



**University of the Philippines
Los Baños
APPLICATION FOR SUBSTITUTION OF COURSES**

THE DEAN
[Name of College]
[Address of College]

I, _____, have the honor to request for the following substitution:

SUBJECT REQUIRED		SUBJECT TAKEN						Signature of instructor of the subject required
Course Code & Number	Units	Course Code & Number	Units	COURSE TITLE OF SUBJECT TAKEN	College & CU where the course was taken	Semester & AY the course was taken	Grade Obtained	

Reason for substitution: _____

Respectfully yours,

Signature of student

Recommending Approval/Disapproval:

APPROVED/DISAPPROVED:

Name & signature of Adviser

Date

Name & Signature of the Dean of the Student's Home College

Date

Name & signature of Chair/Director of Student's Home Dept/Inst

Date

Name & signature of Chair/Director of Dept/Inst Offering the Course

Date

- Attachments**

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