



**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: \_\_\_\_\_