
Administrative Procedure
Chapter 5 – Student Services

**AP 5045 STUDENT RECORDS — CHALLENGING CONTENT AND
ACCESS LOG**

References:

Education Code Sections 76222 and 76232;
Title 5 Section 54630

Challenging Content

Any student may file a written request with the Director of Admissions and Records to correct or remove information and Reconstructions and a student's statement (ec)4 (o1)7 (alleges to be:

- 1) inaccurate;
- 2) an unsubstantiated personal conclusion or inference;
- 3) a conclusion or inference outside of the observer's area of competence; or
- 4) not based on the personal observation of a named person with the time and place of the observation noted.

If the final decision is unfavorable to the student, the student shall have the right to submit a written statement of his/her/their objections to the information. This statement shall become a part of the student's record until the information objected to is corrected or removed.

Whenever there is included in any student record information concerning any disciplinary action, the student shall be allowed to include in such record a written statement or response concerning the disciplinary action.

Whenever there is included in any student record information concerning any disciplinary action in connection with any alleged sexual assault or physical abuse, or threat of sexual assault, or any conduct that threatens the health and safety of the alleged victim, the alleged victim of

observation noted. Any such challenges shall be conducted in accordance with Education Code Section 76232.

2. A student may not challenge grades assigned in courses of instruction via this section.

D. **Record of**

C.