

COLLEGE of SCIENCE
University of the Philippines Diliman

*APPEAL for READMISSION to/EXTENSION of RESIDENCE (WAIVER of MRR) in the UNIVERSITY
1st / 2nd 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 Department¹ *Proceed to Steps 2 to 3*
Condition/s not met _____
- ___ non-compliance with the conditions set by the College the previous semester¹ *Proceed to Steps 2 to 4*
Condition/s not met _____
- ___ Dismissed status² *Proceed to Steps 1 to 4*
Reason _____
- ___ Permanent Disqualification³ **Proceed to Steps 1 to 6*
___ AWOL⁴ (After approval of this form, proceed to your college to get a College Readmission slip. Present this approved form and **Proceed to Steps 1 to 5*
the College Readmission Slip to the OUR for the issuance of University Readmission Slip.)
- ___ MRR⁵ *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

¹Student is in good academic standing

²Students 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

³Students 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

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.

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

STEP 2 - INSTITUTE	RECOMMENDATION	REMARKS
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 _____ CONFORME: _____ Printed Name & Signature of Student
Signature: _____ Institute Director Date: _____	____ Approval ____ Disapproval ____ Recommended as Non-Major	

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

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

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

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