



COLLEGE OF EDUCATION
University of the Philippines Diliman

***APPEAL for READMISSION to/EXTENSION of RESIDENCE 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 enrol due to:

- non-compliance with the condition/s set by the Department¹
Condition/s not met _____ *Proceed to Steps 2 to 3*
- non-compliance with the conditions set by the College the previous semester¹
Condition/s not met _____ *Proceed to Steps 2 to 4*
- Dismissed status²
Reason _____ *Proceed to Steps 1 to 4*
- Permanent Disqualification² *Proceed to Steps 1 to 4*
- AWOL⁴ (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.) *Proceed to Steps 1 to 4*
- MRR⁵ *Proceed to Steps 2 to 4*
- Others *Proceed to Steps _____*
Reason _____

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)

¹This form should not be used by students returning from LOA

²Student is in good academic standing

³Students 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

⁴Students 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

⁵Absence without leave for more than one term

⁶For 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 2 OFFICE OF COUNSELING AND GUIDANCE/GRADUATE PROGRAM OFFICE _____ PRINTED NAME Guidance Counselor/Graduate Coordinator Date: _____	PLEASE CHECK : _____ Approval _____ Disapproval _____ Signature of Guidance Counselor/Graduate Coordinator	
STEP 2 DEPARTMENT/ DIVISION _____ PRINTED NAME OF PROGRAM ADVISER Date: _____ _____ PRINTED NAME OF DIVISION CHAIR Date: _____	PLEASE CHECK : _____ Approval _____ Disapproval _____ Signature of Program Adviser PLEASE CHECK: _____ Approval _____ Disapproval _____ Signature of Division Chair	
STEP 3 OFFICE OF THE COLLEGE SECRETARY _____ PRINTED NAME OF COLLEGE SECRETARY Date: _____	PLEASE CHECK: _____ Approval _____ Disapproval _____ Signature of College Secretary	
STEP 4 OFFICE OF THE DEAN _____ PRINTED NAME OF THE DEAN Date: _____	PLEASE CHECK: _____ Approval _____ Disapproval _____ Signature of the Dean	

Approved at the College Secretaries' Meeting on 24 June 2013.

1st revision : 24 June 2013.

2nd revision: April 2016 mvplayzon, as per Memo no. MRC-16-10 (dated March 22, 2016): Devolution of Processing of Readmission and Waiver/Extension of Waiver of MRR to Academic Units.