



## 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 the Registrar](#) for investigation. Failure to correct a registration discrepancy or to drop a class officially may result in a [grade of WU \(Unauthorized Withdrawal\)](#) in courses never attended.

If you feel there is an error in your class schedule, with a grade or GPA calculation, or in any other aspect of your academic program or record, complete and submit this form to the Office of the Registrar. A response will be emailed and/or mailed to you as soon as possible. Provide evidence or documentation of the error and describe it clearly in the box below.

Download this form to complete and save it. Avoid entering personal information on public computers and public wireless access points.

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### Student Information (print clearly)

Current Date: \_\_\_\_\_ CSUN Nine-Digit ID: \_\_\_\_\_  
First Name: \_\_\_\_\_ Middle: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Apt/Unit #: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
CSUN Email (@my.csun.edu): \_\_\_\_\_ Phone: \_\_\_\_\_

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### Description of Suspected Error

Semester and year to be investigated: \_\_\_\_\_

List all subjects and class numbers: \_\_\_\_\_

Type of Error – Explain the discrepancy fully: