



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

4 September 2015

Memorandum No. MRC 15-16

For: College Secretaries of Academic Units

From:

  
Marilyn R. Canta, PhD  
University Registrar

SUBJECT: UNDERGRADUATE STUDENTS WITH UNDERLOADING

Please remind students who are underloaded to justify and establish the veracity of the causes of their underloading. It is required that documents submitted to establish the cause(s) of the underloading must be signed appropriately. THESE DOCUMENTS MUST BE (OR MUST HAVE BEEN) PROPERLY SUBMITTED AND RECEIVED AT THE COLLEGE DURING THE SEMESTER OF UNDERLOADING, and promptly forwarded by the Office of the College Secretary to the Office of the University Registrar.

In case there are previous semester/s of underloading without proper documentation of the cause(s), then this present semester is the **ultimate** chance to properly submit and attest to the full veracity of such cause(s).

This applies to all students, but is especially crucial for students who are or may become candidates for graduation with honors. Belated documentation of cause(s) of underloading beyond this semester will no longer be considered in any future appeal.

Please make sure that every undergraduate student in your College with underloading this semester, or previously, SIGNS AN ACKNOWLEDGMENT for this Memorandum to be kept on record by the Office of the College Secretary.

Thank you for your compliance.