



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

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08 July 2016

MEMORANDUM NO. MRC 16-23

FOR: COLLEGE SECRETARIES

FROM:  MARILYN R. CANTA, Ph.D.
University Registrar and UC CSAPG Member-Secretary

SUBJECT: **UNDERGRADUATE STUDENTS WITH UNDERLOADING**

At its meeting on 13 June 2016, the UP Diliman University Council Committee on Student Admissions, Progress, and Graduation (CSAPG) resolved to extend the amnesty period for incomplete documentation of underloading semesters.

In view of the Committee's action, please remind all 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 of Secretary to the Office of the University Registrar.

In case there are previous semester/s of underloading without proper documentation of the cause(s), affected students must properly submit and attest to the full veracity of such cause(s) until the end of 1S 2016-2017. Belated documentation of cause(s) of underloading beyond 1S 2016-2017 will no longer be considered in any future appeal.

Please ensure that **ALL UNDERGRADUATE STUDENTS IN YOUR COLLEGE**, SIGNS AN ACKNOWLEDGMENT of this Memorandum on or before 1S 2016-2017 Registration Period, to be kept on record by the Office of the College Secretary.

This Memorandum supersedes Memorandum No. MRC 15-16 dated 04 September 2015.

Thank you for your compliance.