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ADMINISTRATIVE RULE

Rule Number/Name:	050.006.000 - Right of Inspection, Review and Amendment of Educational Records
Responsible Department:	Student Services
Authority:	Registrar

Overview

The College has established rules for students and staff regarding the inspection, review, and amendment of educational records.

Applicability

Students and Student Services Staff

Administrative Rule Statement

The College shall permit a student to inspect and review the education records of the student, unless the education records of a student contain information on more than one student. In that case the student may inspect, review or be informed of only the specific information about the student.

The written request will be permanently added to the student's education record.

The College shall comply with a request for access to a student's education record within a reasonable period of time, but in no case more than 45 days after it has received the request.

The College shall respond to reasonable requests for explanations and interpretations of the student's education record.

The College shall not destroy any education record if there is an outstanding request to inspect and review the education record.

While the College is not required to give an eligible student access to treatment records under the definition of "education records" in OAR 589-004-0100 (3)(b)(E), the student



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may, at his/her expense, have those records reviewed by a physician or other appropriate professional of his/her choice.

If a student so requests, the College shall make available to the eligible student a copy of the student's education record. The College may recover a fee for providing a copy of the record, but only for the actual costs of reproducing the record. The college shall not provide the student with a copy of test protocols, test questions and answers and other documents described in Oregon Revised Statutes (ORS) 192.501 (4).

The College may deny a request for a copy or copies of the education record when the college believes that a legitimate cause exists for such a denial, including but not limited to, a request to copy the education record that would require the education record to be copied off college property or copied by an individual other than college personnel.

Fees for copies of education records may be charged unless the fee prevents a student from accessing the records, in which case it may be waived.

The College does not have to permit a student to inspect and review the following records:

1. Financial records of the student's parents;
2. Confidential letters and statements of recommendation if the student has waived his/her right to inspect the letters and statements under the procedure in 34 CFR Section 99.12 (B)(2).

Request for Amendment of Student's Education Record

If a student believes the education records relating to the student contain information that is inaccurate, misleading or in violation of the student's rights of privacy or other rights, he/she may ask the college to amend the record.

The College shall decide whether to amend the record as requested within a reasonable time after the request to amend has been received by the College. The request to amend the student's education record shall become a permanent part of the student's education record. If the College decides not to amend the record as requested, the student shall be informed of the decision and of his/her right to appeal the decision by requesting a hearing under OAR 589-004-0350.



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Definitions

None

Interpretation of Administrative Rule

The Registrar has the authority for the interpretation of this rule.

Cross Reference to Related Administrative Rules

1. CGCC Administrative Rule 030.004.000 – Educational Records,
2. CGCC Administrative Rule 030.005.000 – Disclosure of Student Records,
3. CGCC Administrative Rule 030.007.000 – Hearing Rights of Students,

Further Information

Registrar
registrar@cgcc.edu
(541) 506-6011

Strategic Direction

KFA 2: Students

Appendix

1. [CGCC Operating Procedure 030.006.001 – Education Records Inspection Request](#)
2. [CGCC Operating Procedure 030.007.001 – Hearing Requirements](#)
3. [Family Educational Rights and Privacy Act](#)
4. [Oregon Administrative Rule 589-004-0100 and 589-004-0350.– Student Records](#)
5. [Oregon Revised Statutes Chapter 192 – Records; Public Reports and Meetings](#)