



STUDENT RECORDS OFFICE
Office of the College Secretary

College of Social Work and Community Development
University of the Philippines Diliman

Magsaysay Ave., UP Diliman, Quezon City • Contact No. 8981-8500 local 4105

APPEAL FOR JUSTIFICATION OF UNDERLOADING
FOR UNDERGRADUATE PROGRAMS
(Those who are aiming to graduate with Latin Honors)

APPEAL MUST BE SUBMITTED ON OR BEFORE THE REGISTRATION PERIOD

Prior to proceeding and justify underload, ensure that any of the following are met:

- for health reasons - medical certification to be confirmed by the University Health Service;
- for unavailability of subjects - certification by the adviser and copy of schedule of classes;
- for employment - copy of payroll and appointment papers indicating, among others, the duration of employment.

STEPS:

- On or before the Registration period, the student must accomplish the following:
 - [Application for Underloading Form](#)
 - [Plan of Study \(POS\) Form](#)
 - The student writes a letter addressed to the Vice-Chancellor for Academic Affairs (VCAA) to state the underload and the reasons thereof. Indicate if aiming to graduate with Latin Honors and provide necessary documents as proof of underloading (to be endorsed by the Program Adviser).
 - Secure a certification from the Program Adviser to justify the underloading, to be addressed to the:
Full Name (VCAA)
Vice-Chancellor for Academic Affairs
University of the Philippines Diliman
 - Fill-up the google form for the [Appeal for Underloading for Undergraduate Program](#).
 - Once submitted, the appeal will be included in the agenda of the CSWCD Faculty during its regular meeting for review and recommendation of approval/endorsement.
- The appeal for underloading should be submitted on the semester of underloading and will go through the CSAPG (please take note that the committee only convenes twice a year, dates are indicated in the UP Academic Calendar).*

Important reminder:

Please be guided on the deadline of filing of appeals as indicated in the approved [Academic Calendar](#).

Please keep posted for updates/announcements/information pertaining to academic affairs, enrollment, deadlines, etc. You may refer to the following:

UPD Office of the University Registrar: <https://our.upd.edu.ph/>
UPD CRS official website: <https://crs.upd.edu.ph/>
UPD CSWCD official website: <https://cswcd.upd.edu.ph/>
UPD CSWCD SRO official website: <https://pages.upd.edu.ph/srocsxcd>
UPD CSWCD SRO official facebook page: <https://www.facebook.com/sro.cswcd>

Inquiries, submission of applications and other forms, requests and other needed assistance from SRO should be coursed through to our email address: cswcdsro.upd@up.edu.ph.

For guidance.

Thank you.

-SRO, CSWCD-