

BUENA VISTA UNIVERSITY

Request to Amend or Remove Education Records

In accordance with the Family Educational Rights and Privacy Act (FERPA), students are afforded certain rights with respect to their educational records. One of those rights includes the right to request amendment of the contents of the student's education records if believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.

A student who wishes to have his/her education record amended should submit this request to the Office of the Registrar. The Registrar will review the request and make a decision on the request and provide written notice to the student.

- If a decision is made to not amend the record as requested, the student may request a hearing by contacting the Registrar. BVU's hearing process can be found at <http://www.bvu.edu/catalog>.
- If, as a result of the hearing, the record is determined to be inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the record will be amended accordingly.
- If, as a result of the hearing, it is determined that the information is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the student is permitted to provide a statement to be placed in the record stating why they disagree with the decision. This statement will be maintained as long as the record is maintained, and disclosed whenever the record is disclosed.

Student Name (print) _____
Signature _____
Student ID Number _____
Date _____

I have inspected my education records maintained in the _____ (office/department/college).

Under the provisions of FERPA, I request that these records be amended in the following manner.

I request the following document(s) be removed from my file:

I believe that it violates my FERPA rights to privacy in the following way:

Student Signature _____ Date _____

Internal Use:

Custodian Reviewing Request _____

Reason for Approval/Disapproval _____

Date _____

Custodian Signature _____