

University of the Philippines Los Baños
College, Laguna

Date

Asst. Prof. Margarita Carmen S. Paterno, MsC

University Registrar
UPLB, College, Laguna

Dear **Asst. Prof. Paterno:**

I would like to request for extension of residence/reinstatement for 1st/2nd semester 20____. I was AWOL 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

Recommending Approval/Disapproval:

Assoc. Prof. Butch G. Bataller, PhD
Chair, CEAT Committee on Student
Admission & Readmission

Approved/Disapproved:

Margarita Carmen S. Paterno

University Registrar

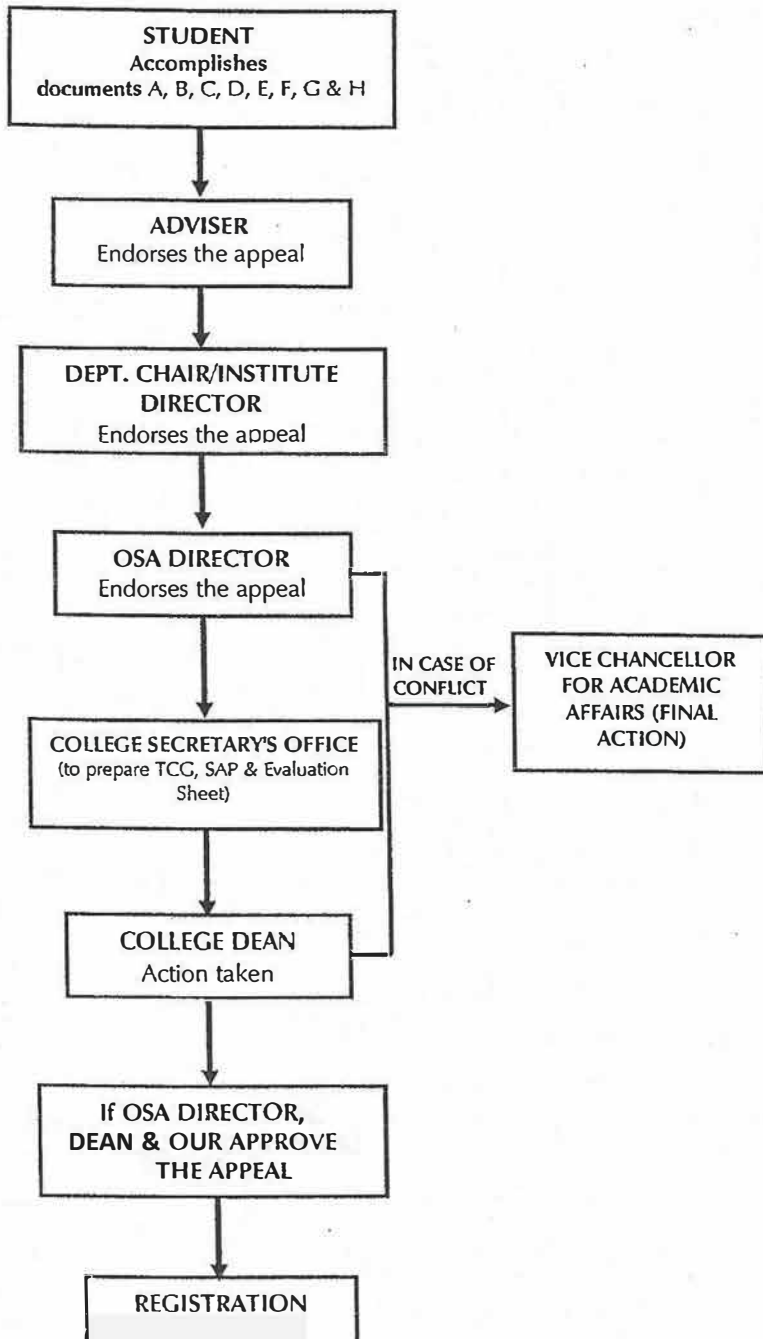
Recommending Approval/Disapproval:

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 University Registrar (*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.