**Switching Sites**

On rare occasion, a student may need to switch to a new site. If a student believes this is necessary, they must meet with the service-learning coordinator and receive faculty approval for the switch. Students must also complete a site switch form (available from the service-learning coordinator) and notify their previous site of the change. Please note that switching sites during the semester is a last resort and will be approved only when absolutely necessary.

The process in which this switch should be completed is as follows:  
1. The student identifies an issue (e.g. hours available, transportation, etc.) with their site placement.  
  
2. The student notifies both their academic coordinator and their professor of the issue with their site placement.

3. The student discusses plan with professor and receives permission to pursue a new site or permission to transfer to a specific site.  
  
3. The student meets in person with academic coordinator (CSB Campus, HAB 105) about possible site options or the possibility of switching to a site that a pre-approved site that the student desires.

4. The student fills out the official site transfer form and all related documentation is changed to accommodate that transfer.

5. The student is permitted to work at the new site.