

Level Change Referral Form

Entering a Self-Paced Class

Must be completed by the tenth week

TO: Self-Paced Math Instructor

_____, student ID# _____, has good attendance in my

Math _____ class, and I think he/she should drop down and take the self-paced equivalent. I think that he/she will be able to complete at least the first unit of the self-paced class (which requires passing 3 exams) in the time left in the semester.

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 TEN 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.