



Republic of the Philippines
University of Southeastern Philippines
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Form No.	FM-USEP-MSR-07
Issue Status	01
Revision No.	00
Date Effective	19 April 2024
Approved by	President

ADDING/DROPPING/CHANGING OF COURSE

Name: _____ Program/Year: _____ Sem/SY: _____

ADDING

Schedule Code	Course Code	Descriptive Title	Units	Time	Day

Total Units: _____

Reason/s: _____

Total Units after the change: _____ Signature of Student: _____

DROPPING

Schedule Code	Course Code	Descriptive Title	Units	Time	Day

Total Units: _____

Reason/s: _____

Total Units after the change: _____ Signature of Student: _____

CHANGING OF COURSE (TRANSFER TO ANOTHER CLASS)

From	To

Reason/s: _____ Signature of Student: _____

Recommending Approval:

Approved:

 Program Head/Enrollment Adviser

 Dean