



COLLEGE OF ARCHITECTURE

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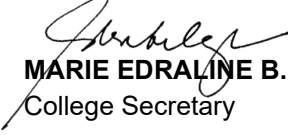
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MEMORANDUM NO. OCS-MEB-23-07

FOR : UP CA FACULTY AND UP CA STUDENTS

FROM : 
MARIE EDRALINE B. BELGA
College Secretary

SUBJECT : **SUBMISSION OF SUPPORTING DOCUMENTS FOR UNDERLOADING ENDORSEMENT 1S AY 2023-2024**

DATE : 28 September 2023

As all of you are aware, the OUR-CRS has updated its system to include an “underloading endorsement” module in lieu of the usual “permit to underload.” While this is a good attempt at streamlining the underloading approval review process, there is still no online submission bin for the required supporting documentation within the said module. Therefore, the CA Office of the College Secretary is issuing this memo to provide guidance on the approval of underloading endorsement requests for the 1S AY 2023-2024. The following guidelines are based on the existing CA Permit to Underload Form (approved last August 01, 2023) via email consensus among the CA faculty.

Kindly take note of the following important guidelines:

1. All supporting documents for underloading endorsement must be submitted by the requesting CA students via email at upca.studentconcerns.upd@up.edu.ph.
2. Please follow the recommended format for subject heading in the email:
 - **Underloading Endorsement Documents_Surname_Student Number**
 - For example, “**Underloading Endorsement Documents_Mendez_202012345**”
3. All supporting documents for underloading endorsement requests must be submitted on or before **October 27, 2023 (Friday, 5:00pm)**.
4. Those who will not be able to submit their documents on time will have their underloading endorsements rejected.

The following are the required documents for submission:

1. For those who cited “**graduating**” as their reason for underloading:
 - None Required however the OCS will check if the said student is tagged as “graduating” in CRS
2. For those who cited “**medical/ health reasons**” as their reason for underloading:
 - Medical Certificate from a healthcare professional that is also validated by the University Health Service
3. For those who cited “**employment**” as their reason for underloading:
 - Certificate of Employment which also includes the contact information of the employer or supervisor of the student
4. For those who cited “**non-availability of courses**” as their reason for underloading:
 - Copy 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
5. For those who cited “**no more courses to take based on the curriculum**” as their reason for underloading:
 - Copy of Latest Pertinent CRS Status
 - Program of Study
 - Curriculum Checklist

Other Important Clarifications and Reminders:

- 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 should consult with their advisers to explore enlisting in other courses that are currently offered.
- As per OVPAA 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 in underloading. Such cases of underloading are not covered by the Permit to Underload and cannot be appealed.
- 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.
- An underloading endorsement does not automatically guarantee a student's eligibility to receive Latin honors. All underloaded semesters prior to a student's last semester in the college/university must be appealed. Approved underloading endorsements will serve as attachment(s) to the student's appeal to the CSAPG.
- Students who are not eligible to underload and therefore will not be issued an underloading endorsement may continue to enroll/ register for the semester. Students must confirm to their advisers their understanding of the underloading implications in relation to the university rules on Latin honors.
- Approval of underloading endorsement will only be granted if reasons fall within those listed under acceptable justifications.

For everyone's guidance.

Thank you very much for your usual cooperation.

Cc:

Office of the Dean
Office of the Assistant Dean
CA Information and Communication Office
CA Administrative Officer
CA Student Concerns Team
CA Student Credits Evaluators