



**COLLEGE
OF
ENGINEERING**
University of the Philippines

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



920-8860; 981-8500 loc. 3104/3193/3120

APPEAL for READMISSION

() First Semester, 20____-20____ () Second Semester, 20____-20____ () Midyear 20____

APPEAL FOR READMISSION TO: () **SAME DEGREE PROGRAM:**_____

() **ANOTHER DEGREE PROGRAM:** _____

STUDENT INFORMATION:

LAST NAME:	STUDENT NUMBER:
FIRST NAME:	DEGREE PROGRAM:
MIDDLE NAME:	CONTACT NUMBERS:
SIGNATURE:	EMAIL ADDRESS:

FOR COE SRE EVALUATION ONLY:

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

Recommendation		
DEPARTMENT/INSTITUTE Signature: _____ <div style="text-align: center;">Program Adviser</div> Date: _____	_____ Approval _____ Disapproval	_____ Recommended as Non-Major
Signature: _____ <div style="text-align: center;">Department Chair/Institute Director</div> Date: _____	_____ Approval _____ Disapproval	_____ Recommended as Non-Major
<p>TO THE STUDENT: Please be informed that you have been readmitted under probation <u>subject to ALL</u> of the following conditions:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>1. no Leave of Absence (LOA)</p> <p>2. no unofficial dropping</p> <p>3. must pass at least <u>12 units</u> this semester or must pass <u>6 units</u> this midyear</p> </div> <div style="width: 50%;"> <p>Additional:</p> <p>() must pass _____ units this semester/midyear</p> <p>() must pass all subjects enrolled this sem/midyear</p> <p>() must take & pass _____</p> <p>() must comply with the department retention rule</p> <p>() others: _____</p> </div> </div> <p>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. Unauthorized 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.</p>		
OFFICE OF THE COLLEGE SECRETARY Signature: <u>Dr. Jhoanna Rhodette I. Pedrasa</u> <div style="text-align: center;">College Secretary</div> Date: _____	_____ Approval _____ Disapproval _____ Recommended as Non-Major	REMARKS: _____ _____ _____ _____
For <u>Non-Major Permanently Disqualified</u> OFFICE OF THE ASSOCIATE DEAN FOR STUDENT AFFAIRS Signature: <u>Dr. Djoan Kate T. Tungpalan</u> <div style="text-align: center;">Associate Dean for Student Affairs</div> Date: _____	_____ Approval _____ Disapproval _____ Recommended as Non-Major	REMARKS: _____ _____ _____ _____
OFFICE OF THE DEAN Signature: <u>Dr. Maria Antonia N. Tanchuling</u> <div style="text-align: center;">Dean</div> Date: _____	_____ Approval _____ Disapproval _____ Recommended as Non-Major	REMARKS: _____ _____ _____ _____

COUNSELING AND GUIDANCE:

Date of Submission of results to Admin: _____