

Law Student Request to Amend or Remove Education Records

As a student, you have the right to seek to amend any education record that you believe to be inaccurate, misleading, or in violation of your privacy rights. Complete this form and identify the information you believe needs to be amended and provide reasons why. If the Office of the Registrar cannot informally resolve your concern, then you may request a formal hearing.

If your request to amend the education record is denied in a formal hearing, then you will be given the opportunity to attach a statement of explanation or a statement describing your disagreement with the information contained in the education record. Your statement will remain with that record. **(Note: This is not the procedure to use if contesting a grade received from a professor or instructor. To contest a grade you must follow the grade change policy provided by the Office of the Provost.)**

I have reviewed my records and /or have been informed of the contents of the requested Education Record and believe them to be inaccurate, misleading, or in violation of my privacy rights for the following reason(s):

Student's Printed Full Name: _____

Student's Signature: _____ Date: _____

Return signed copy to: **UDC David A. Clarke School of Law
Office of the Registrar, Suite 212
4340 Connecticut Avenue, N.W.
Washington, DC 20008**

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FOR OFFICE USE ONLY

Photo ID provided: Yes No

Printed Name of Registrar's Staff: _____

Signature of Registrar's Staff: _____ Date: _____