



## 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

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### APPEAL FOR READMISSION FROM AWOL

#### Who is considered to be an AWOL?

- A student who withdraws from a college without formal leave of absence (Revised UP Code: Art. 403).

#### AWOL for 1 Semester

##### **STEPS:**

1. The student writes a letter of appeal addressed to the Dean, Assoc. Prof. Justin Francis Leon V. Nicolas, endorsed and signed by Program Adviser.
2. Fill-up the [RAWOL/Waiver of MRR and Plan of Study \(POS\) form](#), signed by Program Adviser.
3. Fill-up the google form for the [Appeal for Readmission from AWOL](#) for evaluation and upload these initial requirements:
  - Letter of appeal
  - RAWOL/Waiver of MRR form
  - Plan of Study (POS)
  - Proof of absence:
    - Health - Medical Certificate
    - Employment - Certification of Employment/Work Schedule
    - Other valid documents as proof of absence
4. The SRO will route the appeal to the Department Chair and College Secretary for review and endorsement then it will be forwarded to the Dean for final action.
5. Once the appeal has been approved, the SRO will inform the student to accomplish these additional requirements:
  - [Student Directory](#)
  - **Medical certificate** from the UP Diliman Health Service, if the reason from being **AWOL was due to health/medical reasons** (click [here](#) to view the detailed instructions)
  - AWOL proof of payment (SRO will issue a Billing Statement/SOA)
6. The SRO will forward the complete requirements to the OUR-Admissions Section for further processing.
7. The SRO will send the University Admission Slip (UAS) to the student. - end.

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#### AWOL for 2 or more Semesters

##### **STEPS:**

1. The student writes a letter of appeal addressed to the Dean, Assoc. Prof. Justin Francis Leon V. Nicolas, endorsed by Program Adviser.
2. Fill-up the [RAWOL/Waiver of MRR and Plan of Study \(POS\) form](#), signed by Program Adviser.
3. Fill-up the google form for the [Appeal for Readmission from AWOL](#) for evaluation and upload these initial requirements:
  - Letter of appeal
  - RAWOL/Waiver of MRR form
  - Plan of Study (POS)
  - Notarized Affidavit of Non-enrollment to other UP units, colleges or universities
  - Proof of absence:
    - Health - Medical Certificate

- Employment - Certification of Employment/Work Schedules
  - Other valid documents as proof of absence
4. The SRO will route the appeal to the Department Chair and College Secretary for review and endorsement then it will be forwarded to the Dean for final action.
  5. Once the appeal has been approved, the SRO will email the student to accomplish these additional requirements:
    - [Student Directory](#)
    - **Medical certificate** from the UP Diliman Health Service, if the reason from being **AWOL was due to health/medical reasons** (click [here](#) to view the detailed instructions)
    - AWOL proof of payment (SRO will issue a Billing Statement/SOA)
  6. The SRO will forward the complete requirements to the OUR-Admissions Section for further processing.
  7. The SRO will send the University Admission Slip (UAS) to the student. - end.

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**Important reminder:**

- Please be guided on the deadline of filing of appeals for readmission as indicated in the CSWCD-UPD internal calendar.
- [MRR Table](#)
- [UPD Academic Calendar](#)

*\*For Graduate Students, being an AWOL for more than 5 years (1) can be a ground for dismissal from the program or (2) re-apply as a new student subject to approval (wherein all courses taken has to be repeated).*

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***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/srocsxcd>  
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 your guidance.

Thank you.

-SRO, CSWCD-