

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of February 9, 2010

ITEM # 9

ITEM TITLE: Revision of Board Policy 6.41 – Charge for Transcripts.

SPECIFIC BOARD ACTION REQUESTED: Board Policy 6.41 – Charge for Transcripts needs immediate revision in light of the transcript fees that will be charged by Credential Solutions which will be handling all transcript processing for Peralta Colleges effective immediately.

ITEM SUMMARY: On January 26, 2010, the Board was informed that Credential Solutions will be handling all transcript processing for Peralta Colleges, effective immediately. Besides a monthly cost to Peralta of \$125 maintenance fee, an additional \$2 per transcript is charged to the person requesting the transcript. Current Board Policy 6.41 states that the charges for transcripts are \$4 per transcript, and \$10 for rush service, with no additional charge for handling and mailing. With the additional \$2 per transcript that Credential Solutions charges, the transcript charges will now be \$6 per transcript, and \$12 for rush service, with the option of overnight delivery via Federal Express for an additional charge. Thus, Board Policy 6.41 needs to be revised to reflect the now current charges for transcripts through Credential Solutions.

BACKGROUND/ANALYSIS: See above.

ALTERNATIVES/OPTIONS: None; Board Policy 6.41 needs to be revised.

EVALUATION AND RECOMMENDED ACTION: That Board Policy 6.41 be revised to reflect the now current charges for transcripts through Credential Solutions.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT): The revised Board Policy 6.41 will need to reflect an additional \$2 per transcript charge to the person requesting a transcript, and the option of overnight delivery via FedEx.

OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):

YES _____ NO X

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? Dr. Wise E. Allen, Vice Chancellor of Educational Services

DID A BOARD STANDING COMMITTEE RECOMMEND THE ITEM? YES _____ NO X

IF "YES", PLEASE INCLUDE THAT INFORMATION IN YOUR SUMMARY.

(*****Board contract approval is subject to negotiation and execution by the Chancellor.)

PLEASE ACQUIRE SIGNATURES IN THIS ORDER:

DOCUMENT PREPARED BY:

Prepared by: Pat Jameson Date: 2/3/10
Pat Jameson, Executive Assistant, Office of ViceChanc., Ed Svcs.

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Wise E. Allen Date: 2/3/10
Wise E. Allen, Vice-Chancellor of Educational Services

FINANCE DEPARTMENT REVIEW

Finance review required Finance review *not* required

If Finance review is required, determination is: Approved Not Approved

If not approved, please give reason: _____

Signature: [Signature] Date: 2/3/10
Finance and Administration Approval

GENERAL COUNSEL (Legality and Format/adherence to Education Codes):

Legal review required Legal review *not* required

If Legal review is required, determination is: Approved Not Approved

Signature: _____ Date: _____
Thuy T. Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda Not Approved, but Place on Agenda

Signature: [Signature] Date: 2/3/10
Elihu Harris, Chancellor

Policy 6.41 - Charge for Transcripts

The Colleges shall provide two copies of student transcripts at no cost, and charge ~~four~~ six dollars (\$6 ~~4~~) for each additional copy transcripts, which are regular service, and ten twelve dollars (\$12 ~~10~~) for transcripts requiring "rush" service. There will be no other added charge for handling and mailing, unless overnight delivery is requested.

The Chancellor shall establish procedures for fee waivers for extraordinary circumstances.

Source of Law:

Approved by the Board of Trustees: April 2, 1973

Revised First Reading: October 23, 2001 (Pulled)

First Reading, Revised: April 30, 2002

Approved by the Board of Trustees: May 14, 2002

Revised by the Board of Trustees: April 9, 2009

Ed. Code Section 76223

Revised by the Board of Trustees: February 9, 2010

a means of auditing the operation of the system. (Added by Stats.1977, c. 36, § 514, eff. April 29, 1977. Amended by Stats.1977, c. 861, § 9; Stats.1993, c. 8 (A.B.46), § 33, eff. April 15, 1993.) 120 U.S.C.A. § 1221e-3.

§ 76223. Reasonable charge for transcripts; exceptions

Any community college may make a reasonable charge in an amount not to exceed the actual cost of furnishing copies of any student record; provided, however, that no charge shall be made for furnishing (1) up to two transcripts of students' records or (2) up to two verifications of various records of students. No charge may be made to search for or to retrieve any student record. (Stats.1976, c. 1010, § 2, operative April 30, 1977. Amended by Stats.1977, c. 36, § 297, eff. April 29, 1977.)

§ 76224. Grades; finalization; physical education class

(a) 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.

(b) No grade of a student participating in a physical education class, however, may be adversely affected due to the fact that the student does not wear standardized physical education apparel where the failure to wear such apparel arises from circumstances beyond the control of the student. (Stats.1976, c. 1010, § 2, operative April 30, 1977.)

§ 76225. Transfer of records; notice of rights; regulations

Whenever a student transfers from one community college or public or private institution of postsecondary education to another within the state, appropriate records or a copy thereof shall be transferred by the former community college, or college or university upon a request from the student. However, the community college, college, or university from which the student is transferring may notify the student that the student's records will be transferred upon payment by the student of all fees and charges due the community college, college, or university. Any community college, college, or university making a transfer of these records shall notify the student of his or her right to receive a copy of the record and his or her right to a hearing to challenge the content of the record.

The board of governors may adopt rules and regulations concerning transfer of these records to, from, or between colleges under its jurisdiction. (Stats.1976, c. 1010, § 2, operative April 30, 1977. Amended by Stats.1977, c. 36, § 298, eff. April 29, 1977; Stats.1995, c. 758 (A.B.446), § 91.)

ARTICLE 4. RIGHTS OF STUDENTS

Section

- 76230. Absolute right to access.
- 76231. Waiver of right to access; confidential recommendations for career placement or postsecondary admission.
- 76232. Challenging content of records.
- 76233. Right to include statement or response to disciplinary actions.
- 76234. Record of disciplinary action in connection with sexual assault or physical abuse; access to victim.

§ 76230. Absolute right to access

Any currently enrolled or former student has a right to access to any and all student records relating to him maintained by community colleges. The editing or withholding of any such records, except as provided for in this chapter, is prohibited.

Each community college district shall adopt procedures for the granting of requests by students to inspect and review records during regular school hours, provided that access shall be granted no later than 15 working days following the date of the request. Procedures shall include notification of the location of all official student records if not centrally located and the providing of qualified personnel to interpret records where appropriate. (Stats.1976, c. 1010, § 2, operative April 30, 1977. Amended by Stats.1977, c. 36, § 299, eff. April 29, 1977.)

§ 76231. Waiver of right to access; confidential recommendations for career placement or postsecondary admission

A student may waive his or her right to access to student records devoted solely to confidential recommendations for career placement, postsecondary admission, or the receipt of an honor or honorary recognition. However, the recommendations shall be used solely for the purpose for which they were specifically intended, and the student shall be notified, upon request, of the names of all persons making confidential recommendations. A waiver may not be required as a condition for admission to, receipt of financial aid from, or receipt of any other services or benefits from a community college. (Stats.1976, c. 1010, § 2, operative April 30, 1977. Amended by Stats.1977, c. 36, § 300, eff. April 29, 1977; Stats.1977, c. 861, § 10; Stats.1995, c. 758 (A.B.446), § 92.)

§ 76232. Challenging content of records

(a) Any student may file a written request with the chief administrative officer of a community college district to correct or remove information recorded in his or her student records which the student 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.

(b) Within 30 days of receipt of the request, the chief administrative officer, or his or her designee, shall meet with the student and the employee who recorded the information in question, if any, if the employee is presently employed by the community college district. The chief administrative officer or his or her designee shall then sustain or deny the allegations.

If the chief administrative officer, or his or her designee, sustains any or all of the allegations, he or she shall order the correction or removal and destruction of the information.

If the chief administrative officer, or his or her designee, denies any or all of the allegations and refuses to order the correction or removal of the information, the student, within 30 days of the refusal, may appeal the decision in writing to the governing board of the community college district.

(c) Within 30 days of receipt of an appeal, the governing board shall, in closed session with the student and the employee who recorded the information in question, if any, and if that employee is presently employed by the community college district, determine whether to sustain or deny the allegations.

If the governing board sustains any or all of the allegations, it shall order the chief administrative officer, or his or her designee, to immediately correct or remove and destroy the information.

The decision of the governing board shall be final.

Records of these administrative proceedings shall be maintained in a confidential manner and shall be destroyed one year after the decision of the governing board unless the student initiates legal proceedings relative to the disputed information within the prescribed period.

(d) If the final decision of the governing board is unfavorable to the student or if the student accepts an unfavorable decision by the chief administrative officer, the student shall have the right to submit a written statement of his or her objections to the