



**University of the Philippines
Visayas
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
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- Student's curriculum has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new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

Respectfully yours,

Signature of student

Recommending Approval/Disapproval:

APPROVED / DISAPPROVED:

Name and signature of Adviser

Date

Name and signature of the College
Secretary/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

Rules on Substitution (Art. 354, 355, 356, 357, and 358, Revised UP Code):

Art. 354

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

- a. When a student is pursuing, a curriculum that has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new;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. Conflict of hours between a required subject and another required subject; or
- c. When the required subject is not given.

Art. 355

Every petition for substitution:

- a. Must involve subjects within the same department, if possible; if not, the two subjects concerned must be allied to each other;
- b. Must be between subjects carrying the same number of units; and
- c. Must be recommended by the adviser and by the heads of departments concerned.

Art. 356. All petitions for substitution must be submitted to the Office of the Dean or Director concerned before 12 percent of regular class meetings have been held during the term. Any petition submitted thereafter shall be considered for the following semester.

Art. 357. No substitution shall be allowed for any subject prescribed in the curriculum in which the student has failed or received a grade of "5", 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. 358. All applications for substitution shall be acted upon by the Dean or Director concerned. In case the action of the Dean or Director is adverse to the recommendation of the adviser and the Head of the Department concerned, the student may appeal to the Vice-President for Academic Affairs, whose decision shall be final.