



## 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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### APPEALS FOR MAXIMUM RESIDENCE RULE (MRR) EXTENSION (Waiver of Maximum Residence Rule)

#### UNDERGRADUATE PROGRAM:

##### 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-out completely the [Waiver of MRR and POS form](#) (approved/signed by Program Adviser).
3. Fill-up the google form for the [Appeal for MRR extension](#) for evaluation and other attachments.
4. Upon receipt, the SRO routes the appeal to the Department Chair and College Secretary for review and endorsement.
5. SRO forwards the appeal to the Dean for final approval.
6. The SRO will send back the approved appeal to the student. -end.

##### **Important reminder:**

- Please refer to MRR table below.
  - Please be guided on the deadline of submission of appeals for waiver of MRR as indicated in the CSWCD-UPD internal calendar.
  - Prescribed years to finish the degree (for undergraduate level) [UPD Academic Information](#).
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#### GRADUATE PROGRAM (within 10 years)

##### 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-out completely the [Waiver of MRR and POS form](#) (approved/signed by Program Adviser).
3. Fill-up the google form for the [Appeal for MRR extension](#) for evaluation and other attachments.
4. Upon receipt, the SRO routes the appeal to the Department Chair and College Secretary for review and endorsement.
5. SRO forwards the appeal to the Dean for final approval.
6. The SRO will send back the approved appeal to the student. -end.

##### **Important reminder:**

- Please refer to MRR table below.
- Please be guided on the deadline of submission of appeals for waiver of MRR as indicated in the CSWCD-UPD internal calendar.
- Prescribed years to finish the degree (for undergraduate level) [UPD Academic Information](#).

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## GRADUATE PROGRAMS (beyond 10 years)

### **NOTE: Waiver of MRR beyond 10 years**

#### **STEPS:**

1. The student writes a letter of appeal for MRR extension addressed to the Vice-Chancellor for Academic Affairs (Through Channels), endorsed by the Program Adviser. In the letter of appeal, indicate the reason/s for going beyond the MRR, state how you have utilized the previous extensions given.
2. Fill-out completely the [Waiver of MRR and POS form](#), (approved/signed by the Program Adviser).
3. Fill-up the google form for the [Appeal for MRR extension](#) for evaluation and other attachments.
4. SRO forwards the appeal to the Department Chair, College Secretary and Dean for review and recommendation. The appeal will be included in the regular faculty meeting for CSWCD faculty endorsement.
5. Upon receipt, the SRO routes the appeal for endorsement to the CSAPG (please take note that the committee only convenes twice a year, dates are indicated in the UP Academic Calendar).
6. The SRO will send back the approved appeal to the student. -end

#### **Important reminder:**

- Please refer to [MRR table](#) below.
- Please be guided on the deadline of submission of appeals for CSAPG in the approved [UPD Academic Calendar](#).

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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-