

**APPEAL OF DENIAL BY RECORDS CUSTODIAN TO
AMEND EDUCATIONAL RECORDS**

This form is to be used by a student who is asking for a formal hearing to review the denial of a Records Custodian to amend his or her educational records.

STUDENT NAME: _____
(please print)

STUDENT NUMBER: _____

I request that there be a formal hearing to hear my appeal for the amendment of my educational records which I consider to be inaccurate, misleading and/or in violation of my legal rights. I am challenging the decision made by the following Records Custodian and the records identified below:

Records Custodian: _____
(Name and department)

Identification of Records Being Contested: _____

PX
(signature) (date)

TO THE STUDENT: Please attach to this form a list of the name and identity of any individuals you wish to bring with you as witnesses or to represent you at the hearing as well as a full statement of the alleged inaccuracies or misrepresentations of the records you are challenging.

PROCEDURES:

1. This form is obtained from the Registrar's Office and returned to that office when all information has been supplied.
2. This form or a copy of it, with statements attached, will be placed in the file of the student making this request, along with the written decision of the Hearing Committee.