

For Permanently Disqualified (PD)

**University of the Philippines Los Baños**  
College, Laguna

\_\_\_\_\_  
Date

**Prof. Agham C. Cuevas, PhD**

Vice Chancellor for Academic Affairs  
UPLB, College, Laguna

Dear **Vice Chancellor Cuevas:**

I would like to request for readmission for 1<sup>st</sup>/2<sup>nd</sup> semester 20\_\_\_\_. I was Permanently Disqualified (PD) for the following reasons (*pls. 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

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

Approved/Disapproved

**Agham C. Cuevas**

Vice Chancellor for Academic Affairs

Recommending Approval/Disapproval:

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

Chair, CEAT Committee on Student  
Admission & Readmission

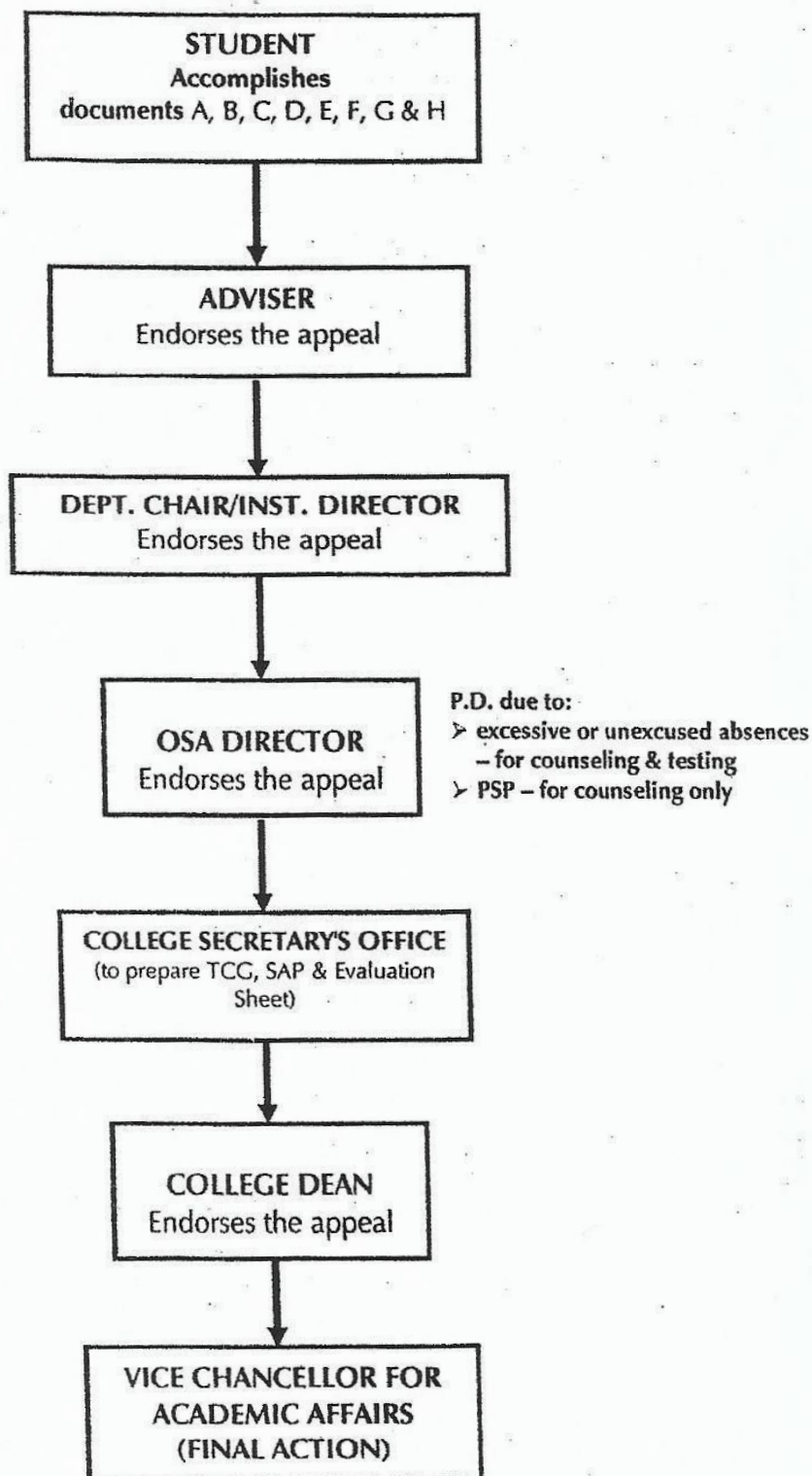
Recommending Approval/Disapproval:

**Rex B. Demafelis**

Dean, CEAT

## FLOWCHART & DOCUMENTS NEEDED FOR EVALUATION OF STUDENTS APPEAL FOR READMISSION (PERMANENTLY DISQUALIFIED [P.D.] )

### FLOW OF PAPERS



### DOCUMENTS NEEDED

- A.** Letter of appeal addressed to the Vice Chancellor (*Readmission Form No. 2*)
- 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 (TCG) 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: Only those certified by the Instructors (as written on the grade sheet) that failure in all courses was due to unauthorized or excessive absences may appeal for readmission.