



University of the Philippines
UP OPEN UNIVERSITY
APPLICATION TO OVERLOAD or UNDERLOAD
 _____ Semester/Trimester, AY _

Name: _____ Student Number: _____
 Degree Program: _____ Year level: _____

Scholastic standing as of last enrollment: Curriculum-prescribed load this term:
 Good Standing _____ units
 Warning
 Probation
 Permanently Disqualified

Request to: **OVERLOAD**, of _____ units
 UNDERLOAD, of _____ units

<i>For request to OVERLOAD</i>	<i>For request to UNDERLOAD</i>
Reason(s) for registering more than the curriculum requirement of the current semester: <input type="checkbox"/> Graduating <input type="checkbox"/> Others	Reason(s) for registering less than 12 units: <input type="checkbox"/> Unavailability of courses <input type="checkbox"/> Health <input type="checkbox"/> Working student (outside the university) <input type="checkbox"/> No more courses to take based on the curriculum

Signature of Student

 (Follow the numeric sequence)

(1) Endorsed: _____ (2) Recommending Approval/Disapproval

Name and signature of Program Chair

Name and signature of Faculty Secretary

(3) Approved/Disapproved

Name and signature of Dean

Attachments:

- Plan of Study
- Medical certification (for health reason)
- Copy of schedule of classes and certification by the adviser (for unavailability of course)
- Copy of payroll and appointment papers (for employment reason)
- Certification by the adviser that there are no more courses to take based on the curriculum