

# Grade Option Change Request

In order to request a grade option change, you must already be enrolled in the class. If not enrolled, you must also submit an Open University Registration form to add the class with this form to request the grade option change.

It is your responsibility to ensure that your class schedule accurately reflects the classes you are attending. Confirm your schedule on MyCSULB (<http://my.csulb.edu>).

<b>Semester:</b>	Fall 20_____	Spring 20_____	May Intersession 20_____	Summer 20_____	Winter 20_____
Last Name:	_____		First Name:	_____	
			MI:	_____	Campus ID: _____
Email:	_____		Telephone: ( _____ )	_____	
			Signature:	_____	

## Class Information

Complete all boxes for each class.  
(Be sure to specify the correct class number and section number)

## Action Requested

Place an 'X' in the appropriate box(es).  
(Use a separate line for each action requested)

## Credit/No Credit

Major Advisor Approval and Dept.  
Stamp from the department offering the class  
Audit Instructor Approval

Class Number	Course Subject and Number	Section	Units	CR/NC	Audit	Instructor Approval (Audit) Major Advisor Approval (CR/NC)	Department Stamp (CR/NC)
<i>Example</i> 1234	<i>Example</i> PSY 100	<i>Example</i> 1	<i>Example</i> 3	<b>X</b>		<i>Example</i> Approval Signature <i>John Doe</i>	<i>Example</i> Dept. Stamp PSYCHOLOGY DEPT.

CPIE Only:		Input by: _____ Total Units Enrolled: _____
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