



The Family Educational Rights and Privacy Act (FERPA) affords a student the opportunity to challenge and amend the contents of their education records that they believe to be inaccurate, misleading, or inappropriate. This process includes an opportunity for amendment of the records or insertion of written explanations by the student into such records. Please see the [PNWU FERPA policy](#) for the definition of education records.

Student Information:

Last Name, First Name, MI

PNWU ID Number

I have reviewed my education records at Pacific Northwest University of Health Sciences. I am not satisfied with the accuracy and/or completeness of these records.

☐ I request that these records be amended in the following way(s) for the following reasons.

The student must identify the parts of the record the student believes should be changed and indicate the reasons it should be changed.

☐ I request that the following document(s) be removed from my file:

The student must identify the parts of the record the student believes should be removed and indicate the reasons it should be removed.

Student Signature

Date

Once you complete this form, please print, sign, and submit to registrar@pnwu.edu.

Office Use Only

Reason for approval/disapproval:

Name and title of record custodian

Signature of record custodian

Date

Appeals of the record custodian's decision may be made by completing a student formal hearing request form. The records custodian must send a copy of this form to the student making the request and to registrar@pnwu.edu.