



California State University, Long Beach  
Office of Enrollment Services

Brotman Hall  
BH 101  
Evaluations  
(562) 985-5471

Degree Progress Summary  
Adviser Problem Resolution Form

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 Adviser 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.**