



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

(To be filed in by the student)

NAME _____	Student Number _____
Degree Program _____	College CSWCD
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 ¹
Condition/s not met _____
_____ | Proceed to Steps 2 to 3 |
| <input type="checkbox"/> non-compliance with the conditions set by the College the previous semester
Condition/s not met _____
_____ | Proceed to Steps 2 to 4 |
| <input type="checkbox"/> Dismissed status ²
Reason _____ | Proceed to Steps 1 to 6 |
| <input type="checkbox"/> Permanent Disqualification ³
<input type="checkbox"/> AWOL ⁴ (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
Proceed to Steps 1 to 6 |
| <input type="checkbox"/> MRR ⁵
<input type="checkbox"/> Other | Proceed to Steps 2 to 6
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)

¹ Student is in good academic standing
² 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
³ Students who, the end of 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.

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

*This form should not be used by student returning from LOA⁶

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
A. Core Courses					
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
B. Electives					
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
C. Cognates					
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
D. Other Courses Required					
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____



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