



## Course Replacement Request Form

(Course with grade of F)

Academic Section	
Receive No.....	Date.....
Time .....	Receiver.....

**Subject:** To request registration of course replacement  
(Course with grade of F)

**Student ID**  
**Tel.**

0									

**To:** Registrar

**Name Mr. / Mrs. / Miss**.....

**Level of Study**   ☐ Undergraduate   ☐ Graduate

**Type of Study**   ☐ Full-time   ☐ Part-time/ Special Course

**Faculty**.....**Major**.....**Minor**.....

I would like to request registration of course replacement **in the semester**..... **Academic year** .....

Course with grade of F			Course requested		
Course Code	Course Title	Credits	Course Code	Course Title	Credits
In the semester ..... Academic year .....			In the semester ..... Academic year ..... .....		

**\*\*Course replacement must be the course in the same section with the course the student got F, and the course replacement must have equal or more credits than the course the student got F.**

I request hereby for your consideration

Sincerely

Signature.....Applicant

Date...../...../.....

Procedure for approval	
<b>1. Advisor's Comment</b>	<b>2. department committee</b>
<p>Considered (Mr. / Mrs. /Miss).....</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Disapproved because .....</p> <p>Signature ..... Advisor</p> <p>Date ...../...../.....</p>	<p>Considered</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Disapproved because .....</p> <p>Signature ..... President</p> <p>Date ...../...../.....</p>
<b>3. Chairman</b>	<b>4. Head of Academic Affairs</b>
<p>Considered</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Disapproved because .....</p> <p>Signature ..... Chairman</p> <p>Date ...../...../.....</p>	<p>Considered</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Disapproved because .....</p> <p>Signature ..... Head of Academic Affairs</p> <p>Date ...../...../.....</p>
<p><b>5. Registration Department</b></p> <p><b>Checked.</b></p> <p>Signature ..... Registrar</p>	