



**APPEAL FOR READMISSION / EXTENSION OF MRR
(Effective First Semester AY 2017-2018)**

DEADLINES:

- Deadline for appeal for readmission effective a particular sem/term is the **FIRST DAY*** of registration for that sem/term.
- Appeals lodged at the College Sec Office after the deadline and before the first day of classes require endorsement from the department in order for the College Sec Office to process the appeal, subject to normal processing and evaluation of the department.
- Appeals lodged at the College Sec Office **ON OR AFTER THE FIRST DAY OF CLASSES** for the sem/term are treated by default as readmission effective the next semester/term already (ineligible for the current term).

*First day of registration period refers to the day typically allocated for freshmen, graduating, PWD, VAAS and graduate students.

INSTRUCTIONS:

1. Secure the form "Appeal for Readmission" from the Admin Office, online, or thru your respective department.
 2. Fill out the upper part of the form and attach the following requirements on appeal for readmission:
 - Letter of Appeal
 - TCG/Grades from CRS (print grades from CRS) – appeals lodged online do not need to attach this
 - Any supporting documents (ex: medical certificate, plane ticket, employment certificate, others.)
- Additional Requirements on Appeal for Readmission to BS EM/BS MetE/BS MatE programs**
- Letter of Consent from parent/guardian
 - 2 recommendation letters from former teachers/Instructors
 - Career Assessment result (for repeated offense-readmitted only) from office of Guidance & Counselling
3. Submit appeal at MH204 or online **ON OR BEFORE** the deadline for SRE (Student Records Evaluator) evaluation.
 4. Fill-out the OCG Referral slip and proceed to Office of Guidance and Counselling (OCG), Vinzon's Hall for interview/evaluation. Make sure to keep the certificate issued by the OCG after your visit and present this certificate to the College Sec office when claiming your readmission results. Processing of readmission typically takes at least 4 working days.
 5. To determine the results of your readmission proceed to Admin Office. Be sure to bring the certificate issued by the OCG. If readmitted, the Admin staff will instruct you to sign the conforme for the list of conditions stated in your contract and finally give you a photocopy of the results of your appeal.
 6. If readmitted, proceed to your respective department/institute again and you may start the enrolment process.

LIST OF ACADEMIC DELINQUENCIES

- Violation of 24 unit rule
- Violation of readmission/admission contract
- Violation of 50% rule
- Double probation in 2 consecutive semesters
- AWOL (Absence without official leave) for one or more semesters
- MRR-Maximum Residence Rule
- Non-Major appeal for extension
- College retention rule-Failure to pass 2 Math subjects in 2 takes
- PD-Permanent Disqualification or 0 units passed
- Department retention rule



APPEAL for READMISSION/EXTENSION of MRR in the UNIVERSITY	
1 st Semester, 20 ____ - 20 ____ / 2 nd Semester, 20 ____ - 20 ____ / Midyear, 20 ____ - 20 ____	
Last NAME: _____	Middle NAME: _____
First NAME: _____	
Student No. _____	Degree Program: _____
Request/s for READMISSION to: () same Degree Program () other Degree Program _____	
Request/s for EXTENSION of: () MRR () Non-Major student _____	
Signature: _____	Date: _____
Contact No: _____	Email Address: _____

NOTE: STUDENTS ARE NOT ALLOWED TO FILL-UP THIS PORTION, SUBMIT THIS FORM TO ADMIN OFFICE at RM.204, ENGINEERING

(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 Department/College the previous semester¹
Condition/s not met _____
- Dismissed status²
Reason _____
- Permanent Disqualification³
- AWOL (Absence Without Leave for more than one term)
- MRR⁴
- Others: Reason _____

The student is requesting for readmission effective _____
extension of residence/non-major student until _____

Attached documents:

- Letter of appeal TCG/Grades from CRS (for Readmission) Program of study (for MRR extension)
- Others (Please specify) _____

Printed Name and Signature of the 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

⁴ 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.

NAME:
Student Number:
Degree Program:

Recommendation	
DEPARTMENT/INSTITUTE Signature: _____ <div style="text-align: right;"><i>Program Adviser</i></div> Date: _____	_____ Approval _____ Recommended as Non-Major _____ Disapproval
Signature: _____ <div style="text-align: right;"><i>Department Chairman/Institute Director</i></div> Date: _____	_____ Approval _____ Recommended as Non-Major _____ Disapproval

TO STUDENT:
 Please be informed that you have been readmitted under probation **subject to all** of the following conditions:

<ol style="list-style-type: none"> 1. no leave of absence 2. no unofficial dropping 3. must pass at least 12 units this semester or must pass 6 units this midyear 	Additional: <input type="checkbox"/> must pass _____ units this semester/midyear <input type="checkbox"/> must pass all subjects enrolled this sem./midyear <input type="checkbox"/> must take & pass _____ <input type="checkbox"/> must comply with the department retention rule <input type="checkbox"/> others: _____
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CONFORME: _____
 Printed Name & Signature of Student

Note: Get a copy of the contract. Conditions not applicable to you must be reported to the **Department Chair and College Secretary up to two (2) weeks after late registration**. A copy of the revised contract must be given to Admin Office. Un authorized revision or failure to report any revision of the contract before the aforementioned deadline can lead to automatic in-eligibility to enrol in the next registration.

OFFICE OF THE COLLEGE SECRETARY Signature: DR. JHOANNA RHODETTE I. PEDRASA <div style="text-align: right;"><i>College Secretary</i></div> Date: _____	_____ Approval _____ Disapproval _____ Recommended as Non-Major	REMARKS: _____ _____ _____ _____ _____
OFFICE OF THE ASSOCIATE DEAN FOR STUDENT AFFAIRS For Non-Major Permanently Disqualified Signature: DR. RHANDLEY D. CAJOTE <div style="text-align: right;"><i>Associate Dean for Student Affairs</i></div> Date: _____	_____ Approval _____ Disapproval _____ Recommended as Non-Major	REMARKS: _____ _____ _____ _____ _____
OFFICE OF THE DEAN Signature: DR. RIZALINDA L. DE LEON <div style="text-align: right;"><i>Dean</i></div> Date: _____	_____ Approval _____ Disapproval _____ Recommended as Non-Major	REMARKS: _____ _____ _____ _____ _____

COUNSELING AND GUIDANCE **Date of Submission of results to Admin:** _____
 (The Admin will provide you the referral slip)

- INSTRUCTIONS:**
1. Proceed to Office of Counseling and Guidance, Vinzon's Hall and present the referral slip signed by the College Secretary.
 2. Present the Career Assessment result from Office of Counseling and Guidance when claiming the results of your appeal for readmission at the Admin Office.

REMINDER: You cannot get the results of your readmission once readmitted without submitting the results of your assessment from Office of Counseling and Guidance to Admin Office.



**COLLEGE
OF
ENGINEERING**

University of the Philippines
Melchor Hall, U.P. Campus, Diliman, Quezon City, Philippines 1101

Tel. No. 920-8860; 928-3144; 9818500 Loc. 3104

Instructions to the student: Fill up the student details in the upper part of the form and present this to the OCG. Make sure to bring the signed certificate (bottom half) and present this when claiming your readmission results at the College Sec Office.

TO: Office of Counseling and Guidance
Vinzon's Hall, UP Diliman

Referral Slip

This is to refer our student whose details appear below for counseling and / or career assessment evaluation in relation to his/her readmission appeal at the College of Engineering.

Name	
Student Number	
Degree Program	
Readmission for	Sem/AY

After availing of the OCG service/s, we request that a certificate be issued to the student as it is a requirement for claiming his/her readmission appeal results from the College Secretary's Office.

(no signature required)

JHOANNA RHODETTE PEDRASA
College Secretary

TO: College Secretary's Office
Vinzon's Hall, UP Diliman

Certification

This is to certify that the student whose details appear below has undergone counseling and / or career assessment evaluation in relation to his/her readmission appeal at the College of Engineering.

Name	
Student Number	
Degree Program	
Readmission for	Sem/AY

Remarks: _____

Counselor's Name and Signature: _____

Date: _____