

**COLLEGE of SCIENCE**  
University of the Philippines Diliman

\*APPEAL for READMISSION to/EXTENSION of RESIDENCE (WAIVER of MRR) in the UNIVERSITY  
1<sup>st</sup> / 2<sup>nd</sup> semester / Midyear, AY 20 \_\_\_ - 20 \_\_\_

*(To be filled in by the student)*

NAME \_\_\_\_\_ Student Number \_\_\_\_\_

Degree Program \_\_\_\_\_ Email Address/CP # \_\_\_\_\_

Request/s \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*(To be filled in by the College SRE)*

First Enrolment in UP (Specify the College, Year & Semester)	First enrolment in current College	First enrolment	Last enrolment	Duration of LOA	Duration of AWOL	Deficiencies (for MRR)
		In current program BS _____				

**The above-specified student is ineligible to enrol due to:**

- non-compliance with the condition/s set by the Department<sup>1</sup> *Proceed to Steps 2 to 3*  
Condition/s not met \_\_\_\_\_
- non-compliance with the conditions set by the College the previous semester<sup>1</sup> *Proceed to Steps 2 to 4*  
Condition/s not met \_\_\_\_\_
- Dismissed status<sup>2</sup> *Proceed to Steps 1 to 4*  
Reason \_\_\_\_\_
- Permanent Disqualification<sup>3</sup> *\*Proceed to Steps 1 to 6*
- AWOL<sup>4</sup> (After approval of this form, proceed to your college to get a College Readmission slip. Present this approved form and the College Readmission Slip to the OUR for the issuance of University Readmission Slip.) *\*Proceed to Steps 1 to 5*
- MRR<sup>5</sup> *Proceed to Steps 2 to 4*
- Others *Proceed to Steps \_\_\_\_\_*  
Reason \_\_\_\_\_

**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 (for 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)**

\*This form should not be used by students returning from LOA

<sup>1</sup>Student is in good academic standing

<sup>2</sup>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

<sup>3</sup>Students who, at the end of the semester, obtain final grades below "3" in 100% of the academic units in which they are given final grades

<sup>4</sup> Absence without leave for more than one term

<sup>5</sup> 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.

<b>STEP 1 - OFFICE OF COUNSELING AND GUIDANCE</b>	Remarks
Signature: _____ Guidance Counselor/Graduate Coordinator Date: _____	

	RECOMMENDATION	REMARKS
<b>STEP 2 - INSTITUTE</b> Signature: _____ Program Adviser Date: _____	____ Approval ____ Disapproval ____ Recommended as Non-Major	Please be informed that you have been readmitted under probation, subject to the following conditions: a. No leave of absence b. No unofficial dropping c. [ ] must pass at least ____ units this semester [ ] must pass all subjects enrolled this semester [ ] must take and pass _____ d. Others _____  <b>CONFORME:</b> _____ <b>Printed Name &amp; Signature of Student</b>
Signature: _____ Institute Director Date: _____	____ Approval ____ Disapproval ____ Recommended as Non-Major	

<b>STEP 3 - OFFICE OF THE COLLEGE SECRETARY</b>		
Signature: <b>MA. NERISSA MASANGKAY ABARA, PhD</b> College Secretary Date: _____	____ Approval ____ Disapproval	

<b>STEP 4 - OFFICE OF THE DEAN</b>		
Signature: <b>GIOVANNI A. TAPANG, PhD</b> Dean, College of Science Date: _____	____ Approval ____ Disapproval	

<b>*STEP 5 - OFFICE OF THE UNIVERSITY REGISTRAR (FOR AWOL / PERMANENTLY DISQUALIFIED STUDENT)</b>		
Signature: <b>MARIA VANESSA LUSUNG-OYZON, PhD</b> University Registrar, UP Diliman Date: _____	____ Approval ____ Disapproval	

<b>*STEP 6 - OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS (FOR PERMANENTLY DISQUALIFIED STUDENT)</b>		
Signature: <b>PERCIVAL F. ALMORO, PhD</b> OIC - Vice Chancellor for Academic Affairs, UP Diliman Date: _____	____ Approval ____ Disapproval	