



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					

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

Flowchart for Substitution of Courses

