



## EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

### **FJ-3 Request for Hearings on the Content of Student Educational Records**

**APPROVED:** July 7, 1991  
Year of last review: 2021

**REVISED:** September 1, 1995

**AUTHORIZING BOARD POLICY:** FJ

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated Contact: Executive Director of Admissions and Registrar

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**OBJECTIVE:** To establish guidelines for a student requesting a hearing on the content of his/her student educational record.

**PROCEDURE:**

**I. Request for a Hearing by Student**

- A. Any student who has attended or who is presently attending El Paso County Community College District may request a hearing to challenge the content of his/her educational record. The purpose of such hearing is to permit the student an opportunity to correct or delete any inaccurate, misleading or otherwise inappropriate data contained in the records and to insert a written explanation regarding the content of the records.
- B. Request for a hearing must be submitted on a Student Petition Form to the Executive Director of Admissions and Registrar and must include specific information on the nature of the material within the student's educational record that is being challenged. Depending on the nature of the challenge, the Office of Admissions and Registration may elect to hear the challenge individually, or to convene a hearing committee composed of other members of the administrative staff. The Executive Director of Admissions and Registrar will chair the hearing committee.

**II. Scheduled Appointment for the Hearing**

Within ten (10) working days from receipt of the Student Petition requesting the hearing, the Executive Director of Admissions and Registrar or a designated representative will contact the student to schedule a date, time, and location for the hearing. Unless otherwise requested by the student, the hearing will be closed to the public. The student may have a representative present at the hearing and may submit any documentation and/or testimony appropriate to his/her challenge on the content of the educational record.

**III. Hearing Committee Evaluation**

- A. The hearing committee may evaluate copies of the official record of the District or require testimony from representatives of the District in relation to the challenge.  
  
In such instances, the student and/or his representative will also be permitted to hear testimony given and to raise questions to the individual(s) providing testimony. The hearing committee may also question any individual providing testimony before it, and a record of the hearing will be maintained.
- B. Within ten (10) working days from the date of the hearing, the student will be advised, in writing, of the determination of the hearing panel. If appropriate, changes and/or deletions will be made in the student's educational record, and the student may review the content of his/her record and insert any written comments appropriate to the clarification of its content. Such comments will be considered a permanent part of the student record.

**IV. Request for Appeal**

- A. The student may appeal the determination of the hearing committee to the Vice President of Student and Enrollment Services.
- B. The request for an appeal must be submitted, in writing, to the office of the Vice President of Student and Enrollment Services within fifteen (15) calendar days from the date the issuance of the written determination of the hearing panel.