

## Course Level/Course Section Exchange Request

**Deadline to submit this form is the Friday of the second week of the fall or spring semester.**

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Student Last Name	First Name	Student ID Number	Phone	Semester
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The student signature on this form authorizes Admissions and Records staff to adjust enrollment as requested below. The student is responsible to ensure that required signatures are included, that this form is submitted by the deadline, and that payment (if applicable) is made at the time of the change. All enrollment requests are subject to instructor's approval; the student is responsible to check MyGBC to determine if the enrollment request was processed as desired, and if any fees are owed.

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Student Signature	Date
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**Course level exchange is an option only**

- ✓ **for full-semester classes.**
- ✓ **during the second week of the fall and spring semester.**
- ✓ **within a single discipline (course prefix).**

- The course level exchange is to be used to move from a higher or lower level within the same discipline. E.g., moving from MATH 95 to MATH 96, or from ENG 101 to ENG 95.
- Courses requested to be dropped and added must both be listed below.
- Instructor signature or attached email approval is required for course(s) being added; the form must be submitted within 5 college working days of instructor's approval.
- Dropped classes approved for exchange will be removed from a student's transcript.
- If the exchange results in additional credits and/or lab fees, the student must pay the additional fees; if the exchange results in fewer credits or reduced lab fees, the student will be reimbursed the difference.

**Course(s) to add:**

Course # (e.g., 32167): \_\_\_\_\_ Prefix/Number (e.g., MATH 95): \_\_\_\_\_ Credits: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course # (e.g., 32167): \_\_\_\_\_ Prefix/Number : \_\_\_\_\_ Credits: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Course(s) to drop:**

Course #: \_\_\_\_\_ Prefix/Number: \_\_\_\_\_ Credits: \_\_\_\_\_

Course #: \_\_\_\_\_ Prefix/Number: \_\_\_\_\_ Credits: \_\_\_\_\_