



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 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 using the [Student Center](#).

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



SRGRD

CALIFORNIA STATE UNIVERSITY LONG BEACH

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Semester:	Fall	Spring	Summer	Year: _____
Last Name:	_____	First Name:	_____	MI: _____
Campus ID:	_____	Email:	_____	
Telephone:	_____	Signature:	_____	
Student Program:	Undergraduate	Credential	Masters	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 1234</i>	<i>Example PSY 100</i>	<i>Example 1</i>	<i>Example 3</i>	<i>X</i>		<i>Example Approval Signature John Doe</i>	<i>Example Dept Stamp PSYCHOLOGY DEPT</i>

Enrollment Services Only:

Input by: _____ Total Units Enrolled: _____

Return this form to our office:

Visit our website to "Join the Queue"
Beach Central, Brotman Hall; 1st Floor Courtyard