

Brescia University

Student Request for Record Correction

Eligible students have the right to request that Brescia University correct records which they believe to be inaccurate or misleading. Brescia University is not required to amend education records in accordance with the eligible student's request, but the University is required to consider the request. This form may be submitted in person to the Office of the Registrar located in the Administration Building, by email to registrar@brescia.edu, or by fax to (270) 686-6422.

Student Information:

I request to have the following education record corrected of what I believe to be inaccurate or misleading information as described below:

Education Record: _____

Inaccurate or misleading information: _____

Requested amendment: _____

Last Name

First Name

Student ID #

Contact #

Brescia Email Address

Authorization:

Student's Signature

Date

For office use only:

Request received by: _____ Date: _____

Request Accepted Denied

Student notified of decision and right to a hearing by: _____ Date: _____

Notification method: _____

Student response: Hearing No Hearing