



TJC

INFORMAL SECTION CHANGE AUTHORIZATION

Semester and Year (Ex Spring 2020): _____

COURSE INFORMATION

	Course ID (Ex ENGL 1301)	CRN	Instructor
Original Course			
New Course			

This is not an official schedule change—it serves only as an authorization for a student to attend a section, **of the very same course**, other than the one for which he/she was originally registered. **It cannot be used to attend a different course than the original.** This form must not be used before the term official reporting date.

STUDENT INFORMATION

NAME	_____	A-NUMBER	_____
	LAST FIRST MI		
EMAIL	_____	TELEPHONE	() _____
REASONS FOR REQUESTED CHANGE:			
<input type="checkbox"/> Family responsibility interfering with class <input type="checkbox"/> Illness <input type="checkbox"/> Other (explain)			
<input type="checkbox"/> Work schedule conflict <input type="checkbox"/> Unanticipated commuting difficulties			
JUSTIFY (please print):			

CERTIFICATION & SIGNATURES

STUDENT

***I agree to abide by the policies of each instructor to make this change.**

SIGNATURE

DATE

ORIGINAL INSTRUCTOR

***I approve this student remaining on my roll but attending the section listed above.**

Cumulative absences _____

Grades earned _____

SIGNATURE

DATE

NEW INSTRUCTOR

***I agree to accept this student into my class and will report grades and attendance to the original instructor.**

SIGNATURE

DATE

DEPARTMENT CHAIR/PROGRAM COORDINATOR

SIGNATURE

DATE