



REQUEST FOR COURSE SUBSTITUTION

To the applicant: Submit this form together with a photocopied transcript of records or true copy of grades one month before the registration

Courses may be substituted on the following grounds:

- (1) When the student is following a curriculum that has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new.
- (2) When the required subject is not offered during the semester when the student needs it.

A substitution shall be valid when: (1) The courses involved are within the same program, or the two courses are allied to each other.

(2) The course being used as substitute has credit units equal to or greater that the credit units of the required course.

STUDENT INFORMATION

FAMILY NAME		FIRST NAME		MIDDLE NAME	
STUDENT NO	PROGRAM	MAJOR	CLASSIFICATION		
FIRST TERM ENROLLED	LAST TERM ENROLLED	EMAIL ADDRESS	MOBILE NUMBER/LANDLINE		

COURSE TO BE SUBSTITUTED (COURSE NO. AND TITLE)	NO OF UNITS	COURSE ALREADY TAKEN (COURSE NO. AND TITLE)	NO OF UNITS	FINAL GRADE	WHERE TAKEN	WHEN TAKEN

Reason(s) for substitution: _____

RECOMMENDING APPROVAL:

PROGRAM CHAIR DATE

APPROVED:

DEAN DATE

SIGNATURE OF THE STUDENT