NORWICH UNIVERSITY
FERPA Request for Formal Hearing
To Amend or Remove Education Records

Student Information

Student's Name: _____ Student's #: A00_____

Address: _____ Telephone #: _____

City, State, Zip: _____

I request a formal hearing concerning correction or removal of what I believe to be inaccurate or misleading information contained in my education record. The following education record(s) is/are being contested:

_____

_____

I am contesting the information because (please use an extra page if additional space is needed):

_____

_____

Please notify me of the date, time, and place of the hearing.

_____ _____

Date *Student Signature*

First Endorsement

The decision of the Hearing Panel is as follows (please use back of form if additional space is needed):

_____

_____

_____

_____ _____

(Chairperson of Hearing Panel) Last, First Name *Date*

_____

Chairperson's Signature

Note: If the student disagrees with the Hearing Panel's decision, he/she has the right to place in his/her record a written statement commenting on the information in the record and/or stating his/her reasons for disagreeing with the decision. This explanation will become part of the student's education record as long as this record is maintained and whenever a copy of this record is sent to any party, the explanation will accompany it.

The chairperson of the Hearing Panel must send copies of the Panel's decision to the student requesting the hearing.

Student: Please return this form to the Registrar's Office