



UNIVERSITY OF THE PHILIPPINES DILIMAN

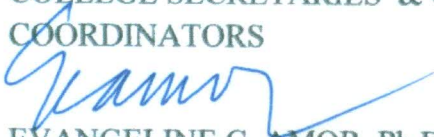
Office of the University Registrar

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16 September 2013

OUR - MEMORANDUM NO. 013-32

TO: COLLEGE SECRETARIES & GRADUATE PROGRAM
COORDINATORS

FROM: 
EVANGELINE C. AMOR, Ph.D.
University Registrar

SUBJECT: Readmission/Extension of MRR Form

Attached is a revised Appeal for Readmission/Extension of Residence (Waiver of MRR) Form which was agreed upon on 24 June 2013 College Secretaries' Meeting.

Students who are Dismissed but are being considered for acceptance in another college should go through the Readmission process. "Prospective student subject to approval of readmission" should be indicated in the form.

For your guidance please.

Thank you very much.

***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 enrol due to:

- non-compliance with the condition/s set by the Department¹ *Proceed to Steps 2 to 3*
Condition/s not met _____
- non-compliance with the conditions set by the College the previous semester¹ *Proceed to Steps 2 to 4*
Condition/s not met _____
- Dismissed status² *Proceed to Steps 1 to 6*
Reason _____
- Permanent Disqualification³ *Proceed to Steps 1 to 6*
- 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 6*
- MRR⁵ *Proceed to Steps 2 to 6*
- 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)

*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.

