

# NOTIFICATION OF RIGHTS UNDER FERPA

---

## Request Amendment

**The right to request amendment** of the student's education records. Students may ask the university to amend a record they believe is inaccurate, misleading, or in violation of privacy rights. Students may write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of privacy rights. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.