

Section Transfer form

Filled by the student

Academic year: 20..../20.... First term Second term Summer term

Student ID:	Student Name:
College of :	Specialization:

Course Name and ID	The current section	The desired section

Student name:

Signature

Date: \

Note: The introduced information should be accurate and correct

1. The academic advisor approval

Name	Agree	Do not agree	Remarks	Signature

2. The new section instructor

3.

Name	Agree	Do not agree	Remarks	Signature

Dear Dean of the engineering college

After checking the information offered by the student and the opinion of the advisor I therefore:

Approve the transfer

Do not approve, because:

Yours sincerely

The head of department

The minimum load is 12 credit hours per term and one hour in the summer term