

The University of Alabama in Huntsville

RESPONSE TO REQUEST FOR AMENDMENT OF RECORD

To: _____, Student

From: _____, Records Official

Your request for amendment of your education record has been received and reviewed. As the records official responsible for the custody of the record you wish to have amended, I have made the following decision:

_____ Your request is granted, and the record will be amended accordingly.

_____ Your request is denied. You have the right to a formal hearing on the matter. You may invoke this right by submitting a written request to the Office of the Provost/Vice President for Academic Affairs. The form for such request is available in the Records Office.

_____ Other:

Signature: _____
Records Official

Date: _____