

College Procedure 4.11.1

Student Records Request Procedure

Part 1. Student Records Procedure Summary

In general, the following points are used to implement the Student Records Policy:

1. No private information will be released to the public unless the student specifically requests in writing that such information be released.
2. A student may submit a written request not to release public information without his/her written permission (i.e. request confidentiality) to the Records Office in T.2200. Currently enrolled students should notify the Records Office by the fifth (5th) day of the term to ensure enrollment accuracy.
3. College employees can gain access to student records only for education purposes.
4. College is required to comply with lawfully subpoenas and court orders and other legal documents that require the release of private student records.
5. Information gathered on students will be used only to further student educational programs.
6. Requests for information without appropriate identification will not be honored.
7. Students must request academic transcripts in writing.
8. Students applying for graduation and/or attending the graduation ceremony should be aware that their addresses may be provided to the photography studio present at the graduation ceremony.

Subpart 1. Request to Amend Records

A student who believes that information contained in his/her education record is inaccurate, misleading or violates privacy or other rights may request that the records be amended. The Registrar, in conjunction with the official responsible for the record, shall then decide whether to amend the record. If the record is not amended, the student will be advised of their right to a hearing.

Examples of education records include:

- Admission and application records
- Advising
- Assessment testing
- Financial aid
- Registrations and grades
- Student accounts
- Transcript

Subpart 2. Challenge Hearing

In most cases, the decision of the Registrar will be final. However, a student may elect to file an appeal in writing to the Dean of Students, in order to challenge the content of the student or educational record.

- The Dean of Students (or designee) shall afford the student a full and fair opportunity to present evidence in support of the challenge. A person of their choosing can assist the student.
- The hearing shall be held within a reasonable period of time, not to exceed thirty (30) calendar days under normal circumstances, after the institution has received the request, and the student shall be given notice of the date, place, and time reasonably in advance of the hearing. The student is required to attend the hearing.
- The Dean of Students (or designee) shall render a decision within a reasonable time after the hearing, not to exceed thirty (30) calendar days, and inform the student in writing of the outcome.
- The decision shall be based solely upon the evidence presented at the hearing. This decision shall include a summary of the evidence and the reasons for the decision.
- If the Dean of Students (or designee) decides that the student or educational record is inaccurate, that record will be appropriately changed.
- If the Dean of Students (or designee) decides that the student or educational record is not accurate, not misleading, or otherwise not in violation of the privacy or other rights of the student, the student shall then have the right to place in their record a statement commenting upon the information in the student or education record and/or setting forth any reasons for disagreeing with the decision of the Dean of Students (or designee). Any such written explanation then becomes a part of the contested record. If the contested portion of the student or educational record are disclosed to any party, the explanation shall also be disclosed to that party.

Date effective: 11/8/2016

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