



Student Request for Formal Hearing to Amend or Remove Education Records

Student: Please complete the top section and return this form to the Office of the Registrar

Name:	Student ID Number:
Address:	Email Address:

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

--

I am contesting the information because:

--

Signature:	Date:
------------	-------

The decision of the Vice-President of Academics (VPA) is as follows:

--

Signature:	Date:
------------	-------

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

The VPA or designee must send copies of the decision to the student requesting the hearing, the appropriate Academic Director, and the Office of the Registrar.