



UNIVERSITY OF THE PHILIPPINES VISAYAS

**GRADUATE SCHOOL**

General Luna St., Iloilo City 5000 Philippines  
Email Address: [gs-secretary.upvisayas@up.edu.ph](mailto:gs-secretary.upvisayas@up.edu.ph)



**APPLICATION FOR SUBSTITUTION OF COURSES**

\_\_\_\_\_  
Date

**The Dean**  
Graduate School  
UP Visayas, Iloilo City

Dear Sir/Madam,

I have the honor to request for the following substitution:

SUBJECT/S REQUIRED		SUBJECT/S TAKEN		COURSE TITLE OF SUBJECT TAKEN	College & CU where the course was taken	Semester & AY when 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:

- ☐ Student's curriculum has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new
- ☐ There is conflict of hours between two required subjects
- ☐ Required subject is not offered during the semester
- ☐ Others (Please specify) \_\_\_\_\_

Respectfully yours,

\_\_\_\_\_  
Name & Signature of Student

Student Number \_\_\_\_\_  
Degree Program \_\_\_\_\_

Email: \_\_\_\_\_  
Contact No. \_\_\_\_\_

<p><b>RECOMMENDATION</b></p> <p><b>Approval / Disapproval:</b></p> <p>_____ Program Adviser</p> <p>_____ Date</p>	<p><b>ACTION</b></p> <p><b>APPROVED / DISAPPROVED:</b></p> <p>_____ Graduate School Dean</p> <p>_____ Date</p>
<p><b>Approval / Disapproval:</b></p> <p>_____ Graduate Program Coordinator</p> <p>_____ Date</p>	<p><b>REQUIRED ATTACHMENTS: (Please check if submitted)</b></p> <p><input type="checkbox"/> Outlines of the courses taken and substitute courses</p> <p><input type="checkbox"/> Evaluation of the faculty-in-charge of the substitute course</p>
<p><b>Approval / Disapproval:</b></p> <p>_____ Graduate Program Coordinator <b>offering the course to be substituted</b> (or Dean of the College if same Institute/Division/Department as above)</p> <p>_____ Date</p>	<p><i>Copy for OUR, OCS &amp; Student</i></p>