

COLLEGE of _____
University of the Philippines Diliman

***APPEAL for READMISSION to/EXTENSION of RESIDENCE (WAIVER of MRR) in the UNIVERSITY
1st / 2nd semester / Summer, AY 20__ - 20 __**

(To be filled in by the student)

NAME _____ Student Number _____
Degree Program _____ College _____
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				

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 6*
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 the College Readmission Slip to the OUR for the issuance of University Readmission Slip.) *Proceed to Steps 1 to 6*
- MRR⁵ *Proceed to Steps 2 to 6*
- 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

⁴Absence without leave for more than one term

⁵For 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.

	Recommendation	Remarks
STEP 1 OFFICE OF COUNSELING AND GUIDANCE/GRADUATE PROGRAM OFFICE Signature: _____ Guidance Counselor/Graduate Coordinator Date: _____	_____ Approval _____ Disapproval	
STEP 2 DEPARTMENT/INSTITUTE Signature: _____ Program Adviser Date: _____ Signature: _____ Department Chairman/Institute Director Date: _____	_____ Approval _____ Disapproval _____ Approval _____ Disapproval	
STEP 3 OFFICE OF THE COLLEGE SECRETARY/ GRADUATE PROGRAM OFFICE Signature: _____ College Secretary/Graduate Coordinator/ Associate Dean for Student Affairs Date: _____	_____ Approval _____ Disapproval	
STEP 4 OFFICE OF THE DEAN Signature: _____ Dean Date: _____	_____ Approval _____ Disapproval	
STEP 5 OFFICE OF THE UNIVERSITY REGISTRAR Signature: _____ University Registrar Date: _____	_____ Approval _____ Disapproval	
STEP 6a (only for permanent disqualification) OFFICE OF THE VICE CHANCELLOR FOR STUDENT AFFAIRS Signature: _____ Vice Chancellor for Student Affairs Date: _____ STEP 6b OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS Signature: _____ Vice Chancellor for Academic Affairs Date: _____	_____ Approval _____ Disapproval _____ Approval _____ Disapproval	

COLLEGE OF ARCHITECTURE
University of the Philippines
Dillman, Quezon City

PROGRAM OF STUDY

NAME & SIGNATURE: _____
Number of years to complete the program: _____

Degree Program: _____
Number of Units Left: _____

____ Semester ____		____ Semester ____	
Course	Units	Course	Units
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL UNITS	_____	TOTAL UNITS	_____

____ Semester ____		____ Semester ____	
Course	Units	Course	Units
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL UNITS	_____	TOTAL UNITS	_____

____ Semester ____		____ Semester ____	
Course	Units	Course	Units
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL UNITS	_____	TOTAL UNITS	_____

____ Semester ____		____ Semester ____	
Course	Units	Course	Units
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL UNITS	_____	TOTAL UNITS	_____

Note: Please indicate only the remaining courses to take in your program as consulted with your Program Adviser.