

**Title** : Student Inspection of Personal Records

**Number** :

5700.02

**Approved** :

04/10/85

**Reference** :

- A. Students have the right to inspect, review and challenge information contained in their educational records, to have a hearing if their challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the results of the hearing are unacceptable.
- B. The Admissions Officer as designated by the College President shall be responsible for coordinating the inspection and review procedures for student records.
- C. Records subject to student inspection include admissions, personal, academic, financial, and placement records. Such records will be made available upon written student request within forty-five days after the request is received by the Records Office.
- D. Records not subject to student inspection include instructional or administrative records which are the sole possession of the maker and not accessible or revealed to any individual except a temporary substitute; law enforcement records; student health records, (health records, however, may be reviewed by a physician of the student's choosing); employment records; alumni records; financial information submitted by parents; confidential recommendations associated with admissions, employment, job placement or honors to which they have waived rights of inspection and review; records containing information about more than one student, in which case a student will be permitted access only to that part of the record pertaining to him/her; confidential information placed in their files prior to January 1, 1975, if such was collected under established policies of confidentiality and was used only for the purposes for which it was collected.
- E. Students may purchase copies of their records with certain exceptions, e.g. when a financial "hold" exists and/or a copy of an original source document exists elsewhere. Charges for such copies shall be at the prevailing college rates for such services.
- F. Procedure for reviewing/challenging records:
  - 1) If a student believes that his/her records contain inaccurate misleading information or is otherwise in violation of his/her privacy or other rights, he/she should discuss the situation informally with the College Admissions Officer. If agreement can be reached at this stage, the appropriate records will be amended. If not, the student will be so notified within a reasonable period of time and a right to a formal hearing will be stated.
  - 2) Student requests for a formal hearing must be made in writing to the Academic Officer as designated by the College President, who, within a reasonable period of time, will inform the student of the date, place, and time of hearing.

