

## **Conception Seminary College Policy Amending Student Education Records**

- 1) This policy is based on the Family Educational Rights and Privacy Act Regulations (34 CFR Part 99) and is not intended to provide a process to be used to question the substantive judgments which are correctly recorded.
  
- 2) A student may request amendment of his or her student education records.
  - a) If a student believes the education records contain information that is inaccurate, misleading, or in violation of the student's rights of privacy, he or she may ask the Registrar of Conception Seminary College to amend the record.
  - b) The Registrar of Conception Seminary College shall decide whether to amend the record as requested within a reasonable time after the request is received.
  - c) If the Registrar decides not to amend the record as requested, they shall inform the student of the decision and of the student's right to a hearing.
  
- 3) Conception Seminary College shall give a student, on request, an opportunity for a hearing to challenge the content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of the privacy rights of the student.
  - a) If, as a result of the hearing, Conception Seminary College decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall:
    - (1) amend the record accordingly;
    - (2) inform the student of the amendment in writing.
  - b) If, as a result of the hearing, Conception Seminary College decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of Conception Seminary College.
    - (1) If Conception Seminary College places a statement in the education records of a student due to the result of a hearing, Conception Seminary College shall:
      - i. maintain the statement with the contested part of the record for as long as the record is maintained; and
      - ii. disclose the statement whenever it discloses the portion of the record to which the statement relates.

- 4) If a student requests a hearing the following steps will take place:
  - a) Conception Seminary College shall hold the hearing within a reasonable time after it has received the request for the hearing from the student.
  - b) Conception Seminary College shall give the student notice of the date, time, and place, reasonably in advance of the hearing.
  - c) The President-Rector will appoint a committee of faculty members for a hearing.
  - d) Conception Seminary College shall give the student a full and fair opportunity to present evidence relevant to the issues raised.
  - e) The student may be assisted by an advocate from the faculty of Conception Seminary College
  - f) The Committee shall make its decision in writing within a reasonable period of time after the hearing.
  - g) The decision must be based solely on the evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.
  - h) A student may appeal the decision of the committee to the Board of Deans. The President-Rector will set the time of the appeal to the Board within a reasonable period of time.

The Board of Deans shall:

- i. Give the student a full and fair opportunity to present evidence relevant to the issues raised.
  - ii. The student may be assisted by an advocate from the faculty of Conception Seminary College
  - iii. The Board shall make its decision in writing within a reasonable period of time after the hearing.
  - iv. The decision must be based solely on the evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.
- 5) A student may file a written complaint with the Family Policy Compliance Office regarding an alleged violation under the Family Educational Rights and Privacy Act.
    - a) The Office's address is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202.