



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

**APPLICATION FOR UNDERLOADING**

\_\_\_ Semester / Midyear Term | AY \_\_\_ - \_\_\_

Name: \_\_\_\_\_ Student No.: \_\_\_\_\_

Degree program: \_\_\_\_\_ Year level in the current program: \_\_\_\_\_

Total number of units enrolled in the current semester: \_\_\_\_\_

Reason(s) for underloading:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

***Furthermore, I understand 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-per-academic-year College Rule if I incur a grade lower than 3.00, an INC, NO GRADE, and/or DRP in any subject enrolled during the semester that I applied for underloading.***

\_\_\_\_\_  
Signature over printed name of the student

\_\_\_\_\_  
Date

**RECOMMENDING APPROVAL:**

\_\_\_\_\_  
Signature over printed name of the Program Adviser

\_\_\_\_\_  
Date

**(For the OCS)**

Document(s) submitted:

- Certificate of Employment
- Medical certificate
- Certification from the Program Adviser indicating the unavailability of the required course(s)
- Schedule of classes for the semester showing that the course(s) is/are not offered

**ACTION:**

- Approved
- Disapproved

\_\_\_\_\_  
Signature over printed name of the College Secretary

\_\_\_\_\_  
Date

## RULES ON UNDERLOADING OF CANDIDATES FOR GRADUATION WITH HONORS

Students who are candidates for graduation with honors must take not less than 15 units of credit 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 course(s) needed in the curriculum to complete the full load, there are no more courses to take based on the curriculum, 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 that must be validated by the University Health Service
2. For unavailability of course(s): Certification by the Program Adviser and a 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.**

*Conformè:*

\_\_\_\_\_  
Signature over printed name of the student

\_\_\_\_\_  
Date