

# STUDENT RECORD REVIEW

## Procedure PR 728.03: Student Record Review

Students have the right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students have the right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

### *Inspecting Educational Record*

1. Students may inspect their own educational record by submitting a written request to the Registrar's Office identifying the record(s) they wish to inspect.
2. The Registrar's Office will expeditiously honor the student's request.
3. After the student has been identified, the Registrar's Office may permit the student to review the contents of their education record while the student remains in the office.
4. The Registrar will be in attendance and explain the various educational record elements to the student.
5. Students will be informed that all contents of the educational record are the property of Moraine Park Technical College and that they are not authorized to unilaterally remove materials from, add materials to or copy records themselves.
6. The student may insert a statement in their record to explain any such material from the student's point of view. The student may also make a formal request to challenged information contained in the education record.

### *Correction of an Educational Record*

1. A student may challenge any information contained in their 'educational records' that the student believes to be inaccurate, misleading, inappropriate or a violation of their privacy rights. This right does not extend to reviewing grades unless the grade assigned by the student's faculty was inaccurately recorded in the records.
2. The student must submit a written request to the Registrar's Office to amend a record.
3. The student must identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading or in violation of their privacy rights.
4. The Registrar will schedule a meeting with the student at a mutually agreed upon date and time.
5. The student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the request to amend the student's education records.
6. The Registrar will make the determination to comply or deny the request. In either case, the Registrar will notify the student in writing of the decision.
  - a. The notification will include a summary of the evidence presented, the reasons for the decision and the right to appeal the decision to the Vice President – Student Services. The student has five (5) business days to request an appeal of the decision.

### *Appeal*

1. The appeal will consist of written exceptions to the findings of fact, decision, or disciplinary sanction.
2. The Registrar will schedule an individual meeting within ten calendar days of receipt of the student's request. At the meeting, the student will have an opportunity to file additional documentation and present oral arguments.
3. The Registrar will prepare a written decision based solely on the evidence presented at the meeting. The decision will include a summary of the evidence and the reasons for the decision. The decision of the Registrar is final.
  - a. If the Registrar decides that the challenged information is inaccurate, misleading or in violation of the student's right of privacy, the record will be amended and the student will be notified in writing that the record has been amended.
  - b. If the Registrar decides that the challenged information is not inaccurate, misleading or in violation of the student's right of privacy, the student will be notified that they have the right to place in the record a statement commenting on the challenged information and/ or a statement setting forth reasons for disagreeing with the decision.
4. The statement will be maintained a part of the student's education record as long as the contested portion is maintained. If the contested portion is disclosed, the student's statement will also be disclosed.