



Office of the Registrar
320 DuPont Highway
New Castle DE 19720
(302) 356-6930/Fax (302) 328-8907
registrar@wilmu.edu - www.wilmu.edu

Request to Amend or Remove Education Records

Name of Student _____ Date _____

Student ID Number _____

I have reviewed my education records held within the following office at Wilmington University

I believe that my educational records are inaccurate or misleading, or violate my right to privacy, and request that these records be amended in the following way(s) (use back of sheet if additional space is needed):

Record Custodian Reviewing Request to Amend Educational Record

Name _____ Title _____

Disposition of Request Approved Disapproved

Reason for Approval/Disapproval

Custodian's Signature _____ Date _____

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Appeals of the Record Custodian's decision may be made by completing a "Student Request for a Hearing" form. This form is available in the Registrar's Office.

Note to Custodian: a copy of this completed form should be provided to the student and maintained with the education record in the Registrar's Office.