

Request to Amend or Remove Education Records

Date: _____

Name of Student: _____ Student ID No.: _____

I have reviewed my education records held within the following offices at Goucher College:

I believe that my educational records are inaccurate or misleading, or violate my right to privacy, and request that these records be amended in the following way(s):

(Use back of sheet if additional space is needed)

Record Custodian Reviewing Request to Amend Educational Record

Name: _____ Title: _____

Disposition of Request:

Approved: _____ Disapproved: _____

Reason for Approval/Disapproval:

Custodian's Signature: _____ Date: _____

Appeals of the Record Custodian's decision may be made by completing a "Student Request for Formal Hearing" form. This form is available in the Registrar's Office.

Note to Custodian: a copy of this completed form should be provided to the student and maintained with the education record in the Registrar's office.

Office of the Registrar
Goucher College
1021 Dulaney Valley Road
Baltimore, Maryland 21204

p. 410-337-6090
f. 410-337-3111
registrar@goucher.edu
www.goucher.edu/registrar