

□Processed

□Not Processed _____

COMPTON COLLEGE LEVEL OR SECTION TRANSFER

This Level or Section Transfer form will allow students to transfer from one level or section to another within the same discipline.

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NAME:	LAS	ST	FIRST		
ROM:					
	CRN#	COURSE TITLE	DATE	INSTRUCTO	R'S SIGNATURE
TO:	CRN#	COURSE TITLE		INSTRUCTO	PR'S SIGNATURE
STUDENT'S	S SIGNATURE	DATE	DEAN'S SIG	NATURE	DATE
	Notice to Student:	Only the instructor may turn i	n a Level or Section Tran	nsfer form to Admis	ssions & Records.
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Reason

SECTION / LEVEL TRANSFER FORM INSTRUCTIONS

- Students may use this form during the first two weeks of the fall and spring semesters (for full semester classes) and the first week of short term classes and summer and winter sessions to section or level transfer into any course / section within the division.
- ➤ After the second week of a full-semester course and the end of the first week of a shortterm class or a summer or winter session, transfers can be made only within the discipline.
- > The approval of the second instructor must be obtained in all section and level transfers.
- When appropriate, the instructor of the class the student is leaving will provide attendance and academic information to the instructor of the class into which the student is transferring.
- ➤ The completed form must be returned to the Admissions Office in a timely manner to update the student's record and the faculty rosters.

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