



**Course/Credit Transfer Request
for School/Major Transferred Students**

RO.112

Request No.

Date

To: Dean, School of

I, Mr./Ms./Mrs. Student ID

Day Program Special Program approved for school transfer major transfer

From School Major

To School **Major**

activated from Semester Academic Year onwards

would like to cancel courses with grades F, W, or U, and/or those not applicable to the course requirement of the new school/department (Refer to item 1).

Therefore, I wish to transfer the following courses to the new school/department as detailed (Refer to item 2).

1. Request for cancellation of passed courses inapplicable to the course requirement of the new school/department									
No.	Code	Title	Credit	Grade	No.	Code	Title	Credit	Grade
1					8				
2					9				
3					10				
4					11				
5					12				
6					13				
7					14				
*** The courses cancelled will not be counted in the students' GPA gained from the new School/Major.***									
2. Passed courses eligible to be transferred to new school/department									
2.1 Equivalent courses (Courses transferred from the former School/Major can substitute those in the new School/Major)									
Courses from the former School/Major					Equivalent courses in the new School/Major				
No.	Code	Title	Credit	Grade	Code	Title	Credit	Grade	
1									
2									
3									
4									
5									
6									
2.2 Courses to be used as free electives in the new School/Major									
No.	Code	Title	Credit	Grade	No.	Code	Title	Credit	Grade
1					3				
2					4				
2.3 Courses to be used as re-grade courses									
No.	Code	Title	Credit	Grade	No.	Code	Title	Credit	Grade
1					3				
2					4				

I understand that I will not be allowed to make any changes to the courses cancelled and transferred.

For your consideration

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Signature

Contact Number:

<p>1) Dean</p> <p><input type="radio"/> Approved</p> <p><input type="radio"/> Not approved</p> <p><input type="radio"/> Others.....</p> <p align="center">.....</p> <p align="center">Dean</p> <p align="center">...../...../.....</p>	<p>2) Records Office</p> <p><input type="radio"/> Verified and proceeded</p> <p><input type="radio"/> Filed</p> <p><input type="radio"/> Others.....</p> <p align="center">.....</p> <p align="center">Officer</p> <p align="center">...../...../.....</p>
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- Remarks**
- Unless they have withdrawn, students must sit for the exams in all courses taken in the semester when the request for the transfer of School/Major. Otherwise, an F will be applied to the course not withdrawn.
 - After the Dean has approved this form, students must make a photocopy for their own reference and return the form to the Records Office within..... Otherwise, the cancellation will be void.