



Office of the Registrar
 Bear Central, Campus Common 2120
 Campus Box 50
 Greeley, CO 80639
 970-351-4UNC
 970-351-1870 fax

Request to Amend or Remove Education Records

In accordance with the Family Educational Rights and Privacy Act of 1974, students are afforded certain rights with respect to their educational records. One of those rights includes the right to request amendment of the contents of the student's education records if believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. The following form is employed by the University of Northern Colorado as a grievance mechanism when students request to amend or remove education records.

Last Name _____ Initial _____ First Name _____

Student Bear Number or last 4 digits of social security number _____ Date of Birth _____

Address _____ City _____ State _____ Zip _____

Telephone number _____ Email address _____

I have reviewed my education records held within the Office of the Registrar at the University of Northern Colorado. 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 next page if additional space is needed):

I request that the following documents(s) be removed from my file:

Student Signature _____ Date _____

Record custodian reviewing request to amend education record:

Last Name _____ First Name _____ Title _____ Date _____

Disposition of request: _____

Reason for Approval/Disapproval (use next page if additional space is needed):

Record Custodian's Signature _____ Date _____

(The Records Custodian must send a copy of this form to the student making the request)

