



UNIVERSITY OF CALIFORNIA, MERCED  
Office of the Registrar

FERPA  
Request to Amend Student Records

5200 N. Lake Road, Merced, CA 95343 / Phone: (209) 228-7178 / registrar.ucmerced.edu

As a right under FERPA and University Privacy Policy, students can inspect and review their student records maintained by the University. They can also seek a correction of the records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. Student records at UC Merced are maintained by many different departments (see Student Record Location Index). To make a formal written request, complete this form and submit the completed form to the Office of the Registrar.

**Personal Information**

UCM ID Number \_\_\_\_\_

Last name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Phone number(s) \_\_\_\_\_ E-mail address \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Instructions:** In the space below, provide a detailed description of your request. Specify the record(s) you believe are incorrect and describe the desired corrections. Include the names of individuals, departments, and offices involved. Request must be made within 180 days of when the inaccuracy was discovered (not necessarily when the inaccuracy occurred).

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_