



REQUEST FOR SPECIAL EXAMINATION

(To be accomplished in duplicate)

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

The Dean  
College of \_\_\_\_\_

Sir/Madam:

May I request for a special examination in the following subjects, which I had failed to take during the regular examination

last

Prelim

Midterm

Final

(Please check the appropriate box)

due to \_\_\_\_\_  
(Please specify reason)

Course Code	Amount (P100.00/subject)	Recommended by Faculty in-charge
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total amount to be paid P \_\_\_\_\_ OR# \_\_\_\_\_

Respectfully yours,

\_\_\_\_\_  
Student's Signature  
Over Printed Name

APPROVED:

\_\_\_\_\_  
Dean

NOTE: Attach available supporting papers (Medical Certificate, affidavit, etc.)