

WAC 478-140-021 Requests and appeal procedures. (1) A request by a student to inspect and review his or her education records should be made in writing to the university official(s) or office(s) having custody of the particular records.

(2) Individual(s) or office(s) must respond to a request for education records, or explanations or interpretations of those records, within a reasonable period of time, but in no case more than forty-five days after the request has been made.

(3) (a) After reviewing his or her records, a student may ask the university to amend the records if the student believes information contained in the records is inaccurate or misleading. In such cases, the student should contact the appropriate dean or director responsible for custody of the record. The responsible party must inform the student of the party's decision within a reasonable period of time.

If the responsible party grants the student's request, the university shall amend the education records and inform the student in writing of the action taken.

(b) If the party receiving a request to amend an education record denies the student's request, the party must, within a reasonable period of time, inform the student of the decision and the student's right to a hearing before the university student records committee. The student must request in writing, addressed to the office of the registrar in Schmitz Hall, a hearing within ninety days of the date of the denial of his or her request by the custodian of the record.

(c) The committee shall hold a hearing within a reasonable period of time after the student files a request for a hearing. The student must receive notice of the hearing's date, time and place reasonably in advance of the hearing. The committee shall give the student a full and fair opportunity to present evidence relevant to the contested part of the education record. The student may, at his or her own expense, be assisted or represented by one or more individuals, including an attorney. The student records committee will render its decision in writing within a reasonable period of time following the hearing. The decision must be based on the records relevant to the matter and on any evidence presented to the committee. The decision must include a brief summary of the evidence and a statement of the reasons supporting the decision. The decision of the student records committee shall be the university's final decision.

(i) If the university student records committee grants the student's appeal, the university shall amend the education records of the student accordingly and shall inform the student in writing of the action taken.

(ii) If the university student records committee denies the student's appeal, the student shall be given the right to place in the education record a statement commenting upon the information in the education record and/or setting forth any reasons for disagreeing with the decision of the university student records committee. The university must maintain the statement with the contested part of the record for as long as the record is maintained and must disclose the statement whenever it discloses the portion of the record to which the statement relates.

(d) The student records committee shall not review any matter regarding the appropriateness of official academic grades.

[Statutory Authority: RCW 28B.20.130. WSR 99-12-110, § 478-140-021, filed 6/2/99, effective 7/3/99. Statutory Authority: RCW

28B.20.130(1). WSR 79-05-025 (Order 79-1), § 478-140-021, filed 4/18/79; Order 75-1, § 478-140-021, filed 3/5/75.]