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

APPEAL MUST BE SUBMITTED DURING THE REGISTRATION PERIOD

RULES ON UNDERLOADING

Students who are candidates for graduation with honors must have taken during each semester / trimester / quarter not less than fifteen (15) units of credit or the normal load prescribed in the curriculum in cases where such normal load is less than fifteen (15) units, unless the lighter load was due to justifiable causes such as health reasons, the unavailability of subjects needed in the curriculum to complete the full load, or the fact that the candidate is a working student (Revised UP Code: Art. 414 as amended at 884th BOR: 31 March 1977).

REQUIREMENTS:
1. Letter of Appeal addressed to the Vice Chancellor for Academic Affairs endorsed by the Program Adviser, Department Chair, College Secretary and Dean
2. Application for Underloading Form (download here)
3. Plan of Study (POS) Form (download here) signed by Program Adviser
4. Proof of Reasons, 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;
   • for no more courses to take based on the curriculum – certification by the adviser that there are no more courses to take

PROCESS:

1. **Student applies for underloading through CRS module for Underloading**
   • The student is warned in their Student Registration module if they are underloaded. They are informed to apply for underloading, or to enlist in additional classes.
   • The student uses their Underloading module to prepare their application. They choose the reason for underloading, and may specify other details to help in the application process. A reminder of the documentary requirements to be submitted to the college is also present.
   • If the reason for underloading is due to unavailability of courses, the student specifies the courses they intend to take. A schedule of classes with availability information is automatically prepared for evaluation.
   • The student submits the application for adviser endorsement.
   • **The student submits the physical copies of the requirements for underloading to the Student Records Office (SRO) for verification.**

2. **Adviser endorses application.**
   - The adviser opens the student's underloading application using their Underloading Endorsement module. They may input a student number directly, or load one of the students in the submitted applications queue.
   - The adviser is presented with the relevant data for the application: number of units enlisted, class schedule, reason for underloading.
   - If the reason for underloading is due to unavailability of courses, the schedule of classes based off of the student's selections is included for viewing. Endorsing the application will also certify the schedule of classes.
   - The adviser endorses the underloading application for college approval.

3. **College approved application.**

   - The approving user (Dean, College Secretary, or other authorized useraccount) opens the student's underloading application using their Underloading Approval module. They may input a student number directly, or load one of the students in the endorsed applications queue.
   - The user is presented with the same information available to the adviser.
   - The user checks off the required documents if the student has presented it to the college. All requirements must be checked off in order to approve the application.
   - The user approves the underloading application, completing the process.
   - A PDF of the underloading permit can be generated by the student, college, and OUR using their own account module. A batch generation feature is provided to the college and OUR.

Notes:
- Only Undergraduate degree program or non-major students may apply for underloading.
- The student's enrollment progress is not barred when they are underloaded. They may lock their enlistment and queue for post-advising.
- This allows them to add classes later through AddMat, or apply for underloading in case they were not able to.
- Underloading applications approved prior to assessment of fees will have the underloading reason reflected on the Form 5.

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/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.](mailto:cswcdsro.upd@up.edu.ph)

For guidance.

Thank you.
-SRO, CSWCD-