

Pre-Census Course Credit Exchange Form

Must Be Received On or Before Census Date of Both Dropped and Added Course

Name: _____		
First	M.I.	Last
S#: S _____		Phone #: _____
Email: _____@student.cccd.edu		
Your official CCD email account is the only email CCD will accept for correspondence.		
<i>I affirm that I have read, understand, and agree to this form in its entirety and that the information supplied is true and complete.</i>		
Student: _____		
Print Name	Signature	Date
Term: Spring 20____ <input type="checkbox"/> Summer 20____ <input type="checkbox"/> Fall 20____		

	Course ID: Prefix-Number -Section	Credits	Instructor's Name and Signature
DROP			
ADD			

Explanation of Exchange (Required)

Policy

- The course exchanged must be in the same semester and must be exchanged by the *census* date of each course. The dropped course will not be dropped after census and the added course will not be added after census.
- If the added hours exceed the dropped hours, the student must pay for the increase in credit hours. There will be no cash refund of any financial credit for current or subsequent terms. A student may owe a lesser balance and/or receive a refund if the added course is less credit hours.
- Incomplete Course Credit Exchange Forms will not be accepted. An added course must have the signature of the Instructor, Department Chair, and the Dean from the Center in which the student is adding the course.
- Submit the Course Credit Exchange Forms internally; **forms will not be accepted from students.**

This form must be completed with all signatures: Student, Instructors, Department Chairs, and Center Dean.

Instructor: _____	_____	_____
Print Name	Signature	Date
Dept. Chair: _____	_____	_____
Print Name	Signature	Date
Dean: _____	_____	_____
Print Name	Signature	Date

Approved Yes <input type="checkbox"/> No <input type="checkbox"/>	Internal Use Only	Processed By: _____ Date: _____
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