

## **Student Appeal Process for Requesting an Amendment to an Educational Record 9014**

One of the rights afforded to students under The Family Rights and Privacy Act (FERPA) is the right to request an amendment of their education records that they believe to be inaccurate or misleading. If the information in question is a class grade, the student should follow the Grievance Procedures found in the current Student Handbook. However, if the information in question concerns other aspects of a student's educational record, the following process has been put into place to provide the student an avenue for such a request.

1. Students should write the Associate Dean of Student Services/Registrar and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. The Associate Dean of Student Services/Registrar will notify the student in writing of the decision. If the request has been denied, the Associate Dean of Student Services/Registrar will advise the student of his or her right to an appeal regarding the request for an amendment.
2. Students may appeal the Associate Dean of Student Services/Registrar's decision in writing within five (5) business days after the original decision was mailed.
3. The Executive Dean of Student Services, or designate, shall review the written appeal and original request. The Dean will notify the student, in writing, of the decision.
4. If the student desires to appeal decision of the Executive Dean of Student Services, a written request for a hearing before a Review Panel must be filed by the student in the Office of the Executive Dean of Student Services within five (5) business days after the Dean's original decision was mailed.
5. Upon receiving a request for a hearing from the Executive Dean of Student Services, the Associate Dean of Student Services/Registrar, within seven (7) business days will call a Review Panel together. The panel will be selected by the Associate Dean of Student Services/Registrar and consist of one (1) student, two (2) faculty members, one (1) administrator, and the Associate Dean of Student Services/Registrar as Chair.

The decision of the Review Panel is final and will be communicated in writing to the student.

Adopted:  
Amended:  
Legal Ref: