Office of the Registrar

6965 Cumberland Gap Pkwy., DAR 102

Harrogate, TN 37752

(423)869-6434

**Request for FERPA Hearing**

To appeal a decision denying your request to amend your education record(s), you must submit this form to the Registrar’s Office **within 10 business days** from the date of the notification of the denial. Upon receipt of this form, a hearing will be scheduled within fifteen (15) business days. You will receive email notification of the date, time, and place of the hearing. Failure to attend the hearing waives your right to appeal, and the decision denying your request to amend your education record(s) will become final.

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| **Student Name:** Click here to enter text. **Student ID Number:** Click here to enter text.**LMU email address:** Click here to enter text. |

I request a formal hearing concerning the denial of my request to amend my education record(s).

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_