*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: _____

Student 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 in ineligible to enroll due to:

____ non-compliance with the condition/s set by the Department[1]   Proceed to Steps 2 to 3
Condition/s not met _____
_____

____ non-compliance with the conditions set by the College the previous semester   Proceed to Steps 2 to 4
Condition/s not met _____
_____

____ Dismissed status[2]   Proceed to Steps 1 to 6
Reason _____

____ Permanent Disqualification[3]   Proceed to Steps 1 to 6

____ AWOL[4] (after approval of this form proceed to your College Readmission. Present this   Proceed to Steps 1 to 6
Approved form and the College Readmission Slip to the OUR for the issuance of University
Readmission Slip.)

____ MRR[5]   Proceed to Steps 2 to 6

____ Other   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.
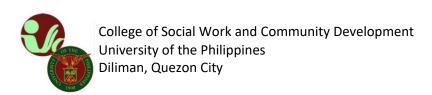
	Recommendation	Remarks
STEP 1 **OFFICE OF COUNSELING AND GUIDANCE/GRADUATE PROGRAM OFFICE** Signature: _____ Guidance Counselor/Graduate Coordinator Date: _____	____ Approval ____ Disapproval	

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 LOA[6]

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

_____

College of Social Work and Community Development
University of the Philippines
Diliman, Quezon City

PROPOSED PLAN OF STUDY

NAME: _____

Semester of First enrollment in the program:_____

Highest Degree Attained: _____

(Curriculum required courses)

Degree Program: _____

Area of Specialization: _____

Required Units: _____

Program Track: [ ] Thesis   [ ] Non-Thesis

Course No.	Course Title	Units	Semester	Academic Year	Grade

A. Core Courses

_____	_____	____	_____	_____	_____
_____	_____	____	_____	_____	_____
_____	_____	____	_____	_____	_____
_____	_____	____	_____	_____	_____
_____	_____	____	_____	_____	_____
_____	_____	____	_____	_____	_____
_____	_____	____	_____	_____	_____
_____	_____	____	_____	_____	_____

B. Electives

_____	_____	____	_____	_____	_____
_____	_____	____	_____	_____	_____
_____	_____	____	_____	_____	_____
_____	_____	____	_____	_____	_____
_____	_____	____	_____	_____	_____

C. Cognates

_____	_____	____	_____	_____	_____
_____	_____	____	_____	_____	_____
_____	_____	____	_____	_____	_____
_____	_____	____	_____	_____	_____
_____	_____	____	_____	_____	_____

D. Other Courses Required

_____	_____	____	_____	_____	_____
_____	_____	____	_____	_____	_____
_____	_____	____	_____	_____	_____
_____	_____	____	_____	_____	_____

College of Social Work and Community Development
University of the Philippines
Diliman, Quezon City

Form No. **CSWCD.SF-06**
SS 2016-2017 MTVT

PROPOSED PLAN OF STUDY

_____ Semester, AY_____

NAME: _____

Semester of First enrollment in the program:_____

Student Number: _____

Required Units: _____

(Course/s currently taking and course/s TO TAKE for the next semesters)

Degree Program: _____

Program Track: [ ] Thesis [ ] Non-Thesis

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:

Noted by:

_____

Program Adviser

Date: _____

_____

College Secretary