

The University of Alabama in Huntsville

REQUEST FOR HEARING

To: Provost/Vice President for Academic Affairs

From: _____, Student Student ID # _____

Re: Challenged Education Record Information/Item

I request a formal hearing concerning an item in my education record that I believe is inaccurate, misleading, or in violation of privacy or other rights.

I am attaching (1) a copy of my initial request for an amendment, which identified the particular record, item, and reason and was submitted to the appropriate records official, and, (2) the official's memorandum of decision regarding my request.

Signature: _____ Date: _____
Student

To: _____, Student

From: _____, Hearing Officer

Re: Challenge of Education Record Information/Item

I have been appointed by the Provost/Vice President for Academic Affairs to serve as the hearing officer in the matter of your requested amendment to your education record. The hearing will be held as follows:

Date: _____ Time: _____

Place: _____

You may present any evidence relevant to the issue under consideration, and you may be assisted by one or more persons of your choice, including an attorney (engaged at your own expense). I may also receive evidence from appropriate University personnel or others in support of the record as it presently appears. Within ten (10) days of the hearing, I will render a decision.

If you have any questions, you may contact me at _____ or _____
Office Location Phone #

or _____
E-mail Address

Signature: _____ Date: _____
Hearing Officer