



The Family Educational Rights and Privacy Act (FERPA) affords a student the opportunity to request a formal hearing if their request to amend their student record is denied. The hearing will be conducted by a university official who does not have a direct interest in the outcome of the hearing. Please see the [PNWU FERPA policy](#) for the definition of education records.

**Student Information:**

Last Name, First Name, MI

PNWU ID Number

I request a formal hearing concerning the correction or removal of what I believe to be inaccurate or misleading information contained in my education records. The following education record(s) is/are being contested:

I am contesting the information because:

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Student Signature

Date

Once you complete this form, please print, sign, and submit it to registrar@pnwu.edu. The student will be notified via PNWU email of the date, time, and place of the hearing.

**Office Use Only**

The decision of the hearing panel is as follows:

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Name and title of hearing chairperson

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Signature of hearing chairperson

Date

The hearing chairperson must send a copy of this form to the student making the request and to registrar@pnwu.edu. If the student disagrees with the hearing panel's decision, they have the right to place a written statement in their record commenting on the information in the record and the reason for disagreeing with the decision. The explanation will accompany the record as long as it is maintained.