



Office of the Registrar

Carter Hall 3002 Campus Box 50
Greeley, CO 80639
970-351-2231
970-351-1870 fax

Request for Formal Hearing to Amend or Remove Education Records

In accordance with the Family Educational Rights and Privacy Act of 1974, students are afforded certain rights with respect to their educational records. If the student disagrees with the Hearing Panel's decision, he/she has the right to place in his/her record a written statement commenting on the information in the record and/or stating his/her reasons for disagreeing with the decision. This explanation will become part of the student's education record as long as this record is maintained and whenever a copy of this record is sent to any party, the explanation will accompany it.

Last Name _____ Initial _____ First Name _____

Student Bear Number or last 4 digits of social security number _____ Date of Birth _____

Address _____ City _____ State _____ Zip _____

Telephone number _____ Email address _____

I request a formal hearing concerning 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 (please use next page if additional space is needed):

Please notify me of the date, time and place of the hearing.

Student Signature _____ Date _____

First Endorsement

The decision of the Hearing Panel is as follows (please use next page if additional space is needed):

Chairperson's Name _____ Title _____ Date _____

Chairperson's Signature _____ Date _____

(The Chairperson must send copies of the Panel's decision to the student requesting the hearing.)

