



FERPA-REQUEST TO REVIEW/AMEND EDUCATION RECORDS

POLICY:

Right to Inspect and Review

A student has the right to inspect and review the education record within forty-five (45) business days after the school receives a written request for access. A FERPA-Request to Review/Amend Education Records form must be submitted by the student to the Registrar's Office. The Registrar or designee will make arrangements for access and notify the student of next steps for inspecting the record. If the Registrar's Office does not retain the record requested, the student will be advised of the appropriate official to whom the request should be addressed.

CPP will not issue a printed copy of the education record unless extenuating circumstances prevent its viewing in person. This determination will be made on a case-by-case basis.

Right to Request Amendments

A student has the right to request an amendment of the education record if the student believes the record is inaccurate or misleading. To request an amendment, a FERPA-Request to Review/Amend Education Records form must be submitted by the student to the Registrar's Office. The request must clearly identify the part of the record(s) to be changed and specifying why the record is inaccurate or misleading.

Right to Request a Hearing

The institution has the right to decide whether to amend a student's education record as requested by the student. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of the right to a hearing regarding the request for amendment. A student must submit a request for hearing in writing to the Registrar's Office. The Registrar will refer the request to the Vice President of Student Affairs, who will act as the hearing officer regarding all challenges to the accuracy of educational record and the denial of requested changes. The formal hearing will be conducted according to the following procedures:

- The student will be permitted to present information and materials in support of the assertion that the record is inaccurate, misleading, or otherwise erroneous.
- A representative of CPP will be permitted to present information and materials that support the school's position.
- Each party will be present during the hearing and may challenge information and materials of the other party.
- If a student is unable to attend the hearing in person due to distance (such as students participating in online programs), the student may be offered the opportunity to participate via a phone conference.
- The hearing officer will render a decision on the matter generally within five (5) business days after the conclusion of the hearing. FERPA does not provide a process to be used to question substantive judgments, which are correctly recorded. For example, the rights of challenge do not allow a student to contest a grade in a course because the student believes a higher grade should have been assigned.

For more information on the Student Privacy Rights, review [The Family Education Rights and Privacy Act \(FERPA\)](#)



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INSTRUCTIONS:

1. Please read the policy on page 1 of this request and complete this form.
2. Attach any supporting documentation, if necessary.
3. Submit the completed form and supporting documentation to the Registrar's Office at registrar@cpp.edu

Name _____ Date of Request _____
Last First MI
 Bronco ID: _____ Phone #: _____
 Personal E-mail: _____ CPP E-mail: _____

Under the provisions of the 1974 Family Educational Rights and Privacy Act (FERPA), I hereby request to review/amend the following education record in the manner listed below.

Review: specify Education Records to be reviewed: _____

Amend: Specify Education Records to be amended (complete 1-3 below): _____

1. I request a change in content from: _____

To: _____

2. The following misleading data is present: _____

3. I believe it is in violation of my rights of privacy under the 1974 Family Educational Rights and Privacy Act as outlined below: _____

I affirm that I am the individual named on this form. I have read and understand the CPP catalog policy governing education records.

STUDENT SIGNATURE:

DATE:

FOR OFFICE USE ONLY

Received by:	Date:	Request: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
RO Staff Signature:		Date: