

Informal (Unofficial) Class Transfer Guidelines

Definition: An Informal (Unofficial) class Transfer allows a student officially enrolled in one section to attend another section of the same course.

Parameters:

Student requests will be resolved on campus (students will not have to travel to another campus to get a decision regarding their requests).

Designated decision-makers will strive to retain the student in the original class.

Designated decision-makers will strive to maintain departmentally established and instructionally sound class limits.

Class transfers will be approved only in unusual and documented circumstances.

Class transfer requests may be considered only after the end of the Schedule Changes (Adds/Drops) period.

Students may not attend another section of a course in which they are registered unless the unofficial transfer has been approved by the designated decision-maker.

If approved, the student remains on the Class Roster and Final Grade Roster of the Original section in which enrolled. The receiving instructor must send the final grade to the permanent instructor.

Common criteria for reviewing requests will be followed district-wide.

Decision Makers: The following individuals are allowed to make class transfer decisions: appropriate Department Chair, Dean, Assistant Dean, or Assistant Department Chair.

Common Criteria for Reviewing Requests:

Class transfer requests will not be approved for a student's convenience, inability to enroll in a preferred section, dislike or/conflict with the instructor, disagreement with the instructor's teaching/grading practices, etc.

Student justification for a class transfer must be documented to the satisfaction of the decision-maker.

Class transfer requests for lab/equipment based courses will not be approved if the transfer would create a potential safety hazard or compromise access to equipment by students already enrolled in that section.

The decision maker will contact both instructors and complete the appropriate Informal (Unofficial) Class Transfer Request form and provide a copy to each instructor.

http://www3.austincc.edu/it/eforms/forms_int/AVPW.001.pdf