

**REQUEST TO ENROLL**

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

DR. GIOVANNI A. TAPANG

Dean, College of Science

Dear Dean Tapang,

I would like to request that I be allowed to enroll this \_\_\_\_\_\_ semester of academic year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to improve my academic standing (GWA of 1.75 for PhD students/GWA of 2.0 for MS students), as per the guidelines of the College of Science. Below are the reasons why I failed to meet the grade requirement:

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I hope my request merits your kind consideration.

Respectfully yours,

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 Signature over Printed Name Degree Program Student Number

 Endorsed by: Recommending Approval:

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 Program Adviser Director / Program Coordinator

 Recommending Approval: Approved:

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 EIZADORA T. YU, PhD GIOVANNI A. TAPANG, PhD

 Associate Dean for Mentoring Dean, College of Science

 Academic Progress and Advancement

