**REQUEST TO OPEN SUBJECT**

 DATE: \_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Vice President for Academic Affairs

This University

Madame:

Greetings!

 We, the undersigned students of the Tarlac State University, College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ taking up Bachelor of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ major in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ would like to request from your good office to open the subject listed below this \_\_\_\_\_\_\_\_\_\_\_A.Y. \_\_\_\_\_\_\_\_\_\_\_\_\_\_. We understand that opening the subject shall be in accordance with the policies and guidelines of the university.

Reason for opening the subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Your approval on this request is highly solicited.

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| --- | --- | --- | --- | --- | --- | --- |
| SUBJECT CODE | SUBJECT TITLE / SECTION | UNIT (LEC) | UNIT (LAB) | ROOM | DAY | SCHEDULE |
|  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| NAME & SIGNATURE | 18. |
|  | 19. |
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|  | 34 |
|  | 35. |

TOTAL NO. of Students:

To be handled by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty

Noted by: Recommending Approval:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Director, ARO Dean

Approved:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VP for Academic Affairs