



UNIVERSITY OF THE PHILIPPINES DILIMAN
COLLEGE OF ARCHITECTURE

UPCA SR-R7

2023 ver

Permit to Underload

This is to certify that _____ is allowed to enroll in a total academic load of only _____ units this _____ semester of Academic Year _____ based on the ff. reason (check one):

Reason	Documentary attachments for the College Secretary's evaluation
<input type="checkbox"/> Graduating	None Required
<input type="checkbox"/> Medical/Health Reasons	Medical Certificate from Doctor
<input type="checkbox"/> Employment	Certificate of Employment
<input type="checkbox"/> Non-availability of courses	<ul style="list-style-type: none">• Photocopy of Latest Pertinent CRS Status• Program of Study• Copy of Student's Response in CA Course Offering Survey• Copy of Pre-enlistment Results (Batch 1 & Batch 2)• Documentation of Coordination with Registration Adviser
<input type="checkbox"/> No more courses to take based on the curriculum	<ul style="list-style-type: none">• Photocopy of Latest Pertinent CRS Status, Program of Study, and Curriculum Checklist

Important:

1. Filing of permit to underload must be done during the semester of underloading.
2. Students are reminded that enrolling in less than the prescribed minimum academic load (i.e., 14 units and below) may result in disqualification from graduating with honors.
3. Regarding the justification for "Non-Availability of Courses," it signifies that there are no available courses offered during the semester in which the student could have enrolled. "Non-availability of courses" is caused by the seasonality of the course (offered only during a particular semester). Non-availability caused by delays in the Program of Study and due to INCs and DRPs are not considered as justification under this clause. Moreover, it is important to note that this justification does not apply to situations where students face difficulties in enlisting in courses when they are indeed available. In such cases, students are strongly encouraged to consult with their advisers to explore enlisting in other courses that are currently offered.
4. As per OVPA Memo 2023-055, the operationalization of "taken" in determining student underloading is meant as "courses taken with final grade." As such, INCs which are unfulfilled during the prescription period may result to underloading. Such cases of underloading are not covered by the Permit to Underload and cannot be appealed.
5. While the College acknowledges that there may be valid reasons for underloading, the responsibility falls upon the student to demonstrate the veracity and legitimacy of their grounds for doing so. This ensures that underloading is not misused and that students who genuinely require this accommodation receive the necessary support.
6. Program Advisers are reminded to refrain from issuing or endorsing requests for underloading if the student's justification is deemed ineligible from the outset.
7. Permit to Underload forms do not guarantee a student's eligibility to receive Latin honors. All underloaded semesters prior to the last semester in the college/university must be appealed. This permit will serve as an attachment to the student's appeal to the CSAPG.
8. Students who are not eligible to underload and therefore will not be issued this permit may continue to enlist and register for the semester. Student must confirm to their advisers their understanding of the underloading implications in relation to the university rules on Latin honors.
9. Approval of underloading will only be granted if reasons fall within those listed under acceptable justifications.

Requested by:

Name of student Signature Student number Date

Endorsed by:

Approved by:

Adviser College Secretary

Remarks		
Student	Adviser	College Secretary

*This serves as the student, adviser, and college secretary copy.
Print three (3) copies if accomplishing this form in hard copy format.*