

# COLLEGE OF SCIENCE

University of the Philippines  
Diliman, Quezon City

## JUSTIFICATION FOR UNDERLOADING

**Instructions:** Please fill up in triplicate. Have it endorsed by the Program Adviser and Institute Director. Submit the form at the Office of the College Secretary, College of Science.

NAME: \_\_\_\_\_  
LAST NAME GIVEN MIDDLE

STUDENT NO. \_\_\_\_\_ DEGREE PROGRAM \_\_\_\_\_

Semester and Academic Year of Underloading: \_\_\_\_\_ SEMESTER, AY \_\_\_\_\_

Total Units Registered: \_\_\_\_\_

**Reason for Underloading:**

- Seasonal required course/Unavailability of required course
- Health reasons
- Employment
- Other/s

**Supporting document/s to be attached:**

- Certification by the program adviser indicating unavailability of the required course/seasonal course
- Curriculum checklist
- Copy of schedule of classes to show course was not offered
- Medical certification to be confirmed by the University Health Service
- Certificate of Employment indicating, the duration of employment
- (as determined by the adviser) \_\_\_\_\_

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*I understand that if I fail to submit this form at the Office of the College Secretary, College of Science by the **last day of the semester** stated above, any future appeal for graduation with honors with belated documentation for underloading will no longer be considered by the Committee on Student Admissions, Progress and Graduation (CSAPG).*

*I understand further, that I must submit a written appeal for consideration of my graduation with honors during my final semester of enrollment.*

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME OF THE STUDENT

Date: \_\_\_\_\_

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**RECOMMENDING APPROVAL:**

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME OF THE  
PROGRAM ADVISER

Date: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME OF THE  
INSTITUTE DIRECTOR

Date: \_\_\_\_\_

**ACTION TAKEN BY THE COLLEGE SECRETARY:**

- APPROVED       DISAPPROVED

**MA. NERISSA MASANGKAY ABARA, PhD**  
College Secretary

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME OF THE  
COLLEGE SECRETARY

Date: \_\_\_\_\_

### **Rules on Underloading of Candidates for Graduating with Honors:**

Students who are candidates for graduation with honors must take not less than 15 units of credit during each semester or the normal load prescribed in the curriculum in cases where such normal load is less than 15 units. However, a lighter load may be allowed for justifiable causes such as health reasons, the unavailability of courses needed in the curriculum to complete the full load, or the fact that the candidate is a working student.

To justify underloading the submission of pertinent documents to the Office of the University Registrar through the Office of the College Secretary is required as follows:

1. For health reasons- medical certification to be confirmed by the University Health Service.
2. For unavailability of courses- certification by major adviser and copy of the schedule of classes.
3. For employment – copy of payroll or appointment papers indicating the duration of employment.

It is the responsibility of the student to establish the veracity of the cause(s) of underloading. It is required that documents submitted to establish the cause(s) of the light loading must be sworn to. **THESE DOCUMENTS MUST BE SUBMITTED DURING THE SEMESTER OF UNDERLOADING.** (UPD Catalogue 2004-2010 page13)