



OFFICE OF THE COLLEGE SECRETARY
 College of Social Sciences and Philosophy
 University of the Philippines Diliman

***APPEAL FOR READMISSION TO / EXTENSION OF RESIDENCE (WAIVER OF MRR)**

___ Semester / Midyear Term | AY ___ - ___

This section should be accomplished by the student.

Name: _____ Student no.: _____
 Degree program: _____ Year level (as of last enrollment): _____
 Contact no(s).: _____ Email address: _____
 Signature: _____ Date of filing: _____

This section should be accomplished by the College SRE.

First Enrollment in UP (Specify College, Year, Semester)	First Enrollment in the Current College	First Enrollment	Last Enrollment	Duration of LOA	Duration of AWOL	Deficiencies (for MRR)
		in the Current Program				

The above-specified student is ineligible to enroll 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 condition(s) set by the College during the previous semester¹
 Condition(s) not met: _____ Proceed to **Steps 2 to 4**
 - ___ Dismissed²
 Reason: _____ Proceed to **Steps 1 to 4**
 - ___ Permanent Disqualification³
 Reason: _____ Proceed to **Steps 1 to 4**
 - ___ On AWOL⁴
 Reason: _____ Proceed to **Steps 1 to 4**
- Note: After securing approval, present this form to OCS to get a College Readmission Slip. Present this form and the College Readmission Slip to the Office of the University Registrar (OUR) for the issuance of the University Readmission Slip.
- ___ Extension of Residence (Waiver of MRR5) until _____ Proceed to **Steps 2 to 4**
 - ___ Other reason: _____ Proceed to Steps _____

Attached documents:

- ___ Letter of appeal (should be duly endorsed by the Program Adviser and the Department Chair)
- ___ Others (please specify)

Signature over printed name of the College SRE

Date

*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 "3.00" 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 "3.00" in 100% of the academic units in which they are given final grades

⁴Absence without leave

⁵The Maximum Residence Rule (MRR) 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 program concerned.

This section should be accomplished by the student.

Name: _____	Student no.: _____
Degree program: _____	Year level (as of last enrollment): _____
Contact no(s).: _____	Email address: _____
Signature: _____	Date of filing: _____

STEP 1: OFFICE OF COUNSELING AND GUIDANCE

Recommendation: ___ Approval ___ Disapproval

Remarks: _____

Signature over printed name of the Guidance Counselor Date

STEP 2: DEPARTMENT

Recommendation: ___ Approval ___ Disapproval

Remarks: _____

Signature over printed name of the Department Chair Date

STEP 3: OFFICE OF THE COLLEGE SECRETARY

Recommendation: ___ Approval ___ Disapproval

Remarks: _____

Signature over printed name of the College Secretary Date

STEP 4: OFFICE OF THE DEAN

Recommendation/Action: ___ Approval ___ Disapproval

Remarks: _____

Signature over printed name of the Dean Date