



**TARLAC STATE UNIVERSITY  
OFFICE OF REGISTRATION AND ADMISSION  
Tarlac City, Philippines**

**REQUEST FOR ACADEMIC OVERLOAD/WAIVER OF PRE-REQUISITES**

Director, ORA  
This University

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

Dear Sir/Madam,

Please allow me to enroll \_\_\_\_\_ units this \_\_\_\_\_ Semester, S.Y. \_\_\_\_\_ to enable me to complete the academic requirements for the degree in \_\_\_\_\_ and graduate in \_\_\_\_\_. My program of studies is shown below.

FIRST SEMESTER, S.Y. _____ - _____					
COURSE CODE	DESCRIPTIVE TITLE	UNITS		Prerequisite(s)	
		Lec	Lab		
<b>Total Number of Units</b>					

SECOND SEMESTER, S.Y. _____ - _____					
COURSE CODE	DESCRIPTIVE TITLE	UNITS		Prerequisite(s)	
		Lec	Lab		
<b>Total Number of Units</b>					

MIDYEAR/SUMMER, S.Y. _____					
COURSE CODE	DESCRIPTIVE TITLE	UNITS		Prerequisite(s)	
		Lec	Lab		
<b>Total Number of Units</b>					

**I shall abide by the rule on prerequisites** (in the event that a student obtains a failing grade in a subject which is a prerequisite of a concurrently enrolled subject, the student automatically will obtain a failing grade in the latter regardless of the student's class standing in the subject) and ensure that there is **no conflict in the schedule of the subjects enrolled.**

Attached herewith is my duly certified Academic Program Evaluation.

I am hoping that this request merits your kind approval.

Very truly yours,

\_\_\_\_\_  
Name and Signature of Student

Student Number: \_\_\_\_\_

**Recommending Approval:**

\_\_\_\_\_  
Chairman

Department: \_\_\_\_\_

\_\_\_\_\_  
Dean

College: \_\_\_\_\_

Approved: \_\_\_\_\_

Director, ORA