



Petition for Course Reinstatement

Office of the Registrar

1409 Walnut Grove Ave, Rosemead, CA 91770

626.571.8811 fax 626.571.1413

Use this form to request course reinstatement after being dropped by the university.

Complete this form and meet with instructor. If approved, submit form to registrar. If the instructor is not available, you may petition directly to the department chair.

If approved, instructor must provide specific terms for reinstatement covering due dates and percentages allowed for missing assignments, quizzes, including make-up work that may be accepted within course policy.

If denied, you retain the right to petition the department chair for reinstatement. Submit form to chair.

If approved, the chair will submit form to registrar.

If denied, you have the right to petition the CESAO. Submit form to CESAO.

The decision of the CESAO is final; the CESAO will submit form to registrar.

Student Name: _____ Student ID #: _____

Student Signature: _____

Instructor Name: _____ Term: _____ Date: _____

Course: _____
Course Code Course Title

REQUEST: Explain the reason why you feel reinstatement is appropriate. You may use a separate page if more space is needed. Attach any pertinent documentation.

REVIEW

Instructor Review: _____ Approve Deny Date: _____

Chair Review: _____ Approve Deny Date: _____

CESAO Review: _____ Approve Deny Date: _____

Processed by: _____ Date: _____ Action: _____

NOTIFICATIONS Student (email)

Accounting

International Student Advisor

Financial Aid

Library