

I shall abide by the rule on prerequisites (in the event that a student obtains a failing grade in a subject which is a prerequisite of a concurrently enrolled subject, the student automatically will obtain a failing grade in the latter regardless of the student's class standing in the subject) and ensure that there is no conflict in the schedule of the subjects enrolled.

Attached herewith is my duly certified Academic Program Evaluation.

I am hoping that this request merits your kind approval.

Very truly yours,

Name and Signature of Student

Recommending Approval:

Chairman
Department of _____

Dean

Approved:

Director, Registration Office