

**PETITION TO CHANGE SUBJECT/COURSE/DROP OR ADD LOAD**

\_\_\_\_\_ Sem., 20\_\_\_\_ - 20 \_\_\_\_ / Summer 20\_\_\_\_\_

(Please read the guidelines indicated at the bottom)

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Course & Year: \_\_\_\_\_

ID No.: \_\_\_\_\_

A: I wish to change/drop all the following subjects:

TERM	CODE	COURSE NO.	UNITS	TIME	ROOM

B: I wish to take/add the following subjects:

TERM	CODE	COURSE NO.	UNITS	TIME	ROOM

Approved:

_____	_____	_____
Academic Dean	University Registrar	Student's Signature

Noted:

Instructor 1 _____	Instructor 4 _____	Instructor 7 _____
Instructor 2 _____	Instructor 5 _____	Instructor 8 _____
Instructor 3 _____	Instructor 6 _____	Instructor 9 _____

- N.B.:
1. A fee of fifty pesos (P100.00) is collected for dropping and changing subjects.
  2. Dropping of subject(s) **during allowed petition period** – no charge for dropped subject  
Dropping subject(s) **after petition period** – corresponding tuition fee is charged
  3. Submit this form at the Registrar's Office after payment of petition fee and reassessment of fees at the Accounting Office.