



Approval Date: 11/01/12  
Effective Date: 11/01/12  
Last Revised: 08/21/19

## ADMINISTRATIVE RULE

<b>Rule Number/Name:</b>	050.007.000 - Hearing Rights of Students
<b>Responsible Department:</b>	Student Services
<b>Authority:</b>	Registrar

### Overview

Students have the right to request a hearing to challenge the content of their education records.

### Applicability

Students and Student Services Staff

### Administrative Rule Statement

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.

If, as a result of the hearing, the college decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall amend the record accordingly and inform the student of the amendment in writing.

If, as a result of the hearing, the college decides that the information in the education record is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall inform the student of the right to place a statement in the hearing record commenting on the contested information in the record or stating why he/she disagrees with the decision of the college, or both.

If the college places a statement in the records of the hearing, the college shall maintain the statement with the contested part of the records for as long as the record is maintained and disclose the statement when it discloses the portion of the record to which the statement relates. Electronic student records shall be flagged to indicate a contested case hearing record exists.



**Definitions**

1. *Hearing*: An opportunity to be heard and to present one's side of a case.

**Interpretation of Administrative Rule**

The Registrar has authority for the interpretation of this rule

**Cross Reference to Related Administrative Rules**

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

**Further Information**

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

**Strategic Direction**

KFA 2: Students

**Appendix**

1. CGCC Operating Procedure 050.006.001 – Educational Records Inspection Request
2. CGCC Operating Procedure 050.007.001 – Hearing Requirements
3. [Family Educational Rights and Privacy Act](#)
4. [Oregon State Archives: Student Records](#)