COLLEGE OF SOCIAL WORK AND COMMUNITY DEVELOPMENT
University of the Philippines
Diliman, Quezon City

Form No. **CSWCD F-07**
SS2016-2017 MTVT

***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 (In current program)	Last enrollment (In current program)	Duration of LOA	Duration of AWOL	Deficiencies

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 Approved form and the College Readmission Slip to the OUR for the issuance of University Readmission Slip.) — Proceed to Steps 1 to 6

☐ 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

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

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: ______________________

Degree Program: ____________________

Program Track: ☐ Thesis ☐ Non-Thesis

Area of Specialization: __________________

Required Units: ______________________

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

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:

ASST. PROF. ANA TERESA L. PRONDOSA
College Secretary