



Request for Hearing to Amend Student Education Record University of the Incarnate Word

Student Name _____
Email Address _____

Student ID _____
Phone _____

Requests for a hearing to amend an Education Record will only be accepted after UIW denies the student's request to amend their Education Record. The Office of the Registrar will notify the student within a reasonable time after the request for a hearing is received, but no later than thirty (30) days after receipt, of the date, time and place of the hearing.

For additional information regarding FERPA, please visit <https://my.uiw.edu/registrar/ferpa.html>

Which part of your Education Record do you seek to amend? (check all that apply):

Academic Information

- ☐ Class Schedule
- ☐ Registration Forms
- ☐ Substitution Forms
- ☐ Graduation Application
- ☐ Transcript
- ☐ Other (please specify)

Accounts Receivable

- ☐ Billing/Payment History
- ☐ Balances
- ☐ Other (please specify)

Admissions

- ☐ Application(s)
- ☐ High School Transcript(s)
- ☐ College Transcript(s)
- ☐ Essays/Personal Statement
- ☐ Test Scores
- ☐ Resume/CV
- ☐ Other (please specify)

Advising

- ☐ Curricula Changes
- ☐ EAB Navigate Notes
- ☐ Other (please specify)

Disciplinary Information

- ☐ Disciplinary sanctions
- ☐ Student Code of Conduct
- ☐ Title IX proceedings
- ☐ Other (please specify)

Financial Information

- ☐ Financial Aid Status
- ☐ Grants
- ☐ Loans
- ☐ Scholarships
- ☐ Other (please specify)

I believe the Education Record listed below contain information that is:

☐ Inaccurate ☐ Misleading ☐ In violation of my privacy rights

List the Education Record containing the information that you believe should be amended:

Describe the information in the Education Record to be amended:

Provide the reasons why you believe the Education Record is inaccurate, misleading, or in violation of your privacy rights:



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The above identified Education Record should be amended to indicate the following:

If there is insufficient space on this form, additional sheets may be added.

Please attach any documentation which supports your request.

By submitting this signed Request for Hearing to Amend Student Education Record, I formally request a hearing to amend my student education record(s). I certify that I have read this form in its entirety and that the information provided is accurate.

Student Name

Student Signature

Date

For Registrar Office Use Only:

Date Received: _____

Received By: _____

Hearing Date/Time: _____

Hearing Official: _____

Hearing Location: _____

Registrar Signature: _____



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Student's Rights at the Hearing:

- A student may present information and evidence concerning a clerical or recording error in the Education Record that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights. ***The hearing is not an opportunity to review substantive decisions by the University faculty or staff concerning evaluation of academic work or outcomes of disciplinary proceedings.***
- A student shall be assigned a hearing officer who does not have a direct interest in the outcome of the hearing.
- A student is entitled to have an advisor of their choosing present, including counsel, at their own expense.
- A student shall have a full and fair opportunity to present evidence concerning requested corrections to their Education Record.
- A student shall receive, within a reasonable period of time after the hearing, but not later than thirty (30) days after the hearing, a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence and reasons for the decision.
- If a student is not in agreement with the decision rendered at the hearing, a student may submit a statement that will be placed in their Education Record commenting on the contested portion of the record, or stating why the student disagrees with University's decision to not accept the proposed change, or both, which will be disclosed whenever the University discloses that portion of the student's Education Record if, as a result of the hearing, the University decides to not amend the student's Education Record.

University's Rights and Responsibilities in the event of a hearing:

- The University shall select a hearing officer in accordance with FERPA requirements. The hearing officer may be any University official who does not have a direct interest in the outcome of the hearing. The Provost, the Dean of Campus Life, or other individual as determined by the University's Registrar, shall serve as the hearing officer. ***The hearing shall be overseen and conducted under the direction of the hearing officer.***
- The University reserves the right to deny a request for a hearing when the proposed amendment to the Education Record includes anything more than correcting clerical errors, or other items permitted by statute.
- The University shall schedule a hearing within a reasonable time, but no later than thirty (30) days after receiving the Request for Hearing to Amend Student Education Record.

Role of the Hearing Officer:

- The hearing officer shall allow the student the opportunity to present evidence relevant to the issues raised. The hearing officer has the right and authority to determine whether particular evidence presented is relevant to the issue(s) in question.
- The hearing officer shall decide whether to amend the student's Education Record based solely on the evidence presented at the hearing and in accordance with the statute.
- The hearing officers shall provide the student with a timely written decision, no later than thirty (30) days after the hearing, including a summary of the evidence and the reason for the decision. A copy of the decision will be forwarded to the Registrar's Office for placement in the student's Education Record.