

COLLEGE of SCIENCE
University of the Philippines Diliman

*APPEAL for READMISSION to/EXTENSION of RESIDENCE (WAIVER of MRR) in the UNIVERSITY
1st / 2nd semester / Midyear, AY 20 ___ - 20 ___

(To be filled in by the student)

NAME _____ Student Number _____

Degree Program _____ Email Address/CP # _____

Request/s _____

Signature _____ Date _____

(To be filled in by the College SRE)

First Enrolment in UP (Specify the College, Year & Semester)	First enrolment in current College	First enrolment	Last enrolment	Duration of LOA	Duration of AWOL	Deficiencies (for MRR)
		In current program BS _____				

The above-specified student is ineligible to enrol due to:

- non-compliance with the condition/s set by the Department¹
Condition/s not met _____ *Proceed to Steps 2 to 3*
- non-compliance with the conditions set by the College the previous semester¹
Condition/s not met _____ *Proceed to Steps 2 to 4*
- Dismissed status²
Reason _____ *Proceed to Steps 1 to 4*
- Permanent Disqualification³ *Proceed to Steps 1 to 4*
- AWOL⁴ (After approval of this form, proceed to your college to get a College Readmission slip. Present this approved form and the College Readmission Slip to the OUR for the issuance of University Readmission Slip.) *Proceed to Steps 1 to 4*
- MRR⁵ *Proceed to Steps 2 to 4*
- Others *Proceed to Steps _____*
Reason _____

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 (for 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)

*This form should not be used by students returning from LOA

¹Student is in good academic standing

²Students 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

³Students who, at the end of the semester, obtain final grades below "3" in 100% of the academic units in which they are given final grades

⁴ Absence without leave for more than one term

⁵ 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.

	Remarks
STEP 1 - OFFICE OF COUNSELING AND GUIDANCE Signature: _____ Guidance Counselor/Graduate Coordinator Date: _____	

	RECOMMENDATION	REMARKS
STEP 2 - INSTITUTE Signature: _____ Program Adviser Date: _____	_____ Approval _____ Disapproval _____ Recommended as Non-Major	Please be informed that you have been readmitted under probation, subject to the following conditions: a. No leave of absence b. No unofficial dropping c. [] must pass at least _____ units this semester [] must pass all subjects enrolled this semester [] must take and pass _____ _____ _____ d. Others _____ _____ _____ CONFORME: _____ Printed Name & Signature of Student
Signature: _____ Institute Director Date: _____	_____ Approval _____ Disapproval _____ Recommended as Non-Major	

STEP 3 - OFFICE OF THE COLLEGE SECRETARY Signature: <u>MA. NERISSA MASANGKAY ABARA, PhD</u> College Secretary Date: _____	_____ Approval _____ Disapproval	
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STEP 4 - OFFICE OF THE DEAN Signature: <u>GIOVANNI A. TAPANG, PhD</u> Dean Date: _____	_____ Approval _____ Disapproval	
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Approved at the College Secretaries' Meeting on 24 June 2013. Revised as of 24 June 2013.