

Grade Option Change Request

California State University
Long Beach
College of Continuing and
Professional Education



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>).

Semester:	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)
Example 1234	Example PSY 100	Example 1	Example 3	X		Example Approval Signature <i>John Doe</i>	Example Dept. Stamp PSYCHOLOGY DEPT.

CCPE Only:	Input by: _____ Total Units Enrolled: _____
------------	---