



# COLLEGE OF ARCHITECTURE

UNIVERSITY OF THE PHILIPPINES DILIMAN

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Website : <http://upca.upd.edu.ph/>

## MEMORANDUM NO. OCS-MEB-23-09

FOR : UP CA FACULTY AND UP CA STUDENTS

FROM :   
**MARIE EDRALINE B. BELGA**  
College Secretary

SUBJECT : **UPDATED GUIDELINES FOR UNDERLOADING ENDORSEMENT APPLICATIONS AND SUBMISSION OF SUPPORTING DOCUMENTS FOR 1S AY 2024-2025**

DATE : 09 August 2024

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The OUR-CRS has updated its system to include an “underloading endorsement” module in lieu of the usual “permit to underload.” However, there is still no online submission bin for the required supporting documentation within the said CRS module. Therefore, the CA Office of the College Secretary (CA OCS) is issuing an updated memo to provide guidance on the acknowledgement of underloading endorsement requests for the 1S AY 2024-2025, as well as the submission of required supporting documents. The following guidelines are based on the existing CA Permit to Underload Form, which was approved last August 01, 2023 via email consensus among the CA faculty.

Kindly take note of the following important guidelines:

1. The underloading endorsement/acknowledgement application is not a required step in the registration process. It only becomes a concern when the student is aspiring for Latin honors but anticipates that they will be underloaded for a particular semester.
2. Students who are not aspiring for Latin honors but will be underloaded need not file for an underloading endorsement/ acknowledgement, and may proceed with the usual registration process.
3. All applications for underloading endorsement/acknowledgement must be filed during the regular registration period, i.e., **on or before August 16, 2024.**
4. All supporting documents for underloading endorsement must be submitted by the requesting CA students via email at [upca.studentconcerns.upd@up.edu.ph](mailto:upca.studentconcerns.upd@up.edu.ph) . **There is no need to submit hardcopies of the supporting documents unless otherwise specifically requested by the CA OCS.**
5. Please follow the recommended format for subject heading in the email:
  - ***Underloading Endorsement Documents\_Surname\_Student Number***
  - For example, ***“Underloading Endorsement Documents\_Mendez\_202012345”***
6. All supporting documents for underloading endorsement requests must be submitted on or before **August 30, 2024 (Friday, 5:00pm).**
7. Those who will not be unable to submit their documents on time will have their underloading endorsements automatically rejected.



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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 **“unavailability 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 reflecting courses which have already been taken. This can be generated from the CRS curriculum checklist module.

## Other Important Clarifications and Reminders:

- Regarding the justification for **“Unavailability of Courses,”** it signifies that there are no available courses offered during the semester in which the student could have enrolled. Unavailability of courses may be caused by the seasonality of the course (offered only during a particular semester). Unavailability caused by ineligibility to enlist due to delays in the Program of Study, i.e., due to INCs, DRPs, 5.0s and F(s) 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.
- Regarding the justification for **“No More Courses To Take Based on Curriculum,”** this may apply to graduating students. Additionally, this also serves as justification for students who have taken advance courses and therefore have checked off most of the required courses in their prescribed degree program sequence. This applies to shifttees and transferees who have taken courses in their previous degree programs and had units credited into their current programs, or this may also apply to students who have diligently taken and passed advance courses during the Midyear terms. If the above mentioned conditions are not applicable, **consider “Unavailability of Courses” as the proper justification.**
- As per OVPAAMemo 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



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underloading are not covered by the Permit to Underload and cannot be appealed. It is strongly advised that students endeavor to complete their INCs during the prescribed period to avoid the possibility of being underloaded.

- 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 undergo the proper appeal process before Latin Honors can be granted. 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, and all required supporting documents are complete.

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  
Architecture Registration Corps