

OFFICE OF THE GRADUATE PROGRAM  
College of Social Sciences and Philosophy  
University of the Philippines Diliman

APPLICATION FOR PENALTY COURSE SUBSTITUTION

\_\_\_\_\_ Date

To: **The Dean**  
**College of Social Sciences and Philosophy**

I hereby apply for substitution for the penalty course requirement. I was granted extension of residency from \_\_\_\_\_ to \_\_\_\_\_, and would like to enroll in \_\_\_\_\_ in fulfillment of the penalty course requirement, for the following reason(s):

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

\_\_\_\_\_  
Signature of Student above Printed Name

.....

Recommending approval and respectfully forwarded to Dean \_\_\_\_\_.

\_\_\_\_\_  
Department Chair/Graduate Program Coordinator

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

- ( ) Recommending approval of substitution as requested
- ( ) Not recommending approval

Remarks: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
CSSP Graduate Program Coordinator

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

Action Taken:

- ( ) Approved
- ( ) Disapproved

Remarks: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Dean

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