

**Student Rights Related to Academic Records**

Students shall be afforded all rights and are subject to all requirements set forth in SB 182 (Chapter 816, Statutes of 1975 as amended September 28, 1976 by SB 1493), a copy of which may be obtained in the Office of Admissions and Records. If a violation occurs, students have the right to file a complaint with the Family Compliance office, United States Department of Education, 600 Independence Avenue S.W., Washington D.C. 20202-4605 concerning an alleged failure by the institution to comply with the provisions of Section 438 of the General Education Provisions Act (20 U.S.C.A. 1232G).

**Review Inspection and Challenge of Records**

Any currently enrolled or former student has the right of access to all the student's College of Marin academic records. Students wishing to inspect their records may obtain forms from staff in the Office of Admissions and Records; access shall be granted no later than 45 days following receipt of the written request by the Dean of Enrollment Services at College of Marin.

Qualified personnel will assist the students in interpreting their records, if necessary. The Dean of Enrollment Services will provide forms for any student who wishes to challenge the content of the student's records, excluding grades, if the student believes the information to be (1) inaccurate, (2) misleading, (3) an unverifiable personal conclusion or inference outside of the observer's area of competence, or (4) not based on the personal observation of a named person with the time and place of the observation noted.

The student should clearly identify the part of the record the student wants changed and specify why it is inaccurate or misleading. Contact Admissions and Records for procedural details.