates of attendance
- Degrees and awards received
- The most recent prior educational agency or institution attended.
- All of the above restrictions shall be recognized and complied with subject to current court ruling and interpretations of law.
- Public agency and financial aid disclosure exceptions will be listed in a separate procedural document based upon this policy statement.