

Change of Program Plan

Department of Computer Engineering and Computer Science
California State University Long Beach

INSTRUCTIONS (read carefully in its entirety): Use Change of Program Plan (CPP) form to make changes to your program plan. Your transcript must show an exact match with the program plan (i.e. all 30 units & the exit option) outlined in your original Advancement to Candidacy (ATC) form in order to graduate. Any change you make to the original ATC requires review and is subject to approval. You must provide details of the exact course(s) you did not complete, i.e. remove them from your original program plan, and details of the actual course(s) you did complete, i.e. add them to your program plan. If you cannot recall what you had originally declared on your ATC form, then you need to search for an email confirmation from Enrollment Services (es-records@csulb.edu) sent to you at the time of your initial ATC approval, which contains all original 30 units (or 10 courses) you had previously declared on your ATC form.

SUBMISSION to the CECS Department Office in ECS-552: 1) completed and signed CPP form; 2) if applicable, most recent CSULB unofficial transcript.

IMPORTANT: 1) If you are adding a 400-level elective to your program plan, you must attach your unofficial CSULB transcript. 2) You are only allowed to change exit option if you have not started the final culminating activity. In other words, failure of either the comprehensive exam or the thesis option is failure of both exit options, i.e. a student failing the comprehensive exam may not proceed to the thesis option, and vice versa. 3) You only need to submit CPP once before graduation to ensure all changes to the original program plan are correctly reflected (assuming these changes are course substitutes from pre-approved CECS electives). 4) It is not necessary to report change to concentration declaration, as it is intended for internal use only.

Last Name	First Name	M.I.	Student ID
CSULB Student Email		Phone	
Semester/Year Entered MSCS Program		MSCS Option	

Change of Program Option (Option in CS / Option in CE)

FROM:	
TO:	

Remove from Program

Course #	Course Title	Units

Add to Program

Course #	Course Title	Semester/Year	Units

Change of Exit Option (Thesis/Comprehensive Exam)

FROM:	
TO:	

By signing this form, I certify that I have read and fully understood the instructions regarding CPP timeline and the importance of completing the prescribed deficiencies within the first two semesters of entering the MSCS program in order to meet graduation requirements.

Student Print Name

Signature

Date