

University of the Philippines Los Baños  
College, Laguna

\_\_\_\_\_  
Date

**PROF. REX B. DEMAHELIS, PhD**

Dean, CEAT

UPLB, College, Laguna

Dear **Dr. Demafelis**:

I would like to request for readmission for 1<sup>st</sup>/2<sup>nd</sup> semester 20\_\_\_\_. I was Dismissed/Double Probation for the following reasons(*please indicate problems/reasons for failure*):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Please find attached my proposed action plan to ensure that the delinquency will not happen again.

Truly yours,

\_\_\_\_\_  
Printed Name over Signature

I.D. Number: \_\_\_\_\_

Contact No.: \_\_\_\_\_

e-mail add.: \_\_\_\_\_

Recommending Approval/Disapproval

\_\_\_\_\_  
Adviser

**Assoc. Prof. Butch G. Bataller, PhD**

Chair, CEAT Committee on  
Student Admission & Readmission

\_\_\_\_\_  
Dept. Chair/Inst. Director

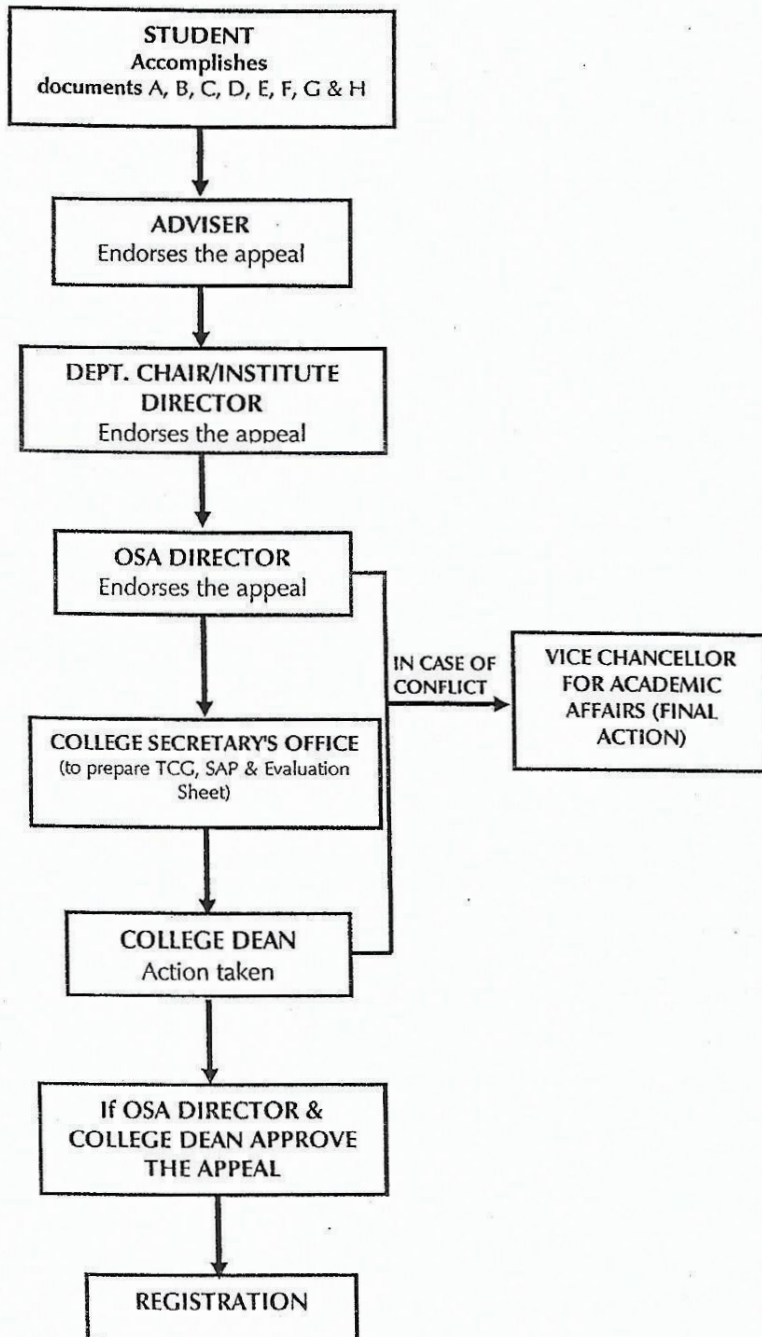
Approved/Disapproved

**Rex B. Demafelis**

Dean, CEAT

## FLOWCHART & DOCUMENTS NEEDED FOR EVALUATION OF STUDENT APPEALS FOR READMISSION (DISMISSED STUDENTS)

### FLOW OF PAPERS



### DOCUMENTS NEEDED

- A. Letter of appeal addressed to the Dean (*Readmission Form No. 1*)
- B. Notarized statement from the parents' attesting/confirming the student's reason for failing to maintain good academic standing, & promising to assist/supervise the student if readmitted. This may be substituted by a personal conference with OSA Director.
- C. Plan of study (to be prepared by the student and approved by the academic adviser) detailing the courses to be taken from the time of readmission until graduation.
- D. True Copy of Grades (TCC) from the concerned college secretary. It must indicate all grades from freshman until the last semester the student was enrolled with the reason for the grades of 5.0 as indicated in the IBM grade sheet in the last semester, semestral scholastic status, leaves of absence and the semesters when the student was last readmitted.
- E. Summary of Academic Performance (SAP) from the concerned college secretary
- F. Evaluation Sheet (blue sheet) to be accomplished by the College Sec. SRE
- G. Photocopy of valid I.D. from parents with signature
- H. Plan of Action (to ensure that the delinquency will not happen again)

NOTE: Dismissed students seeking transfer to another college should first be readmitted to his/her current college. Request for transfer to another college should be processed the following semester.