

SCHEDULE ADJUSTMENT FORM

OFFICE of the VICE PRESIDENT for ACADEMIC AFFAIRS

Please confer with students before filling out this form

Note: This form may only be used to change the skill level within the same discipline (i.e., English class to English class, math to math, etc.). This procedure may only be used to correct the student's placement during the first two weeks of class.

Student's Name: _____

Student ID#: _____

Area of Study: _____

Change from: _____
(Course and Number)

Section#: _____

Initiated by: _____
(Scheduled Instructor)

Date: _____

Change to: _____
(Course and Number)

Section# _____

For Office Use Only

Approved by Appropriate Course Level Instructor or Division Dean:

Signature: _____

Date: _____

Approved by V.P. for Academic Affairs or Asst. V.P. of Academic Administration:

Signature: _____

Date: _____

Received by Registrar:

Signature: _____

Date: _____