TRANSFER OF A STUDENT FROM HIGHER LEVEL TO LOWER LEVEL COURSES

Occasionally, an instructor feels that a student should revert 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 this 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.