

Degree Progress and Transfer Credit Discrepancy Resolution Request

Student Name: _____ Date _____
 ID: _____ Phone: _____
 Major: _____ Concentration/Emphasis &/or Minor _____

If you have applied to graduate do not file this form. Please check the applicable box(s) and explain the discrepancy in the space provided. You may be required to provide documentation.

- 1. My Degree Progress Report reflects inaccurate course placement in GE or Major/Minor area that I believe meets general education at CSUCI.** Note: You may be required to submit a Substitution Request or Petition for Exception to the appropriate faculty member if course placement is not a processing error.

Transfer Institution: _____ City/State: _____

Transfer Course				CSUCI GE or Major Area	
Subject/Number	Course Title	Term/Yr Taken	Grade	Area	Area Title

- 2. My Degree Progress Report does not reflect my official General Education Certification.**

Transfer Institution: _____ Date submitted to CSUCI: _____

- 3. A substitution or waiver is incorrect on my Degree Progress Report.** Attach a copy of your Substitution Request or Petition for Exception. Describe the problem below:

Comments:

- 4. My Degree Progress Report reflects an incorrect or missing major, second major, subplan or minor.** Attach a copy of your approved Change of Major approval.

- 5. Other.** If you feel there is an error on your Degree Progress Report, please describe it below. Attach a copy of the report with the issue annotated.

Comments:

Student Signature: _____ Date: _____

A decision and/or response will be communicated via Dolphin email, per the student communication policy.

Return completed request to the Enrollment Center, Sage Hall, Room 1020.

For Records Use Only:

- ORIGINAL CORRECT CORRECTED

Comments:

Date Received: _____
 Processed By: _____

Communication: Student Date: _____