STETSON UNIVERSITY

Request to Amend or Remove Education Records

The *Family Educational Rights and Privacy Act of 1974 (FERPA)*, as amended, is a federal law that protects the privacy of student education records. If a student believes the education records relating to the student contain information that is inaccurate, misleading, or otherwise in violation of his/her privacy rights, he/she may request to have the record amended.

A student who wishes to have his/her education record amended should submit this request to the Custodian of the record. The Custodian of the record 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 University Registrar within 10 business days after receipt of the decision.
- 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) _____

Address _____

Telephone# _____

Student ID number _____

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** _____

Submit this form to Stetson One Stop (Griffith Hall) or the Registrar's Office (Elizabeth Hall).

Internal Use:	
Custodian Reviewing Request	_____
Reason for Approval/Disapproval	_____
Date	_____
Custodian Signature	_____