



UNIVERSITY OF THE PHILIPPINES DILIMAN (UPD)
COLLEGE OF SOCIAL SCIENCES AND PHILOSOPHY
Office of the College Secretary

Tel. Nos. 981-8500 loc. 2428 or 2430

APPLICATION FOR UNDERLOADING

___ Semester/Midyear, A.Y. 20 ___ - 20 ___

Name: _____ Student No. _____

Degree & Major: _____ Year Level _____

Total number of units this Semester _____

Reason/s for Underloading

I understand that as a result of my underloading, I cannot graduate with honors even if the above reasons are satisfactory, if I fail to submit supporting documents (**Certificate of Employment / SSS or GSIS forms and copy of payroll in case of employment or medical certificate duly validated by the U.P. Health Service in case of illness**) on or before the last day of classes of this semester.

I understand further that I must submit a written appeal for consideration of my graduation with honors during my final semester of enrollment.

Signature

Adviser

ACTION: APPROVED / DISAPPROVED

Documents Submitted:

- Certificate of Employment
- Medical Certificate
- Certification from the Adviser indicating unavailability of the required Course
- Schedule of classes for Semester to show course was not Offered.

College Secretary

Rules on Underloading of Candidates for Graduating with Honors:

Students who are candidates for graduation with honors must take not less than 15 units of credit during each semester or the normal load prescribed in the curriculum in cases where such normal load is less than 15 units. However, a lighter load may be allowed for justifiable causes such as health reasons, the unavailability of courses needed in the curriculum to complete the full load, or the fact that the candidate is a working student.

To justify underloading the submission of pertinent documents to the Office of the University Registrar through the Office of the College Secretary is required as follows:

1. For health reasons- medical certification to be confirmed by the University Health Service.
2. For unavailability of courses- certification by major adviser and copy of the schedule of classes.
3. For employment – copy of payroll or appointment papers indicating the duration of employment.

It is the responsibility of the student to establish the veracity of the cause(s) of underloading. It is required that documents submitted to establish the cause(s) of the light loading must be sworn to. **THESE DOCUMENTS MUST BE SUBMITTED DURING THE SEMESTER OF UNDERLOADING.** (*UPD Catalogue 2004-2010 page 13*)

Signature Over Printed Name