

**PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
DEVELOPMENTAL STUDIES PROGRAM WRITING
COURSE PLACEMENT CHANGE FORM**
(Move to a Lower Level Course)

Student's Name _____ Year / Semester _____

Campus-wide ID Number _____ Phone Number _____

_____ Student requests a lower level course because of difficulty with course.

_____ Instructor recommends a lower level course because of diagnostic data.

COURSE PLACEMENT CHANGE

_____ from DSPW 0800 to DSPW 0725

_____ from College Level to DSPW0800/0725 (circle one)

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This placement change cannot be rescinded.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 writing 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 DSP Director (539-7100) or the Director of the Learning and Testing Center (539-7202) or Dean of Transitional Studies (539-7683)
- _____ 4. Forward the original to the DSP Director (JoAnne Thomasson GN135)
- _____ 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/Writing Program Coordinator _____ Date
Dean of Transitional Studies/DSP Director
Student Assistance Center Staff/Counselor
Faxed to (check one): _____ DSP Director _____ Director of the Learning and Testing Center
_____ Dean of Transitional Studies