

<b>Title:</b> Student Records	<b>Number:</b> 5.6	Page 1 of 1
	<b>Related Procedure?</b> <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
<b>Legal Citation (if Applicable)</b>	<b>Board Approval/Revision:</b> 19 February 2014	

The College shall protect students from inappropriate use of their education or personal records, provide students with the right to inspect and review their records, and allow them an opportunity to have inaccurate records corrected pursuant to federal laws. This includes an annual notification to students of their rights. The designated Records' Custodians, as listed below, are responsible for the maintenance, supervision, and security of student records.

**1. Designated Records' Custodians**

- 1.1. Registrar: Admissions records, academic transcripts, immunization records, veterans' education records
- 1.2. Chief Academic Affairs Officer: Classroom academic records
- 1.3. Chief Student Affairs Officer: Student disciplinary records, financial aid records
- 1.4. Chief Financial Officer: Student financial records
- 1.5. Chief Human Resources Officer: Harassment/discrimination reviews
- 1.6. Disability Services Coordinator: Disability services records

The College President or his or her designee shall promulgate such procedures as may be necessary for the implementation of this policy.