

CLASS TRANSFER REQUEST FORM

IMPORTANT: Please read all directions and fill out the form carefully. Review all your information to make sure that it is correct before submitting to the Admissions and Records office. **The purpose of this form is to allow the student to transfer into another class within the same department. That means that transfers may only be made within the same academic discipline and for courses to meet the following conditions listed below. NOTE: Both instructors must agree to the transfer BEFORE it can be allowed.**

INTRADEPARTMENTAL TRANSFERS ONLY. Transfers may only be made with the same academic discipline and for courses meeting the following conditions:

1. Both classes are of equal length and start within the same week.
2. The original class which the transfer being made is shorter than the new class & both start within the same week.
3. The original class which the transfer being made is longer than the new class & both end within the same week.

INSTRUCTIONS ►

1. Once both instructors have approved the transfer by signing the form, the **STUDENT** must present the form to the Admissions & Records Office for processing. The student then presents proof of enrollment to the new instructor who then adds the appropriate information to the grade roster including an indication that the student is a *"TRANSFER FROM SECTION#_____."*

2. The original instructor will enter a grade of "T" in the grade roster. The new instructor will be responsible for submitting a grade. Both instructors are responsible for reporting attendance for that portion for which the student was active in their class.

A. STUDENT COMPLETES THE FOLLOWING ►

LAST NAME: _____ FIRST NAME: _____ MI: _____ STUDENT ID#: _____
 EMAIL: _____ PHONE: _____
 STUDENT SIGNATURE: _____ DATE: _____

C. ORIGINAL INSTRUCTOR COMPLETES THE FOLLOWING ►

CLASS NO.: _____ COURSE NO.: _____ COURSE TITLE: _____
 DATE OF TRANSFER: _____ GRADE TO DATE: _____ INSTRUCTOR (PRINT): _____
 INSTRUCTOR SIGNATURE: _____ DATE: _____

B. NEW INSTRUCTOR COMPLETES THE FOLLOWING ►

CLASS NO.: _____ COURSE NO.: _____ COURSE TITLE: _____
 DATE OF TRANSFER: _____ INSTRUCTOR (PRINT): _____
 INSTRUCTOR SIGNATURE: _____ DATE: _____

OFFICE USE ONLY

DATE RECEIVED: _____ TRANSFER PROCESSED DATE: _____ STAFF INITIALS: _____