

Level Change Referral Form

Entering a Lecture Class

*Must be completed by the 3rd week (Math 101 to Math 119)
by the 5th week (Math 141 to Math 145)*

TO: Math _____ Instructor

_____, student ID# _____, has good attendance and
homework/participation in my Math _____ class and I recommend he/she drop-down to Math _____.
I believe he/she has a reasonable chance of successfully completing your course.

Instructor's signature

Date

** Students wishing to take the class CR/NC must obtain the signature of a counselor on a Petition to Take a Class for Pass/No Pass.*

**STUDENTS MUST OFFICIALLY PROCESS A LEVEL CHANGE IN PERSON AT THE ADMISSIONS
AND RECORDS COUNTER
WITHIN THE FIRST FIVE WEEKS OF THE FALL OR SPRING SEMESTER**

Follow the procedure below:

- Step 1** First, obtain the signature of your current instructor on the appropriate Level Change Referral Form. (There are separate forms for lecture classes and self-paced classes)
- Step 2** Complete the student portion of an Add/Drop Form.
- Step 3** Obtain the signature of your current instructor in the drop section of the Add/Drop Form.
- Step 4** Present both signed forms to an instructor of the lower level class you wish to change to.
- Step 5** If space in class allows, and instructor agrees to add you, get the Add/Drop Form signed by the instructor in the add portion.
- Step 6** Students wishing to take a class CR/NC must complete a Petition to take a class Pass/No Pass which requires a counselor's signature.
- Step 7** Take the form(s) to AD 139 to complete the level change process.

THIS FORM DOES NOT GUARANTEE YOUR ENROLLMENT!
You must find an instructor who is willing to add you.
Permission for level change is granted on a case by case basis.