



Term: Fall 20___/Spring 20___/Summer 20___

Student ID: _____

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 (i.e. ECON 101) Catalog Number (i.e. #3256)

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***

Office Use Only

Transfer _____ Backdate _____ Attendance _____ Initials _____ Date _____
Grading option: (ABC; P/NP) Initials _____ Honors Contract (not eligible): Initials _____

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 likely 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. 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.
- Students who have opted to enroll in an honors course using an Honors Contract may not reverse the enrollment into the non-honors course.
- 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.
- Students may select the grading basis for their course (*i.e. A,B,C or P/NP*) prior to the 30% of the term. If the reassignment occurs after the 30% of the current course grading basis will apply.