

# PROCEDURE

**Number:** 53-02  
**Title:** Student's Right to Amend Educational Records  
**Responsibility:** Student Services  
**Original Approval Date:** 00/00/0000  
**Last Cabinet Review:** 2/19/2025  
**Last Revision:** 2/26/2025

## Reference (Policy and/or Procedure)

### SBTCE:

**FDTC:** FDTC Procedure: Family Education Rights Act (FERPA)

**Other:** Public Law 93-380 "Educational Amendment of 1974"

## Procedure Description

### I. PURPOSE

To establish a procedure to respond to a Student's Request to Amend Education Record(s) under the Family Educational Rights and Privacy Act of 1974, known as FERPA.

### PROCEDURE

The Registrar is responsible for ensuring that all staff understand and comply with the Student's Right to Amend Their Educational Record(s)

The student must identify the record keeping error he or she wishes the College to amend by completing the Request to Amend Education Record Form and submitting it to the Registrar.

The Registrar will determine within (15) calendar days whether to amend the student's record as requested. In making this determination, the Registrar must consider whether it is something that the College can amend.

The Registrar will notify the student in writing within (15) calendar days of the College's decision.

If the College decides not to amend the student's record, the Registrar will notify the student of its decision within (15) calendar days and of their right to a hearing.

If the student wishes to exercise their right to a hearing, they must inform the Registrar in writing within (7) calendar days upon receipt of the College's decision not to amend their record.

The Registrar will notify the student within (15) calendar days of the date, time and place of the hearing.

The Registrar will coordinate with the Vice President of Student Services in selecting a person(s) who has no direct interest in the outcome to conduct the hearing.

If, after the hearing, the College still decides not to amend the record, the Registrar will advise the student in writing within (15) calendar days that they have the right to insert a statement in their record related to the specific record that was challenged.