

## PROCEDURE DOCUMENT

Subject: <b>Students Managing Their Educational Records</b>			
Section <b>Student Affairs</b>	Effective Date <b>12/19/19</b>	Last Reviewed	Revision Date

### I. PROCEDURE(S)

#### A. Request Non-Disclosure of Directory Information

A registered student may prohibit disclosure of Directory Information during the term of the student's enrollment by completing a request to prevent its disclosure. Students should contact the Registrar's office to manage their Education Records.

#### B. Request Review of Student Education Records

1. Students are entitled by law to review their education records at the University and to request amendments of such records if the student believes they are inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student.
2. To gain access to an education record, the student should file a request with the record custodian responsible for maintaining the record. There is no central location for all student records. A record custodian may require that the request for access be in writing. Compliance with the request should be made within 10 working days. The custodian must respond to reasonable requests for explanations and interpretations of the record, and must provide copies at a reasonable fee if requested.

#### C. Request Amendment of Student Education Records

1. Any student who believes that information contained in their education records is inaccurate, misleading, incomplete, or in violation of their privacy or other personal rights may request the custodian of that record to amend the record.
2. The request must be in writing, signed and dated by the student, and must include sufficient information to identify the challenged record and a statement of the reason that amendment should be made.
3. The custodian must decide within 30 days to amend the records in accordance with the request. If the custodian decides that the information is inaccurate, misleading, incomplete, or otherwise in violation of the student's privacy or

other personal rights, they will amend the record accordingly and inform the student in writing.

4. If the custodian denies the request to amend the record, they must inform the student in writing and indicate the reason for refusal. They must also advise the student of their right to a hearing to challenge the content of the record and their right to place a statement in the education record commenting upon the information.

#### D. Appealing the Decision to Amend Education Records

1. If the custodian refuses to amend the education record in accordance with the request or fails to act on the written request within 30 days, the student may request a hearing to review the request.
2. The request for a hearing must be in writing and signed and dated by the student. Copies should be directed to the Provost on the applicable campus. The request must include the name of the custodian to whom the petition for amendment was directed and sufficient information to identify the challenged record. If possible, the student should include copies of the request for amendment and the custodian's written decision.
3. Upon receipt of a request for hearing, the Provost, or their designee, will designate an impartial person to serve as hearing officer.

The hearing officer will schedule and conduct the hearing in the following manner:

- a. The hearing will be scheduled within a reasonable period of time from the date the Provost or the designee receives the written request for hearing. (The recommended time is within two weeks.)
- b. The student will be given written notice of the date, place, and time at least five days before the hearing.
- c. The student will be afforded a full and fair opportunity to present oral and written evidence relevant to the issues raised in the request for amendment. The student may be assisted or represented by an attorney or other adviser of the student's choice.
- d. The custodian will be afforded a full and fair opportunity to present oral and written evidence relevant to the issues raised in the request for amendment.
- e. The decision will be issued to the Provost or the designee in writing within a reasonable period of time after conclusion of the hearing. (The recommended time is within one week.)
- f. The decision will be based solely upon the evidence presented at the hearing and will include a written summary of the evidence and the reasons for the decision.

If the hearing officer decides that the information is inaccurate, misleading, incomplete, or otherwise in violation of the student's privacy or other personal rights, the Provost or the designee will direct the custodian to amend the record and to notify past recipients of the disputed data, including recipients named by the student.

The Provost or the designee, will also immediately notify the student, in writing, of the outcome of the hearing. A copy of the decision will be enclosed, and, if the decision is adverse to the student, inform the student of the right to place in the educational record a statement commenting on the information in the record, and setting forth disagreement with the hearing officer's decision.

## II. POLICY REFERENCE

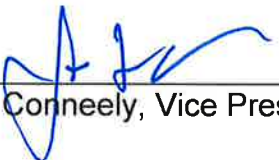
The procedures above are part of the operational implementation of the University's Student Education Records Policy, and are in compliance with that policy.

## III. REVIEW AND RESPONSIBILITY

Responsible Party: Vice President for Student Affairs

Review: Every three years (or more frequently if needed)

## IV. APPROVAL

  
\_\_\_\_\_  
James Conneely, Vice President for Student Affairs

12/13/19  
\_\_\_\_\_  
Date

### REVISION/REVIEW LOG

Revision Number	Approved Date	Description of Changes