**GPC-04: Graduation Project - General Request Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Title** |  | | |
| **Supervisor** |  | | |
| **Supervisor’s Signature**  (See note below) |  | **Date** |  |

|  |  |
| --- | --- |
| **Type of Request** (Select one) | |
| **🗌** | Minor changes in project title |
| **🗌** | Major changes in project |
| **🗌** | Amendment of project committee |
| **🗌** | Request for additional resources/support |
| **🗌** | Report a dispute (Supervisor’s signature is optional) |
| **🗌** | Request for extension of time |
| **🗌** | Others (please specify) |
|  |  |

|  |
| --- |
| **Detailed Request with Justification** (please attach an additional sheet/document, if necessary) |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr** | **Student Name** | **Student ID** | **Signature** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |

|  |
| --- |
| **🗌 Approved 🗌 Not Approved** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Department Head’s Signature** |  | **Date** |  |

|  |
| --- |
| **Note: This form is to be submitted to the Graduation Project Coordinator of the department to make any request related to the graduation project.** |