



Request to Review or Amend Education Records

STUDENT ACHIEVEMENT SERVICES | OFFICE OF THE REGISTRAR

Potsdam Campus: Box 5575, Potsdam, NY 13699-5575 | (315) 268-6451

Capital Region Campus: 80 Nott Terrace, Schenectady, NY 12308 | (518) 631-9835

| REGISTRAR@CLARKSON.EDU

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include both the right to inspect and review the student’s education records within 45 days of the day the University receives a request for access; and the right to request the amendment of the student’s education record that the student believes are inaccurate or misleading.

Both such requests must be made on this form, and submitted to the Registrar’s office within Student Achievement Services. Additional information about this process may be found in the University Regulations, Section IX-J.

Student Name _____

Student ID _____

Students are free to make notes concerning the content of the record, but no material may be removed from the record at any time. Copies may be made at the discretion of the office holding the record.

Purpose of review

Type of Information/Documents Requested

- Academic records _____
- Financial records _____
- Financial Aid records _____
- Other records _____

I have reviewed my education records at Clarkson University and am not satisfied with the accuracy or completeness of these records. Specifically, I request that these records be amended in the following way(s) (use back of this form if needed):

Student Signature

Date Requested

Registrar office representative supervising the review

Date Reviewed