PELLISSIPPI STATE COMMUNITY COLLEGE
LEARNING SUPPORT MATHEMATICS
COURSE PLACEMENT CHANGE FORM
(Move to a Lower Level Course)

Student’s Name ___________________________  Year / Semester ______________________

Campus ID Number ________________________ Phone Number _______________________

Student requests a lower level math course because of difficulty with course.
Instructor recommends a lower level math course because of diagnostic data.
_____ repeated course failure  _____ difficulty with material

COURSE PLACEMENT CHANGE

_______ from MATH ______  to MATH ______
_______ from College Level to LS MATH ______

CONDITIONS OF PLACEMENT CHANGE:
This placement change cannot be rescinded. The student must complete all requirements
of the new course placement before enrolling in the next math course. Note: If the student
is repeating a completed course, the most recent grade replaces any previous grade. If the
student is receiving financial aid, the financial aid package may not pay for the student to
repeat a course which he/she has previously taken and passed.

* I have read and understand the terms of this request.

Student’s Signature ______________________________________  Date: ____________

In order to complete this change:
1. Fill out the above form
2. Obtain a signature from an appropriate faculty or staff member
3. Fax the form to the Dean of Transitional Studies (539-7683)
4. Forward the original to the Dean of Transitional Studies (Mary Monroe-Ellis, AL 200)
5. Give the student a copy of this form and send him/her to Drop/Add to register
   for the new course

*** This process must be completed before the drop/add period ends. If the drop/add period
has already ended, complete steps 1, 2, and 4. Tell the student to enroll in the appropriate
course for the following semester.

Signature of Instructor/ Program Coordinator ____________________________  Date __________
Dean of Transitional Studies
Student Assistance Center Staff/Counselor