

AP 5040 Student Records, Directory Information, and Privacy

References:

Education Code Sections 76200 et seq.; Title 5 Sections 54600 et seq., U.S Patriot Act ; Civil Code Section 1798.85

For purposes of this article and for use in the enforcement of FERPA procedures, a student is defined as an individual who is or has been in attendance at one of the colleges of the Ventura County Community College District. "In attendance" is defined as an individual whose application has been accepted and entered into the district student database.

The colleges of the Ventura County Community College District shall maintain a cumulative record of enrollment, scholarship, and educational progress for each student. Each college shall publish information regarding the release of student records, rights of students with respect to their education records, process for requesting copies of student records, the definition of directory information, the right of a student to request that directory information not be release and process for doing so in the annual college catalog.

Annual notification of the colleges' directory information policy and opportunity to opt out of having directory information released shall be provided to their students ~~annually~~ through various media which may include email, website and portal postings.

Release of Student Records: No instructor, official, employee, or governing board member shall authorize access to student records to any person except under the following circumstances:

- Student records shall be released pursuant to a student's written consent.
- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena.
- Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.
- Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record.
- Student records from a particular college within the District shall be available to all other colleges within the District.
- Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements.
- Student records may be released to officials of other public or private schools or school systems, including local, county or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code Section 76225.

- 45 • Student records may be released to agencies or organizations in connection with a student's
46 application for, or receipt of, financial aid, provided that information permitting the personal
47 identification of those students may be disclosed only as may be necessary for those
48 purposes as to financial aid, to determine the amount of the financial aid, or conditions that
49 will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid.
- 50 • Student records may be released to organizations conducting studies for, or on behalf of,
51 accrediting organizations, educational agencies or institutions for the purpose of developing,
52 validating, or administering predictive tests, administering financial aid programs, and
53 improving instruction, if those studies are conducted in such a manner as will not permit the
54 personal identification of students or their parents by persons other than representatives of
55 those organizations and the information will be destroyed when no longer needed for the
56 purpose for which it is conducted.
- 57 • Student records may be released to appropriate persons in connection with an emergency if
58 the knowledge of that information is necessary to protect the health or safety of a student or
59 other persons, subject to applicable federal or state law.
60
- 61 • The following information shall be released to the federal military for the purposes of federal
62 military recruitment: student names, addresses, telephone listings, dates and places of birth,
63 levels of education, degrees received, prior military experience, and/or the most recent
64 previous educational institutions enrolled in by the students.
- 65 • Under the Family Educational Rights and Privacy Act, once a student of any age is attending
66 an institution of postsecondary education, all rights pertaining to the inspection, review and
67 release of his/her educational records belong to the student without regard to the student's
68 age. Therefore all students, regardless of age, must provide written consent for the release
69 of their transcripts.
- 70 • **Directory Information:**
- 71 • The colleges of the Ventura County Community College District shall release directory
72 information in accordance with VCCCD Board Policy BP 5040. Each college shall publish its
73 policy regarding the release of directory information annually in its course catalog.
- 74 • **Review and appeal:** As provided for under the Family Educational Rights and Privacy Act
75 (FERPA), students have certain rights pertaining to his or her educational records. These
76 rights include:
- 77 • The right to inspect and review the student's own education record.
- 78 • The right to request the amendment of the student's own education record that the student
79 believes to be inaccurate.
- 80 • The right to consent to the disclosures of personally identifiable information contained in the
81 student's own education records, except to the extent that FERPA authorizes disclosure
82 without consent.
- 83 • The right to file a complaint with the U.S. Department of Education concerning alleged
84 failures by the colleges to comply with the requirements of FERPA.
- 85 • All three colleges shall publish full information, including the appropriate college contacts
86 and contact information for the U.S. Department of Education, in the appendices of their
87 catalogs on an annual basis.

Charge for Transcripts or Verifications of Student Records: A student/former student shall be entitled to two free copies of the transcript of his/her record or to two free verifications of various student records. Additional copies shall be made available to the student, or to an addressee designated by him/her, at the rate of \$3.00 per copy for regular processing and \$5.00 per copy for rush ~~delivery-~~ **processing.**

Use of Social Security Numbers

Effective January 1, 2007, the **Ventura County Community College District** no longer does any of the following:

- Publicly post or publicly display an individual's social security number;
- Print an individual's social security number on a card required to access products or services;
- Require an individual to transmit his or her social security number over the internet using a connection that is not secured or encrypted;
- Require an individual to use his or her social security number to access an Internet Web site without also requiring a password or unique personal identification number or other authentication devise; or
- Print, in whole or in part, an individual's social security number that is visible on any materials that are mailed to the individual, except those materials used for:
- Application or enrollment purposes;
- To establish, amend, or terminate an account, contract, or policy; or
- To confirm the accuracy of the social security number.

If the District has, prior to January 1, 2004, used an individual's social security number in a manner inconsistent with the above restrictions, the District will continue using that individual's social security number in that same manner only if:

- The use of the social security number is continuous;
- The individual is provided an annual disclosure that informs the individual that he or she has the right to stop the use of his or her social security number in a manner otherwise prohibited;
- The District agrees to stop the use of an individual's social security number in a manner otherwise prohibited upon a written request by that individual. No fee shall be charged for implementing this request; and the district shall not deny services to an individual for making such a request.
- Date of Acceptance: xxxx xx, 2008

From: Rex M. Edwards
Sent: Wednesday, March 2, 2011

Colleagues,

There is still room for you to attend this year's Great Teachers Seminar. It is being held August 1 – 6, 2011, at the beautiful retreat center located in the rolling hills above Santa Barbara, La Casa de Maria.

The California Great Teachers Seminar has been held annually since 1979, involving approximately 1300 faculty members. The seminar is both inspiring and rejuvenating. It brings together teachers from all disciplines, counselors, librarians and other faculty, both full-time and part time, to explore successes and innovations and solutions to problems. In spite of what the name might suggest, the seminar is not so much a gathering of teachers who are already great as it is a group of dedicated educators seeking the “great teacher” within.

The seminar is based on the principle that educators learn best from each other. The purposes of the seminar are:

To analyze educational problems and to find realistic, creative approaches to their solution.

To venture beyond the limits of the separate disciplines, specializations, and environments in search of transferable ideas and the universals of teaching.

To stimulate the exchange of information and ideas within the community college movement by building an expanding network of communication among faculty.

To promote an attitude of introspection and self-appraisal by providing a relaxed setting and an open, human climate in which participants can seriously review and contemplate their attitudes, methods, and behavior as faculty.

To celebrate good teaching and renew the commitment to education.

The five days of the seminar are devoted to developing strategies for improving teaching and education in the community college. Specific agenda topics evolve from an ongoing needs assessment as the week progresses.

The program includes general session presentations and small groups discussions. Underlying all seminar activities is the perpetual challenge to characterize and define the "Great Teacher."

Benefits

- Tons of Ideas for Teaching
- Re-energize and Renew
- Find the "Great Teacher" Within
- Course Credit Available

More information is available at:

<http://www.ccleague.org/i4a/pages/index.cfm?pageid=3296>

If you want to attend, PLEASE LET ME KNOW...as funds are limited, and I don't want you disappointed!

We have funds for 4 people to attend. These will be granted on a first-come, first-served basis. However, faculty in the tenure process will be granted preference.



ENROLLMENT PRIORITY POLICY

Enrollment Priority Philosophy

Our philosophy is one of student success in that we want to set students up to achieve their goals as efficiently as possible. Priority is given to those students who are close to graduation or transfer, while at the same time, ensuring that new students have a schedule that starts them off on the right foot.

Students are more likely to persist if their first college experience is a positive one.

Continuing Students

- ☒ Calculation of units should include cumulative units completed + units In-Progress.
- ☒ Enrollment should be based on units as follows (equal numbered blocks from 4:00am to 10:00pm including weekends and holidays):
 - a. Special programs and Veterans
 - b. 60-30 units completed + In Progress (in descending order 60-59-58-57.....30)
 - c. 89 -61 units completed + In Progress (in descending order 89-88-87-86.....61)
 - d. 29 – 1 unit completed + In Progress (in descending order 29-28-27-26.....1)
 - e. 90 units or more completed +In Progress (in ascending order 90-91-92-93....)

New Students

- ☒ New Students enroll concurrently with the continuing students.
- ☒ Their enrollment period begins ten days after the continuing students begin, thus giving the special programs priority.
- ☒ New student priorities are based on application date, so the earlier they apply for admission, the earlier the enrollment date will be.
- ☒ Beginning with the second regular semester, students will be assigned priority as continuing students (as outlined above)

High School Concurrent Students

High School Concurrent Students do not receive enrollment priority. They enroll after regularly matriculated students. Enrollment date assigned to High School Students will be approximately 3 -4 weeks before term begins.