



REQUEST TO AMEND OR REMOVE EDUCATION RECORDS

The Registrar 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 this form to the Registrar. Certain restrictions will apply.

TO: Texas A&M University-Commerce Registrar

STUDENT NAME _____ CWID _____

STREET ADDRESS _____

CITY & STATE _____ ZIP CODE _____

PHONE _____ EMAIL _____

I have reviewed my education records held within the Registrar's Office, at Texas A&M University-Commerce. I am not satisfied with the accuracy and/or completeness of these records. Specifically, I request that these records be amended in the following way(s) (use back of this sheet if additional space is needed):

I request that the following document(s) be removed from my files:

STUDENT'S SIGNATURE _____ **DATE** _____

REGISTRAR _____ **DATE** _____

COMMENTS: _____

Appeals of the College Registrar's decision may be made by completing a "Request for Formal Hearing Concerning Student Education Records" form.