



Approval Date: 12/19/12
Effective Date: 12/19/12
Last Revised: 03/06/20

OPERATING PROCEDURE

Procedure Number/Name:	050.006.001 - Educational Records Inspection Request
Associated Rule Number/Name:	050.006.000 - Right of Inspection, Review, and Amendment
Responsible Department:	Student Services

Overview

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.

Areas of Responsibility

Students and Student Services staff

Operating Procedure Details

The student shall comply with the following procedure to inspect and review a student's education record:

- Provide a written, dated request to inspect a student's education record to the registrar; and
- State the specific reason for requesting the inspection.

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.

Further Information

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



OPERATING PROCEDURE

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 050.007.001 – Hearing Requirements
6. [Family Educational Rights and Privacy Act](#),
7. [OARS 589-004-0250](#)

Forms

None