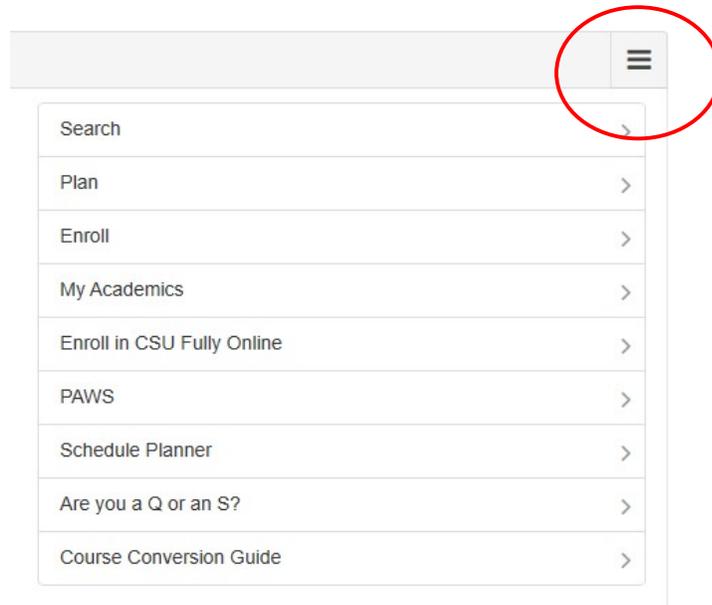


Permission Request: Grade Scale Change

Step 1: From your Student Center, use the menu icon to view options

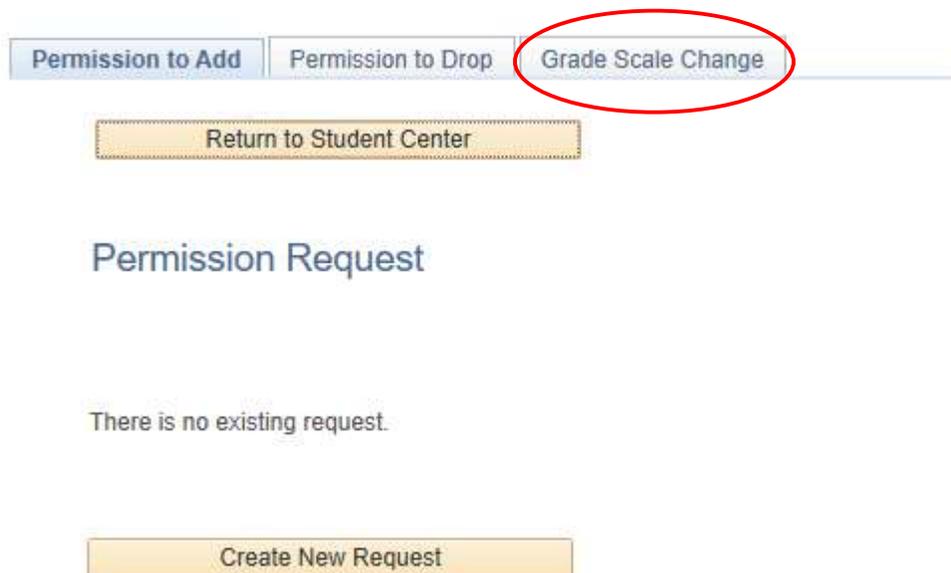


Step 2: Select the Enrollment: Permission Request link

[View Full Site](#)

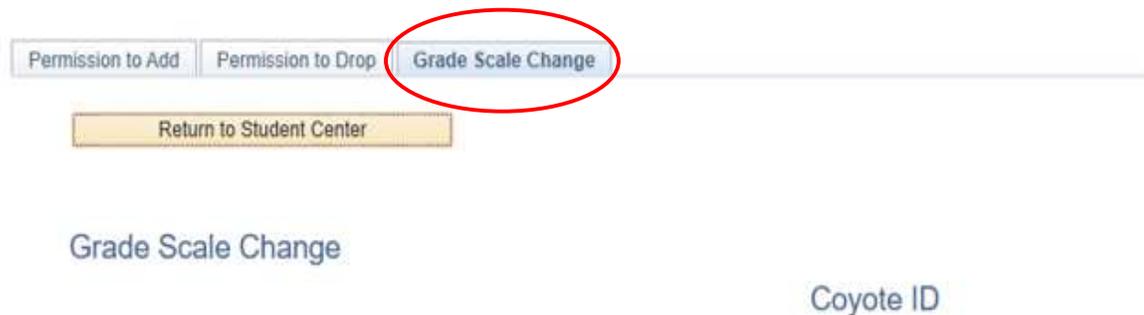
Academics ✕	
Apply / View Graduation	Change of Majors/Minors
Class Schedule	Course History
Enrollment Verification	Enrollment: Add
Enrollment: Drop	Enrollment: Edit
Enrollment: Permission Request	Enrollment: Swap
Exam Schedule	Grades
Leave of Absence Request	Transcript: View Unofficial

Step 3: Select the Grade Scale Change tab at the top of the landing page



Step 4: Once on the Grade Scale Change page, select the Create New Request button.

Please note, only two (2) Grade Scale Changes are allowed per class.



To Create a New Request, select the button below.

 **PLEASE NOTE: Only two (2) Grade Scale Changes are allowed per class.**



Step 5: Review the notes for both undergraduate and graduate students.

Select the box(es)  for the class(es) and then the **Next** button.

Select the box for the class(es) from the list below.

Undergraduate Students: Select a class to make a change to the Grade Scale.

 • **NOTE:** Spring 2020 courses with a grade of F, I, NC, RD, RP, W do not impact your GPA and are not available for a Grade Scale Change.

Graduate Students: Select a class to make a change to the Grade Scale.

 • **NOTE:** Spring 2020 courses with a grade of D+, D, D-, F, I, NC, RD, RP, W do not impact your GPA and are not available for a Grade Scale Change.

Select "Next" to proceed or "Cancel" to return to the summary page.

Note: The Assigned Grade is the grade assigned by the Instructor; the Official Grade is the grade that will be posted onto your records and official transcript.

Term Spring 2020

Subject	Catalog Nbr	Section	Class Nbr	Title	Assigned Grade	Official Grade	Only applicable grades can be selected	
CHEM	100	02	42901	CHEM MODERN WORLD				
ECON	311	01	40625	ECON IN ELEM & MID SCHOOLS	F	NC	Not Applicable - No Impact on GPA	
HUM	397	01	42008	ASSESS PREP II LIB STDS	C	CR	Select to change to a letter grade: C	<input checked="" type="checkbox"/>
MATH	301C	03	42740	FUND CONCP TS MATH EDUC C	C	C		
PHYS	100	01	42674	PHYSICS MODERN WORLD				

Back

Next

Cancel

Step 6: Verify your selection(s), enter the reason for this request and then select **Submit**.

Review and verify your selection(s).

Select the "Back" button to make edits, "Submit" to finalize your request, or "Cancel" to return to the summary page.

Term Spring 2020

Subject	Catalog Nbr	Section	Class Nbr	Title	From Grade	To Grade
HUM	397	01	42008	ASSESS PREP II LIB STDS	CR	C

Justification

Enter Justification Here

Back

Next

Submit

Cancel

Success! Your request has been submitted. You may return to the Grade Scale Change Request Summary page to view the status of your request.

Your Request Has Been Submitted.

We have received your request for a Grade Scale Change. Please allow a minimum of 24 hours for processing. You may return to the Grade Scale Change summary page or you may return to your Student Center to view the status of this request. Additionally, an email notification to your CSUSB email account will be sent once the results of this request are available. Questions or further assistance can be emailed to recordsinfo@csusb.edu.

Return to Request Summary

Go to Student Center

Grade Scale Change Request Summary Page

Here you will see the status of both the pending requests
and those that have been processed.

To Create a New Request, select the button below.

PLEASE NOTE: Only two (2) Grade Scale Changes are allowed per class.

Create New Request

Prior/Existing Requests							First	1-3 of 3	Last		
Term	Spring 2020	Seq#	3								
Submitted On	06/08/2020										
View Request				Subject	Catalog Nbr	Section	Class Nbr	Title	From Grade	To Grade	Status
				HUM	397	01	42008	ASSESS PREP II LIB STDS	CR	C	Pending
Term	Spring 2020	Seq#	2								
Submitted On	06/04/2020										
View Request				Subject	Catalog Nbr	Section	Class Nbr	Title	From Grade	To Grade	Status
				HUM	397	01	42008	ASSESS PREP II LIB STDS	C	NC	Processed
				MATH	301C	03	42740	FUND CONCPPTS MATH EDUC C	CR	C	Processed

Note: Requests beyond the two (2) maximum allowed through this online process will require further approval. Contact the Advising and Academic Services Office for undergraduate students, and the Graduate Studies Office for graduate students.