

POLICY APPROVAL FORM

Executive Summary. (type a short summary of the process followed to develop this policy, names of those involved in its development, reason for undertaking the process, and key features of the policy). This section is to be completed by the group or individual assigned to develop the policy.

An interim process for "Challenge to Educational Records" was developed in September, 1993 to comply with the Family Educational Rights and Privacy Act (FERPA). After meetings with Barbara Smith, Lee Hoemann, the Academic Deans, Art Costantino, and Jan Frickelton, a decision was made to re-write the interim policy. The major change in this current draft is that the President would not be involved in the hearing process, and the Vice President for Student Affairs would make the determination if a request for a hearing met the criteria stipulated in FERPA (in cases of all student records other than faculty evaluations of students), and an Academic Dean would determine if a request for a hearing met the criteria stipulated in FERPA for cases involving faculty evaluations of students.

This last draft has been reviewed by 15 Student Affairs advising staff, Lee Hoemann, Jan Frickelton, Judy Huntley, Art Costantino, Barbara Smith, the Academic Deans, the Agenda Committee, and the faculty (who reviewed an earlier draft concerning faculty evaluations of students).

The attached draft is considered a process for complying with FERPA policy. Therefore, this process would be eligible to be in effect as soon as the senior staff approved.

Since the former process was part of the Washington Administrative Code, we will need to update the W.A.C. with the new process.

Final review by Assistant Attorney General Jan Frickelton Date 4/19/95

APPROVAL

Vice-President for Academic Affairs and Provost Barbara Leigh Smith Date 5-8-95

Executive Vice-President Lee Hoemann Date 5-8-95

Vice-President for Student Affairs Art Costantino Date 5/8/95

President Jan F. Jervis Date 5/8/95

Date Policy becomes effective 5/8/95