

TRANSFER OF A STUDENT FROM HIGHER LEVEL TO LOWER LEVEL COURSES

Occasionally, an instructor may believe that a student should move to a lower level course in the same discipline. The student and instructor should discuss this matter and include the student's Academic Advisor. If both the instructor and advisor concur that moving to a lower level course in the discipline is in the best interest of the student, the Division Dean will be contacted for approval and, if appropriate, the student will be placed in a new course dependent on instructor approval. The enrollment in a lower level course should be completed in a timely fashion to ensure appropriate academic progress.