

COLLEGE OF THE CANYONS

Admissions & Records

LEVEL OR SECTION TRANSFER

This form should be used when a student is moving from one section to another, or when a student is moving from one level of a course to another.

Last Name _____ First Name _____

ID Number _____ Phone Number _____

Semester/Term _____ Year _____

Student's Signature _____

FROM: Section Number _____ Course Title _____

Number of Absences _____

Test Grades: 1st _____ 2nd _____ 3rd _____ 4th _____

Other Evaluation Criteria to Support Transfer _____

Instructor's Signature _____

TO: Section Number _____ Course Title _____

Instructor's Name _____ Instructor's Signature _____

Approved: _____ Denied _____

Date: _____

Director of Admissions & Records _____

Date Recorded: _____ Operator Initials: _____

White: Student Folder
Yellow: Instructor Transferring From:
Pink: Instructor Transferring To:

Level/Section Transfer:

The Level/Section Transfer form is used when a student is moving from one section of a course to another, or when a student is moving from one level of a course to another.

Please fill out the form completely.

1. Please fill out your name, ID# (social security number if you cannot remember your student ID#), phone number, the term and year of the course. For example, Fall 2007.
2. Please fill out the section number, course, from the class in which you are transferring from. Please have the instructor fill out the number of absences, test scores and other evaluation criteria and sign.
3. Please have the instructor of the class you are changing to sign the form.
4. Turn in to the Admissions and Records Office.

This form must be turned in by the Withdrawal deadline of both classes. If the Withdrawal deadline is passed for either class, this form cannot be accepted and you cannot change classes.

This form will be completed within 48 hours. You will be notified of the change by mail with a copy of this petition and a new print out of your classes.