



Office of the Associate Dean for Mentoring Academic Progress and Advancement

# GRADUATE OFFICE

## REQUEST TO ENROLL

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

DR. GIOVANNI A. TAPANG  
Dean, College of Science

Dear Dean Tapang,

I would like to request that I be allowed to enroll this \_\_\_\_\_ semester of academic year \_\_\_\_\_

to improve my academic standing (GWA of 1.75 for PhD students/GWA of 2.0 for MS students), as per the guidelines of the College of Science. Below are the reasons why I failed to meet the grade requirement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

I hope my request merits your kind consideration.

Respectfully yours,

_____ Signature over Printed Name	_____ Degree Program	_____ Student Number
Endorsed by:		Recommending Approval:
_____ Thesis Adviser		_____ Director, Institute of Chemistry
Recommending Approval:		Approved:
_____ EIZADORA T. YU, PhD Associate Dean for Mentoring Academic Progress and Advancement		_____ GIOVANNI A. TAPANG, PhD Dean, College of Science