

### Student Request to Review File

All requests to review a student file will be processed within the required 45 days after the receipt of the written request. Requests will not be honored immediately upon receipt of the written request. Students will be contacted to schedule an appointment time for the review. The following information must be provided in order for the request to be processed. Students must sign the request and provide contact information. Students should be prepared to provide a photo ID when arriving for their scheduled appointment time.

**Required Information:** *Please print clearly*

Full Name While Enrolled: \_\_\_\_\_  
Last First Middle

List Any Previous Names Used: \_\_\_\_\_  
*(if applicable)*

UNCA ID Number (if unknown, student may provide SSN but it is optional): \_\_\_\_\_

Are you a currently enrolled student?  Yes  No If no, give Last Term of Attendance: \_\_\_\_\_

Reason for Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contact Information:** Please provide your email and a phone number where you can be reached to set up an appointment.

Primary Email: \_\_\_\_\_ Daytime Phone Number: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only:** Request Received in OneStop By: \_\_\_\_\_ Date \_\_\_\_\_  
Date Student Contacted for Appt: \_\_\_\_\_ Date File Reviewed by Student: \_\_\_\_\_  
**\*\*Student Signature Verifying Review:** \_\_\_\_\_