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11 August 2023

OVPAA Memorandum 2023-109

To : The Vice Chancellors for Academic Affairs  
The University Registrars

From : Leo DP Cubillan  
Vice President for Academic Affairs

Subject : **CLARIFICATION ON THE DELEGATION OF AUTHORITY TO APPROVE  
READMISSION FROM DISMISSED STATUS, AND WAIVER OF MRR**

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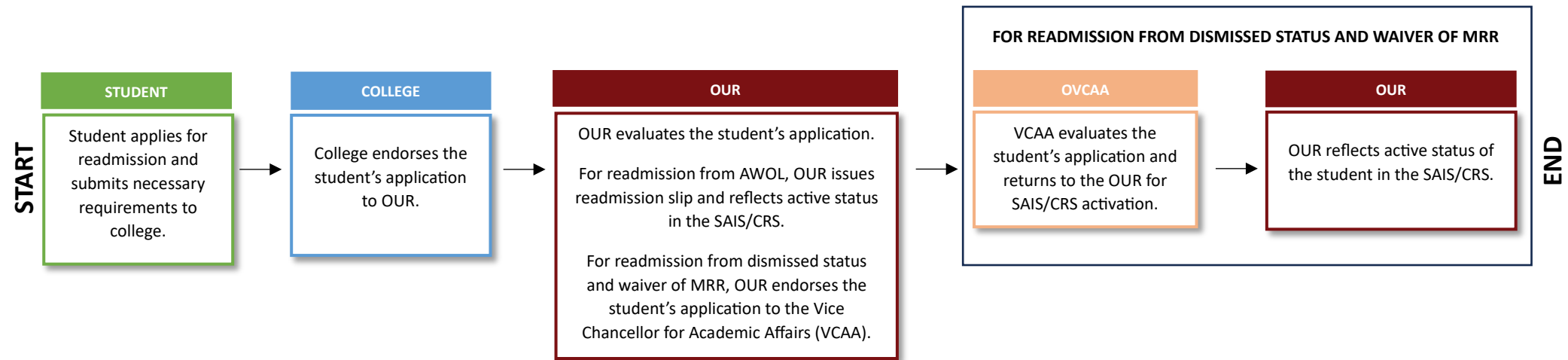
This is in relation to [OVPAA Memorandum No. 2023-55](#) on harmonized policies and procedures related to admissions, student progress, and graduation issued on 23 April 2023, specifically on the delegation of the authority to approve readmission from dismissed status, and waiver of the maximum residence rule (MRR).

Per the discussion of the System Academic Affairs Committee during its meeting in July and August 2023, it was decided that the authority to approve readmission from dismissed status, and waiver of the MRR remains with the Vice Chancellors for Academic Affairs. This memorandum supersedes Section II e of the [OVPAA Memorandum No. 2023-55](#) which states that the authority to approve waiver of the MRR is delegated to the University Registrar.

Furthermore, the flowchart for the readmission from dismissed status and absence without official leave (AWOL), and waiver of MRR is revised and attached to this memorandum (see [Annex A](#)).

Thank you.

**READMISSION\* FROM ABSENCE WITHOUT OFFICIAL LEAVE (AWOL) AND DISMISSED STATUS; WAIVER OF MAXIMUM RESIDENCE RULE (MRR)**



\*UP Los Baños and UP Mindanao: Reinstatement

1. Student applies for readmission and submits necessary requirements to college.
2. College endorses the student's application to OUR.
3. OUR evaluates the student's application.
  - a. For readmission from absence without official leave (AWOL), OUR issues readmission slip and reflects active status in the SAIS/CRS upon evaluation.
  - b. For readmission from dismissed status and waiver of maximum residence rule (MRR), OUR endorses the student's application to the Vice Chancellor for Academic Affairs (VCAA).
4. VCAA evaluates the student application and returns it to the OUR for the reflection of the student's active status in SAIS/CRS.
5. OUR reflects active status of the student in SAIS/CRS.

**Note:**

1. Extension of MRR is processed at the college level.
2. Waiver of MRR beyond the allowable period of extension is approved by the Vice Chancellor for Academic Affairs.