**REQUEST FOR SUBSTITUTION OF SUBJECTS**

|  |  |
| --- | --- |
| Name: | Student Number: |
| Course: | Date: |

**Sir/Madam:**

I would like to request for the following substitution:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Subject Required | Units | Subject Taken | Units | Semester and Academic Year Taken | Grade | Justification/Reason |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

***Note: Attach syllabi of subjects taken. Use one form courses required and taken in one department only.***

Respectfully yours,

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Signature of Student**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Adviser: | | Signature of Adviser: | |
| Recommendation of the Adviser | Approval: | | Disapproval: | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Recommending Approval:** | **Department** | **Recommending Approval:** | **Department** | **Action Taken** |
|  |  |  |  | \_\_\_Approved  \_\_\_Disapproved |
| Signature over printed name of the Department Chair  (Subject Required/Home Department) | Signature over printed name of the Department Chair  (Subject Taken) | Signature over printed name of the Dean  **(Through the College Secretary)** |