

COLLEGE OF MUSIC
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 MUSIC _____
Request/s _____	
Signature _____	Date _____

(To be filled in by the College SRE)

First Enrolment in UP <small>(Specify the College, Year & Semester)</small>	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:

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

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

⁴ Absence without leave for more than one term

⁵ For 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
<p><i>STEP 1</i> <i>OFFICE OF COUNSELING AND GUIDANCE/GRADUATE PROGRAM OFFICE</i></p> <p>Signature: _____ <i>Guidance Counselor/Graduate Coordinator</i></p> <p>Date:</p>	<p>_____ Approval _____ Disapproval</p>	
<p><i>STEP 2</i> <i>College Executive Board</i></p> <p>Signature: <i>DR. JOCELYN T. GUADALUPE</i> <i>College Secretary</i></p> <p>Date:</p>	<p>_____ Approval _____ Disapproval</p>	
<p><i>STEP 3</i> <i>OFFICE OF THE DEAN</i></p> <p>Signature: <i>DR. LAVERNE C. DE LA PEÑA</i> <i>Dean</i></p> <p>Date:</p>	<p>_____ Approved _____ Disapproved</p>	