

# Northern Marianas College Educational Record Amendment Form FERPA Form As of 09/07/2023



OFFICE OF THE REGISTRAR  
P.O. Box 501250 • Saipan, MP 96950 U.S.A.  
Phone: (670) 237-6700 • Fax: (670) 234-1270 • www.marianas.edu

## Requested by (Student):

Student Name	<input type="text"/>	Daytime Phone	<input type="text"/>
	<small>Last First MI</small>		
Email Address	<input type="text"/>		

## Procedures for Requesting a Review/Amendment of Educational Records

1. A student has the right to inspect and review his or her educational record. A student also has the right to request his or her educational records be amended if the student believes the record(s) contain information that is inaccurate, misleading, or in violation of the student's privacy rights. The request should be made in writing to the NMC Registrar or a representative housing the record and must state specifically which part of the records should be amended and explain why the student believes such part is inaccurate, misleading, or a violation of his or her privacy rights. The NMC Registrar or representative will review the request and respond to the student within 45 days of the submission of the request. If there is a decision to amend the record, the student will be informed in writing.
2. If the NMC Registrar or representative decides against amending the record the student may request a hearing on the matter. A student must submit a request for hearing in writing to the Registrar's Office. The Registrar will refer the request to the Dean of Student Support Services, who will act as the hearing officer regarding all challenges to the accuracy of the educational record and the denial of requested changes. The formal hearing will be conducted according to the following procedures:
  - The student will be permitted to present information and materials in support of the assertion that the record is inaccurate, misleading, or otherwise erroneous.
  - A representative of NMC will be permitted to present information and materials that support the school's position.
  - Each party will be present during the hearing and may challenge the information and materials of the other party.
  - If a student is unable to attend the hearing in person due to distance (such as students participating in online programs), the student may be offered the opportunity to participate via a phone conference or an online Zoom platform.
  - The hearing officer will render a decision on the matter generally within five (5) business days after the conclusion of the hearing. FERPA does not provide a process to be used to question substantive judgments, which are correctly recorded. For example, the rights of challenge do not allow a student to contest a grade in a course because the student believes a higher grade should have been assigned.

More information about FERPA is available on the NMC website: [www.marianas.edu/FERPA](http://www.marianas.edu/FERPA)

## What type of educational record do you seek to review/amend? Please check all that apply.

Review  Amend |  Academic  Financial  Disciplinary  Other: \_\_\_\_\_

## I assert that the document(s) described below contain(s) information that is: Please check all that apply.

Incomplete  Incorrect  Misleading  In Violation of Privacy Rights

## Documents(s) containing the information is/are:

## The information which needs changing is:

## The reasons why I claim the information is incomplete, incorrect, misleading, or in violation of privacy rights are:

Please attach any documentation which would support your claim and indicate which documents should be returned to you.

## The record(s) should be amended to indicate the following:

By submitting this signed form, I certify that I have read the form in its entirety and that the information I presented on the form is accurate. I want to initiate the process to amend my education record(s) listed above.

PowerCampus ID Number \_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### FOR OFFICIAL ONLY:

Date Received  
(Registrar's Office)

Received by \_\_\_\_\_

### Disposition Of Request For Review/ Amendment Or Appeal Of Educational Record

Record Reviewed  Appeal Upheld and Record Amended  Appeal Denied  Student Notified On: \_\_\_\_\_

Registrar's Signature \_\_\_\_\_

Date \_\_\_\_\_