
**Kern Community College
District Board Policy
Chapter 5 - Student Services**

BP 5040 Student Records Directory Information and Privacy

Accreditation Related

References:

Education Code Sections 76200 et seq.;
Title 5 Sections 54600 et seq.;
20 U.S. Code Section 1232g subdivision (j);
ACCJC Accreditation Standard II.C.8

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

The Chancellor or designee 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 or her maintained by the District.

Upon request by a former student of the District, the District shall update and reissue student records to include an updated legal name or gender. These documents include but are not limited to transcripts or a diploma.

Commencing with the 2023–24 graduating class, a graduating student may request the District confer the diploma in the student’s chosen name. The District shall not require a graduating student to provide legal documentation to demonstrate a legal name or gender change in order to have the student’s chosen name listed on the student’s diploma.

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:

- Student names, address, e-mail address and telephone number;
- Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members; and
- Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition.