COURSE PROFILE FORM
(REVISE DETAILS)

COLLEGE	
DEPARTMENT	

Step 1: Accomplishment by Department (Please print or type all entries. Please accomplish in quadruplicate for each course.)

COURSE CODE

Step 2: Endorsement by Department Chair

——————————————— ———————————————
SIGNATURE OVER PRINTED NAME   DATE

FROM   TO

COURSE TYPE

Step 3: Approval by the Vice Dean

CHECKED AND RECORDED BY	APPROVED BY
ACAD. ASST.	VICE DEAN
——————————————— SIGNATURE OVER PRINTED NAME	——————————————— SIGNATURE OVER PRINTED NAME
——————————————— DATE	——————————————— DATE

COLLEGE

FROM   TO

FACULTY UNITS

PERMANENT PAD

Step 4: Approval by the Vice Chancellor for Academics

——————————————— ———————————————
SIGNATURE OVER PRINTED NAME   DATE

VCA

FROM   TO

ASSESSMENT CODE

EFFECTIVITY (SY / TERM)

Step 5: Approval by the University Registrar

——————————————— ———————————————
SIGNATURE OVER PRINTED NAME   DATE

OUR

NOTES

COURSE TYPE
1 - Basic
2 - Service
3 - Major
4 - Cognate / Elective
5 - Non-Acad.
6 - Remedial
7 - Research

PERMANENT PAD
For increase in number of permanent pad, a written justification must be attached.

ASSESSMENT CODE
May be revised only on Term 3 for effectivity in the following schoolyear

EFFECTIVITY
Should not have a retroactive effect on existing curriculum and student accounts

Revision of items not included in this form (such as requisites, student units, and course description) requires a different COURSE CODE. Please use Course File Update Form for Adding Courses.

Step 6: Accomplishment by ITS

———————————————
SIGNATURE OVER PRINTED NAME

———————————————
DATE

Distribution of copies: Information Technology Services Office, Office of the University Registrar, Academic Department, College