

**Petitioned Subject**

**in Special Class/Tutorial Basis**

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

 Date

**DR. ROMEO DC. INASORIA, DPA**

Chancellor, Main 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:

**ROMEO DC. INASORIA, DPA**

Chancellor, Main Campus

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| *Note: Email your accomplished Request Letter for Petitioned Subject to your respective College to the email provided below:* |
|  |  |  |  |  |  |  |
| College of Architecture and Fine Arts: | cafa@bulsu.edu.ph | College of Engineering:  | coe@bulsu.edu.ph |
| College of Arts and Letters: | cal@bulsu.edu.ph | College of Education: |  | coed@bulsu.edu.ph |
| College of Business Administration: | cba@bulsu.edu.ph | College of Science |  | cs@bulsu.edu.ph |
| College of Criminal Justice Education: | ccje@bulsu.edu.ph | College of SER |  | cser@bulsu.edu.ph |
| College of Hospitality and Tourism | chtm@bulsu.edu.ph | College of SSP |  | cssp@bulsu.edu.ph |
| College of Information & Comm. Technology: | cict@bulsu.edu.ph | College of Law: |  | collegeoflaw@bulsu.edu.ph |
| College of Industrial Technology: | cit@bulsu.edu.ph | College of Nursing: |  |  | con@bulsu.edu.ph  |