



UNIVERSITY OF THE PHILIPPINES DILIMAN

*Office of the University Registrar*

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22 March 2016

Memorandum No. MRC 16—10

FOR: COLLEGE SECRETARIES AND GRADUATE SCHOOL COORDINATORS

THROUGH: DEANS AND DIRECTORS OF ACADEMIC UNITS

FROM:

  
Marilyn R. Canta, PhD  
University Registrar

SUBJECT: **DEVOLUTION OF PROCESSING OF READMISSION & WAIVER/ EXTENSION OF WAIVER OF MRR TO ACADEMIC UNITS**

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Effective Midyear 2015–2016, processing of readmission and waiver of MRR will be devolved to the academic units. At the end of the period for late payment, the OUR should be provided with a list of all these students whose readmissions and waivers /extensions of MRR have been approved, for transmittal to the OVCAA. Please note the rules as set in the Faculty Manual and actions and recommendations related to these (please see attached).

Academic units may continue to use the OUR form for readmission/waiver/extension of waiver of MRR (up to the relevant offices), or may wish to device their own form for their internal use.

Thank you for your compliance.

PROCEDURE	FACULTY MANUAL PROVISION	ACTION/RECOMMENDATION
I. READMISSION		
A. From leave of absence (LOA)	<p>A student who goes on LOA... <b>shall seek readmission into the program from the Dean/ Director</b>, through channels.</p> <p>A student returning from LOA <b>shall declare his/her intention to enrol by writing to the University Registrar through his/her College Secretary.</b></p>	<p>The student should get a <b>"Return from LOA"</b> slip (sample attached) from his/her respective College which will then be presented to the OUR. Note that if the student was on leave for a year, a medical certificate is required.</p> <p>The College is reminded to process readmissions in time for regular registration.</p>
B. From Absence without Leave (AWOL)	<p>A student who goes on absence without leave (AWOL)... <b>shall seek readmission into the program from the Dean/ Director</b>, through channels. (Note that a student who withdraws from a college without formal leave of absence... shall have his/her registration privileges curtailed or entirely withdrawn.)</p>	<p>Endorsement from the College is required before the OUR issues a readmission slip.</p> <p>The College is reminded to process readmissions in time for regular registration.</p>
C. Due to scholastic delinquency	<p><b>Dismissal.</b> Students dropped from one (1) college shall not ordinarily be admitted to another unit of the University unless, in the opinion of the <b>Vice Chancellor for Student Affairs</b>, their natural aptitude and interest may qualify them in another field of study in which case <b>they may be allowed to enrol in the proper college of department.</b></p> <p>Students who were dropped due to dismissal and <b>again fail</b> so that it becomes necessary to drop them, <b>shall not be eligible for readmission</b> to any college of the University.</p> <p><b>Permanent disqualification.</b> The <b>Dean shall deal with these cases on their individual merits</b> in the light of the recommendations of the <b>Vice Chancellor for Student Affairs</b>, provided that in no case of readmission to the same or another college shall the action be lighter than probation.</p>	<p>The College is requested to review the merits of each case for readmission and to come up with rubrics which will guide decision-making. It may be good for the College to designate the approving authority (preferably a committee) for such readmissions, if they have not yet been so designated.</p> <p>Duties of the <b>Vice Chancellor for Student Affairs</b> in these cases have now been delegated to the <b>Office of Counseling and Guidance.</b></p> <p>The College is reminded to process readmissions in time for regular registration.</p>

C. Due to scholastic delinquency (cont.)

**Non-majors**, with credit. Non-majors are students dismissed from their respective colleges, but not from the University, for failure to meet the retention requirements... Their supervision shall remain with their respective colleges, during which time they shall be advised by the college secretaries, until they have transferred to another college... However, students can be non-majors only for one (1) year, during which time, they are expected to seek admission to another college.

**Note:** No readmission of dismissed or disqualified students shall be considered by the deans and directors without the favorable recommendation of the **University Guidance Counselor (UGC)**. Cases in which the action of the deans or directors conflicts with the recommendation of the UGC may be elevated to the **Vice Chancellor for Academic Affairs**, whose decision shall be final.

## II. RESIDENCY

The Maximum Residence Rule (MRR) states that students who fail to finish the requirements of a degree program of any college within a prescribed period of actual residence shall not be allowed to register further in that college.

Under meritorious cases, extension of residency may be granted. The faculty of **each college shall designate the approving authority for such extensions**. Each extension granted shall be reported to the **Chancellor** through the **Vice Chancellor for Academic Affairs**.

<b>Undergrad</b>	MRR
Cert (2 yrs)	3 yrs
Dip/Bachelor's (4 yrs)	6 yrs
Bachelor's (5 yrs)	7 1/2 yrs
<b>Graduate</b>	
Diploma (2 yrs)	3 yrs
Master's (5 yrs)	10 yrs
Doctoral (6-8 yrs)	11-13 yrs

Please direct the reports to the **Vice Chancellor for Academic Affairs** through the **University Registrar**.

Note, however, that extension beyond the regular period of completion for a graduate degree program (indicated in parentheses) requires a 3 u. penalty course for every 2 years of extension.

<p>A. Waiver/extension of waiver of MRR of undergraduate students</p>		<p>Waiver/extension of waiver of MRR for <b>undergraduate</b> students may continue to be granted by the college's designated approving authority and should likewise be reported to the VCAA.</p> <p>The College is reminded to process such waivers and extensions in time for regular registration.</p>
<p>B. Waiver/extension of waiver of MRR of graduate students</p>		<p>Waiver/extension of waiver of MRR for <b>graduate</b> students will be reviewed by the CSAPG. Appeals should be addressed to the OUR, and justifications for waiver of MRR should be accompanied by proper relevant documents.</p> <p>The College is reminded to check with the OUR on the dates when the CSAPG meets.</p>