



# 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.

TERM: \_\_\_\_\_ YEAR: \_\_\_\_\_ STUDENT I.D. NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_  
LAST FIRST

FROM: \_\_\_\_\_  
CRN # COURSE TITLE DATE INSTRUCTOR'S SIGNATURE

TO: \_\_\_\_\_  
CRN # COURSE TITLE DATE INSTRUCTOR'S SIGNATURE

STUDENT'S SIGNATURE DATE DEAN'S SIGNATURE DATE

Notice to Student: Only the instructor may turn in a Level or Section Transfer form to Admissions & Records.

**OFFICE USE ONLY:**

Processed  Not Processed \_\_\_\_\_ Staff: \_\_\_\_\_ Date: \_\_\_\_\_  
Reason



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## **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 short-term 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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