



University of the Philippines
[Constituent University]
APPLICATION FOR SUBSTITUTION OF COURSES

The Dean
 [College]

I have the honor to request for the following substitution:

| SUBJECT REQUIRED | | SUBJECT TAKEN | | COURSE TITLE OF SUBJECT TAKEN | College & CU where the course was taken | Semester & AY the course was taken | Grade Obtained | Signature of the Instructor of the Subject Required |
|----------------------|-------|----------------------|-------|-------------------------------|---|------------------------------------|----------------|---|
| Course Code & Number | Units | Course Code & Number | Units | | | | | |
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Reason for substitution:

Respectfully yours

Signature of student

Recommending Approval/Disapproval

APPROVED / DISAPPROVED:

 Name and signature of Adviser

 Date

 Name and signature of the Dean of
 Student's Home College

 Name and signature of the Chair/Director of
 the Student's Home Department/Institute

 Date

 Date

 Name and signature of the Chair/Director of
 the Department/Institute **offering** the course

 Date

Attachments:

- Outlines of the courses taken and substitute courses
 Evaluation of the faculty-in-charge of the substitute course