

Request for Investigation of Suspected Academic Program or Record Error

Students are responsible for ensuring the accuracy of their own registration activity. Immediately bring any discrepancies in person to the Office of Admissions and Records for investigation. Failure to correct a registration discrepancy or drop a class officially may result in a grade of WU (Unauthorized Withdrawal) in courses never attended.

If you feel there is an error on a "Change of Schedule" form or on your academic records, complete this form and submit it to the Office of Admissions and Records. A response will be mailed and/or e-mailed to you as soon as possible.

Student's Information (print clearly)

Date: _____ CSUN ID: Last four digits of Social Security #: _____

Name: _____ Middle: ____ Last Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Telephone: _____

Description of Suspected Error

Semester and year to be investigated: _____

List all subjects and class numbers: _____

Type of error, explain fully: