



**BOSTON UNIVERSITY STUDENT REQUEST
FOR ACCESS TO EDUCATIONAL RECORDS**

I request access to the following educational records concerning me and held by:

I am currently a registered *undergraduate/graduate* student (circle one) in:

(College/School)

Student Name (please print):

Student I.D. Number:

Student Signature: _____ Today's Date: _____

So that we may schedule an appointment for a time convenient for you and Boston University, please provide us with a telephone number or e-mail address where we can reach you Monday through Friday between 9 a.m. and 5p.m.:

(For Dean's or Designated Individual's Use in Scheduling Appointment Only)

Appointment Date

Time

Location

Student reviewed records. Yes ___ No ___ Date _____

- Student informed of rights to request amendment of educational record, to a hearing, and to add a statement to the record, via the printed information on the second page of this form.

Signature of Student

Signature of Access Officer, Dean or
Designated Individual

PROCEDURES FOR REQUESTING AN AMENDMENT OF THE EDUCATIONAL RECORD

If a student believes his or her educational records contain information that is inaccurate, misleading, or in violation of his or her rights of privacy or other rights, he or she may ask the University to amend the record. The University will review the request within a reasonable period of time and make a determination regarding the request. If the University decides not to amend the record as requested, it shall inform the student of its decision and of the student's right to a hearing to challenge the content of the student's educational records. Requests for hearings are submitted to the University Registrar who will arrange the hearing and inform the student of the date, time, and location.

If, as a result of the hearing, the University decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the record accordingly and inform the student of the amendment in writing. If, as a result of the hearing, the University decides that the information in the educational record is not accurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the student of its decision and of his or her right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the University.

If the University places a statement in the educational records of a student it shall maintain the statement with the contested part of the record for as long as the record is maintained, and disclose the statement whenever it discloses the portion of the records to which the statement relates.