



## FERPA – REQUEST FOR HEARING FOLLOWING DENIAL TO AMEND EDUCATION RECORDS

**POLICY:**

The institution has the right to decide whether to amend a student's education records as requested by the student. If the school decides not to amend the records 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. To request a hearing, the student completes and submits a Request to Amend Education Records to the Office of the Registrar. The University Registrar will refer the request to the Chief Academic Officer the entity that will oversee all challenges to the accuracy of education records 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 TCSP 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.

**INSTRUCTION:**

Complete this request in its entirety, attach any supporting documentation, and submit to the Office of the Registrar.

**Email: [TCSPRegistrar@thechicagoschool.edu](mailto:TCSPRegistrar@thechicagoschool.edu) or Fax: 312.757.7013**

**STUDENT NAME:** \_\_\_\_\_ **STUDENT ID#:** \_\_\_\_\_

**TCSP E-MAIL:** \_\_\_\_\_ **PHONE#:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_

**TERM/SEMESTER & YEAR:** \_\_\_\_\_ **DEGREE LEVEL:** \_\_\_\_\_ **PROGRAM:** \_\_\_\_\_

Under the provision of the 1974 Family Educational Rights and Privacy Act (FERPA), I hereby request an official hearing to determine whether or not certain changes will be made to my education records, previously denied in review of my *Amendment Form* by the School. That review was initiated on \_\_\_\_\_ and completed on \_\_\_\_\_.

I have read the FERPA Student Rights and Responsibilities section located in the TCSP Student Handbook.

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### FOR OFFICE USE ONLY

Received by:	Date:	Scheduled Hearing: Date & Time:
Location of the Hearing:		Student is Informed on:
Comment:		