



APPENDIX D
CHALLENGE OF THE CONTENTS OF THE EDUCATION RECORDS

Students may challenge the accuracy of their education records. Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may discuss their problems informally with the official responsible for the records. If agreement is reached with respect to the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and they will be informed by the official responsible for the records of their right to a formal hearing.

Student requests for a formal hearing must be made in writing to the Registrar or designee who, within forty-five days after receiving such requests, will inform students of the date, place, and the time of the formal hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the student's expense. The hearing panel that will adjudicate such challenges will be appointed by the Vice President for Students Affairs and Enrollment Management in non-academic matters and by the Provost and Vice President for Academic Affairs in academic matters. The hearing panel will be composed of no less than three university officials who are impartial to the outcome of the hearing to ensure fair judgment. No one with prior involvement in the matter shall be designated.

Decisions of the hearing panel will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reason for the decisions, and will be delivered to all parties concerned. The educational records will be corrected or amended in accordance with the decision of the hearing panel if the decision is in favor of the student. If the decision are unsatisfactory to the student, the student may place with the disputed education records a brief statement commenting on the information in the records, or a statement setting forth any reasons for disagreeing with the decisions of the hearing panel. The statement must be reasonably concise, normally not more than one hundred words, and will be maintained with the student's educational records, and released whenever the records in question are disclosed.

I request a formal hearing concerning correction of what I believe to be inaccurate or misleading information, described below, contained in my education records.

Name (print)

Student ID (917# preferred) or Social Security Number

Address

City,

State,

Zip Code

(Area Code) Phone No.

UWG Email Address

Education Record Contested:

Contested Information (continue on back if needed):

Signature

Date