



Registration Petition – Late Drop

Office of the Registrar

Instructions:

Complete this petition, obtain all necessary signatures/approvals, attach documentation of university error, and submit to the Office of the Registrar in one of the following ways:

- In Person at the Enrollment Information Center in the SA Bldg (Hayward), or Academic Services Lobby (Concord)
- Email to Office of the Registrar at reg@csueastbay.edu
- Fax to the attention of the 'Appeals Committee' at 510-885-3816

Today's Date _____

Net ID: _____

Name _____
Last First

Address _____
Street City State Zip

Phone _____
Home or Cell Number CSU East Bay Horizon Email Address

Term: Winter Spring Summer Fall Year: 2_____

F1/J1 International Student? No Yes If yes, approval from CIE is required for a Late Drop before submission:

CIE Name CIE Signature Date

Late Drops will NOT be permitted after the drop deadline unless university error has occurred, and is documented.

All petitions will be reviewed on a case by case basis by the Registration and Records Appeals Committee and those decisions are final. Incomplete petitions will not be processed. Emails must be sent from an official CSU East Bay or Horizon e-mail account to reg@csueastbay.edu (Note: E-mails from personal E-mail accounts will not be accepted).

Checklist: All documents below must be attached to this form for the petition to be considered.

- A typed statement from the student providing reasons for the request.
- Documentation of university error, such as a signed memo on letterhead from a university department providing details of the error that occurred. Petitions submitted without evidence and documentation of university error will not be considered.
- Obtain the approval signature of the instructor, Department Chair AND College Dean below. **Petitions will not be accepted without approval from the academic department. Students seeking to drop a course in Business or Economics should check with the College for specific requirements.**

Course I.D. (Dept., Course No., and Section)	Instructor's Signature (Required)	Department Chair Signature (Required)	College Dean Signature (Required)

By signing below you are acknowledging you have read and agree to all of the terms above, and understand that submission of a petition does not guarantee it will be approved. **Students will be notified through their Horizon E-mail account of the committee's decision.**

Student Signature _____ Date _____

For Office Use Only:	<input type="checkbox"/> Approved	Processed by: _____	Date: _____
	<input type="checkbox"/> Not Approved	_____	_____