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Denver, CO 80222

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[www.aspen.edu](http://www.aspen.edu)

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**OFFICE OF THE REGISTRAR**  
***Request to Appeal to Amend Educational Records***

**Student Information**  
**Please fill out all fields.**

Name: \_\_\_\_\_ Learner ID Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_  
Email Address: \_\_\_\_\_

All students have a legal right to view their educational records. Educational records include a range of information about a student that is maintained in schools in any recorded way. Examples include, but are not limited to, personal information; grades, test scores, courses taken; disciplinary records; and documentation of attendance, schools attended, awards conferred, degrees conferred.<sup>i</sup>

Having previously viewed my educational record and having found my record inaccurate or misleading, I hereby request to appeal to amend my educational record at Aspen University. I have included an attached letter of appeal, which details my request, outlines which parts of my record I have found inaccurate or misleading, and includes evidence to support my claims. I understand that my appeal may take up to 30 days to be reviewed and decided upon.

\_\_\_\_\_  
*Student Signature*  
Electronic signature not accepted

\_\_\_\_\_  
*Date*

**Return completed forms to:**

Email: registrar@aspen.edu  
Fax: 303.200.7428

Mail: Aspen University  
Attn: Registrar's Office  
1660 S. Albion St.  
Suite 525  
Denver, CO 80222

<sup>i</sup> <http://nces.ed.gov/pubs97/web/97859.asp>