

SECTION TRANSFERS AFTER THE END OF THE TIME FOR CHANGES IN REGISTRATION

Student Name: _____ Student Number: _____

I request permission to make the following change in my semester schedule:

From: _____ To: _____
Prefix and Section Prefix and Section

Reason for transfer:

I. The following is to be completed by the instructor in whose class the above student is currently enrolled:

Is the student passing your class? ____ Yes ____ No

Instructor's Signature

Date

II. The following is to be completed by the instructor receiving the student:

Do you agree to accept this student? ____ Yes ____ No

Will you use the grades that was given to the student in the previous section of this class in determining the semester grade? ____ Yes ____ No

Instructor's Signature Date

III. The following is to be complete by the Dean of Instruction or her designee:

The above request is: ____ Approved ____ Disapproved

Dean's Signature

Date

Student's Signature

Date

Section Transfers After the End of the Time for Changes in Registration

Students may be permitted to transfer from one section of a given class to another section of that same class, doing so under the following regulations:

- (1) Reasons for Transfers:** Such transfers are generally permitted due to the need to change from day to night classes in view of job requirements, or the need to change campuses due to transportation problems created by the student having moved. However, the Dean of Instruction may authorize such transfers if investigation shows that the student has good reason for such. Preference for one instructor over another is not considered good cause, nor is the fact that a student is failing as sound basis for such a transfer.
- (2) Regulations Governing Transfer:** The instructor receiving the student by transfer must agree to the arrangement. Although the previous instructor's approval is not required, this instructor will be notified on such transfer, and all grades assigned previous to the transfer must be used by the receiving instructor in determining the student's final grade. Such grades must be supplied to the Dean of Instruction. The Dean will transmit these to the receiving instructor.