



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Board of Trustees Policy

### Chapter 5 – Student Services

#### BP 3001 – STUDENT RECORDS

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The District shall ensure that all student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

Procedures for accurate record keeping and the finality of grades will be implemented by the Board of Trustees as follows:

1. When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final (Education Code Section 76224).
2. Students may challenge an assigned grade in accordance with Administrative Procedure 3001.2, *Grade Challenge*.
3. A "W" shall not be assigned, or if assigned shall be removed, from a student's academic record, if a determination is made pursuant to Title 5 of the California Code of Regulations, sections 59300 and 55024.8 that the student withdrew from the course:
  - a. Due to discriminatory treatment; or
  - b. Retaliation for alleging discriminatory treatment.
4. Students may challenge a "W" in cases of alleged discrimination or retaliation in accordance with Administrative Procedure 3001.4, *Challenge Due to Alleged Discriminatory Treatment*.
5. Students may challenge the content of their student record in accordance with Administrative Procedure 3001.1, *Student Records, Release, Correction and Challenge*.
6. Disciplinary action will be taken for any person found to have gained access to student records without proper authorization, or to have changed student records, including grades, without proper authorization.
7. The District will report any and all illegal activity in accordance with Administrative Procedure 5800, *Prevention of Identity Theft in Student Financial Transactions* to the appropriate law enforcement agency.
8. If a student record is found to be fraudulently changed, the record will be corrected immediately. Written notification of the change will be sent to the faculty member who awarded the original grade, as well as all institutions where transcripts have been sent, accreditation agencies and law enforcement, when appropriate. A corrected transcript will be issued without charge to the student.
9. The Vice Chancellor, Student Services will implement procedures to limit access to student records in accordance with federal and state law, including grades, and ensure appropriate record maintenance and destruction systems are in place in accordance with Administrative Procedure 3001.1, *Student Records, Release, Correction and Challenge* and Administrative Procedure 6550.2, *Storage and Disposition of Records*.

Reference: Education Code Sections 76224, 76232 et seq.; Title 5 Section 55025, et seq.

Adopted: October 27, 2016

Supersedes: 9/11/08, 2/18/10