



National Graduate School of Engineering

University of the Philippines Diliman

Telefax: (632) 926-0703; UP Trunk Line: 981-8500 loc. 3105/3106

APPEAL for READMISSION / EXTENSION of RESIDENCE in the UNIVERSITY

1st / 2nd Semester / Midyear 20__ - 20 __

(To be filled in by the student)

NAME _____ Degree Program _____ Student Number _____

Contact Number _____ Email Address _____

Request/s for Readmission from: () AWOL {1 Term Only} () AWOL {More than 1 Term} _____

() MRR _____ () CWAG Requirement [a] _____

() Non-compliance with condition [b]) () Others _____

Signature _____ Date _____ Action Received _____

(To be filled in by the College SRE)

[a] Total Units: _____ CWAG: _____

[b] Non-Compliance with the condition set by the Department/College in the previous semester: _____

The student is requesting for

- readmission effective _____
- extension of residence until _____

Attached documents:

___ Letter of appeal ___ TCG/Grades from CRS (for Readmission) ___ Timetable ___ Adviser's Justification

___ Curriculum Checklist (for MRR extension) ___ Others (Please specify) _____

PRINTED NAME & Signature of College SRE _____

Date _____

	Recommendation	Remarks
For AWOL Students Only – Go to MH 203 Signature: DR. MENANDRO S. BERANA Associate Dean for Instructions and Research Date: _____	___ Approval ___ Disapproval	
STEP 1 - DEPARTMENT / INSTITUTE Signature: _____ Program/Thesis/Dissertation Adviser Date: _____ Signature: _____ Dept. Chair/Program Coor./Inst. Director Date: _____	___ Approval ___ Disapproval ___ Approval ___ Disapproval	You have been readmitted subject to any of these conditions: () For MRR Extension: MRR extension approved until _____ with _____ unit penalty course/s. () For failing to meet CWAG requirement: Must lift CWAG to 2.0 (for MS) / 1.75 (for PhD) or better by the end of _____ () Others: Please specify _____
STEP 2 – OFFICE OF THE COLLEGE SECRETARY Signature: DR. JHOANNA RHODETTE I. PEDRASA College Secretary Date: _____	___ Approval ___ Disapproval	
STEP 3 – OFFICE OF THE DEAN Signature: DR. RIZALINDA L. DE LEON Dean Date: _____	___ Approval ___ Disapproval	

Procedure for Appeal for Readmission:

1. Prepare a letter of appeal for readmission addressed to:

Dr. Rizalinda L. De Leon
Dean, College of Engineering
UP Diliman

2. Print out your grades from CRS.
3. Accomplish and submit Appeal for Readmission form, letter of appeal, CRS grades, Gantt Chart/Progress Report (for those in Thesis/Dissertation Stage) and other documents needed as supporting document to NGSE Office. College Student Records Evaluator (SRE) will evaluate your records.
4. After evaluation, secure the signatures of the Program/Thesis/Dissertation Adviser, Dept. Chair/Program Coordinator/Institute Director. Submit the appeal form to the NGSE office for approval of the College Secretary and the Dean.
5. Wait for the result of the appeal to be communicated by email or text. If appeal is approved, go back to the NGSE office to get your College Readmission Slip, copy of the approved appeal and fill out two copies of Student's Directory.
6. Present your College Readmission slip, approved appeal and student directory to the OUR for the issuance of the University Admission Slip.
7. Submit the University Admission Slip to the NGSE Office.

Additional Steps for students on AWOL:

- a) Proceed to the Associate Dean for Instruction and Research (ADIR) before going to Step 1.
- b) Pay the AWOL fee of P225.00 at the Cash Office. Indicate the Official Receipt number and date on the College Readmission Slip. If AWOL for more than 1 semester, medical certificate issued by UHS is needed.

Maximum Residence Rule (MRR) for Graduate Students

Regular Period of Completion

The time limit for the completion of all degree requirement shall be:

Master's – Five (5) years

Doctoral – Six (6) years with the Bachelor's Degree or its equivalent in the same discipline

– Eight (8) years with Bachelor's Degree or a Master's degree in an unrelated discipline

The counting of the period of residence shall start from the student's first enrollment in the graduate course after admission into the program and shall include all leaves of absence and AWOL from the program.

Extension of Residence

In meritorious cases, extensions of residence beyond the above regular period of completion may be approved by the Dean/Director upon the recommendation of the approving bodies. The extension shall be for a period not exceeding one (1) calendar year at a time. In no case shall the extensions exceed more than five (5) years. The student granted an extension shall take additional units of graduate courses in his/her discipline or area during the extension period at a rate of three (3) units for every two (2) years of extension or a fraction thereof.

Non-Compliance with Maximum Residence Rule (MRR)

Any student who fails to complete all requirements of the degree within the regular period and any approved extension thereof shall be disqualified from the program.