Request for Class Reassignment

Student Name ____________________________________________________________

_________________ _____________________ ___________________
Last          MI           First

Email ____________________________________________________________  Phone _______________________

___ I am requesting reassignment from one class section of a course to another offered at a different time or location.

___ I am requesting reassignment in classes from one level to another.

(The courses must be sequential, and the student must meet all prerequisites)

Example: from Span 101 to Span 102

I agree to allow transfer of and discussion of my course progress including participation, quizzes, tests, essays, class projects and any other related information between the instructors listed below.

Student Signature __________________________________ Date __________

Original Class

Course Name & Number ____________________________ Catalog Number __________________________

I agree to provide an assessment of the student’s progress and participation to the instructor of the new class.

Instructor Name (PRINT) ___________________ Instructor Signature __________________ Date __________

New Class

Course Name & Number ____________________________ Catalog Number __________________________

I agree to review the previous progress and participation in determining the student’s final grade.

Instructor Name (PRINT) ___________________ Instructor Signature __________________ Date __________

Department Chair ____________________________ Chair Signature __________________ Date __________

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Office Use Only

Transfer _____ / _____ Backdate ________ Attendance ________ Initials ________ Date ______

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Although MiraCosta College offers multiple sections of various classes, each class is a unique entity; with its own instructor of record and syllabus (i.e. *syllabi are not “shared” between class sections*). The syllabus for each class section can be viewed as a “contract”, establishing the format for how that particular section of the class will be offered. The syllabus includes meeting times, grading policy, etc.

When you attend the first class and remain enrolled in that section at the end of the official “add” period, you accept that contract. Each section of the same course can (*and often does*) have its own grading policy and criteria that are derived from various assessment methods such as homework, tests, quizzes, lab reports, presentations, etc. Thus, to enroll in a new section mid-stream means that you have not fulfilled all of the obligations of that course as outlined on the unique syllabus from the first section, nor will you likely do all that is expected by the second instructor. Thus, you are “missing” assessment criteria to “pass” in the new section.

On rare occasions, students may negotiate a reassignment between two classes. In order to do so, both instructors must approve the change. The instructors may need to consult to determine whether or not the reassignment is feasible and reasonable. Therefore, students must understand that the reassignment is not a quick decision but must be considered carefully to ensure the integrity of the learning experience. In many cases, the reassignment will not be approved.

- Reassignments may only occur within a specific semester and may not overlap terms.
- Reassignments are allowable only to the 75% point of the class.
- In all cases, both instructors must agree to the reassignment. If either instructor declines, the student must either remain enrolled in the original class, or drop the class no later than the drop deadline. The instructors are under no obligation to agree to a reassignment.
- Department Chair approval is required.
- Fees for the original class are transferred only within a semester and will not be transferred to another.
- Students who have previously received an IP grade in an Open Entry/Open Exit class may not transfer to a regular class using this procedure. IP contracts require subsequent enrollment in an OE/OE class. Students in this situation need to consult with the instructor who issued the IP grade.
- Reassignments are not appropriate for students dropping a course in order to begin anew with a late-starting course. When a student chooses to drop and add under those circumstances, all deadlines will apply and student will be responsible for all charges for the added course.