



**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: Please fill up in duplicate, one copy for the student and the other for the College. Have the student and registration adviser sign and submit the form to the department.

Underloading Form

Department/Institute: _____
Last Name: _____
First Name: _____
Student Number: _____ Degree Program: _____
Semester and Academic Year of Underloading: _____
Total Units Registered: _____

Main Reason for Underloading (please tick) and the necessary supporting documents:

- Unavailability of subjects
 - Seasonal subjects
 - Not meeting pre-requisite course(s)
 - Other: _____Supporting document(s) needed: certification by the adviser, curriculum checklist, and copy of schedule of classes

- Health reasons
Supporting document(s) needed: medical certification to be confirmed by the University Health Service

- Employment
Supporting document(s) needed: copy of payroll and appointment papers indicating, among others, the duration of employment

- Other: _____
Supporting document needed (as determined by the adviser): _____

I understand that if I fail to submit to the College Secretary's Office by the last day of classes of the semester of underloading the necessary documents to support my reason for underloading any future appeal for graduation with honors with belated documentation for underloading will no longer be considered by the University Council Committee on Student Admissions, Progress and Graduation (CSAPG).

Printed Name and Signature of Student

Date: _____

Noted:

Printed Name and Signature of Registration Adviser

Date: _____