

Procedure to Appeal Decision of Education Records Challenge

This procedure is strictly for situations where information in an education record has been challenged due to information that is *inaccurate, misleading or otherwise a violation of privacy*.

1. The student should discuss the problem informally with the office that maintains the records and request an amendment to those records.
2. If the decision of the office is to not amend the records, the student may request a formal appeal hearing in writing to the Office of General Counsel within *30 calendar days* of the denial to amend the records.
3. The Office of General Counsel will inform the student of the date, place and time of the hearing.
4. The hearings are administrative and concern internal University records; accordingly, the hearings are informal and are not subject to formal rules of civil procedure or evidence. The student may bring members of the University community (e.g., a fellow student, rector, or faculty member, but not a parent) to the hearing if he or she so desires for support and/or to serve as witnesses. However, the hearings are not open to the public, nor does the student (or any other individual involved) have the right to legal counsel at the hearing.
5. A three-member hearing panel will be appointed by the Office of General Counsel consisting of individuals who do not have a direct interest in the outcome of the hearing. The panel will be appointed as follows: 1) Two faculty members from a comparable academic unit, and 2) a Student Academic Commissioner or his/her designee. A member from the Office of the Registrar will also attend as a non-voting member.
6. The hearing panel will adjudicate the challenge within 30 days and notify the student in writing of its final decision. If the hearing panel agrees with the student, the appropriate education record will be amended.
7. If the hearing panel determines that the information in the education record is not inaccurate, misleading, or otherwise a violation of the student's privacy, the student will be informed of his or her right to place a statement in the record commenting on the contested information in the record.
8. The University will maintain the statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.