

**FERPA Request for Appeal**

An appeal request provides the student an opportunity to present information and evidence concerning a clerical or recording error in the education records which need to be corrected. The appeal request is not an opportunity to review substantive decisions by the College faculty or staff concerning evaluation of academic work or outcomes of disciplinary proceedings.

This form must be received by the Registration and Records Office within seven (7) business days of the notice of denial to amend a student record.

*Photo ID is required when submitting this form. If the form is mailed, faxed, or emailed, a legible copy of a government issued photo ID or Student ID Card is required .*

Photo ID Received

- Appeal requests will be submitted to the Vice President of Student Affairs to determine if there are grounds for appeal. If the Vice President of Student Affairs determines there is no basis for an appeal, the appeal will be denied and the student will be notified of the decision within seven (7) business days of the receipt of the appeal request. Decisions regarding the merit of an appeal by the Vice President of Student Affairs are final.
- If credible support of the appeal is submitted, the Vice President of Student Affairs will forward the appeal for administrative review and will notify the Registrar and student within seven (7) days of when the appeal is sent to the Administrative Review Panel for consideration.
- The Vice President of Student Affairs will form a Panel and schedule a meeting to review the appeal within ten (10) business days from when the appeal was forwarded to the Administrative Review Panel.
- The decision of the Administrative Review Panel will be communicated in writing by the Vice President of Student Affairs within three (3) business days of the panel's decision to the Registrar and student.

**INSTRUCTION:**

Complete this form in its entirety and attach any supporting documentation.

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**STUDENT NAME**

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**STUDENT ID#**

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**STUDENT EMAIL**

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**PHONE #**

Under the provision of the 1974 Family Educational Rights and Privacy Act (FERPA), I hereby submit an official appeal to determine whether or not certain changes will be made to my education records, previously denied.

That review was initiated on \_\_\_\_\_ and completed on \_\_\_\_\_ .

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**STUDENT SIGNATURE**

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**DATE****FOR REGISTRATION AND RECORDS OFFICE USE ONLY**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Student Notified On: \_\_\_\_\_

**Comments:**