



The Family Educational Rights and Privacy Act gives students the right to review their education record and the right to request the record's amendment for any ministerial/clerical errors that are discovered after review. The process of requesting an amendment also includes provision for a formal hearing if there is disagreement between the student and the holder of the record as to whether an amendment should be made. Changing or amending the student's educational record is limited to inaccurate, misleading information or if the information contained in the record is a violation of a student's privacy rights [34 CFR 99.21(b)(2)].

To request an amendment to his or her education record, a student must follow the procedures listed below.



A student wishing to review all or a portion of his or her education record must make a written request to review the record to the Custodian of Records (University Registrar). Request forms are available from the Registrar. A University official will respond to such requests within fourteen (14) days to schedule a date for the review to occur. Depending on the amount of material to be reviewed, the

