



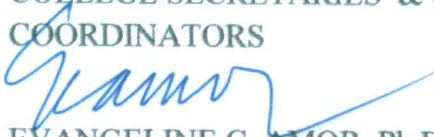
UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

Phone 981-8500 ext. 4551, 4552, 4553 / 927-6084 * P.O. Box 161, Diliman, QC 1101 * email: our@up.edu.ph

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 *Proceed to Steps 1 to 6*
approved form and the College Readmission Slip to the OUR for the issuance of University Readmission Slip.)
- ___ 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

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 | |