



University of the Philippines Cebu

APPEAL FOR READMISSION / EXTENSION OF RESIDENCE (WAIVER OF MRR)

First Semester/Trimester
 Second Semester/Trimester
 Midyear Term/Third Trimester
 AY _____

Name _____

Student Number _____

Degree Program _____

College _____

Signature _____

Date _____

Category	<i>To be filled up by the Office of the College Secretary.</i>					
A	Academic Standing of Student (for the last semester attended)	<input type="checkbox"/> Good	<input type="checkbox"/> Warning	<input type="checkbox"/> Probation	<input type="checkbox"/> Dismissal	<input type="checkbox"/> PDQ
B	Absence Without Leave (AWOL)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Start of AWOL _____	Duration of AWOL _____	
C	Maximum Residence Rule exceeded?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	First Enrollment _____	Years of Stay in UP _____	

Attach the following documents:

- Letter of Appeal**, addressed to the Dean of your College, stating the compelling reason(s) for your status. Please also indicate what steps have been or will be undertaken in order to ensure good academic standing.
- Plan of Study, for the remaining semesters, certified correct by your Adviser

A	B	C	Steps	Signature	Recommendation	Remarks
✓	✓	✓	Ask your Adviser to approve your Plan of Study . Get endorsement from your Adviser.	_____ Adviser <i>Date:</i>	___ Endorsed ___ Not Endorsed	
✓	✓	✓	Get endorsement from your Department Chair or Program Coordinator.	_____ Department Chair/ Program Coordinator <i>Date:</i>	___ Endorsed ___ Not Endorsed	
✓	✓		Go to OSA for counselling. Secure letter of recommendation from OSA. <i>(for undergraduate students only)</i>	_____ Guidance Counselor <i>Date:</i>	___ Recommended ___ Not Recommended	
✓	✓	✓	Get endorsement from your College Secretary.	_____ College Secretary <i>Date:</i>	___ Endorsed ___ Not Endorsed	
✓	✓	✓	Get endorsement from your College Dean, for Category A. Get the approval of your College Dean, for Category B & C only. <i>This is the final step if you are returning from AWOL or asking for an extension of residence (waiver of MRR); and only if GOOD Academic Standing.</i>	_____ Dean <i>Date:</i>	Decision: _____	
✓			Submit this form with complete attachments to your College Secretary's Office. Wait for the Notice of Action of the Admissions Committee, from the Office of the Vice Chancellor for Academic Affairs.			