Applicability
Changes in sections after the Add/Drop Period has ended can be considered only for emergency or extenuating circumstances.

Procedures

1. The student must complete parts 1, 2, 3, 4, and 8 on the form below. Students must provide complete information concerning reasons for changing sections.

2. The current instructor and receiving instructor fill out parts 5, 6, and 7.

3. After the student and the instructor of the section currently enrolled in, and the instructor of the section being changed to, have completed and/or signed the form, it should be sent to the Dean, who completes part 9.

1. Course Number, Section, and Title enrolled in:

2. Course Number, Section, and Title changing to:

3. I wish to change the section of this course because:

Current Instructor Fills Out:

4. Faculty Member: I have discussed the change with the student and the receiving instructor.

Current Instructor's Signature __________________________ Date: ________________

Receiving Instructor fills Out: (in consultation with current instructor, if needed)

5. In order to complete the requirements for this course, the student will do the following (be specific) assignments and grades will be transferred and/or:

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6. **Faculty Member:** I have discussed this course with the current instructor and the student, and agree to accept the student during

Receiving Instructor’s Signature: _____________________________________________

Date: ______________________________________________________________________

7. I agree to perform the activities listed in part 6.

Student’s Signature: _______________________________________________________

Date: ______________________________________________________________________

Dean’s Signature: __________________________________ Date: ______________

[ ] Approved [ ] Disapproved

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**Form Distribution:**

Original: [ ] Student file, Enrollment Services
Copies: [ ] Student
[ ] Original Instructor
[ ] Receiving Instructor
[ ] Dean

Revised March/10