



1. OBJECTIVES

- 1.1 To allow students to plan their courses with ease within the terms set in their programs of study.
- 1.2 To determine the preferred/priority courses of students
- 1.3 To supplement the students program of study in IAFT

2. POLICY STATEMENTS

- 2.1 Changing, adding or dropping of courses is only allowed within the first week of the term
- 2.2 All requests for changing, adding and dropping of courses should be endorsed by the mentor or the program adviser.
- 2.3 All requests for changing, adding and dropping of courses is subject to approval by the Program Director
- 2.4 Corresponding fees for subjects added must be paid in full upon approval of added courses.
- 2.5 Students are not allowed to join in the added or changed course without the approved form or the admissions slips from the Registrar and Admissions Office.

3.0 PROCESS

- 3.1 Student must seek recommendation from the mentor and approval from the program director
- 3.2 Student submits completed form to the Registrar and Admissions Office with the proof of payment
- 3.3 Registrar and Admissions Office receive completed form and issue the revised schedule to the Student.
- 3.4 Registrar and Admissions Office notifies the mentors and the program advisers of the added/dropped/changed courses.

4. FORMS

FORMS	APPROVAL	ACTIVITY	DISTRIBUTION OF FORMS
Changing, Adding, and Dropping a Course Form	Program Director for Film/Acting	- Program Director checks on the student's plan of study, schedules, and student's academic standing.	- Student, Registrar and Admissions Office



INTERNATIONAL
ACADEMY OF
FILM AND TELEVISION

Changing, Adding and Dropping a Course