



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

APPEALS FOR MAXIMUM RESIDENCE RULE (MRR) EXTENSION (Waiver of Maximum Residence Rule)

UNDERGRADUATE PROGRAM:

STEPS:

1. The student writes a letter of appeal addressed to the Dean, Prof. Lenore P. Dela Cruz, endorsed by Program Adviser.
2. Fill-out completely the [Waiver of MRR and POS form](#) (approved/signed by Program Adviser).
3. Fill-up the google form for the [Appeal for MRR extension](#) for evaluation and other attachments.
4. Upon receipt, the SRO routes the appeal to the Department Chair and College Secretary for review and endorsement.
5. SRO forwards the appeal to the Dean for final approval.
6. The SRO will send back the approved appeal to the student. -end.

Important reminder:

- Please refer to MRR table below.
 - Please be guided on the deadline of submission of appeals for waiver of MRR as indicated in the CSWCD-UPD internal calendar.
 - Prescribed years to finish the degree (for undergraduate level) [UPD Academic Information](#).
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GRADUATE PROGRAM (within 10 years)

STEPS:

1. The student writes a letter of appeal addressed to the Dean, Prof. Lenore P. Dela Cruz, endorsed by Program Adviser.
2. Fill-out completely the [Waiver of MRR and POS form](#) (approved/signed by Program Adviser).
3. Fill-up the google form for the [Appeal for MRR extension](#) for evaluation and other attachments.
4. Upon receipt, the SRO routes the appeal to the Department Chair and College Secretary for review and endorsement.
5. SRO forwards the appeal to the Dean for final approval.
6. The SRO will send back the approved appeal to the student. -end.

Important reminder:

- Please refer to MRR table below.
- Please be guided on the deadline of submission of appeals for waiver of MRR as indicated in the CSWCD-UPD internal calendar.
- Prescribed years to finish the degree (for undergraduate level) [UPD Academic Information](#).

GRADUATE PROGRAMS (beyond 10 years)

NOTE: Waiver of MRR beyond 10 years

STEPS:

1. The student writes a letter of appeal for MRR extension addressed to the Vice-Chancellor for Academic Affairs (Through Channels), endorsed by the Program Adviser. In the letter of appeal, indicate the reason/s for going beyond the MRR, state how you have utilized the previous extensions given.
2. Fill-out completely the [Waiver of MRR and POS form](#), (approved/signed by the Program Adviser).
3. Fill-up the google form for the [Appeal for MRR extension](#) for evaluation and other attachments.
4. SRO forwards the appeal to the Department Chair, College Secretary and Dean for review and recommendation. The appeal will be included in the regular faculty meeting for CSWCD faculty endorsement.
5. Upon receipt, the SRO routes the appeal for endorsement to the CSAPG (please take note that the committee only convenes twice a year, dates are indicated in the UP Academic Calendar).
6. The SRO will send back the approved appeal to the student. -end

Important reminder:

- Please refer to MRR table below.
- Please be guided on the deadline of submission of appeals for CSAPG in the approved [UPD 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/srocswcd>

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 your guidance.

Thank you.

-SRO, CSWCD-

WHO NEEDS TO APPLY FOR MRR EXTENSION? Please refer to MRR tables below.

MRR TABLE 1

| Semester Admitted to Masteral Program (5years) | MRR by / 1st Additional Course | 2nd Additional Course | 3rd Additional Course | No. of years of Residence as of.. | |
|--|-----------------------------------|--------------------------|--------------------------|--------------------------------------|-----------|
| | | | | SS2022-23 | FS2023-24 |
| FS 2010-2011 | FS 2015-2016 | FS 2017-2018 | FS 2019-2020 | 10.5 | |
| SS 2010-2011 | SS 2015-2016 | SS 2017-2018 | FS 2022-2023* | 10 | |
| FS 2011-2012 | FS 2016-2017 | FS 2018-2019 | SS 2022-2023 | 9.5 | |
| SS 2011-2012 | SS 2016-2017 | SS 2018-2019 | FS 2023-2024 | 9 | |
| FS 2012-2013 | FS 2017-2018 | FS 2019-2020 | SS 2023-2024 | 8.5 | |
| SS 2012-2013 | SS 2017-2018 | FS 2022-2023* | FS 2024-2025 | 8 | |
| FS 2013-2014 | FS 2018-2019 | SS 2022-2023 | SS 2024-2025 | 7.5 | |
| SS 2013-2014 | SS 2018-2019 | FS 2023-2024 | FS 2025-2026 | 7 | |
| FS 2014-2015 | FS 2019-2020 | SS 2023-2024 | SS 2025-2026 | 6.5 | |
| SS 2014-2015 | FS 2022-2023* | FS 2024-2025 | FS 2026-2027 | 6 | |
| FS 2015-2016 | SS 2022-2023 | SS 2024-2025 | SS 2026-2027 | 5.5 | |
| SS 2015-2016 | FS 2023-2024 | FS 2025-2026 | FS 2027-2028 | 5 | |
| FS 2016-2017 | SS 2023-2024 | SS 2025-2026 | SS 2027-2028 | 4.5 | |
| SS 2016-2017 | FS 2024-2025 | FS 2026-2027 | FS 2028-2029 | 4 | |
| FS 2017-2018 | SS 2024-2025 | SS 2026-2027 | SS 2028-2029 | 3.5 | |
| SS 2017-2018 | FS 2025-2026 | FS 2027-2028 | FS 2029-2030 | 3 | |
| FS 2018-2019 | SS 2025-2026 | SS 2027-2028 | SS 2029-2030 | 2.5 | |
| SS 2018-2019 | FS 2026-2027 | FS 2028-2029 | FS 2030-2031 | 2 | |
| FS 2019-2020 | SS 2026-2027 | SS 2028-2029 | SS 2030-2031 | 1.5 | |
| SS 2019-2020* | FS 2027-2028* | FS 2029-2030* | FS 2031-2032* | | |
| FS 2020-2021* | FS 2027-2028* | FS 2029-2030* | FS 2031-2032* | | |
| SS 2020-2021* | FS 2027-2028* | FS 2029-2030* | FS 2031-2032* | | |
| FS 2021-2022* | FS 2027-2028* | FS 2029-2030* | FS 2031-2032* | | |
| SS 2021-2022* | FS 2027-2028* | FS 2029-2030* | FS 2031-2032* | | |
| FS 2022-2023 | FS 2027-2028 | FS 2029-2030 | FS 2031-2032 | 1 | |
| SS 2022-2023 | SS 2027-2028 | SS 2029-2030 | | | |
| FS 2023-2024 | FS 2028-2029 | FS 2030-2031 | | | |
| SS 2023-2024 | SS 2028-2029 | SS 2030-2031 | | | |
| FS 2024-2025 | FS 2029-2030 | FS 2031-2032 | | | |
| SS 2024-2025 | SS 2029-2030 | SS 2031-2032 | | | |
| FS 2025-2026 | FS 2030-2031 | FS 2032-2033 | | | |
| SS 2025-2026 | SS 2030-2031 | SS 2032-2033 | | | |
| FS 2026-2027 | FS 2031-2032 | | | | |
| SS 2026-2027 | SS 2031-2032 | | | | |
| FS 2027-2028 | FS 2032-2033 | | | | |
| SS 2027-2028 | SS 2032-2033 | | | | |

*suspended acad rules on MRR due to covid SS2019-2020 up to SS2021-2022 (5semesters)

MRR Extension to be appealed on the semester PRIOR to MRR Period. (Please check posted deadlines)

(UPD General Catalogue_2014_Academic Information_p.30)

Each extension shall be for a period not exceeding one (1) calendar year at a time.

In no case shall the extensions exceed more than five (5) years.

The student granted an extension shall take additional units on graduate course in his/her discipline or are during the extension period at a rate of three (3) units for every two (2) years of extension or a fraction thereof.

For the Graduate Programs: *If courses taken prior to the admission to current program and credited to his/her course requirements, the allowed number of completion will be reduced by a number of semesters equivalent to one (1) semester for every nine (9) units of courses credited to his/her program. (UPD General Catalogue_2014_Academic Information_p.35)*

Note: *-If you had Advance Credit applied to your curriculum, please consult SRO to verify your adjusted MRR period*

MRR TABLE 2

| Semester Admitted to DSD Program; and to UP for Undergrad Program (6years) | MRR by / 1st Additional Course | 2nd Additional Course | 3rd Additional Course | No. of years of Residence as of.. | |
|--|--------------------------------|-----------------------|-----------------------|-----------------------------------|-----------|
| | | | | SS2022-23 | FS2023-24 |
| FS 2010-2011 | FS 2016-2017 | FS 2018-2019 | SS 2022-2023 | 10.5 | |
| SS 2010-2011 | SS 2016-2017 | SS 2018-2019 | FS 2023-2024 | 10 | |
| FS 2011-2012 | FS 2017-2018 | FS 2019-2020 | SS 2023-2024 | 9.5 | |
| SS 2011-2012 | SS 2017-2018 | FS 2022-2023* | FS 2024-2025 | 9 | |
| FS 2012-2013 | FS 2018-2019 | SS 2022-2023 | SS 2024-2025 | 8.5 | |
| SS 2012-2013 | SS 2018-2019 | FS 2023-2024 | FS 2025-2026 | 8 | |
| FS 2013-2014 | FS 2019-2020 | SS 2023-2024 | SS 2025-2026 | 7.5 | |
| SS 2013-2014 | FS 2022-2023* | FS 2024-2025 | FS 2026-2027 | 7 | |
| FS 2014-2015 | SS 2022-2023 | SS 2024-2025 | SS 2026-2027 | 6.5 | |
| SS 2014-2015 | FS 2023-2024 | FS 2025-2026 | FS 2027-2028 | 6 | |
| FS 2015-2016 | SS 2023-2024 | SS 2025-2026 | SS 2027-2028 | 5.5 | |
| SS 2015-2016 | FS 2024-2025 | FS 2026-2027 | FS 2028-2029 | 5 | |
| FS 2016-2017 | SS 2024-2025 | SS 2026-2027 | SS 2028-2029 | 4.5 | |
| SS 2016-2017 | FS 2025-2026 | FS 2027-2028 | FS 2029-2030 | 4 | |
| FS 2017-2018 | SS 2025-2026 | SS 2027-2028 | SS 2029-2030 | 3.5 | |
| SS 2017-2018 | FS 2026-2027 | FS 2028-2029 | FS 2030-2031 | 3 | |
| FS 2018-2019 | SS 2026-2027 | SS 2028-2029 | SS 2030-2031 | 2.5 | |
| SS 2018-2019 | FS 2027-2028 | FS 2029-2030 | FS 2031-2032 | 2 | |
| FS 2019-2020 | SS 2027-2028 | SS 2029-2030 | SS 2031-2032 | 1.5 | |
| SS 2019-2020* | FS 2028-2029* | FS 2030-2031* | FS 2032-2033 | | |
| FS 2020-2021* | FS 2028-2029* | FS 2030-2031* | FS 2032-2033 | | |
| SS 2020-2021* | FS 2028-2029* | FS 2030-2031* | FS 2032-2033 | | |
| FS 2021-2022* | FS 2028-2029* | FS 2030-2031* | FS 2032-2033 | | |
| SS 2021-2022* | FS 2028-2029* | FS 2030-2031* | FS 2032-2033 | | |
| FS 2022-2023 | FS 2028-2029 | FS 2030-2031 | FS 2032-2033 | 1 | |
| SS 2022-2023 | SS 2028-2029 | SS 2030-2031 | SS 2032-2033 | | |
| FS 2023-2024 | FS 2029-2030 | FS 2031-2032 | | | |
| SS 2023-2024 | SS 2029-2030 | SS 2031-2032 | | | |
| FS 2024-2025 | FS 2030-2031 | FS 2032-2033 | | | |
| SS 2024-2025 | SS 2030-2031 | SS 2032-2033 | | | |
| FS 2025-2026 | FS 2031-2032 | | | | |
| SS 2025-2026 | SS 2031-2032 | | | | |
| FS 2026-2027 | FS 2032-2033 | | | | |
| SS 2026-2027 | SS 2032-2033 | | | | |
| FS 2027-2028 | FS 2033-2034 | | | | |
| SS 2027-2028 | SS 2033-2034 | | | | |

*suspended acad rules on MRR due to covid SS2019-2020 up to SS2021-2022 (5semesters)

MRR Extension to be appealed on the semester PRIOR to MRR Period. (Please check posted deadlines)

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Each extension shall be for a period not exceeding one (1) calendar year at a time.

In no case shall the extensions exceed more than five (5) years.

The student granted an extension shall take additional units on graduate course in his/her discipline or are during the extension period at a rate of three (3) units for every two (2) years of extension or a fraction thereof.

NOTE: Additional Course requirement for MRR extension is not applicable for Undergraduate students

For the Graduate Programs: If courses taken prior to the admission to current program and credited to his/her course requirements, the allowed number of completion will be reduced by a number of semesters equivalent to one (1) semester for every nine (9) units of courses credited to his/her program. (UPD General Catalogue_2014_Academic Information_p.35)

Note: -If you had Advance Credit applied to your curriculum, please consult SRO to verify your adjusted MRR period