



ADMINISTRATIVE PROCEDURES

No. 506.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

PRIVACY OF STUDENTS RECORDS

The Mendocino-Lake Community College District observes the provisions of the Federal Family Educational Rights and Privacy Act, as amended in 1974, as follows:

1. Education records of students are not released to any individual or agency without the written consent of the student. Parents may have access to educational records if the student is a dependent under Internal Revenue Service regulations or the requesting parent has signed the special admission form.
2. The Custodian of Records of Mendocino College is the Director of Admissions and Records.
3. Education records are maintained in the Admissions and Records Office, and include: the application for admission, the permanent record (or transcript) add-drop cards, general petitions for permission to carry overloads and the like, petitions for graduations, official evaluation of student progress towards a degree, certification of general education requirements, DD-214 (Vets), high school transcript, other college transcripts, petitions for credit for military experience with supporting documents, validations documents for grade changes, and high school advanced placement form.
4. Students have a right to review such material to determine its accuracy. Requests for such review should be made to the Admissions and Records Office at least three (3) full working days in advance.
5. Students have a right to challenge the accuracy of such records. However, the grade assigned by a faculty member cannot be changed by this process unless an error is evident. Students desiring to request or challenge a grade should submit a Request of Change of Grade Form, obtainable from the Office of Admissions and Records.
6. College officials and teachers have access under the law to the Education Records of students.
7. A Record of Access is maintained on each student's Education Records. The Record of Access is available for inspection by the student.
8. Directory information may be released to individuals or groups, including the following: the high school graduation, other colleges, newspapers, official agencies of federal, state or local government, or teachers, administrators and staff of Mendocino College having a legitimate interest in the student. Directory information includes only student's name, date and place of birth, major fields of study, participation in activities and sports, weight and height of athletic teams, dates of attendance, degrees and awards, and the most recent school attended. Any student may, by completing a Prior Consent in Admissions and Records, notify that office not to release any of all of the directory information without prior consent.

Public Law: 93-380

Adopted : July 21, 1982

Revised: June 5, 2002