

PRIVACY RIGHTS OF STUDENTS

Students requesting access to their educational records shall proceed as follows:

1. A student shall complete a request to inspect the records at the designated office where those records are maintained.
2. The review shall be granted as soon as possible and no later than 45 days after receipt of the request. The specific time and location for such review shall be determined by the custodian of the record.

The custodian shall ensure that the student (a) has filed a written request, (b) has presented appropriate identification, (c) views only his/her record, and (d) reviews the record under appropriate supervision.

3. A fee which covers the cost of copying may be charged for copies of records or portions of records provided to the student. The amount charged shall be copying charges regularly established by the University.
4. A student may challenge the content of the educational record on the basis that one or more items are misleading, inaccurate, or otherwise inappropriate. The student may request that the item(s) be amended, corrected, or deleted. [Grade appeals](#) are administered under a separate University policy.

If the challenge is not resolved to the student's satisfaction, the student may make a formal request for a hearing on a form available at the designated office where the records in question are maintained.

The student and custodian of the records shall schedule a meeting with a Review Officer appointed by the President. An ad hoc committee of faculty and administrative personnel, appointed by the President, shall act as an Appeal Review Committee in the event a challenge is not resolved. The Committee shall conduct its hearing according to regulations set forth in the Act and report its decision to the Review Officer within fourteen calendar days from the date of the request for a hearing. Decisions may be appealed to the President.

If a student believes that the University has failed to comply with requirements of the Act, a formal complaint may be made to the Director, Office of Civil Rights, Affirmative Action and Diversity.

Approved:
President
June 18, 1997

Monitor: Vice President for Student Affairs