

# Challenging the Contents of the Record

Southern Union State Community College will respond to any reasonable request for an explanation or interpretation of any item in a student's file. This written request should be submitted to the Dean of Student Affairs. Students who desire to challenge any part of the file's content must submit a written request to the Dean of Student Affairs. The Dean of Student Affairs will schedule a date and time for a hearing within forty-five (45) days of receiving the written request. The request should identify the item(s) and state the grounds for the challenge; i.e., inaccuracy, misleading nature. The Dean of Student Affairs and the appropriate records official will review the contested item(s), obtain an explanation for the item(s), and examine any documents or hear testimony presented by the student. The Dean of Student Affairs and the records official may decide to maintain, delete or make corrections to the information. Also, the information could be found to be accurate and appropriate. In this case, the student will be permitted to place a written explanation in the file. The Dean of Student Affairs will issue a written decision within ten (10) days of the conclusion of the hearing.