



**\*APPEAL for READMISSION to/ EXTENSION of RESIDENCE (WAIVER of MRR) in the UNIVERSITY**  
**\_\_\_ 1<sup>ST</sup> / \_\_\_ 2<sup>ND</sup> Semester/ \_\_\_ Mid-year Term, AY 20 \_\_\_ - 20 \_\_\_**

*(To be filed in by the student)*

NAME _____	Student Number _____
Degree Program _____	College <b>CSWCD</b>
Request/s _____	
Signature _____	Date _____

First Enrollment in UP (Specify the College, Year & Semester)	First Enrollment in current College	First enrollment	Last enrollment	Duration of LOA	Duration of AWOL	Deficiencies
		In current program				

**The above-specified student is ineligible to enroll due to:**

- |   |  |
|---|--|
| <input type="checkbox"/> non-compliance with the condition/s set by the Department <sup>1</sup><br>Condition/s not met _____<br>_____   | Proceed to Steps 2 to 3                            |
| <input type="checkbox"/> non-compliance with the conditions set by the College the previous semester<br>Condition/s not met _____<br>_____  | Proceed to Steps 2 to 4                            |
| <input type="checkbox"/> Dismissed status <sup>2</sup><br>Reason _____  | Proceed to Steps 1 to 6                            |
| <input type="checkbox"/> Permanent Disqualification <sup>3</sup><br><input type="checkbox"/> AWOL <sup>4</sup> (after approval of this form proceed to your College Readmission. Present this Approved form and the College Readmission Slip to the OUR for the issuance of University Readmission Slip.) | Proceed to Steps 1 to 6<br>Proceed to Steps 1 to 6 |
| <input type="checkbox"/> MRR <sup>5</sup><br><input type="checkbox"/> Other   | Proceed to Steps 2 to 6<br>Proceed to Steps _____  |

**The student is requesting for -**

**Readmission effective** \_\_\_\_\_  
**Extension of residence until** \_\_\_\_\_

Attached documents:

- Letter of appeal  TCG (for Readmission)  Timetable  Adviser's Justification  OCG Certification  
 Curriculum Checklist (MRR extension)  Others (Please specify)

**PRINTED NAME & SIGNATURE of College SRE** \_\_\_\_\_  
**Date** \_\_\_\_\_

**Notes (based on the academic information contained in the UPD General Catalogue 2004-2010)**

<sup>1</sup> Student is in good academic standing  
<sup>2</sup> Students who, at the end of the semester, obtain final grades below "3" in at least 76% of the total number of academic units in which they receive final grades  
<sup>3</sup> Students who, the end of semester, obtain final grades below "3" in 100% of the academic units in which they are given final grades  
<sup>4</sup> Absence without leave for more than one term  
<sup>5</sup> For undergraduate students, the Maximum Residence Rule states that a student must finish the requirements of a course of any College within a period of actual residence equivalent to 1 ½ times the normal length of the course concerned.

	Recommendation	Remarks
<b>STEP 1</b> <b>OFFICE OF COUNSELING AND GUIDANCE/GRADUATE PROGRAM OFFICE</b>  Signature: _____ Guidance Counselor/Graduate Coordinator  Date: _____	____ Approval ____ Disapproval	
<b>STEP 2</b> <b>DEPARTMENT/INSTITUTE:</b>  Signature: _____ Program Adviser  Date: _____  Signature: _____ Department Chairman/Institute Director  Date: _____	____ Approval ____ Disapproval  ____ Approval ____ Disapproval	
<b>STEP 3</b> <b>OFFICE OF COLLEGE SECRETARY/GRADUATE PROGRAM OFFICE</b>  Signature: _____ College Secretary/Graduate Coordinator/ Associate Dean for Student Affairs  Date: _____	____ Approval ____ Disapproval	
<b>STEP 4</b> <b>OFFICE OF THE DEAN</b>  Signature: _____ Dean  Date: _____	____ Approval ____ Disapproval	
<b>STEP 5</b> <b>OFFICE OF THE UNIVERSITY REGISTRAR</b>  Signature: _____ University Registrar  Date: _____	____ Approval ____ Disapproval	
<b>STEP 6a (only for permanent disqualification)</b> <b>OFFICE OF THE VICE CHANCELLOR FOR STUDENT AFFAIRS</b> Signature: _____ Vice Chancellor for Student Affairs  Date: _____  <b>STEP 6b</b> <b>OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS</b>  Signature: _____ Vice Chancellor for Academic Affairs  Date: _____	____ Approval ____ Disapproval  ____ Approval ____ Disapproval	

\*This form should not be used by student returning from LOA<sup>6</sup>

*Approved at the College Secretaries' Meeting on 24 June 2013. Revised as of 24 June 2013*



**PROPOSED PLAN OF STUDY**

**NAME:** \_\_\_\_\_  
 Semester of First enrollment in the program: \_\_\_\_\_  
 Highest Degree Attained: \_\_\_\_\_

**Degree Program:** \_\_\_\_\_  
 Area of Specialization: \_\_\_\_\_  
 Required Units: \_\_\_\_\_

Course No.	Course Title	Units	Semester	Academic Year	Grade
<b>A. Core Courses</b>					
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>B. Electives</b>					
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>C. Cognates</b>					
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>D. Other Courses Required</b>					
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____



**PROPOSED PLAN OF STUDY**

\_\_\_\_\_ Semester, AY \_\_\_\_\_

**NAME:** \_\_\_\_\_

Semester of First enrollment in the program: \_\_\_\_\_

Student Number: \_\_\_\_\_

Required Units: \_\_\_\_\_

**Degree Program:** \_\_\_\_\_

Area of Specialization: \_\_\_\_\_

Required Units: \_\_\_\_\_

First Semester _____		
Course	Units	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Second Semester _____		
Course	Units	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ Semester _____		
Course Code	Units	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ Semester _____		
Course Code	Units	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ Semester _____		
Course Code	Units	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ Semester _____		
Course Code	Units	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ Semester _____		
Course Code	Units	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ Semester _____		
Course Code	Units	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ Semester _____		
Course Code	Units	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ Semester _____		
Course Code	Units	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Prepared by:**

\_\_\_\_\_

Program Adviser

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

**Noted by:**

\_\_\_\_\_

College Secretary