Use this form to report items you feel are inaccurate on the Degree Progress Summary (e.g., incorrect requirements, incorrect courses). Please attach a copy of the Degree Progress Summary (DPS) with the error(s) highlighted. The information you provide will be reviewed and corrected as appropriate.

This form is not to be used for student-specific audit updates or requests (e.g., major, catalog years, course substitution, and exceptions to degree requirements.) File either an Advisor Request Form or Catalog Discrepancy Form as appropriate.

Does the error involve credit from a transferred course?  Yes ☐  No ☐

Student Name: __________________________  Student ID: __________________________

Submitted by: __________________________  Phone # or e-mail: __________________________

Please check appropriate area listed below, attach a copy of the DPS with error highlighted, and submit to Enrollment Services, BH 101.

☐ DPS is holding for a course that is incorrect or not needed for the given catalog year.
   Catalog year: _______ Course: _______.

☐ DPS is missing a requirement for the given catalog year.
   Catalog year: _______ Requirement: ____________________________.

☐ DPS is holding for a GE requirement that has been satisfied with an approved course.
   Requirement:__________ Course:__________________

☐ DPS is holding for excessive or insufficient units for the major. ____________________________

☐ DPS is not using a completed course to fulfill a requirement.
   Requirement:__________ Course:__________________

☐ Other/Comments: ____________________________________________________________________
   ____________________________________________________________________________________

Please remember to attach a copy of the DPS with error highlighted.