

WAC 132Q-02-374 Amendment of records. If a student believes his/her educational records contain information that is inaccurate, misleading, or in violation of the student's rights of privacy, the student may ask the college to amend the record. Requests for amendment must be submitted to college individual(s) or office(s) having custody of the particular record. The college individual(s) or office(s) having custody of the particular record will review the request and may consult other college personnel who participated in the creation of the record to determine whether to grant the request for amendment.

(1) If the college decides to grant the student's request, the college shall amend the education record and will inform the student of the action taken. Such notification will be in writing and will be made within a reasonable time.

(2) If the college decides not to amend the education record as requested, the college will notify the student in writing within a reasonable time after receiving the request for amendment.

(3) If a student wants a hearing, the student must make a written request within ninety days of the date of the denial. The request shall be submitted to the college individual(s) or office(s) having custody of the particular record and must identify why the student believes the information contained in the education record(s) is inaccurate, misleading or in violation of the privacy rights of the student.

[Statutory Authority: RCW 28B.50.140. WSR 11-20-022, § 132Q-02-374, filed 9/23/11, effective 10/24/11.]