

Change of Section Request

(Return to Student Affairs)

Student's Last Name _____ First Name _____ M.I. _____

Student ID# _____ Current Phone Number _____ Date _____

Procedures

1. For use with changes in sections after the Add/Drop Period has ended
2. Changes in sections can be considered only for emergency or extenuating circumstances.
3. The student must complete Section I on the form below.
4. Students must provide complete information concerning reasons for changing sections.
5. The current instructor must complete Section II on the form below.
6. The receiving instructor must fill out Section III.
7. The Academic Dean will review the request for denial or approval
8. Completed form should be submitted to Student Affairs

Section I – to be completed by Student; print clearly

Course Number, Section, and Title currently enrolled in: _____

Course Number, Section, and Title changing to: _____

I wish to change the section of this course because: _____

In order to complete the requirements for the course, the receiving instructor must indicate what assignments, if any, the student must complete. I have reviewed the activities indicated by the receiving instructor and I agree to perform the assignments indicated in Section III, below.

Student's Signature: _____ Date _____

Section II – to be completed by Current Instructor

I have discussed the change with the student and with the receiving instructor.

Current Instructor's Signature: _____ Date: _____

Section III – to be completed by the Receiving Instructor

I have discussed this course with the current instructor and the student, and agree to accept the student during the _____ semester.

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:

Receiving Instructor's Signature: _____ Date: _____

Section IV – to be completed by the Academic Dean

I have reviewed the above request for a section change. Approved Disapproved

Dean's Signature: _____ Date: _____

Office Use

From Distribution (to be completed by Student Affairs)

- Student Registration File (Original Form)
- Student (Copy)
- Original Instructor (Copy)
- Receiving Instructor(Copy)
- Dean (Copy)

Processed by _____
Date _____