



REQUEST FOR OFFERING OF UNSCHEDULED SUBJECT

___ First Semester ☒ Second Semester ___ Summer
Academic Year 21 - 22

Course Name & Title of Requested Subject: 21st Century Literature

No. of Units: 4 Pre-requisite: _____
No. of Hrs.: 4 Lec: 4 Lab: _____

Reason/s for the request (Indicate the number on the table):

- ☒ graduating this semester
☐ graduating next semester/prerequisite to the subject offered next semester

Printed Name of Student	Course/Year	Reasons*	Signature	Complied with Pre-requisite? (Yes or No)
1. Janica Krizel A. Santorv	TVL-CAP 12	Graduating		
2.				
3.				
4.				
5.				
6.				
7.				
8.				

(Continue on separate sheets, if necessary following the above table/or format)

**Use the numbers for each reasons listed above, consider two or more numbers if applicable.*

Conforme:

ANNIE PAMELA B. RODRIGUEZ
(Signature over Printed Name of Faculty who will handle the subject)

Class Type: lec ___ lab

Recommending Approval:

SHARON C. SUARDO
(Signature over Printed Name of Department Head)

(Signature over Printed Name of College Dean)

Approved:

Vice President for Academic Affairs

RECORDED: _____ University Registrar		CLASS SCHEDULE (to be filled up the Registrar)			
		Offering No.	Time	Day (s)	Room
		LEC			
		LAB			
FEES FOR REQUESTED SUBJECT As per BOR Res. No. 17, s. 2002, these should be a minimum of 15 students per subject. If the number is less than 10, the total fees for 15 should be prorated among the enrolled students.					
Graduate Courses		Undergraduate Courses			
Ph. D.	P 250.00 / Unit	Lecture	P 120.00 / Unit		
MS	P 200.00 / Unit	Laboratory	P1, 200.00/Subject (Vet. Med) P 1,000.00/Subject (Computer Science) P 500.00 / Subject (others)		

This form should be filled up in 5 copies: 1 Registrar; 1 OVPA; 1 OVPAF; 1 Dean; 1 Faculty Concerned