# Request for Level Transfer

## Instructions:

- Student may make change through the 5th week of a full semester course or 1/3 of a short-term course.
- Transfers must be between two classes in the same semester or intersession.
- Eligibility must be met for ALL class prerequisites prior to enrollment.
- Completed, signed form must be returned to Admissions and Records.

## Student Information:

<table>
<thead>
<tr>
<th>Name</th>
<th>Mt. SAC ID #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Telephone: ( ) -</td>
</tr>
<tr>
<td>City</td>
<td>State: Zip:</td>
</tr>
</tbody>
</table>

## Transfer FROM:

<table>
<thead>
<tr>
<th>Course Name:</th>
<th>CRN #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor:</td>
<td>Session/ Semester: Year:</td>
</tr>
</tbody>
</table>

| Number of Absences: |
| Test Grades: 1st | 2nd | 3rd | 4th |

Other Evaluation Criteria:

Professor's Signature: Date: 

## Transfer TO:

<table>
<thead>
<tr>
<th>Course Name:</th>
<th>CRN #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor:</td>
<td>Session/ Semester: Year:</td>
</tr>
</tbody>
</table>

| Professor's Signature: Date: |
| Student's Signature: Date: |
| Division Administrator's Signature: Date: |

Return completed form to Admissions and Records

Revised 7/06; 9/06 Instruction Office VB:lp
Student Services Review 9/12/06; 9/21/06; 02/03/10