STEPS FOR SWITCHING OUT OF SMALL GROUPS

• Student must speak to course director.
• Student must speak with the small group leader he/she wishes to leave.
• Student must speak with the small group leader he/she wishes to join.
• Student must inform the Manager of Integrated Courses.
• Manager of Integrated Courses must acknowledge email from student.
• If any of the steps above were not followed Manager of Integrated Courses must inform student of missing step and assure that student follows policy.
• Manager of Integrated Courses must update relevant small group list to keep an accurate record.