LONG BEACH CITY COLLEGE

Degree Audit Issue Report Form

Use this form to report any issues with Degree Audit and fill it out completely. A response will be sent to you after your Degree Audit is reviewed, so please monitor your email periodically. For staff and faculty, provide your information in Section IV.

I. STUDENT INFORMATION:

Last Name	*First Name*	*MI*	*Student ID#*
Phone Number	*Email Address*		*Date*

II. DEGREE AUDIT REPORT INFORMATION:

Provide the information as it appears in your Degree Audit Report. If you wish to change your major or catalog year, please submit a Change of Major & Catalog Year form to the Admissions & Records Office.

Degree (Ex. AA, AS-T)	*Major/Concentration*	*Catalog Year*

III. EXPLANATION OF ISSUE:

Explain in detail the issue you are seeing in your Degree Audit. Where applicable, provide the specific requirement notations listed in the Degree Audit, noted in brackets or parenthesis and beginning with RG or RQ. If needed, attach additional pages.

IV. FACULTY/STAFF INFORMATION:

If this form is being administratively submitted by staff or faculty on behalf of a student, please provide your information below.

Staff/Faculty Name	*Phone Ext.*	*Email Address*	*Date*

OFFICE USE ONLY			
Received By	*Date Received*	*Response Sent By*	*Date of Response*