



Course Equivalency Verification Request Form

Trimester Academic Year -

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

Dear Associate Dean for Academic Affairs,

My name is, Student ID no.....,

Majoring in and Minor in, would like to request for course(s) equivalency verification:

1. Course code/title (with the grade of.....)
is equivalent to

PD of the course(s)' comment & signature (Instructor's signature may be required for endorsement if the course contains specific details.):

2. Course code/title (with the grade of.....)
is equivalent to

PD of the course(s)' comment & signature (Instructor's signature may be required for endorsement if the course contains specific details.):

3. Course code/title (with the grade of.....)
is equivalent to

PD of the course(s)' comment & signature (Instructor's signature may be required for endorsement if the course contains specific details.):

Student's reason: ☐ Change of major ☐ Curriculum revision ☐ Combined class (master & joint sec.)
☐ Counted for ☐ Others (Please specify):

Supporting document: ☐ Grade report
☐ Others (Please specify):

I hereby fully acknowledge that this request is not a guarantee of approval.

.....
Student's signature

Comment:	☐ Approved by: ☐ Not approved by: Divisional Chair of	/...../.....
Comment:	☐ Approved by: ☐ Not approved by: Assoc. Dean for Academic Affairs	/...../.....