Office of the Registrar

6965 Cumberland Gap Pkwy., DAR 102

Harrogate, TN 37752

(423)869-6434

**Request to Amend Education Record(s)**

A student may request that his or her educational record(s) be amended ONLY if the student believes the records contain information that is 1) incomplete, 2) inaccurate, 3) misleading, or 4) in violation of the student’s privacy rights. Requests for any other reason will be automatically denied.

|  |
| --- |
| **Student Name:** Click here to enter text. **Student ID #:** Click here to enter text.**LMU email address:** Click here to enter text.  |

What type of education record do you seek to amend? *Please check all that apply.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|[ ]  **Academic** |[ ]  **Financial** |[ ]  **Disciplinary** | [ ]  | **Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

I assert that the document(s) below contain(s) information that is: *Please check all that apply.*

|  |  |  |  |
| --- | --- | --- | --- |
|[ ]  **incomplete** |[ ]  **incorrect** |[ ]  **misleading** |[ ]  **in violation of privacy rights** |

Describe the document(s) containing the information:

|  |
| --- |
| Click here to enter text. |

Describe the information in the document to be changed:

|  |
| --- |
| Click here to enter text. |

Why do you claim that this information is incomplete, incorrect, misleading, or in violation of privacy rights? Click here to enter text.

The records should be amended to indicate the following:

Click here to enter text.

\*You may attach any documentation which would support your claim and indicate which, if any, documents should be returned to you.

I certify that I have read the form in its entirety and that the information I presented on the form is accurate.

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submit this form to the Registrar’s office. You will receive notification of the decision regarding your request within 15 business days following receipt of your request by the Registrar.