

**UNDERGRADUATE ACADEMIC REQUIREMENTS REPORT
PROBLEM RESOLUTION WORKSHEET GUIDELINES**

1. **Drop Program Objective:** If you wish to drop one of your program objectives -- **major, minor, certificate** – note the program objective, sign and submit to the Office of Enrollment Services.
2. **General Education certification:** If a GE certification that you submitted from another college is not reflected on your Academic Requirements Report, please verify with the transfer institution that you were actually GE certified and that the transfer institution sent the GE certification. If it is confirmed that you were certified and that the certification was sent, note the transfer institution and date sent under item #2.
3. **General Education pattern:** If you would like to follow another GE pattern and believe that you are qualified to do so, complete item #3. See an advisor in the University Center for Undergraduate Advising for detailed information.
4. **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 Academic Requirements Report automatically allows for this. If you would like to change which courses in your major department are being used, complete item #4 on this form.

Other reasons to use this form (to be noted in the OTHER section)

- **General Education credit for a transfer course:** if your Academic Requirements Report indicates that you did not receive GE credit for a transfer course from a California Community College or another California State University campus, note the course and the school at which you took it, as well as the type of GE credit you believe should be granted. For courses from private, out-of-state or University of California institutions, you should submit an Exception to Academic Policy appeal, available at http://www.csulb.edu/depts/enrollment/assets/pdf/excep_acad_policy.pdf.
- **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 Academic Requirements Report, note the course, when it was completed, and the area in which you would like it to be used.

Authorized substitution or waiver: if you believe that a substitution or waiver is reflected incorrectly on your Academic Requirements Report, see your major advisor for assistance. If your major advisor determines that there is an error, the advisor may update Enrollment Services electronically via the Advisor Request System. You do not need to submit this form.

Requirement Discrepancy: If you believe that degree requirements appearing on your Academic Requirements Report are different from those requirements for your catalog year as described in the University 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, please visit the General Education section of the Enrollment Services web site at http://www.csulb.edu/depts/enrollment/registration/ge_courses. The course must be on the list for the term in which you take it. For more help, consult with an advisor at the University Center for Undergraduate Advising.

**UNDERGRADUATE ACADEMIC REQUIREMENTS REPORT
PROBLEM RESOLUTION WORKSHEET**

Student Name: _____ Student ID #: _____

E-mail: _____ Phone #: _____

Student Signature: _____ Date: _____

1. **DROP Program Objective:** _____

2. **General Education certification:** *My Academic Requirements Report does not show my General Education Certification from my transfer institution (review item 2 from the guidelines).*

School _____ Date submitted to CSULB: _____

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

Fall 2008 and after

Fall 1999 through Summer 2008

4. **I would like 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):**

Course (If by transfer, list school)	GE Category	Units (max. total of 10)

OTHER:

If you feel there is an error on your Academic Requirements Report, please describe it below. *Attach a copy of the report with the issue annotated.*

Office of Enrollment Services

Timely Graduation Status: Senior Senior Plus Super Senior

Date: _____ **ES Staff:** _____