

SUBSTITUTION OF COURSES

Every substitution of subjects must be based on at least one of the following:

when a student is pursuing a curriculum that has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new;

when there is conflict of hours between a required subject and another required subject; or

when the required subject is not given. [Art 354, UP Code 1975]

Every petition for substitution:

must involve subjects within the same department, if possible; if not, the two subjects concerned must be allied to each other;

must be between subjects carrying the same number of units; and

must be recommended by the adviser and by the heads of departments concerned. [Art 355, UP Code 1975]

All petitions for substitution must be submitted to the Office of the Dean concerned before 12% of the regular class meetings have been held. Any petition submitted thereafter shall be considered for the following semester. [Art 356, UP Code 1975]

[Granting of permit has been delegated to the College Secretary per Memo No. FN 90-68 dated 08 August 1990] See Figure 9 for the substitution of courses flowchart.

No substitution shall be allowed for any subject prescribed in the curriculum in which the student has failed or received a grade of 5.0, except when, in the opinion of the department offering the prescribed subject, or of the faculty in units without any departments, the proposed substitute covers substantially the same subject matter as the required subject. [Art 357, UP Code 1975]

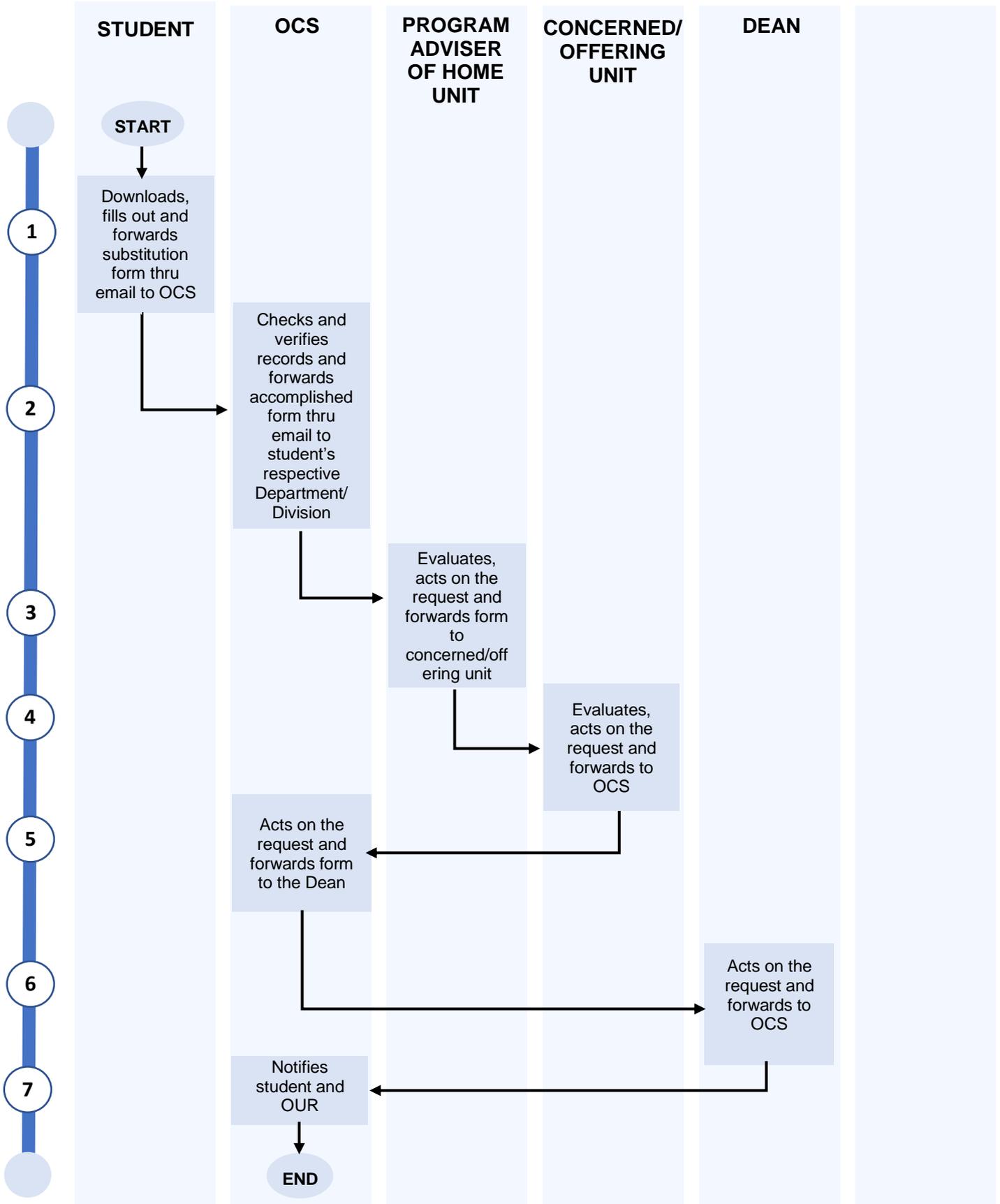
All applications for substitution shall be acted upon by the Dean concerned. In case the action of the Dean is adverse to the recommendation of the adviser and the Head of the Department concerned, the student may appeal to the Chancellor whose decision shall be final. [Art 358, UP Code, as amended at the 790th BOR meeting, 19 December 1969] [Under E.O. No. 1 dated 13 March 1984 and E.O. No. 2 dated 14 March 1984, the power of the Vice-President for Academic Affairs specified in Art. 389 has been delegated to Chancellors. (UPD Faculty Manual 2003). However, Chancellor's authority on appeal of the Dean's decision has been delegated to VCAA per Memo FN 90-12 dated 07 March 1990]

NOTES:

Required	Substitute
<i>Math 11 & 14</i>	<i>Math 17</i>
<i>Math 17</i>	<i>Math 11 & 14</i>
<i>Math 100</i>	<i>Math 53</i>
<i>Physics 21</i>	<i>Physics 71 & 72</i>
<i>Chem 11</i>	<i>Chem 16 & 17</i>
<i>BA 101</i>	<i>Mgt 101*</i>
<i>BA 183.1</i>	<i>IT 101*</i>
<i>BA 181</i>	<i>Mgt 181*</i>
<i>BA 183.1</i>	<i>Mgt 183*</i>
<i>BA 104</i>	<i>Mgt 104*</i>
<i>Math 101</i>	<i>Stat 105*</i>
<i>Nat Sci 2**</i>	<i>Geo 11, Zoo 10, Bot 10*</i>
<i>Nat Sci 1</i>	<i>Chem 16 and 17*</i>
<i>Nat Sci 1**</i>	<i>Physics 51, Physics 52, and Chem 11*</i>
<i>Stat 101/Math 101</i>	<i>Bio 180*</i>
<i>* Allowed at UPV Tacloban</i>	
<i>** Authorized GE Substitutions by GE Council 17 August 1989.</i>	



Substitution





SUBSTITUTION OF COURSE

Date: _____

THE DEAN*
College of _____
University of the Philippines Visayas

Sir/Madam:

I have the honor to request substitution of subjects as follows:

Subject already taken	Unit	Grade	Subject Required	Unit

Respectfully yours,

Signature over Printed Name

Student number _____

Email: _____

Contact No: _____

RECOMMENDED FOR:

APPROVAL / DISAPPROVAL

APPROVAL / DISAPPROVAL

APPROVAL / DISAPPROVAL

PROGRAM ADVISER

DEPARTMENT/DIV CHAIR OF OFFERING UNIT

COLLEGE SECRETARY OF HOME UNIT

Date: _____

Department of: _____

Date: _____

Date: _____

APPROVED / DISAPPROVED:

DEAN*

Date

SUBSTITUTION OF COURSE

Substitution of courses may be allowed under certain conditions specified in the University Code. All petitions for substitution must be submitted to the Office of the College Secretary before 21% of regular class meetings have been held during the term. The substitution must be allowed for any subject prescribed in the curriculum in which the student had failed or received a grade of "5" except when, in the opinion of the department offering the prescribed subject the proposed substitution covers substantially the same matter as required subject. (GENERAL CATALOGUE 1972-1973) Articles 354- 357.

Substitution of subjects may be authorized on any of the following grounds:

A) When a student is pursuing a curriculum that has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new.

B) When a conflict exists between a required subject and another required subject; or

C) When the required subject is not given.

Substitution of subject shall be allowed in accordance with the requirements of its particular curriculum and the rule prescribed by the University Council (UNIVERSITY CODE, ARTICLES 354 & 357

* Dean of home unit