



**Student Education Record Amendment Hearing  
University of the Incarnate Word**

**HEARING OFFICER'S DECISION**

**Hearing Date:** \_\_\_\_\_

**Hearing Time:** \_\_\_\_\_

**Hearing Location:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_

**Hearing Officer:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_

**Attendees:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Education record(s) student seeks to amend:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Student attests that the Education Record listed above contain information that is:**

\_\_\_\_ Inaccurate                      \_\_\_\_ Misleading                      \_\_\_\_ In violation of student's privacy rights

**The requested information in the Education Record to be amended:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Summary of student's evidence:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Summary of UIW's response:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**Hearing Officer's Decision:**

\_\_\_\_\_ Amendment Not Approved    \_\_\_\_\_ Amendment Approved in Whole    \_\_\_\_\_ Amendment Approved in Part

**If approved in whole or in part, the Education Record will be amended as follows:**

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**Reason(s) for Officer's Decision:**

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\_\_\_\_\_  
**Hearing Officer Name**

\_\_\_\_\_  
**Hearing Officer Signature**

\_\_\_\_\_  
**Date**

For Registrar Office Use Only:

**Date Received:** \_\_\_\_\_

**Received By:** \_\_\_\_\_

**Notice Sent:** \_\_\_\_\_

**Registrar Signature:** \_\_\_\_\_

\*Pursuant to 34 CFR Sect. 99.21(b)(2), if, as a result of the hearing, the educational agency or institution decides that the information in the Education Record is **not** inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the agency or institution, or both.



## **Student Education Record Amendment Hearing University of the Incarnate Word**

### **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