



REGISTRAR'S COPY

**PERMIT TO SHIFT COURSE/PROGRAM**

NAME: \_\_\_\_\_  
STUDENT NUMBER: \_\_\_\_\_  
SHIFTING FROM \_\_\_\_\_ TO \_\_\_\_\_  
(former course) (intended course)  
REASON(S) FOR SHIFTING: \_\_\_\_\_  
\_\_\_\_\_

ACTION OF THE ENDORSING SCHOOL/DEPARTMENT  
 Recommending Approval  
 Not Recommended  
Remarks: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chairperson Date

ACTION OF THE GUIDANCE OFFICE  
 Qualified for the New Course/Program  
 To Take CET on \_\_\_\_\_  
Result of the CET  
 Passed  
 Failed

\_\_\_\_\_  
Guidance Date

ACTION OF THE ACCEPTING SCHOOL/DEPARTMENT  
 Admitted  
 Not Admitted  
Remarks: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chairperson Date

ACTION OF THE REGISTRAR  
 Permit Granted Effective  
 1<sup>st</sup> semester  
 2<sup>nd</sup> semester  
 summer term  
 Permit Denied

\_\_\_\_\_  
Registrar Date



DEAN'S COPY

**PERMIT TO SHIFT COURSE/PROGRAM**

NAME: \_\_\_\_\_  
STUDENT NUMBER: \_\_\_\_\_  
SHIFTING FROM \_\_\_\_\_ TO \_\_\_\_\_  
(former course) (intended course)  
REASON(S) FOR SHIFTING: \_\_\_\_\_  
\_\_\_\_\_

ACTION OF THE ENDORSING SCHOOL/DEPARTMENT  
 Recommending Approval  
 Not Recommended  
Remarks: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chairperson Date

ACTION OF THE GUIDANCE OFFICE  
 Qualified for the New Course/Program  
 To Take CET on \_\_\_\_\_  
Result of the CET  
 Passed  
 Failed

\_\_\_\_\_  
Guidance Date

ACTION OF THE ACCEPTING SCHOOL/DEPARTMENT  
 Admitted  
 Not Admitted  
Remarks: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chairperson Date

ACTION OF THE REGISTRAR  
 Permit Granted Effective  
 1<sup>st</sup> semester  
 2<sup>nd</sup> semester  
 summer term  
 Permit Denied

\_\_\_\_\_  
Registrar Date



STUDENT'S COPY

**PERMIT TO SHIFT COURSE/PROGRAM**

NAME: \_\_\_\_\_  
STUDENT NUMBER: \_\_\_\_\_  
SHIFTING FROM \_\_\_\_\_ TO \_\_\_\_\_  
(former course) (intended course)  
REASON(S) FOR SHIFTING: \_\_\_\_\_  
\_\_\_\_\_

ACTION OF THE ENDORSING SCHOOL/DEPARTMENT  
 Recommending Approval  
 Not Recommended  
Remarks: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chairperson Date

ACTION OF THE GUIDANCE OFFICE  
 Qualified for the New Course/Program  
 To Take CET on \_\_\_\_\_  
Result of the CET  
 Passed  
 Failed

\_\_\_\_\_  
Guidance Date

ACTION OF THE ACCEPTING SCHOOL/DEPARTMENT  
 Admitted  
 Not Admitted  
Remarks: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chairperson Date

ACTION OF THE REGISTRAR  
 Permit Granted Effective  
 1<sup>st</sup> semester  
 2<sup>nd</sup> semester  
 summer term  
 Permit Denied

\_\_\_\_\_  
Registrar Date