

3358:11-3-13 Student records review.

- (A) Purpose. The student's right to inspect and review personally identifiable records and the right for a hearing to challenge the content of those records.
- (B) Guidelines.
 - (1) Inspect and review records. Students attending Owens Community College have the right to inspect and review official records, files, and data directly related to themselves, including material incorporated into each student's cumulative record folder in accordance with the college procedure on student records and privacy.
 - (a) A student may request, in writing, the opportunity to inspect and review his/her records.
 - (i) The request should be made to the chief administrator or his/her designee(s) of the department in which the records are on file.
 - (ii) A request must specify records to be inspected and reviewed.
 - (b) A request by a student to inspect and review his/her records will be granted within a reasonable period of time, but such time is not to exceed forty-five days after the request has been made.
 - (c) Records will be inspected and reviewed by the student in the presence of the department head or his/her designee(s).
 - (i) Records may not be changed or deleted during the process of inspection and review.
 - (ii) The student shall be advised of his/her rights to challenge any portion(s) of his/her school record.
 - (iii) Upon written request, the student shall be provided with a copy of that portion(s) of his/her school record subject to challenge.
 - (2) Hearing to challenge content of records. Students shall have an opportunity for a hearing to challenge the content of their school records, to insure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein.
 - (a) A student may request, in writing, an opportunity for a hearing to challenge the content of his/her school records.
 - (i) A request should be made to the president or his/her designee(s).
 - (ii) A request must:
 - (a) Identify in specific terms the portion(s) of the record to be challenged.
 - (b) State the reason(s) for challenging the portion(s) of the record so identified.
 - (c) State the remedy sought, i.e. the correction or deletion of the information under challenge.

- (b) Hearing procedures.
 - (i) The hearing will be conducted by the president or his/her designee(s).
 - (ii) The hearing will be granted within ten days after the request has been made.
 - (iii) The department head or his/her designee(s) responsible for the student record under challenge shall represent that record in the hearing.
 - (iv) Prior to the hearing, the hearing officer shall notify the student and the department head (that person representing the record) of the time, place, and date of the hearing and of the specific portion(s) of the student's school record to be challenged in the hearing.
 - (v) The hearing shall be limited to a consideration of that specific portion(s) of the student's school record being challenged.
 - (vi) The student will have the right to be assisted by an advisor of his/her choice.
 - (vii) The burden of sustaining the challenge rests with the student.
 - (viii) The student and the department head have the right to present evidence and witnesses directly related to that portion(s) of the student's record being challenged.
 - (ix) The hearing officer shall keep a taped record of the hearing.
 - (x) The hearing officer must provide the student with a written notification of the disposition of the challenge including the reason(s) for the disposition.
- (c) Remedies.
 - (i) The record may stand.
 - (ii) The record may be corrected.
 - (iii) The record may be deleted.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002
Date

Promulgated under:	RC Sec. 111.15
Statutory authority:	RC Sec. 3358.08
Rule amplifies:	RC Sec. 3358.08
Prior effective dates:	N/A