

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
- There are no more courses to take based on the curriculum*
- Employment

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
- Copy of curriculum
- Certificate of Employment indicating the duration of employment

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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: _____

NOTED:

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.
4. There are no more courses to take based on the curriculum.*

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)

**Approved by the Board of Regents at its 1379th Meeting on 23 April 2023*