

PROCEDURES FOR REQUESTING AN AMMENDMENT OF THE EDUCATIONAL RECORD AND FOR REQUESTING A HEARING IF REQUEST DENIED

Signature of Assistant Director

Date

If a student believes their educational records contain information that is inaccurate, misleading, or in violation of their rights of privacy or other rights, they may ask the University to amend the record. The University will review the request within a reasonable period of time and make a determination regarding the request. If the University decides not to amend the record as requested, it shall inform the student of its decision and of the student's right to challenge the content of the student's educational records. Requests for hearings are submitted to the University Registrar who will arrange the hearing and inform the student of the date, time, and location

If, as a result of the hearing, the University decides that the information is inaccurate, misleading, or otherwise in violation of the privacy and other rights of the student, it shall amend the record accordingly and inform the student of the amendment in writing. If, as a result of the hearing, the University decides that the information in the educational record is not accurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the student of their right to place a statement in the record or stating why they disagree with the decision of the University. If the University places a statement in the educational records for as long as the record is maintained, and disclose the statement whenever it discloses the portion of the records to which the statement relates.