

WAC 132Q-02-370 Records requests and appeals. (1) A request by a student for review of information shall be made in writing to the college individual(s) or office(s) having custody of the particular record.

(a) The college may refuse to provide copies of education records, including transcripts and diplomas in the following circumstances:

(i) If the record is a secure exam as determined by the department that maintains the exam, so that the integrity of such exams may be protected;

(ii) If the student has outstanding debts owed to the college, so that the college may facilitate collection of such debts; and/or

(iii) If disciplinary action is pending or sanctions are not completed.

(b) The college must provide copies of the educational record, subject to the provision of this subsection in the following circumstances:

(i) If failure to do so would effectively prevent the student from inspecting and reviewing a record;

(ii) When records are released pursuant to a student's consent and the student requests copies; and/or

(c) When the records are transferred to another education institution where the student seeks to attend or intends to enroll and the student requests copies.

(2) An individual(s) or office(s) must respond to a request for education records within a reasonable period of time, but in no case more than forty-five days after the request has been made. A college individual(s) or office(s) which is unable to comply with a student's request within the above-stated time period shall inform the student of that fact and the reason(s) in writing.

(3) A student who feels that his/her request has not been properly answered by a particular individual(s) or office(s) should contact the chief student services officer.

(a) In cases where a student is dissatisfied after consulting with the chief student services officer, the student may appeal to the college records committee. The college's records committee shall render its decision within a reasonable period of time. In all cases, the decision of the college's records committee is final.

(b) In no case shall any request for review by a student be considered by the college's records committee, which has not been filed with that body in writing within ninety days from the date of the initial request to the custodian of the record.

(c) The college's records committee shall not review any matter regarding the appropriateness of official academic grades.

[Statutory Authority: RCW 28B.50.140. WSR 11-20-022, § 132Q-02-370, filed 9/23/11, effective 10/24/11. Statutory Authority: Chapter 28B.50 RCW. WSR 07-10-042, § 132Q-02-370, filed 4/25/07, effective 6/25/07. Statutory Authority: RCW 28B.50.140. WSR 03-18-021, § 132Q-02-370, filed 8/25/03, effective 9/25/03.]