

**UNIVERSITY OF THE PHILIPPINES DILIMAN
COLLEGE OF SCIENCE**

APPLICATION FOR A LEAVE OF ABSENCE (LOA)

IMPORTANT: Please read the pertinent rules printed at the back of this sheet before accomplishing this form.

Period applied for: _____
Reason(s): _____

Conforme: _____
Signature Over Printed Name of
Parent /Guardian
Date _____

Signature Over Printed Name of Student
Student No.: _____
Year _____ Course _____
Date _____

Before this application is filed, a clearance should be obtained from the following:

	CLEARED BY:	DATE		CLEARED BY:	DATE
COLLEGE	(see attached Property Clearance)	_____	Student Disciplinary Tribunal (Rm. 201, Vinzon's Hall)	_____	_____
DORMITORY	_____	_____	UNIVERSITY LIBRARY	_____	_____
(Office of Student Housing, 2 nd Floor, Vinzon's Hall)					

If LOA is availed of during the second half of the semester, the class standing of the student (Passing or Failing) should be indicated by the Instructors.

CLASS CODE	COURSE NO.	SECTION	CLASS STANDING	INSTRUCTOR'S SIGNATURE	DATE
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Scholastic Standing

Currently Enrolled Not Enrolled Good Standing Probation
 Warning Failing

LEAVE OF ABSENCE (LOA)

Student No. _____ NAME _____ COLLEGE OF SCIENCE

GRANTED LEAVE OF ABSENCE EFFECTIVE _____ SEM., SY _____ until _____ SEM., SY _____.

Program Adviser
Signature Over Printed Name

Department Chair
Signature Over Printed Name

Director of UG/G Program
Signature Over Printed Name
(if applicable)

Paid LOA fee:
O.R. NO. _____
DATE _____

DEAN
Signature Over Printed Name

Date

Copy for the College

LEAVE OF ABSENCE

The leave should not exceed one year but may be renewed for at most another year. When not taken in two successive years, the aggregate leave of absence should not exceed two years.

A student who needs to go on leave of absence beyond the allowable period of two years should be advised to apply for an honorable dismissal, without prejudice to readmission.

If a student withdraws after $\frac{3}{4}$ of the total number of hours prescribed for the course has already elapsed, his instructors may submit a grade of 5 for his courses if his class standing up to the time of his withdrawal is below 3.

Students who withdrew from a college without formal leave of absence shall have their registration privileges curtailed or entirely withdrawn.

LEAVE OF ABSENCE (LOA)

Student No. _____ NAME _____ COLLEGE OF SCIENCE

GRANTED LEAVE OF ABSENCE EFFECTIVE _____ SEM., SY _____ until _____ SEM., SY _____

Program Adviser
Signature Over Printed Name

Department Chair
Signature Over Printed Name

Director of UG/G Program
Signature Over Printed Name
(if applicable)

Paid LOA fee:
O.R. NO. _____
DATE _____

DEAN
Signature Over Printed Name

Date

Copy for the Registrar

LEAVE OF ABSENCE (LOA)

Student No. _____ NAME _____ COLLEGE OF SCIENCE

GRANTED LEAVE OF ABSENCE EFFECTIVE _____ SEM., SY _____ until _____ SEM., SY _____

Program Adviser
Signature Over Printed Name

Department Chair
Signature Over Printed Name

Director of UG/G Program
Signature Over Printed Name
(if applicable)

Paid LOA fee:
O.R. NO. _____
DATE _____

DEAN
Signature Over Printed Name

Date

Copy for the Student

LEAVE OF ABSENCE (LOA)

Student No. _____ NAME _____ COLLEGE OF SCIENCE

GRANTED LEAVE OF ABSENCE EFFECTIVE _____ SEM., SY _____ until _____ SEM., SY _____

Program Adviser
Signature Over Printed Name

Department Chair
Signature Over Printed Name

Director of UG/G Program
Signature Over Printed Name
(if applicable)

Paid LOA fee:
O.R. NO. _____
DATE _____

DEAN
Signature Over Printed Name

Date

Copy for the Parent