



Approval Date: 12/20/12
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OPERATING PROCEDURE

Procedure Number/Name:	050.007.001 – Hearing Requirements
Associated Rule Number/Name:	050.007.000 – Hearing Rights of Students
Responsible Department:	Student Services

Overview

The college shall give a student, on request, an opportunity for a hearing to challenge the content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading or in violation of the privacy or other rights of the student.

Areas of Responsibility

The registrar is responsible for organizing and facilitating the hearing process. The registrar and chief student services officer are responsible for the decision.

Operating Procedure Details

The hearing must meet, at a minimum, the following requirements:

- a. The college shall hold the hearing within a reasonable time after it has received a written request from the student.
- b. The college shall give the student notice of the date, time and place of the hearing 10 working days in advance of the hearing.
- c. The hearing may be conducted by any individual, including an official of the college, who does not have a direct interest in the outcome of the hearing.
- d. The college shall give the student a full and fair opportunity to present evidence relevant to the issues raised. The student may, at his/her own expense, be assisted or represented by one or more individuals of his/her own choice, including an attorney.
- e. The college shall make its decision in writing within 30 business days after the hearing.
- f. The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

OPERATING PROCEDURE

Further Information

Registrar
registrar@cgcc.edu
(541) 506-6025

References

1. [CGCC Administrative Rule 050.004.000 – Educational Records](#)
2. [CGCC Administrative Rule 050.005.000 – Disclosure of Student Records](#)
3. [CGCC Administrative Rule 050.006.000 – Right of Inspection, Review, and Amendment of Educational Records](#)
4. [CGCC Administrative Rule 050.007.000 – Hearing Rights of Students](#)
5. CGCC Operating Procedure 050.006.001 – Education Records Inspection Request
6. [Family Educational Rights and Privacy Act](#)
7. [Oregon State Archives: Student Records](#),

Forms

None