

REQUEST FOR CHANGE IN CLASS OFFERINGS

Once pre-enlistment has started, any changes made to the class offerings for the specified term, would require a written request with approval.
Any **change in the Class Schedule** would mean a creation of a **new** section.

The _____ (Department/Program) would like to request for the following changes in our class offering/s for the _____ Semester/Trimester,
AY _____.

Course Code	Old Section	New Section*	Requested Change	From	To	Reason
<i>Example: CMSC 11</i>	<i>A</i>		<i>Instructor</i>	<i>Prof. Jose Santos</i>	<i>Prof. Anna Torres</i>	<i>Due to the administrative assignment of Prof. Santos, Prof. Torres has been assigned to handle the course instead.</i>
		<i>B</i>	<i>Class Schedule</i>	<i>MTH 9:00am - 10:30am</i>	<i>TF 1:30pm - 3:00pm</i>	
			<i>Room Assignment</i>	<i>AS 304</i>	<i>AS 306</i>	

** only for changes in **Class Schedule**
one new row for each Course Offering;
and a separate row for each Requested Change for each Course Offering*

The above-requested changes: **
 would mean classes held on Saturdays or at night time.
 would entail additional overload for the instructor/s.

Respectfully yours,

Printed Name and Signature
Department Chair/Program Coordinator

College/School of _____

Endorsed by:

Approved by:

College Secretary

Dean

Date: _____

****If any of the two boxes are checked, then the request goes up to the Chancellor's level. Otherwise, approval is at the Dean's level only.**

Endorsed by:

Dean

University Registrar

Vice Chancellor for Academic Affairs

Approved by:

Chancellor

Date: _____