Letter of Request for Underloading

Office of the College Secretary
1st Floor, CAS Building   January 9, 2025
UPLB Campus, College, Laguna 4031

Dear Professor Aguila,

I am writing to respectfully request approval for **underloading** for the current semester.

My name is **Mark Neil Autriz**, a **graduating** Bachelor of Science in Computer Science student with Student Number **2022-03446**. I am currently in my **final semester** and am strictly following the prescribed curriculum of the program. Based on the curriculum requirements, I only have **fourteen (14) academic units** remaining out of the required **one hundred thirty (130) total units**. As a result, I am unable to enroll in a regular full academic load, which has led to my underloaded status for this semester.

In line with this, I am formally requesting permission to **underload**, as the reduced number of units is due solely to curriculum constraints and is necessary for me to complete all remaining degree requirements and graduate within the term.

Attached to this letter is my **plan of remaining coursework**, together with the recommending approval of my **adviser**, Assistant Professor Juan Miguel J. Bawagan, and the endorsement of the **ICS Director**, Professor Rachel Edita O. Roxas, for your review and consideration.

I sincerely hope for your kind approval of this request. Thank you very much for your time and consideration.

_____
Printed Name and Signature of Student   Date

Recommending Approval:

_____
Printed Name and Signature of Adviser   Date

_____
Director, ICS   Date

APPROVED/DISAPPROVED:

_____
College Secretary, CAS (For the Dean)   Date

Plan of Course Work

NAME (Print): Autriz,   Mark Neil   G   STUDENT NO.: 2022-03446   DATE January 9, 2026
                    Family   First   M.I.

Year /Classification: 4th / Senior   Expected Date of Graduation: 2026   Semester/Summer 2025-2026

College	Degree	Major/Specialization	Curriculum version
College of Arts and Sciences	Bachelor of Science in Computer Science		2018

COURSES	PREREQUISITE(S)	UNIT/S	SEMESTERTERM/ A.Y. TO BE TAKEN		
			1ST	2ND	Summer
			(Pls check)		
A. Major/Specialized (Indicate course number and title)					
1. **CMSC 190** : Special Problem	COI	3		/	
2. **CMSC 191** : Special Topics	CMSC 123	2		/	
3.					
4.					
5.					
Total		5			
B. Elective (Indicate course number and title)					
1. **SPAN 10** : Elementary Spanish		3		/	
2. **HUME 100 :** Introduction to Human Ecology	COI	3		/	
3.					
Total		6			
C. Cognate (Indicate course number and title)					
1. **ENG 10 :** Writing of Scientific Papers		3		/	
2.					
3.					
Total		14			

_____
Printed Name and Signature of Student   Date

Recommending Approval:

_____
Printed Name and Signature of Adviser   Date

_____
Director, ICS   Date

APPROVED/DISAPPROVED:

_____
College Secretary, CAS (For the Dean)   Date