



cswcd_sf_2022-001

APPLICATION FOR UNDERLOADING
_____ Semester / Midyear, A.Y. 20 _____ - 20 _____

Name: _____ Student No.: _____ Degree: _____
 Total no. of units this Semester: _____ Year level: _____

Documents Submitted:

- Medical Certificate confirmed by the University Health Service
 Certification from Program Adviser [course unavailability, completed other pre-reqs/major subjects prior to FIP]
- Schedule of classes for semester showing non offering of the course
- Certificate of employment or appointment papers indicating the duration of employment, copy of payroll
- Other requirements as advised by Program Adviser/Dept.

Reason/s for Underloading:

- Health Reasons**
- Unavailability of Subjects**
- Employment**
- Others (Please specify)**

I understand that because of my underloading, I cannot graduate with honors even if the above reasons are valid, if I fail to submit my written appeal for consideration to graduate with latin honors despite underload, and other supporting documents to justify and prove my underload, on or before the last day of classes of this semester (UPD Catalogue 2004-2010 page13).

Student's signature

 Date submitted

RECOMMENDING APPROVAL

Program Adviser Endorsement

 Date

Dept. Chair Endorsement

 Date

College Secretary

 Date

Dean

 Date

COLLEGE ACTION:

- APPROVED
- DISAPPROVED

Rules on Undergraduate Academic Unit Requirements

Students who are candidates for graduation with honors must have taken during each semester/trimester/ quarter not less than fifteen (15) units of credit or the normal load prescribed in the curriculum in cases where such normal load is less than fifteen (15) units, unless the lighter load was due to justifiable causes such as health reasons, the unavailability of subjects needed in the curriculum to complete the full load, or the fact that the candidate is a working student (Revised UP Code: Art. 414 as amended at 884th BOR: 31 March 1977). To justify underloading, the submission of pertinent documents to the Office of the University Registrar through the Office of the College Secretary. **THESE DOCUMENTS MUST BE SUBMITTED DURING THE SEMESTER OF UNDERLOADING.**