



### Request for Skill Level Transfer

Level changes available fall/spring through the 6<sup>th</sup> week for 16-week classes; 3<sup>rd</sup> week for 8-week classes; summer through the 3<sup>rd</sup> week for 6 and 8-week classes. Completed forms MUST be returned to Admissions & Records by these deadlines.

(See back for Instructions)

**To be completed by the student:** (Please type or print, using blue or black ink)

Full Name: \_\_\_\_\_

Student ID Number: H \_\_\_\_\_ Phone Number: \_\_\_\_\_

Personal E-mail Address \_\_\_\_\_@\_\_\_\_\_

Class you wish to add: \_\_\_\_\_  
CRN \_\_\_\_\_ Course Name & Number \_\_\_\_\_ Instructor \_\_\_\_\_

Class you wish to drop: \_\_\_\_\_  
CRN \_\_\_\_\_ Course Name & Number \_\_\_\_\_ Instructor \_\_\_\_\_

Reason for request: \_\_\_\_\_  
\_\_\_\_\_

Use additional paper if necessary – staple to this form

\_\_\_\_\_  
Student Signature (*mandatory*) \_\_\_\_\_ Date \_\_\_\_\_

**To be completed by the instructor of the course the student wishes to DROP:** (Please print using a pen.)

I request that the above student be permitted to make a skill level transfer. **PLEASE EXPLAIN** why the student should be permitted make a skill level transfer. (DO NOT leave blank)

\_\_\_\_\_

\_\_\_\_\_  
Faculty Signature (*mandatory*) \_\_\_\_\_ Date \_\_\_\_\_

**To be completed by the instructor of the course the student wishes to ADD:** (Please print using a pen.)

I request that the above student be permitted to make a skill level transfer. **PLEASE EXPLAIN** why the student should be permitted make a skill level transfer. (DO NOT leave blank) If the student does not meet the prerequisite, the faculty member must make a request, via recommendation, for an appeal of the prerequisite.

\_\_\_\_\_

\_\_\_\_\_  
Faculty Signature (*mandatory*) \_\_\_\_\_ Date \_\_\_\_\_

**Office use only:** Level changes available fall/spring through the 6<sup>th</sup> week for 16-week classes; 3<sup>rd</sup> week for 8-week classes; summer through the 3<sup>rd</sup> week for 6 and 8-week classes.

Appeal approved: \_\_\_\_\_ Appeal denied: \_\_\_\_\_

Reason for decision: \_\_\_\_\_

\_\_\_\_\_  
Director, Admissions and Records Signature \_\_\_\_\_ Date \_\_\_\_\_

**INSTRUCTIONS FOR REQUEST FOR  
SKILL LEVEL TRANSFER**

- Level changes available fall/spring through the 6<sup>th</sup> week for 16-week classes; 3<sup>rd</sup> week for 8-week classes; summer through the 3<sup>rd</sup> week for 6 and 8-week classes.
- The **student** must complete the first box of the Request for a Skill Level Transfer form and obtain the instructors' signatures.
- The student must meet the stated prerequisite for the class for the class in which they are requesting transfer.
- After obtaining ALL signatures, **the student** must submit the form by email to: admissions\_help@hancockcollege.edu or in person to:  
The Admissions and Records office located in building A on the Santa Maria campus; or,  
the A&R office locations at the Lompoc Valley, Santa Ynez Valley or Vandenberg AFB Center offices.

It is the responsibility of **BOTH instructors** to complete the second box of the Request for Skill Level Transfer form, and return it to the student. **The instructor does not submit the form to Admissions and Records.**

The staff at the above offices will forward the request to the director, admissions and records, who will approve or deny the request within two (2) working days.

It is the **student's** responsibility to verify the decision no later than three (3) working days after the original request was submitted.

*I, the student, understand that it is my responsibility to obtain all necessary signatures for a skill level transfer and submit the completed forms to Admissions and Records by the deadline listed in bullet one above.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Academic Skill Level Transfer

Students may transfer from one academic skill level in a course sequence to another academic skill level **through the sixth week of the semester-length course or three weeks through summer session or a term-length course** as long as they meet the stated prerequisite for the course in which they are transferring. Academic skill level transfers will be considered only with the approval and explanation of the instructor who is recommending the skill level change and the instructor who is willing to add the student to a higher level. The student must bring the completed Request for Level Transfer form to the Admissions and Records office.

The student must be actively enrolled in the course in which they are requesting transfer out of, to another level; if they have been dropped, they are not eligible for an Academic Skill Level Transfer.

Upon approval by the director, admissions and records, the academic skill level transfer is processed.