

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 2. Changes in sections car 3. The student must comp 4. Students must provide control of 5. The receiving instructor 6. The Academic Dean will	n sections after the Add/Drop Period has ended in be considered only for emergency or extenuating collete Section I on the form below. Complete information concerning reasons for changing must fill out Section II, below. Il review the request for denial or approval be submitted to Student Affairs	circumstances.
Course Number, Section, and Tit	tle currently enrolled in:	
Course Number, Section, and Tit	tle changing to:	
I wish to change the section of th	is course because:	
student must complete. I have re assignments indicated in Section		uctor and I agree to perform the
Student's Signature: Section II – to be completed	hu Bassinina Instructor	Date
seme:	n the current instructor and the student, and agree to ster. nents for this course, the student will do the following	
Receiving Instructor's Signature:		Date:
Section III – to be completed I have reviewed the above reque Dean's Remarks:		oved Disapproved
Dean's Signature:		Date:
Office Use Form Distribution (to be completed by Student Registration File (C		
Student (Copy)		Processed by
Original Instructor (Copy)		
Receiving Instructor(Copy)		Date
Dean (Copy)		