

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 5
Student Services

AR 5045 Student Records – Challenging Content and Access Log

References:

Education Code Sections 76200 et seq.
Title 5 Sections 54600 et seq.
20 U.S. Code Section 1232 g(j) (U.S. Patriot Act)
Civil Code Section 1798.85
Family Educational Rights and Privacy Act of 1974
Internal Revenue Code of 2954, Section 152
ACCJC Accreditation Standard II.C.8

FEES FOR COPIES

If a student wishes, copies of materials contained in the files subject to his review will be provided at no cost for the first five pages of any document and 10 cents for each additional copy, unless copy costs are otherwise provided for pursuant to law. These costs will apply to copies of all materials contained in files the student is permitted to review, except data processing files. Data processing file printouts will be provided at the cost of \$200.00 per hour of computer operation required to produce the copy desired. If any file includes information on other students, only that information which pertains to the student requesting the right of review will be revealed or supplied.

NOTICE OF STUDENT RIGHTS

Students of the Rancho Santiago Community College District shall be notified annually of their rights under this policy. The method of notification shall be annually via the Class Schedule, College Catalog, and College Websites.

Responsible Manager: Vice President of Student Services or designee

Adopted: May 7, 2018