

WAIVER OF MAXIMUM RESIDENCY RULE REQUEST

A student must finish the requirements of a course of any college within a period of actual residence equivalent to 1 1/2 times the normal length prescribed for his program, otherwise he shall not be allowed to register further in that college.

This rule shall not apply to graduate students who are covered by specific rules or to students governed by existing rules regarding a maximum period. Furthermore, account shall be taken of the provision of Article 243 of the Revised University Code which states that members of the faculty, officers, and employees of the University have a privilege of enrolling in the University for not more than 6 units a semester at reduced rates of fees. See Figure 12 for the maximum residency rule request flowchart.

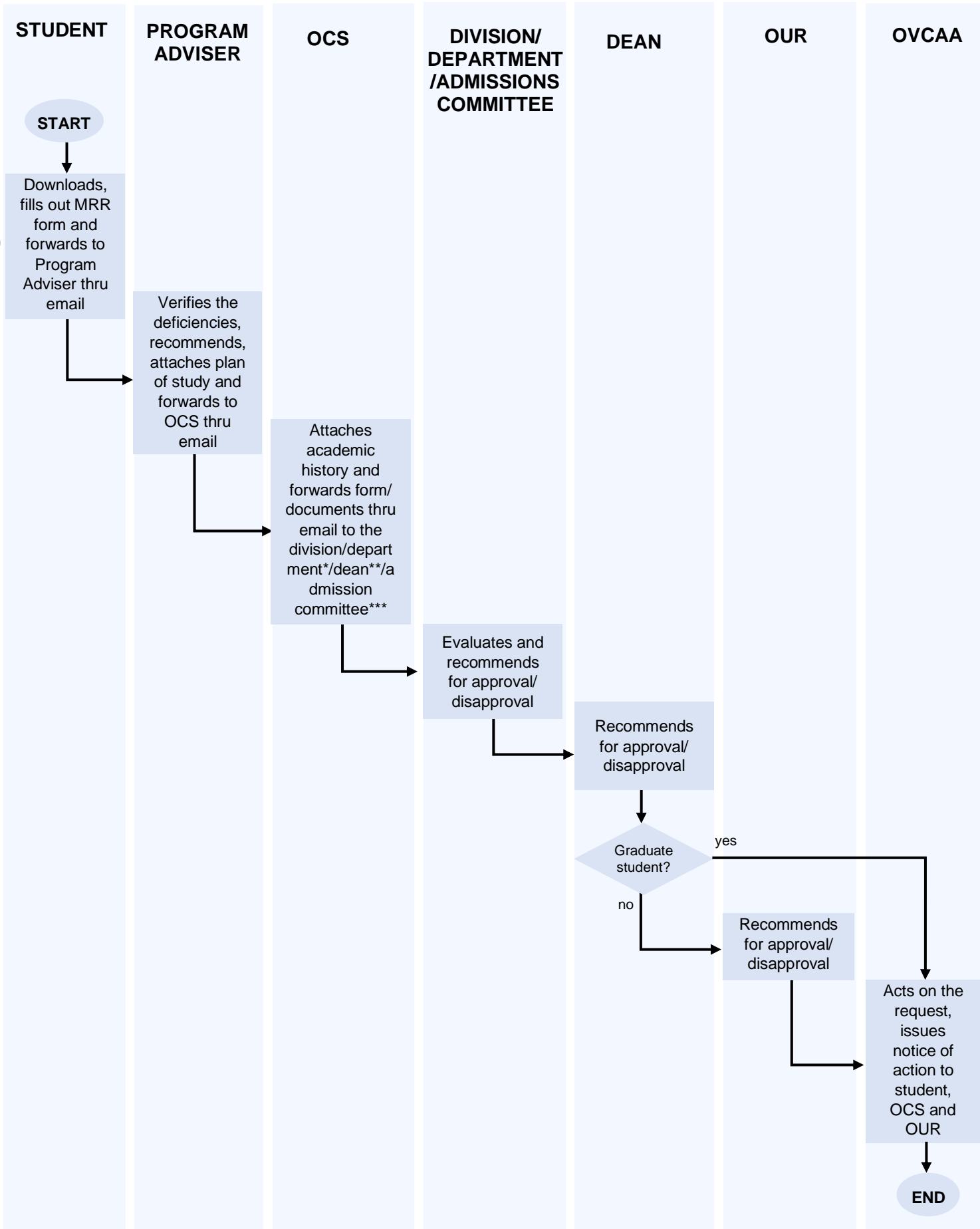
NOTES:

1. Residence in their previous unit will be counted for transferees from other CUs. This means that the counting of residence starts from the student's first enrolment in the UP System.
2. For transferees from other institutions or second degree students, the counting of allowed residence shall be adjusted based on the number of advance credits granted. For instance, if a student earns 18 units in advance credits equivalent to 1 semester he/she will have only 3.5 years remaining in his/her residence. Therefore, maximum residence will be counted as $3.5 \times 1.5 = 5.25$ or equivalent to 5 years and 1 semester.
3. Approved LOAs (not to exceed an aggregate of two years) shall not be counted for undergraduate students.
4. A student shall seek VCAA's approval should he request for a waiver of the maximum residence rule (MRR) and an extension of residence. [Memo No. FN 90-12, Delegation of Authority]
5. Transfer students from other UP units who could not finish the program within the allowable residence in the university may not be accepted.
6. The deadline of request for waiver of MRR must be strictly observed.
7. The request for waiver of MRR shall be granted once (without prejudice to the chancellor's prerogative) for the following reasons:
 - a) If the remaining courses to be enrolled can be completed within one academic year.
 - b) If the reason for appeal of MRR is thesis, a certification from the adviser regarding the status of the thesis must be required.
 - c) Financial reason.
 - d) Health reason. Limited only to student/immediate family member supported by a medical certificate.

In meritorious cases, however, further requests may be granted on a case-to-case basis.



Waiver of Maximum Residency Rule Request





REQUEST FOR WAIVER OF MRR

Date

VICE CHANCELLOR FOR ACADEMIC AFFAIRS

University of the Philippines Visayas

Through Channels

I, _____, _____ of the College/School of
Name of Student Degree/Year Level
_____ would like to request for waiver of the Maximum Residence Rule and extension
of residence effective _____ to _____ for the following reasons:

Signature of Student

Email: _____

Contact No: _____

Study Plan for the Period of Extension

Table with 3 columns: course, AY, units. Each column has 8 rows for listing courses and units.

Prepared by: _____
Signature of Student

Verified by: _____
Signature of Program Adviser

Date: _____

Date: _____

ACTION OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

() Approved () Disapproved

Remarks:

Vice Chancellor for Academic Affairs
Date: _____