

UNIVERSITY OF THE PHILIPPINES

APPLICATION FOR LEAVE OF ABSENCE (LOA)

IMPORTANT: Please read the pertinent rules printed at the back of this sheet before accomplishing this form.

Period applied for: () 1st Semester, 20__ - 20__
 () 2nd Semester, 20__ - 20__
 () 1st & 2nd Semester, 20__ - 20__

Reason (s): **Please see attached letter**

<p>Student:</p> <p align="center">_____ Signature Over Printed Name</p> <p>Student Number: _____</p> <p>Year: _____ Course: _____ Date: _____</p>	<p>Parent/Guardian:</p> <p align="center">_____ Signature Over Printed Name</p> <p>Date: _____</p>
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Before this application is filed, a clearance should be obtained from the following:

	Cleared By:	Date		Cleared By:	Date
College			SDT		
College Library			Student Loan Board		
Dormitory			University Library		

If LOA is available of during the second half of the semester, the class standing of the student (Passing or Failing) should be indicated by the instructors.

Class Code	Course No.	Section	Class Standing	Instructor's Signature	Date

<input type="checkbox"/> Enrolled <input type="checkbox"/> Not Enrolled	Scholastic Standing: <input type="checkbox"/> Good Standing <input type="checkbox"/> Probation <input type="checkbox"/> Warning <input type="checkbox"/> Failing
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Student Number: _____ NAME: _____ COLLEGE: **ENGINEERING**

GRANTED LEAVE OF ABSENCE EFFECTIVE () _____ semester, SY _____
 () _____ semester, SY _____ until _____ sem., SY _____

<p>Program Adviser:</p> <p align="center">_____ Printed Name Over Signature</p>	<p>Department Chair:</p> <p align="center">_____ Printed Name Over Signature</p>	<p>Noted By:</p> <p align="center"><u>TERENCE P. TUMOLVA, D.Eng.</u> College Secretary</p>
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<p>APPROVED:</p> <p align="center"><u>AURA C. MATIAS, Ph.D.</u> Dean</p>	<p>Paid LOA Fee: Amount: <u>P 150.00</u> O.R. # _____ Date: _____</p> <p align="right">Received by: _____ Eng'g Admin Staff</p>
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cc: Registrar's Copy
 College Copy
 Parent's Copy
 Student's Copy

LEAVE OF ABSENCE : FILING PROCEDURES

1. Prepare a formal letter of request addressed to the Department Chairman. Specify the
 - Reason/s
 - Period of leave (not to exceed one academic year)
2. Get "Application for a Leave of Absence (LOA)" Form from the Graduate Office.
3. Fill up the form. Indicate if currently enrolled or not enrolled. If currently enrolled, indicate the class code, course no. & section and get the signatures of all instructors.
4. Before filing application, get clearance from the College (Property Office), College Library, Dormitory (VH 305), SDT (VH 202), Student Loan Board (VH 205), and University Library.
5. Get the signatures of your Program Adviser, Dept. Chair, Associate Dean and Dean.
6. Xerox 3 copies of the accomplished form and pay the ₱150.00 fee at the Cashier's Office (back of PNB Bldg). Indicate the Official Receipt number & date on the forms. Submit a copy to the Registrar's Office.
7. For currently enrolled students, xerox additional copies of the College Copy and give your instructors a copy each.
8. Submit a xerox copy together with your letter to the Graduate Office.
9. Keep the student copy for your file.

LOA_procedure9/9/04

LEAVE OF ABSENCE

The leave should **not exceed one year but may be renewed for at most another year**. When not taken in two successive years, **the aggregate leave of absence should not exceed two years**.

A student who needs to go on leave of absence beyond the allowable period of two years should be advised to apply for an honorable dismissal, without prejudice to readmission.

If a student withdraws after $\frac{3}{4}$ of the total number of hours prescribed for the course has already elapsed, his instructors may submit a grade of 5 for his courses if his class standing up to the time of his withdrawal is below 3.

Students who withdrew from the college without formal leave of absence shall have their registration privileges curtailed or entirely withdrawn.

