



OFFICE OF THE COLLEGE SECRETARY
College of Social Sciences and Philosophy
University of the Philippines Diliman

APPLICATION FOR UNDERLOADING

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

Name: _____ Student No: _____

Degree and Major: _____ Year Level in current program: _____

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 the semester that I am evaluated for graduation with honors.

I further understand that I am not exempted from the 24-unit College Rule per academic year if I incur a grade lower than 3.00, an INC, NG and/or DRP in any subject enrolled during the semester I applied for underloading.

Signature of Student

Recommending Approval:

ACTION: APPROVED / DISAPPROVED

Adviser

College Secretary

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

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 page13*)

Signature Over Printed Name

Date Signed