



University Computer Services Center  
**DATA CORRECTION FORM**

Control No:

**REQUEST TITLE** *(State the title of the Request)*

**DETAILS OF THE REQUEST** *(State the complete details of Data Correction Request)*

**REASON** *(State the reason for Data Correction)*

**REQUESTED BY**

**NOTED BY**

\_\_\_\_\_  
 User Name  
*Unit / Dept. / College*

\_\_\_\_\_  
 Unit / Dept. Head / Dean

**APPROVED BY**

**APPROVED FOR CORRECTION**

\_\_\_\_\_  
 Approving Authority

\_\_\_\_\_  
 Director  
 UCSC

**For UCSC use only:**

\_\_\_\_\_  
 Data Base Files Corrected

\_\_\_\_\_  
 Corrected By & Date



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