



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

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12 January 2016

MEMORANDUM MRC 16-5

FOR: All College Secretaries and Graduate Coordinators

FROM:


Marilyn R. Canta, PhD
University Registrar

SUBJECT: CHANGING CLASS SCHEDULES

Please remind your Faculty that classes originally scheduled at a particular time slot and in which students have been enlisted/enrolled cannot be changed without the consent of the students.

In such cases, please provide the OUR with the following:

1. a letter of request from the teacher endorsed by the Chair and College Secretary reflecting the change in schedule; and
2. documentation on the conforme of the students to this change.

Thank you for your compliance.