

**Request Form for Late Section Change**  
(Refer to the University calendar for period/deadline)

Date .....

**Topic:** Request a section change after the established deadline of semester...../.....

**To:** Dean of Faculty ..... (Offering the class)

I,....., student ID .....

Faculty ..... Major ..... Advisor .....

Contact address .....

Telephone ..... Registered for semester ...../..... and I

ensure that the tuition fees for the indicated semester have been paid.

Request for changing section of the same class as follows:

**Course number** ..... **From (old) section** ..... Instructor's signature .....

**To (new) section** ..... Instructor's signature .....

Please indicate the reason you did not switch the sections for this class by the deadline

.....  
.....  
.....

Please consider the request.

Student's signature .....

**Approval of advisor:** .....

Advisor's signature .....

(.....)

**Approval of department offering the class:**

..... Approved / ..... Denied      Remarks:.....

Department head's signature .....

(.....)

**Approval of Faculty offering the class:**

..... Approved / ..... Denied      Remarks:.....

Dean's signature .....

(.....)