

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

If the hearing officer decides that the information is inaccurate, misleading, or otherwise in violation of the student's privacy or other personal rights, the Provost or the deans will direct the custodian to amend the record.

incomplete, or otherwise in violation of the student's privacy or other personal rights, the Provost or the deans will direct the custodian to amend the record.

12/13/19
Date