

### Grade Option Change Request

**Important Notice!** This form is only valid for use until the last day to enroll for the term, refer to the Enrollment Services website at [www.csulb.edu/enrollment](http://www.csulb.edu/enrollment) for deadlines. Check with the department offering each class about possible additional deadlines or policies. It is your responsibility to ensure that your schedule accurately reflects the classes you are attending. You may confirm your class schedule on [MyCSULB](#).

#### General Instructions:

- ✓ In order to request a grade option change, you must already be enrolled in the class. If not enrolled, you must also submit the Late Registration Request form to add the class with the Grade Option Change Request form to request the grade option change.
- ✓ Fill in all information on the attached form
- ✓ Make sure you have the **correct class number** and **section number** for each class adjustment request
- ✓ Place an "X" in the appropriate box(es) under "Action Requested"
- ✓ Obtain the approvals required for each action requested
- ✓ Clear all registration holds
- ✓ Present this form, **in person**, to Enrollment Services, Brotman Hall 101. (Monday – Friday, 9 am - 5 pm)

#### Auditing a Class

Fill in the "Class Information" on the Grade Option Change Request. Place an "X" in the "Audit" box.

- **Approval required:** Instructor Signature

#### Changing Your Grading Option to Credit/No Credit

The decision to take a class on a Credit/No Credit basis is **final**

Fill in the "Class Information" on the Grade Option Change Request. Place an "X" in the "Credit/No Credit" box.

- Only classes indicated with the credit/no credit grading option are eligible. Check the Course Catalog to confirm the grading option for each class.
- **Approvals required:** Major Advisor's Signature and Department stamp from the department offering the class

**Refer to the Enrollment Services website at [www.csulb.edu/enrollment](http://www.csulb.edu/enrollment) for deadlines and related policies.**

# California State University, Long Beach

## Enrollment Services

### 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 the Late Registration Request 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> <b>Fall 20</b> _____	<b>Spring 20</b> _____	<b>Summer 20</b> _____
Last Name: _____ First Name: _____ MI: _____		
Campus ID: _____ Email _____		
Telephone: (____) _____ Signature: _____		
Student Program: <input type="radio"/> Undergraduate <input type="radio"/> Credential <input type="radio"/> Masters <input type="radio"/> Other _____		

**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	X		<i>Example</i> Approval Signature <i>John Doe</i>	<i>Example</i> Dept Stamp PSYCHOLOGY DEPT

Enrollment Services Only:	Input by: _____ Total Units Enrolled: _____
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