1. Cover page --- college logo, updated photo (ex. college building)
2. Preface --- submitted to editor (c/o college editor)
3. Table of content --- spell out the program (ex. BS Info.Tech.)

Change course shifter – program shiftee

Withdrawal of the course—withdrawal of the program

Accredation of course ---course crediting

Periodical exam – major examinations

Degree honor – latin honors

Add Section 3. Dean’s List

* 1. qualification of dean’s list
  2. Dean’s list privileges

Add Section 16 Qualification Requirement for Faculty

CONTENT

1. GENERAL MANDATE ---(refer to RA 9998, Section 2)
2. Goals of the college –- introductory paragraph
3. Program objectives --- revised
4. Section 2. Composition of the Admission Committee

Guidance Counselor

Student Admission Officer

Academic Adviser

Program Coordinator

Dean

Department Chair

\*Note