

Lateral Transfer Form

To be considered for a lateral transfer **both courses** must be the **same term length**, and meet during the **same date range**. Lateral transfers require the instructor's approval and explanation of the course the student wishes to add. Students may transfer laterally from one section of a course to another section of the same course without paying an additional enrollment or tuition fees through *Friday of week 12 of semester length courses; or week 6 of eight-week courses; or week 4 of a six-week courses* and only if **they are still enrolled in the course they wish to drop** as part of the lateral transfer process.

Student Instructions:

- Verify both courses meet during the exact date range Moving from semester length to term length or term length to semester is not permitted through lateral transfer
- Do not drop the course in question, in advance of submitting this form
- Complete the first box of the Request for a Lateral Transfer form
- Obtain the instructor's signature of the course you wish to add
- Submit the form, in person to the Admissions & Records office or by email to admissions_help@hancockollege.edu by the deadlines listed above.
- Upon approval by the director, admissions and records, the lateral transfer will be processed by Admissions & Records staff who will **back date** the drop and add to the first day of the semester or term.

To be completed by the student: (Please type or print, using blue or black ink)					
Full Name:					
Student ID Number:	H 10 digit Phone/Cell Number:				
Personal Email Address:		@			
Class you wish to add:	CRN	Course Name & Number	Instructor	Dates Class Meets	
Class you wish to drop:	CRN	Course Name & Number	Instructor	Dates Class Meets	
Reason for request (use back of form if necessary):					
Student Signature (mandatory)			Date		

To be completed by the instructor of the course the student wishes to add: (Please print using blue or black ink)

I request that the above student be permitted to make a lateral transfer. **Please explain** why the student should be permitted to make a lateral transfer: (DO NOT LEAVE BLANK). Before signing this form, you must verify with the previous instructor that they are willing to transfer all grades and work to you. The instructor name is listed above. If the previous instructor is not willing to transfer work, please discuss with the student how they will be graded in YOUR class.

Faculty Signature (mandatory) and campus extension

Date

Admissions & Records Office use only	: Appeal approved:
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Reason for decision:

Director, Admissions and Records Signature or designee

Appeal denied: ____