



REQUEST FOR FORMAL HEARING CONCERNING STUDENT EDUCATION RECORDS

The Registrar’s Office oversees registration at Texas A&M University-Commerce. All permanent, official, and final records of students who have attended Texas A&M University-Commerce are housed in and released by the Registrar’s office located in the Student Access & Success Center on the Commerce Campus. A student will be provided access to their record within a reasonable time after submission of “Request to Inspect and Review Education Records” form to the College Registrar. A request to amend or remove education records may be made by submitting a “Request to Amend or Remove Education Records” form. Appeals of the College Registrar’s decision may be made by submitting this form to the Vice President for Student Access & Success to request a formal hearing.

TO: Texas A&M University-Commerce Vice President for Student Access & Success

I request a formal hearing concerning correction of what I believe to be inaccurate or misleading information, described below, contained in my education records.

STUDENT NAME _____ CWID _____

STREET ADDRESS _____

CITY & STATE _____ ZIP CODE _____

PHONE _____ EMAIL _____

Contested Information (please use back of this sheet if additional space is needed):

Please notify me of the date, time, and place of the hearing. My address and telephone number are listed above.

STUDENT’S SIGNATURE _____ DATE _____

TO STUDENT:

The decision of the Hearing is as follows: Approved Disapproved

Vice President’s Signature _____ DATE _____

If the student disagrees with the decision of the Hearing, he/she has the right to place in his/her record a written statement commenting on the information in the record and/or stating his/her reasons for disagreeing with the decision. This explanation will become part of the student’s education record as long as this record is maintained and whenever a copy of this record is sent to any party, the explanation will accompany it.