

University of the Philippines Diliman
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 enroll due to:

<input type="checkbox"/>	non-compliance with the condition/s set by the Department ¹ Condition/s not met _____	Proceed to Steps 2 to 3
<input type="checkbox"/>	non-compliance with the conditions set by the College the previous semester ¹ Condition/s not met _____	Proceed to Steps 2 to 4
<input type="checkbox"/>	Dismissed status ² Reason _____	Proceed to Steps 1 to 6
<input type="checkbox"/>	Permanent Disqualification ³	Proceed to Steps 1 to 6
<input type="checkbox"/>	AWOL ⁴ (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 CUR for the issuance of University Readmission Slip.)	Proceed to Steps 1 to 6
<input type="checkbox"/>	MRR ⁵	Proceed to Steps 2 to 6
<input type="checkbox"/>	Others Reason _____	Proceed to Steps _____

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	

Approved at the College Secretaries' Meeting on 30 April 2012. Revised as of 24 June 2013.