



Undergraduate Degree Progress Report Problem Resolution Worksheet

California State University, Long Beach
Office of Enrollment Services, BH 101
(562) 985-5471

- 1) General Education certification:** If a GE certification that you submitted from another college does not appear on your Degree Progress Report, please verify with your transfer institution that you were actually GE certified and that the transfer institution sent the GE certification (which is sometimes sent separately from the transcript). If it is confirmed that you were certified and that the certification was sent, but it is still not reflected on your Degree Progress Report, list the transfer institution and date sent under item #1 on the back of this form.
- 2) General Education pattern:** If you would like to follow another GE pattern and believe that you are qualified to do so (see the Academic Advising Center for more information), complete item #2 on the back of this form.
- 3) Double counting major courses:** If you are following the General Education pattern in effect for Fall 2008 or later, the policy allows up to 10 units in the department of your major to be counted toward GE requirements. Your Degree Progress Report automatically allows for this. If you would like to change which courses in your major department are being used, please complete item #3 on the back of this form.

Other reasons for you to use this form (to be noted in the OTHER section on the back of this form):

- General Education credit for a transfer course: if your Degree Progress Report indicates that you did not receive GE credit for a transfer course, indicate the course and the school at which you took it, as well as the type of GE credit you believe should be granted.
- Authorized substitution or waiver: if you believe that a substitution or waiver is coded incorrectly on your Degree Progress Report, see your major advisor for assistance. If your major advisor determines that there is an error, explain and include documentation as necessary, e.g., a copy of your program planner or department memo.
- CSULB General Education courses: if a CSULB course is approved to be used in more than one GE area and you would like to use it in an area other than the one in which it is currently reflected on your Degree Progress Report, indicate the course, when it was completed, and the area in which you would like it to be used.

Requirement Discrepancy: If you believe that degree requirements appearing on your Degree Progress Report are different from those requirements for your catalog year as described in the *Undergraduate and Graduate Catalog*, please see your major advisor. If your advisor determines that there is an error, he or she should submit an "Advisor Problem Resolution Form" to Enrollment Services.

Additional help with GE: If you want to know whether a CSULB course meets a GE requirement, check the "General Education Courses" section of the Schedule of Classes. The course must be on the list for the term in which you take it. For more help, consult with an advisor at the Academic Advising Center.



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Student Name: _____ Student ID #: _____

E-mail address: _____ Phone #: _____

General Education

1. Degree Progress Report is not showing my General Education Certification (review item 1 on the reverse of this form).

School _____ Date submitted to CSULB: _____

2. I elect to change my General Education requirements to the following GE pattern:

___ Fall 2008 and after

___ Fall 1999 through Summer 2008

3. I want to have the following courses from my major department double-counted for General Education credit for the indicated GE categories (Fall 2008 GE pattern only):

	<u>Course (If by transfer, list school)</u>	<u>GE Category</u>	<u>Units (max. total of 10)</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Other

Review the online student help guide on MyCSULB for further assistance. If you still feel there is an error on your Degree Progress Report, please describe it below. Attach a copy of the report with the issue annotated.
