

**Petitioned Subject**

**in Special Class/Tutorial Basis**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Date

**DR. REYNALDO S. NAGUIT**

Chancellor, External Campus

Dear Dr. Inasoria:

Greetings!

I am a (year) student of (course) as confirmed by the Office of the University Registrar. To complete the requirements of the program, I need to enroll (Course Code) (Course Title) in (Special/Tutorial) basis because (reason for requesting to enroll subjects).

I am therefore, respectfully requesting your good office to allow me to enroll the above-mentioned subject/s.

I am hoping that my request merits your kind consideration and favorable action.

Thank you.

Respectfully yours,

 Faculty to handle the subject: (Name of Faculty)

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

(Name of the Student)

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

(Course, Year and Section)

Endorsed: Confirmed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ALBERT B. VILLENA**

Dean University Registrar

Approved:

**DR. REYNALDO S. NAGUIT**

Chancellor, External Campus

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| *Note: Email your accomplished Request Letter for Petitioned Subject to your respective College to the email provided* *below:* |
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|  |  |  |  |
| BulSU – Meneses Campus | registrar.meneses@bulsu.edu.ph  |  |  |  |
| BulSU – Bustos Campus | registrar.bulsu\_bustoscampus@gmail.com |  |  |  |
| BulSU – Sarmiento Campus | registrar.sarmiento@bulsu.edu.ph |  |  |  |
| BulSU – Hagonoy Campus | registrar.hagonoy@bulsu.edu.ph |  |  |  |
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