F.4.1.2 (Procedure) Amendments to Student Records
Responsible Departments: Vice Chancellor for Student Success
Based on Board Policy: F.4.1 - Student Records
Approved: 5-19-09
Last Amended: 5-19-09
Reviewed: 2-22-16

A student may request to amend the student's records in accordance with College District procedures.

Within fifteen school days of a record custodian's receipt of a request to amend records, the college shall notify the student, parents, or other responsible person in writing of its decision on the request and, if the request is denied, of their right to a hearing. If a hearing is requested, it shall be held within ten school days after the request is received.

The college shall notify the student in advance of the date, time, and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The student shall be given a full and fair opportunity to present evidence, and at his/her own expense, may be assisted or represented at the hearing.

The college shall notify the student of the decision in writing within ten school days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If the decision is to deny the request, the college shall inform the student that he/she has thirty school days within which to exercise his/her right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the college's decision.

Legal Reference - TACC Policy Reference Manual
FJ(LEGAL) - Student Records
FJ(EXHIBIT - Student Records