

**COURSE ADJUSTMENT FORM**

DATE : \_\_\_\_\_

ID NUMBER : \_\_\_\_\_

NAME : \_\_\_\_\_

E-MAIL : \_\_\_\_\_

Please make necessary adjustment on my data for :

- ☐ Retaken Course  
☐ Course with Failing "F" Grades (4 Undergraduate, 2 MBA)  
☐ Shifted Course or Course due to Change of Department  
☐ Normal Non Credit Course (NC Math & NC English)  
☐ Others, please specify

for the following course stated below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(please use the back page, if necessary)

After adjustment, you're credits earned is : \_\_\_\_\_

CGPA is : \_\_\_\_\_

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