**REQUEST FOR SUBSTITUTION OF SUBJECTS**

|  |  |
| --- | --- |
| Name: | Student Number: |
| Degree Program: | Date: |

**Sir/Madam:**

I would like to request for the following substitution:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Subject Required | Units | Subject Taken | Units | Semester and Academic Year Taken | Grade | Action Taken by the Department (Approved/Disapproved) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

***Note: Attach syllabi of subjects taken.***

Respectfully yours,

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

**Signature of Student**

|  |  |
| --- | --- |
| Name of Adviser: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature of Adviser/ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Recommendation of the Adviser (Pls Check): \_\_\_\_\_Approved \_\_\_\_\_Disapproved | | |

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| **Evaluated by:** | **Recommending Approval:** | **Respectfully forwarding to the University Registrar as approved and as indicated:** |
|  |  |  |
| Name of the Department | Signature over printed name of the Department Chair | Signature over printed name of the Dean  *(Through the College Secretary)* |