

# 1 Introduction

The Office of the College Secretary is the official keeper of records, overseer of registration and scholastic evaluation of students at the college level.

The Office of the College Secretary serves as the liaison of the college to various offices in the University. It is in constant communication with sections of the Office of the University Registrar such as Admission and Registration Section (ARS), Computerized Registration and Student Records Section (CRSRS), Records Management and Appraisal Section (RMAS), and Publication and University Council Secretariat Section (PUCSS).

Among the offices under the Office of the Vice Chancellor for Student Affairs, the Office of the College Secretary coordinates with the Office of Scholarship and Student Services, Office of Student Activities, Office of Counseling and Guidance, and Student Disciplinary Tribunal. Likewise, it coordinates with the Office of Extension Coordination under the Office of the Vice Chancellor for Academic Affairs.

In some colleges especially in large colleges (e.g. College of Engineering, College of Science and the College of Social Sciences and Philosophy), the Office of Graduate Studies addresses solely matters related to graduate students from admission to graduation. It performs duties similar to that of the Office of the College Secretary throughout the Academic Year. It is headed by the Graduate Coordinator who is appointed by the Chancellor upon the recommendation of the Dean. University rules governing graduate students can be found in the "General Rules for Graduate Programs in UP Diliman" published by the Office of the Director of Instruction, Office of the Vice Chancellor for Academic Affairs in 1999.

Over the years, many rules and regulations related to admission, progress and graduation have been instituted and amended. The information found in this Primer are grounded on the University Code, resolutions of the UP Board of Regents and the University Council, the Executive Committee of the University Council, and memoranda from the Office of the University Registrar, as well as pertinent documents from some government agencies.

There were efforts from different levels of the University to uphold and tighten the policies in relation to student admission, progress and graduation. However, it has been noted that various deviations from these policies, misadvising of students and gross errors have been committed in the evaluation of student records. From 26 May 2008 to 22 April 2013, the University Council Committee on Student Admission, Progress and Graduation (CSAPG) has acted on a total of 882 appeals (394 and 488 from the undergraduate and graduate levels, respectively). In addition, the CSAPG has acted on a total of 38 types of appeals

at the undergraduate level and 28 types of appeals at the graduate level. In some cases, the appeals to the CSAPG such as substitution of courses, validation of courses, crediting of a course were done mostly on the semester that the students are graduating. If only strict adherence to University policies has been observed, proper orientation and continuous guidance of students about their curricula; appeals to the CSAPG and delay in student's graduation could have been avoided

The publication of a Primer for College Secretaries and Manual for Student Records Evaluators in the University of the Philippines Diliman is deemed necessary for proper implementation of University policies as well as the proper conduct of registration activities and evaluation of students from admission to graduation. This is the first attempt to update and expand the existing Primer for College Secretaries published by the Office of the Vice Chancellor for Academic Affairs sometime between 1995 and 1996.

This guide recognizes that the Office of the College Secretary shares certain technical processes and aspects as well as organizational requirements that are inherent in the Office of the University Registrar. Both offices are in-charge of admission, progress and graduation of students and employ Student Records Evaluators and administrative staff who perform various tasks related to student matters.

Considering the unique circumstances and needs, this Primer respects the need of each college to implement stricter policies and internal processes as well as to devise college forms. As far as coordination with the Office of the University Registrar is concerned, all colleges must use the process flow and the prescribed forms provided herein.

This guide contains University policies, implementation guidelines, flowcharts and University forms relevant to student admission, progress and graduation. This is a documentation of common practices and regular activities of the Office of the College Secretary and the Office of Graduate Studies in consonance with university policies from the beginning to the end of the Academic Year. The practices and regular activities included in this Primer were derived from actual experiences of College Secretaries, Graduate Coordinators, and Student Records Evaluators, and documents of the Office of the University Registrar.

For easy reference, this guide is arranged into chapters that coincide with the regular activities of the Office of the College Secretary from the beginning up to end of the Academic Year. Each chapter contains the appropriate University policies, implementation guidelines, process flow and forms. Chapter 2 is about Admission, Chapter 3 tackles Registration, Chapter 4 deals with Records Management and Appraisal, and Chapter 5 informs about Graduation, Chapter 6 presents other duties and responsibilities of OCS.

Some portions were quoted verbatim from the source materials such as the University Code of the UP System (i.e. Articles), 2003 Faculty Manual and memoranda from the Office of the University Registrar, Office of the Chancellor and Office of the President. Quotes are all in italics. In the same manner that the UP Faculty Manual has addressed gender sensitivity, "he" or "him" in the original documents were replaced with "s/he" or "her/him." The users of the Primer and Manual for Student Records Evaluators are advised to regularly coordinate with appropriate offices for any updates as the information contained herein may change due to new conditions affecting the University.

### **Goals of the Office of the College Secretary**

1. To advocate awareness on pertinent University and college policies, rules and regulations related to admission, registration, progress and graduation of students.
2. To ensure the smooth flow of activities related to admission, registration, progress and graduation of students.
3. To safeguard the integrity of the permanent academic records of students from admission to graduation and beyond.
4. To provide efficient and friendly service to faculty, students and the community.

### **Functions of the Office of the College Secretary**

1. Implements University and college policies, rules, thrusts and priorities related to admission, registration, progress and graduation.
2. Coordinates with departments and other offices in the college, and with various offices in the University in relation to admission, registration, progress and graduation of students.
3. Prepares, facilitates and conducts activities related to admission, registration, progress and graduation of students.
4. Manages and appraises students records from admission to graduation and beyond.
5. Conducts orientation on University and college policies and rules among new students.
6. Addresses concerns of faculty, students, and the community related to admission, registration, progress and graduation of students.

## **Positions, Duties and Responsibilities**

The Office of the College Secretary is headed and managed by the College Secretary who is appointed by the Chancellor upon the recommendation of the Dean for a period of three years (Revised University of the Philippines Code, 1975).

The Student Records Section staff assists the College Secretary throughout the Academic Year. As employees of the University, they are expected to render their duties and services in the highest possible standards worthy of being members of the national university. Like any other government employee, they are also expected to render their duties and services in accordance with The Code of Conduct and Ethical Standards for Public Officials and Employees as stipulated in Section 12 of Republic Act No. 6713.

Section 1 of Rule II in the Civil Service Laws and Rules states that “public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest.” (The Civil Service Law and Rules, Book V of Executive Order 292 and its Omnibus Rules as Amended, 28<sup>th</sup> Printing, Personnel Officers Association of the Philippines, Inc., March 2008).

Transparency and accessibility of services and information must be observed at all times. However, Section 1 of Rule IV states that “subject to reasonable conditions prescribed by the law, the State adopts and implements a policy of full public disclosure of all its transactions involving public interest.” However, Section 3 of Rule IV which enumerates a number of exceptions including information that “must be kept secret in the interest of national defense or security or the conduct of foreign affairs” or those that “would put the life and safety of an individual in imminent danger.” Since the information kept by the Office of the College Secretary includes permanent school records and contact information, the SRS staff are expected to guard them with utmost care. In cases where these information are requested other than the student, the SRS staff must first confer with the student and the College Secretary.

Section 1 of Rule V of the Civil Service Law and Rules (Duties of Public Officials and Employees, Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees) states that “when a request or petition, whether written or verbal can be disposed of promptly and expeditiously, the office or employee in-charge to whom the same is presented shall do so immediately, without discrimination, and in no case beyond fifteen days from receipt of the request or petition.” Hence, they must act on all requests and communications within the period prescribed by law.

## **Positions**

### **1. The College Secretary**

The College Secretary is a full time faculty member of the University and plays a vital role in the implementation of policies in relation to the student body, and performs many and varied duties throughout the Academic Year. Specific duties assigned to a College Secretary by the Dean range from signing various documents related to student matters to preparation of Minutes of the College Executive Board Meeting and the College Faculty Meeting as well as preparation of justification letter for the appointment of lecturers every semester.

Based on the University of the Philippines Code, [from Arts. 95, 97-98; 790th BOR meeting, Dec. 19, 1969], the College Secretary has the following duties:

- a. To Inform students during registration of their schedule, curricula and other matters.*
- b. To assist the Dean of Students in the supervision of student activities.*
- c. To help execute decisions of committees of the college or school and of University authorities affecting students*
- d. To see that requirements for graduation are fulfilled.*
- e. To perform other duties assigned to him/her by the Dean/Director.*
- f. To conduct Briefing of Program Advisers, Registration Staff and Registration Assistants (if applicable)*

### **2. Student Records Section Staff**

The staff members of the Student Records Section are full time employees of the University. They work hand in hand with the College Secretary in the daily operations of the office. Each college must have at least one Student Records Evaluator or SRE. However, in the absence of an SRE, a staff in close coordination and monitoring of the College Secretary is assigned to perform some of the duties of an SRE. He/she may be an Administrative Aide, Administrative Officer, Administrative Assistant, University Research Associate or School Credits Evaluator.

The UP Academic Calendar and the activities of the college heavily influence the duties of the Student Records Section staff. Depending on the needs of the college, their duties are varied but not limited to the following:

**a. Admission**

- i. To evaluate entrance credentials of undergraduate and graduate student applicants
- ii. To process Transfer Application within the college or school and from other Constituent Universities
- iii. To process Transfer Application from other Schools or Universities forwarded by the Admission and Registration Section (ARS) of the Office of the University Registrar
- iv. To process Graduate Application
- v. To process Deferment of Graduate Admission
- vi. To process submitted documents (Official Transcript of Records (OTR), NSO Marriage Certificate, NSO Birth Certificate, etc.) where applicable
- vii. To process College Admission Slip
- viii. To file College Admission Slip every semester
- ix. To prepare request for the Transfer of Records from another degree program within UP Diliman and other Constituent Universities
- x. To prepare request for Transfer of Records from another degree program to the college or school
- xi. To monitor documents for signature of the College Secretary in relation to admission

**b. Registration and Computerized Registration System**

- i. Advance Registration Enlistment/Validation of New Freshmen
  1. To upload courses for New Freshmen in coordination with concerned offices
  2. To prepare Registration materials
  3. To prepare the Registration venue
- ii. Regular Registration
  1. To prepare Registration materials
  2. To upload courses in coordination with concerned offices
  3. To manage Class Delegation (if applicable)

4. To process Enlistment Request
  5. To process Class Enlistment
  6. To process Tagging of Ineligible Students
  7. To process Tagging of Graduating Students
  8. To process Change of Matriculation (COM)
  9. To process Redistribution of Students
- iii. To process Dropping of Courses
  - iv. To process Encoding of Grades
    1. Manual Grading Sheet (UP Form No. 13)
    2. Grade Completion (UP Form 13-C)
    3. Change of Grade (UP Form 13-D)

**c. Records Management and Appraisal**

- i. To prepare Student Jackets for New Students
- ii. To update Student Jackets by doing the following tasks:
  1. Filing of Advance Credit/Advance Placement Exam/Substitution Form
  2. Pasting the Form 5 every semester
  3. Recording of Final Grades in the curriculum checklist
  4. Filing of Change of Matriculation and Dropping Slip
  5. Filing of Leave of Absence Form
  6. Filing of Completion/Removal/Change of Grade
  7. Filing of Waiver of Maximum Residency Rule
  8. Other documents
- iii. To evaluate Student Record
  1. For Readmission
  2. For Student's Appeal
  3. For Graduation
    - a. To do Pre-evaluation of Records to identify academic deficiencies based on major field/major electives and General Education courses.
    - b. To do Final Evaluation of Records of each graduating student to ensure that all courses prescribed in the curriculum have been taken and credited
    - c. To compute curriculum weighted average grade of a graduating student.
  4. For Scholastic Verification
- iv. To process request for True Copy of Grades
- v. To process request for Certification

- vi. To process Report of Grades
- vii. To prepare Enrollment and Graduation Data every semester

**d. Graduation**

- i. To prepare the Tentative List of Candidates for Graduation
- ii. To process Application for Graduation
- iii. To submit Final List of Candidates for Graduation to the Office of the University Registrar
- iv. To process Clearance Application
- v. To prepare Recognition Rites (if applicable)

**3. Registration Assistants Coordinator and Registration Assistants**

In some units, Registration Coordinators and Assistants help out during the registration period. They are full time students of the UP Diliman. The college taps their services during Registration in order to augment human resources needed for the busiest period in the Academic Year.

**Classification of Students**

The Office of the College Secretary deals with all types of students in the college. It is useful to take note of the categories of students in order for the Office of the College Secretary to provide the most suitable services to them. Each student category observes particular University policies and follows certain processes during their stay in the University. The student category is printed on the Form 5 of the student, which determines how their needs and concerns will be addressed.

*Students of the University may fall under any of the following categories:*

*a. Regular [Art. 338]*

- 1) Regular undergraduate students follow organized programs of study and comply with requirements that lead to the bachelor's degree or undergraduate diploma/certificate. They carry the full semester's load prescribed by their respective curricula and are classified into freshmen, sophomores, juniors, and seniors.*

- *A freshman is a student who has not finished the prescribed subjects of the first year of his/her curriculum, or 25 percent (25%) of the total number of units required in the entire course;*
  - *A sophomore is a student who has satisfactorily completed the prescribed subjects of the first year of his/her curriculum, or has finished not less than 25 percent (25%) nor more than 50 percent (50%) of the total number of units required in the entire course;*
  - *A junior is a student who has completed the prescribed subjects of the first two (2) years of his/her curriculum, or has finished not less than 50 percent (50%) nor more than 75 percent (75%) of the total number of units required in the entire course;*
  - *A senior is a student who has completed the prescribed subjects of the first, second, and third years of his/her curriculum, or has finished not less than 75 percent (75%) of the total number of units required in the entire course.*
- 2) *Regular graduate students follow organized programs of study and comply with requirements that lead to a master's or doctoral degree. They may be either part-time or full-time.*

*b. Irregular [Art. 337]*

*Irregular students are students registered for formal credit but who carry less than the full load called for in a given semester by the curriculum for which they are registered.*

*c. Non-regular*

- 1) *Non-degree students, with credit [682<sup>nd</sup> Exec. Com. meeting, Mar. 20, 1978]*

*Non-degree students are those who are enrolled for credit but do not follow an organized program of study. They are either degree holders or undergraduate students not currently enrolled in any other institution of higher learning who satisfy appropriate requirements for admission to the University at the graduate and/or undergraduate levels. They shall not be allowed to enroll for more than one (1) semester, except by special permission of the Dean of the college concerned and the University Registrar.*

*Since they do not follow any organized program of study, non-degree students are not prospective candidates for graduation for any degree in the University.*

2) *Non-majors, with credit [1067<sup>th</sup> BOR meeting, July 7, 1993; 67<sup>th</sup> UC, Dec. 8, 1999]*

*Non-majors are students dismissed from their respective colleges, but not from the University, for failure to meet the retention requirements including grade point average or number of units passed. Their supervision shall remain with their respective colleges, during which time they shall be advised by the college secretaries, until they have transferred to another college. They shall also be assessed/counseled by the Office of Guidance and Counseling.*

*However, students can be non-majors only for one (1) year, during which time, they are expected to seek admission to another college. Units earned as non-major can be credited towards the new degree program to which the student will be readmitted.*

3) *Cross-registrants, with credit*

*Cross-registrants are students who enroll in a unit in UP Diliman for a specific period of time but are primarily enrolled in their home units in UP Diliman or in another UP Constituent University or in another institution of higher learning. Such enrolment is subject to the approval of the Deans of the home and the accepting units/colleges. [from Art. 333–334]*

4) *Special students, without credit*

*A special student is one who is not earning formal academic credit for his/her work. [Art. 337-c]*

*Mature students, even if they do not fully satisfy the entrance requirements, may be admitted as special students and may enroll in such subjects for which, in the opinion of the instructor and the Dean, they have the necessary background knowledge and ability to pursue profitably. They shall not be allowed to enroll for more than 9 units a semester or to register for more than two (2) years, except by special permission of the Dean. They are not earning formal academic credit. However, subjects taken even though without credit may be reported at the end of each semester as “satisfactory” or “unsatisfactory”. [138<sup>th</sup> UC meeting, Sept. 11, 1937]*

*Special students pay the same fees as regular students. They may register at any time without the payment of fine for late registration, subject to other regulations of the University. They may register for particular subjects within a semester*

*when permissible under the system of instruction adopted by the college.*

## 2 Admission

This chapter discusses all types of Admission to the University both at the undergraduate and graduate levels. General rules on admission as provided for by University policies, implementing guidelines based on memoranda of University Registrars and sound practice are presented. Flow charts and pertinent forms are also provided.

The following are the types of Admission in the University:

1. Undergraduate Admission
  - a. Bachelor's Degree Program
  - b. Undergraduate Certificate or Diploma Program
  - c. Transfer Admission
    - i. Transfer Admission within the program or college
    - ii. Transfer Admission from other Constituent Universities
    - iii. Transfer Admission from other colleges and universities
2. Graduate Admission

### Admission Requirements

*Admission into the University is highly competitive. In the undergraduate level, applicants compete through the UP College Admission Test (UPCAT) and/or talent test/audition. In the graduate level, aside from a Bachelor's degree from a recognized institution of higher learning, an applicant must show proof of intellectual capacity to tackle the demands of graduate work.*

*A student who has earned the required number of units in another university may apply for transfer into UP. In such cases, the applicants have to satisfy the transfer admission requirements of the University as well as those of the college/degree program to which the student seeks to transfer.*

*No student shall be denied admission to the University by reason of age, sex, nationality, religious belief, or political affiliation. [Art. 327]*

*Every applicant for admission shall undergo a thorough health examination. No person shall be admitted to this University who is found by the University Health Service to be suffering from a dangerous, communicable, contagious, or infectious disease or who is physically unfit to take courses in any college of the University. [Art. 328]*

*Every student shall, upon admission, sign the following pledge:*

*In consideration of my admission to the University of the Philippines and of the privileges of a student in this institution, I hereby promise and pledge to abide by and comply with all the rules and regulations laid down by competent authority in the University and in the college in which I am enrolled.*

*Refusal to take this pledge or violation of its terms shall be sufficient cause for summary dismissal or denial of admission. [Art. 329]*

## **1. Undergraduate Admission**

### **a. Bachelor's degree program**

*The University of the Philippines in its commitment to the pursuit of academic excellence and in light of its mandate as the national university seeks to democratize admission into the University through the Excellence-Equity Admissions System (EEAS). The EEAS aims for a greater geographic distribution as well as socio-economic equity among the students admitted to UP while maintaining high academic standards. [from 1107<sup>th</sup> BOR meeting, Apr. 17, 1997]*

*Admission into a bachelor's degree program is covered by the following guidelines:*

- 1) Graduates of Department of Education-accredited high schools may be admitted as freshmen into the University based on their performance in the UP College Admission Test (UPCAT) and their weighted average in the first three (3) years of high school. [798<sup>th</sup> BOR meeting, Aug. 27, 1970]*
- 2) Applicants who are holders of the Philippine Educational Placement Test (PEPT) Certificate, in lieu of a high school diploma, may be admitted to the University provided they qualify in the UPCAT. [1034<sup>th</sup> BOR meeting, Aug. 30, 1990]*
- 3) Applicants who graduated from high schools abroad and who have not enrolled in college may be admitted as beginning freshmen into any program with allowable slots without taking the UPCAT; provided, that they meet the following requirements:*
  - Completion of the high school program in the country where they had their education<sup>\*</sup>; [933<sup>rd</sup> BOR meeting, Oct. 30, 1980]*
  - Passing a college-qualifying national or international foreign-administered examination such as the General Certificate of*

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*\* Includes the completion of one or two-year university education in a country where such is a prerequisite for admission to a bachelor's degree program.*

*Education (GCE) Examination or the Scholastic Aptitude Test (SAT) or equivalent examination:*

*GCE: 3 ordinary level passes and 2 advance level passes*

*SAT: minimum total score of 1200 (for Math and Critical Thinking only)*

*IBE: International Baccalaureate Diploma; and*

- *In the case of an applicant whose native language or whose medium of instruction in the secondary school is not English, a score of at least 500 in the paper-based, or at least 173 in the computer based, or at least 61 in the internet-based forms of the Test of English as a Foreign Language (TOFEL), or at least a score of 5.5 in the International English Language Testing System (IELTS), or a certification from a duly authorized unit of the University, shall be required.*
- 4) *A graduate from a high school abroad who fails to satisfy the requirements for automatic admission (i.e., second bullet under item 3 above) may take the UPCAT.*
- 5) *A Filipino who graduates from a secondary school abroad and applies for freshman admission to the University must satisfy the same requirements as those for foreign students.*

**b. Undergraduate Certificate or Diploma programs**

*Undergraduate certificate or diploma programs do not require the UPCAT for admission. However, applicants must pass a test given by the college—a talent test in the College of Arts and Letters (CAL), College of Fine Arts (CFA) and the College of Music (CM), or a sports readiness test in the College of Human Kinetics (CHK). Application to any of these programs is made directly to the college concerned.*

<b>Programs Per College</b>	<b>Duration</b>
<i>CAL</i>	
<i>Certificate in Theatre Arts</i>	<i>2 yrs</i>
<i>Sertipiko sa Malikhaing Pagsulat sa Filipino</i>	<i>2 yrs</i>
<i>CFA</i>	
<i>Certificate in Fine Arts</i>	<i>3 yrs</i>
<i>CHK</i>	
<i>Certificate in Sports Studies</i>	<i>2 yrs</i>
<i>CM</i>	
<i>Certificate in Music</i>	<i>3 yrs</i>

*Diploma in Creative and Performing Musical Arts 4 yrs*

**c. Transfer Admission**

*Applicants seeking transfer admission into the University have to satisfy the requirements of the University as well as those of the college/degree program to which they seek to transfer. The following students are disqualified [1158<sup>th</sup> BOR meeting, Jan. 31, 2002]:*

- Students who have been permanently disqualified from the University. A student, however, who had been previously permanently disqualified from UP may apply for admission to a second bachelor's degree or to a graduate program after completing a bachelor's degree outside the University*
- Students who have been dismissed for cause*
- Students whose admission was withdrawn due to submission of fake/falsified entrance credentials/ documents*
- Students found guilty of dishonesty or any form of misconduct*

*Enrolment in courses not prescribed in the student's curriculum will be allowed if a student intends to shift, subject to the following guidelines:*

- Student shall indicate intention to shift by writing to the Department Chair/ Institute Director of the home unit.*
- Student must shift within one (1) year, subject to compliance with the admission requirements of the admitting unit.*
- If a student cannot shift within one (1) year, for whatever reason, s/he shall follow the curriculum of the original degree program.*
- Student must be informed by the registration/program adviser of the consequences of enrolling in courses outside the curriculum like added burden on academic load and possible delay in graduation.*

The following are the four types of transfer admission allowed in the University of the Philippines:

- Shifting 1 – transfer within the college
- Shifting 2 – transfer within UP Diliman
- Transfer 1 – transfer from another UP Constituent University
- Transfer 2 – transfer from other colleges or universities

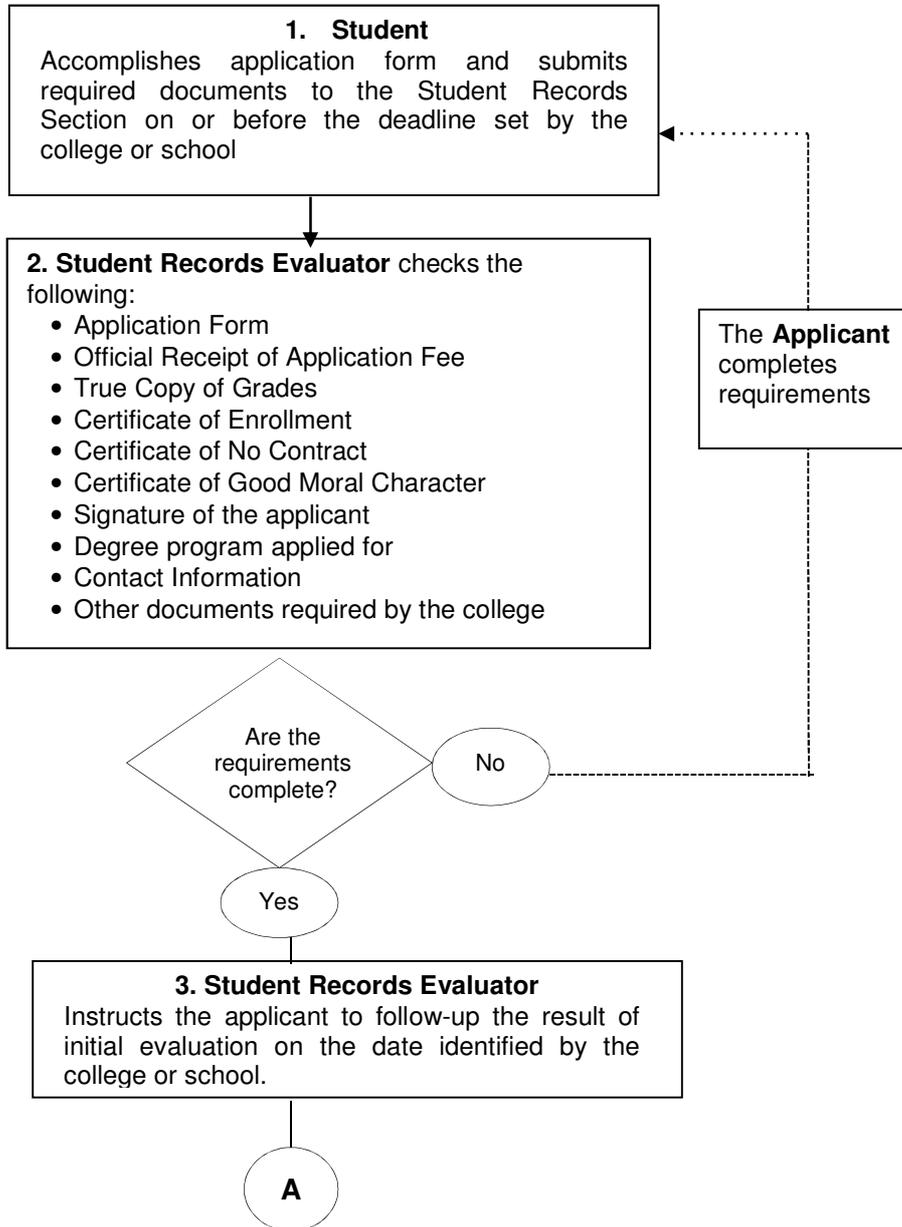
*Transfer admission into a bachelor's degree program is covered by the following guidelines:*

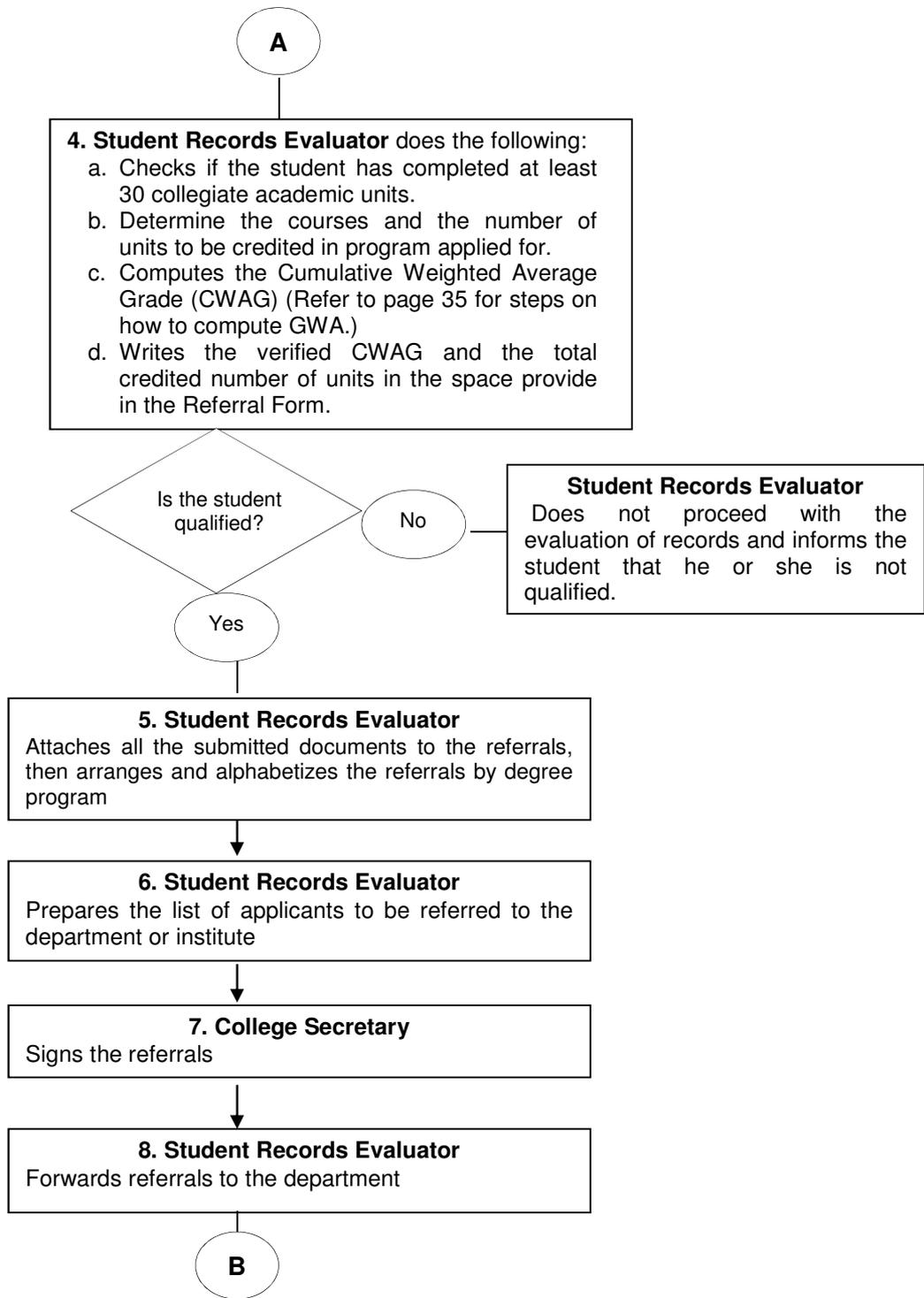
**1) *Shifting to another degree program*** [1067<sup>th</sup> BOR meeting, July 7, 1993; 74<sup>th</sup> UC meeting, Apr. 17, 2001]. This is also known as *Shifting 1* and *Shifting 2*.

*Shifting refers to the change of a student's major or degree program within a college or Constituent University. This is allowed only after completion of at least 30 units in the first program and subject to the compliance with the admission requirements of the new program.*

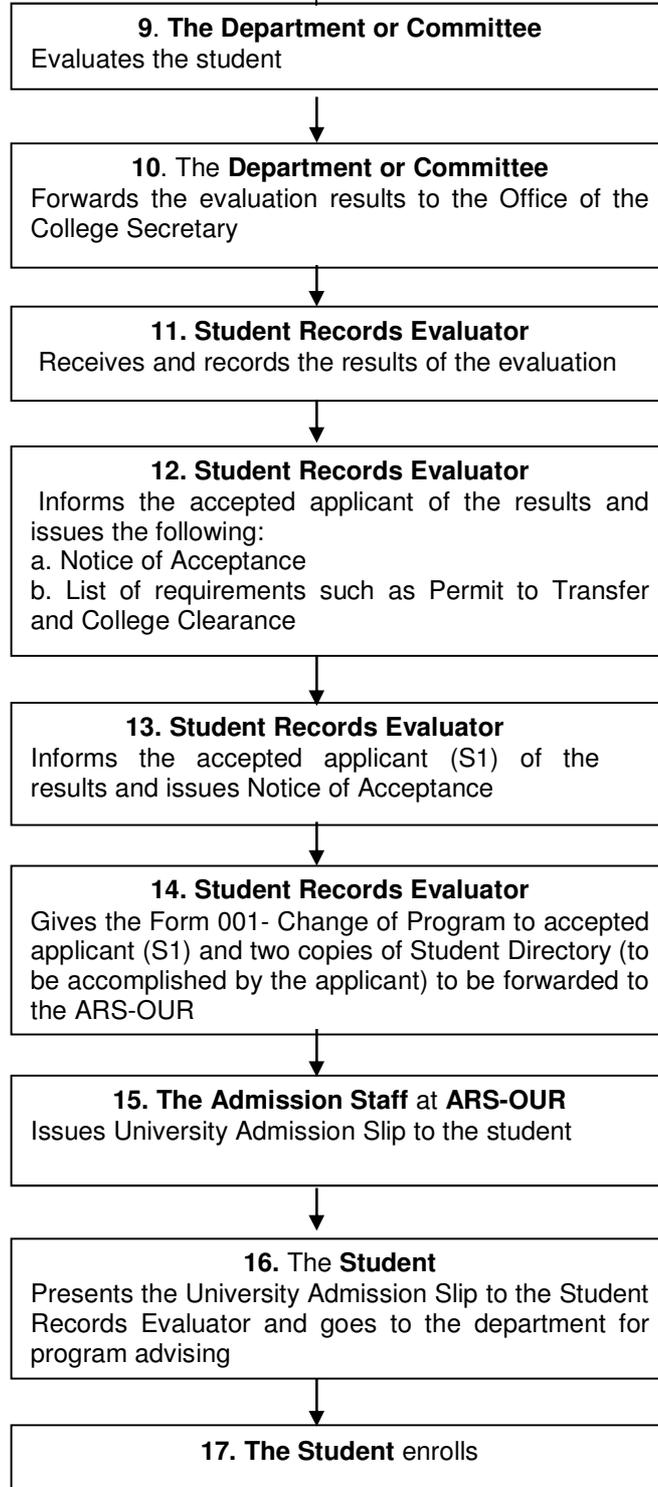
*For shifting purposes, the Curriculum Weighted Average (CWA) is used as basis in evaluating admission into the new program. In the computation of the CWA, only the grades in courses that will be credited into the new program will be considered. This will be applied to regular students and non-majors shifting to a new program. However, the existing rules on the computation of GWA for graduation, including graduation with honors, shall remain.*

**Processing of Shifting Application to another Degree Program Within the College  
(Shifting 1)**

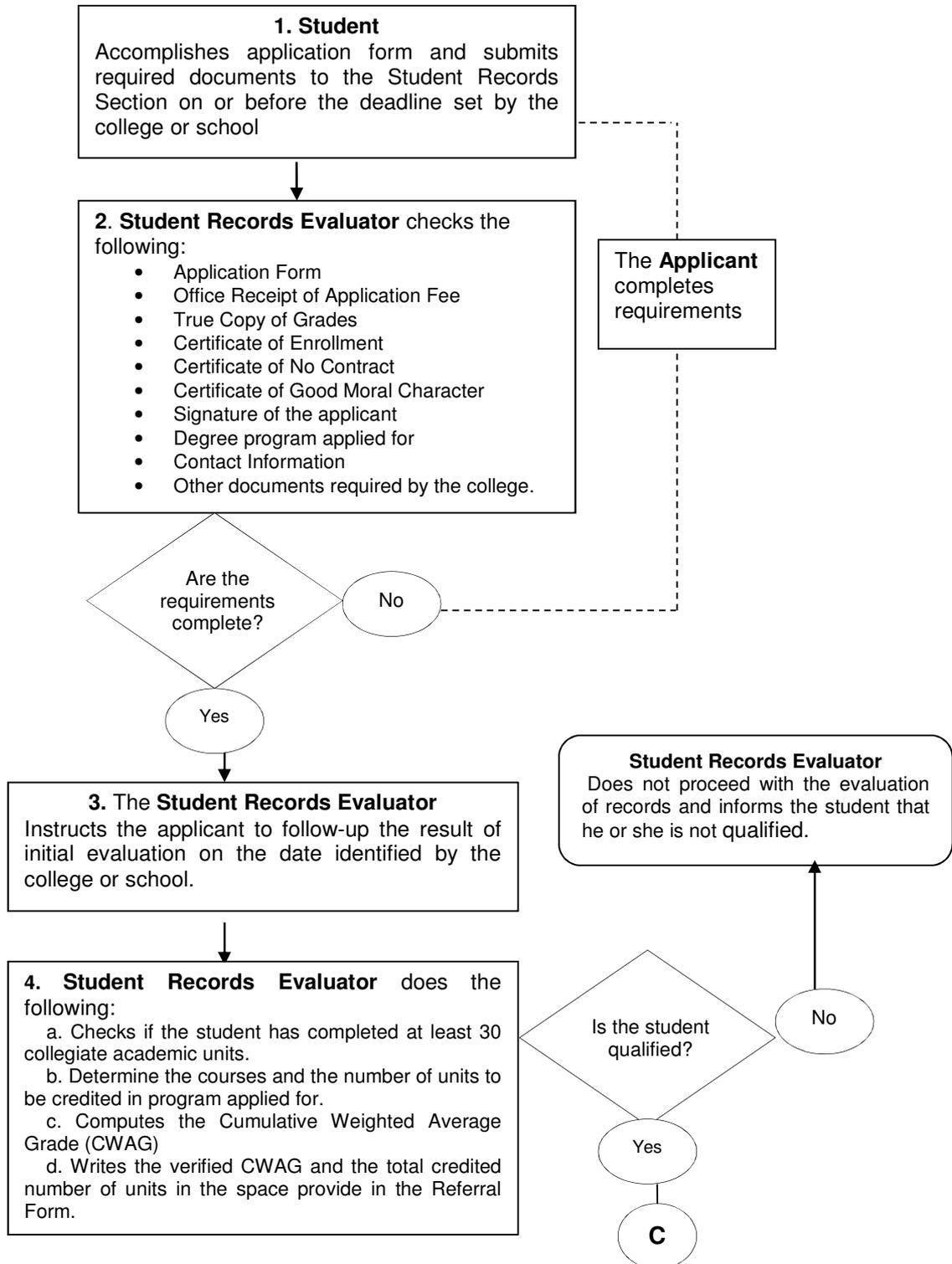


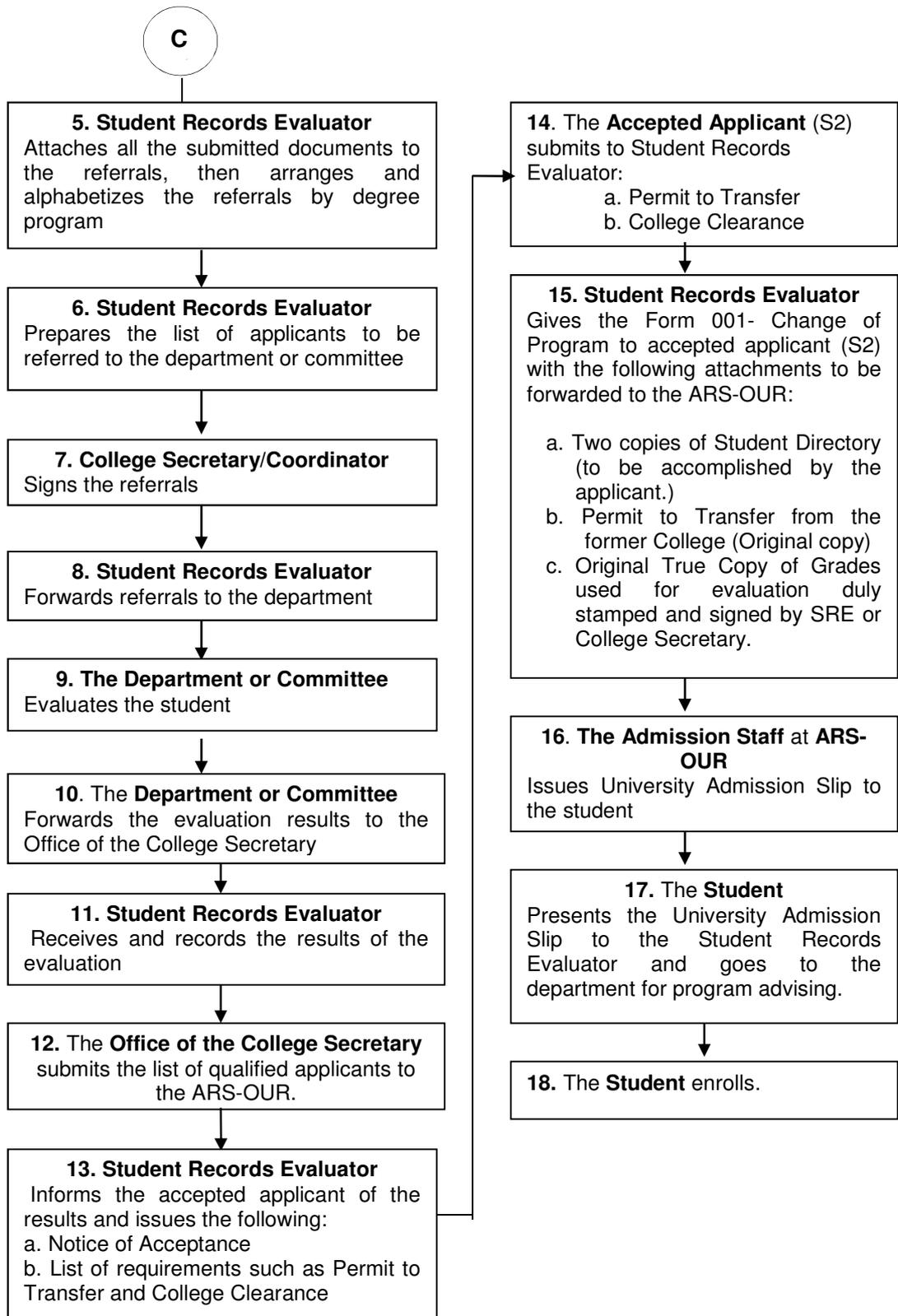


**B**



## Processing of Shifting Application to another Degree Program (Shifting 2)

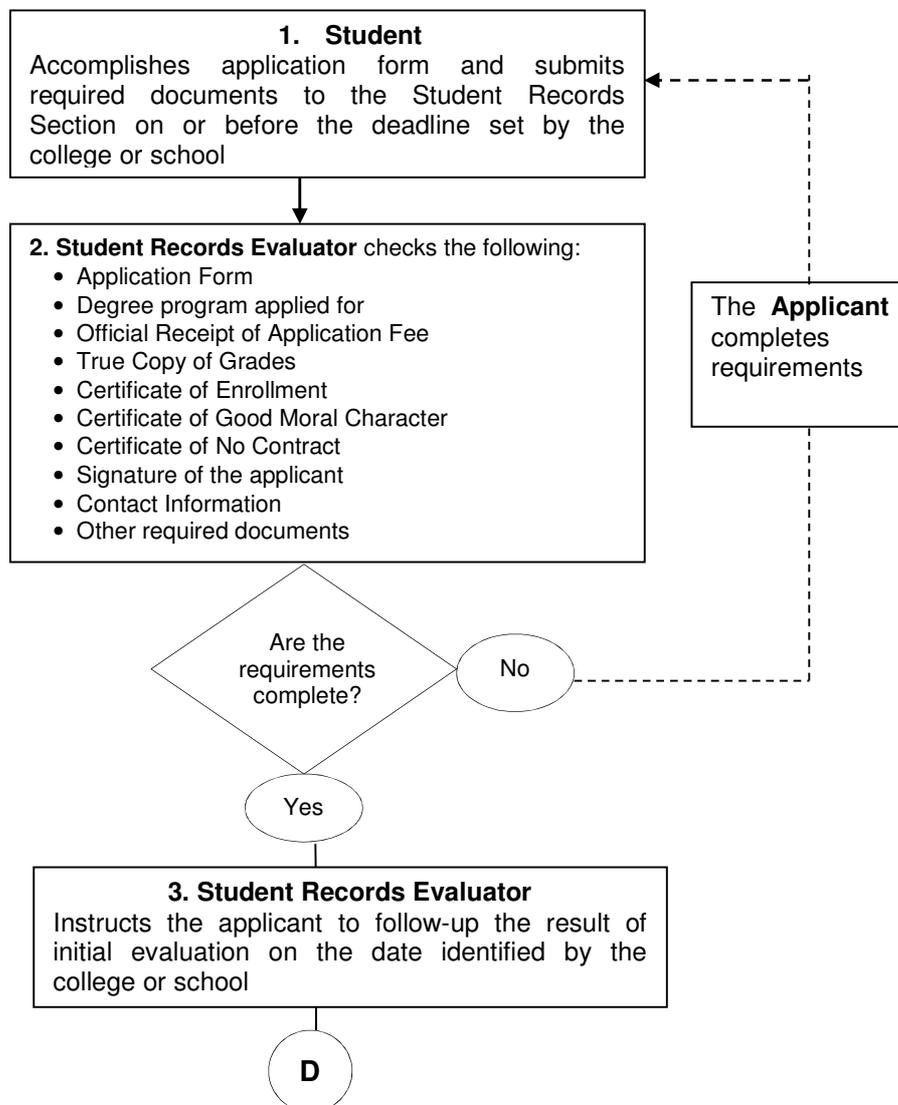


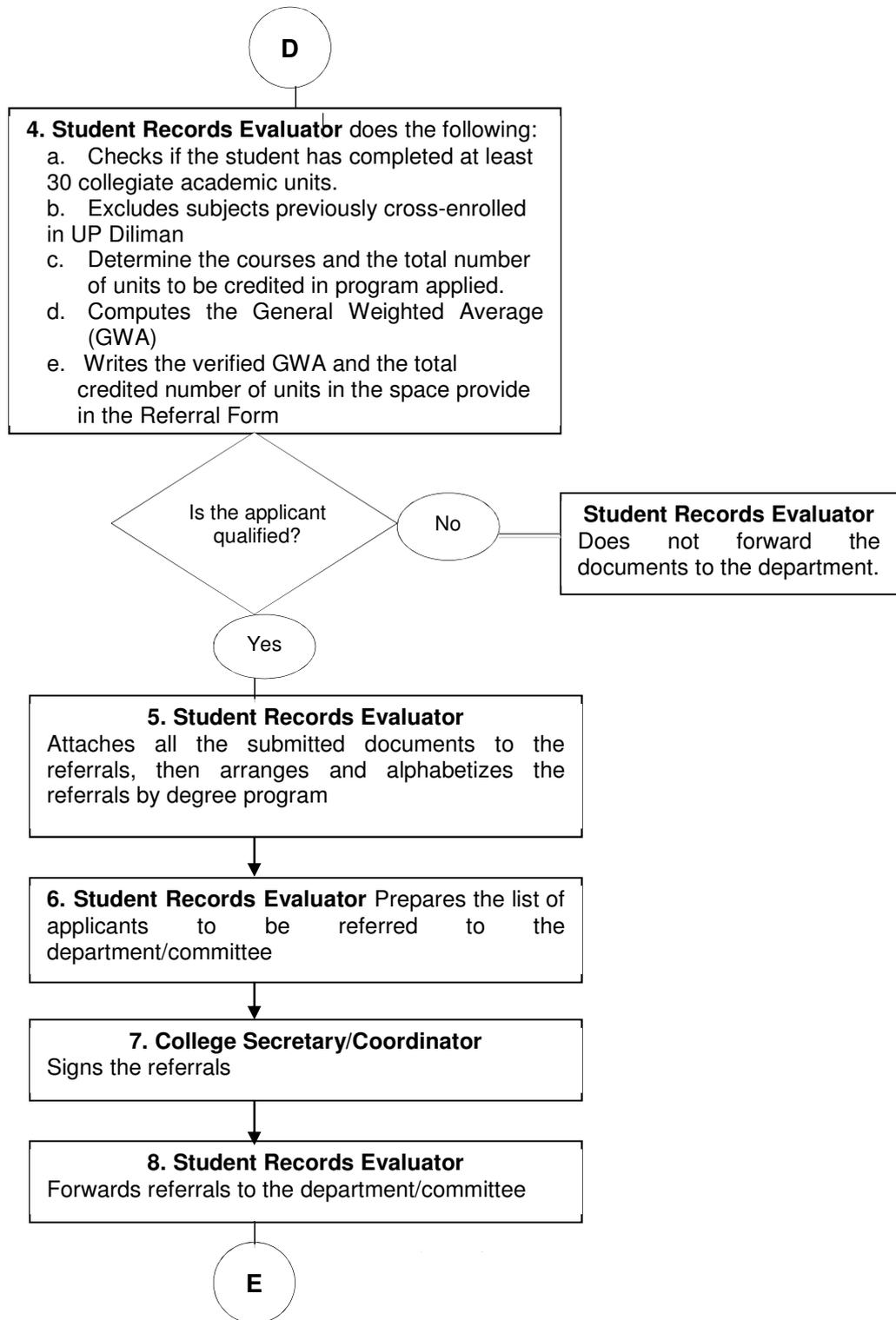


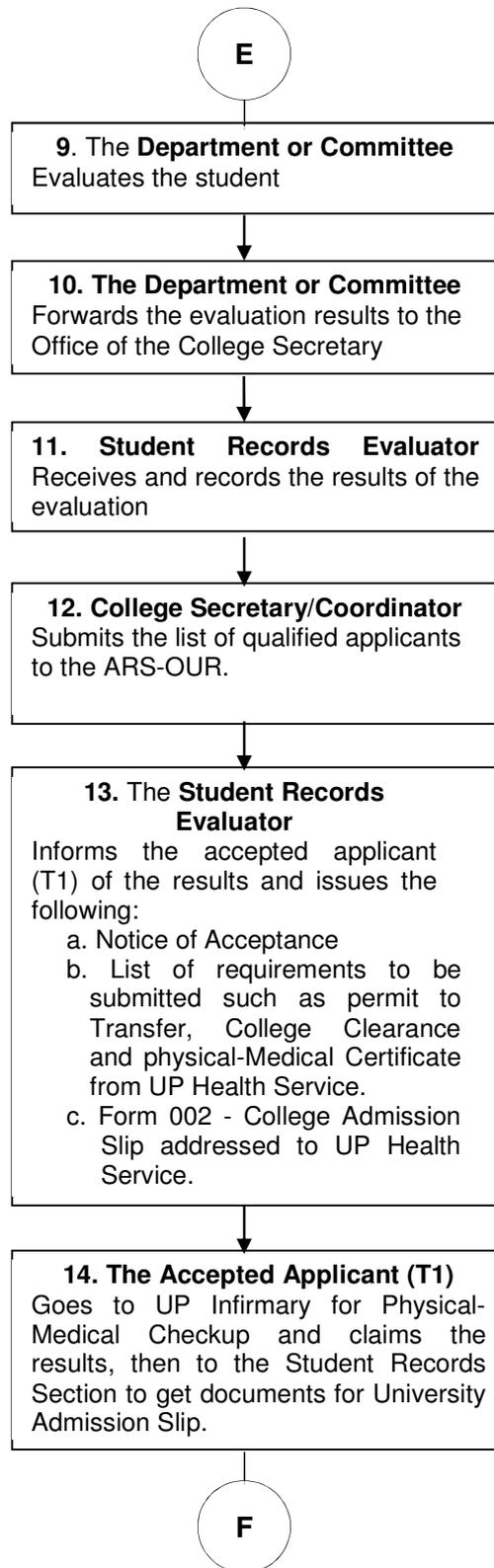
## 2) From other UP Constituent Universities or Transfer 1

*Students from another UP Constituent University, who have completed at least 30 collegiate academic units, may be admitted as transfer students subject to the rules of the admitting college. Subjects previously cross-enrolled in UP Diliman, if any, will not be considered for the purpose of meeting the 30-unit requirement. [1067<sup>th</sup> BOR meeting, July 7, 1993]*

### Processing of Transfer Application from Other Constituent Universities (Transfer 1)







F

**15. Student Records Evaluators** gives Form 002- College Admission Slip address to the University Registrar to the accepted applicant (T1) with the following attachments to be forwarded to ARS-OUR.

- a. Two copies of Student Directory (to be accomplished by the student).
- b. Two identical Passport-sized photos
- c. Medical Certificate from the UP Health Service.
- d. NSO Birth Certificate (original and photocopy)
- e. NSO Marriage Certificate (original and photocopy), if married
- f. Study permit, if foreign student
- g. Original True Copy of Grades used for evaluation duly stamped and signed by the Student Records Evaluator or College Secretary

**16. Admission Staff at ARS-OUR** Issues University Admission Slip to the student

**17. The Student**  
Presents the University Admission Slip to the Student Records Evaluator and goes to the department for program advising.

**18. The Student** enrolls

3) **From other universities** [Art. 359; 76<sup>th</sup> UC meeting, Dec. 12, 2001] **or Transfer 2**

a) *Admission requirements*

*Students with previous college work from another university who want to transfer to UP Diliman shall satisfy all admission requirements of the University and that of the accepting unit/college. Applicants for transfer shall be considered for admission to the University only during the first semester of each academic year. Applicants shall:*

- *have completed, outside the University, at least 33 academic units equivalent to UP courses*
- *meet the General Weighted Average (GWA) requirement of the program applied for. Depending on the degree program the GWA requirement can be at least 1.5 or 1.75 or 2.0 for all the collegiate academic units taken outside of UP.*

*University rules prescribe a minimum GWA of 2.0 for transfer admission into any degree program in the University.*

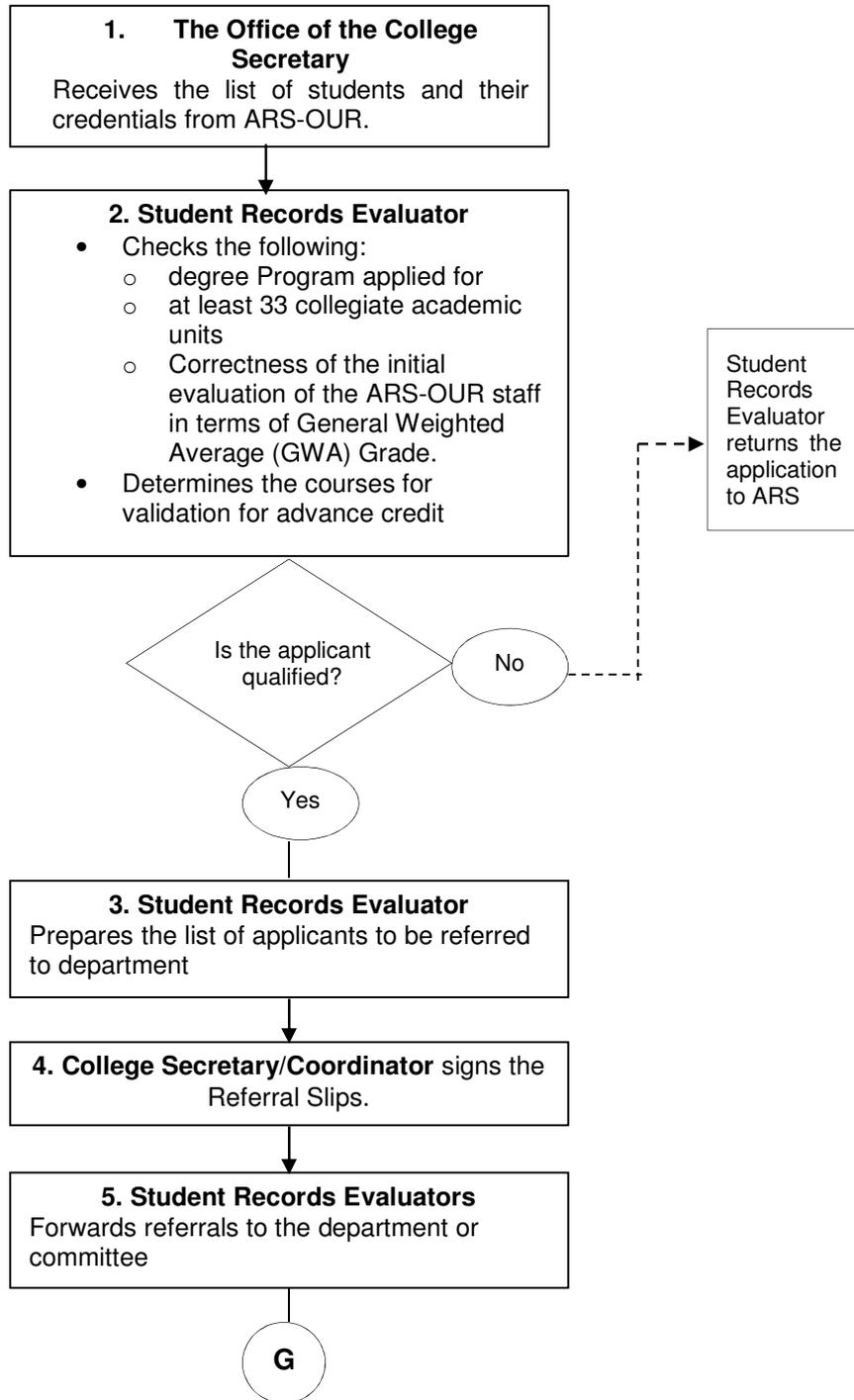
- *satisfy other admission requirements prescribed for each degree program such as interview, aptitude test, talent test or written or oral examination.*
- *fall within the quota of the program at the time of application upon evaluation based on the program admission requirements. All applicants shall be ranked according to the criteria set by the admitting program and the cut-off shall be determined by the college/unit based on their quota.*

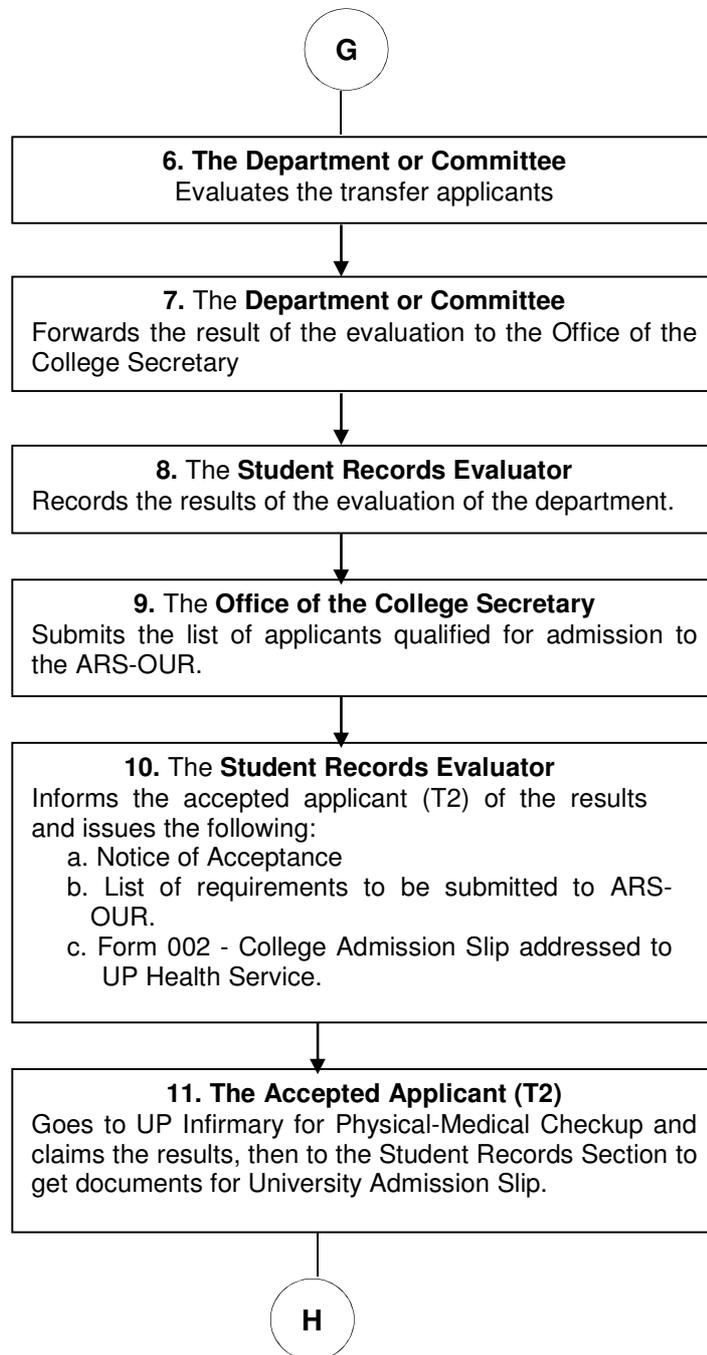
*Transferees shall complete in the University not less than 50% of the units required to graduate in their new programs. Furthermore, all upper division courses required in the program shall be taken in the University.*

*Any or all of the above may be set aside in exceptional cases upon the recommendation of the unit's Committee on Admission or by the dean or director concerned, upon approval of the Chancellor.*

*The admitting unit/college sends to the Office of the University Registrar the list of applicants qualified for admission for a particular year. The OUR shall issue the admission slips to the qualified applicants.*

**Processing of Transfer Application from other Schools or Universities  
(Transfer 2 and Second Degree Applicants)**





H

**12. Student Records Evaluators** gives Form 002- College Admission Slip address to the University Registrar to the accepted applicant (T1) with the following attachments to be forwarded to ARS-OUR.

- a. Two copies of Student Directory (to be accomplished by the student).
- b. Two identical Passport-sized photos
- c. Medical Certificate from the UP Health Service.
- d. NSO Birth Certificate (original and photocopy)
- e. NSO Marriage Certificate (original and photocopy), if married
- f. Study permit, if foreign student
- g. Original True Copy of Grades used for evaluation duly stamped and signed by the Student Records Evaluator or College Secretary
- h. Honorable Dismissal
- i. If foreign applicant, Proof of English Proficiency from previous school (if English is not the medium of instruction).

**13. Admission Staff at ARS-OUR** Issues University Admission Slip to the student

**14. The Student**  
Presents the University Admission Slip to the Student Records Evaluator and goes to the department for program advising.

**15. The Student**  
is on probation until all courses taken outside of UP has been validated or repeated within the given period.

**2. Graduate** [*General Rules for Graduate Programs, 1126<sup>th</sup> BOR meeting, Nov. 26, 1998; UPD Exec. Com. meeting, June 19, 2002*]

**a. Post-baccalaureate Diploma programs**

*The requirements for admission into a Diploma Program are the following:*

- *Bachelor's degree from a recognized institution of higher learning; GWA to be set by unit but not lower than 3;*
- *High intellectual capacity;*
- *Language proficiency; and*
- *Submission/satisfaction of other requirements like health clearance and others that may be imposed by the unit.*

*Proof of English and/or Filipino proficiency shall be required of students whose native language is not English or Filipino, except those who graduated from institutions where the medium of instruction is English or Filipino. For proficiency in English, a score of at least 500 in the paper-based or a minimum score of 173 in the computerized form of the Test of English as a Foreign Language (TOEFL) shall be required. For proficiency in Filipino and other Philippine languages, a certification shall be required from a duly authorized unit of the University.*

*Each applicant shall submit to the head of the unit concerned a duly accomplished application form, official transcript of records, and written recommendations from two (2) former professors or experts in the field.*

**b. Master's Degree program**

*The requirements for admission into a Master's program are the following:*

- *Bachelor's degree from a recognized institution of higher learning; GWA to be set by unit but not lower than 3;*
- *Intellectual capacity and aptitude for advanced studies and research;*
- *Language proficiency; and*
- *Satisfaction of additional University requirements such as health clearance and other special admission requirements that may be imposed by the unit concerned and/or appropriate Graduate Committee/Office.*

*The Language proficiency requirement is the same as in the Diploma program. [Refer to section immediately preceding]*

*Each application for admission into a Master's program shall be accomplished in the official application form and accompanied with the official transcript of records, and written recommendations from two (2) former professors or experts in the field.*

**c. Doctoral programs**

*The requirements for admission into a doctoral program are the following:*

- *Bachelor's degree, in the case of a direct doctoral program, or a Master's degree or its equivalent, from a recognized institution of higher learning; GWA to be set by unit but not lower than 3;*
- *Intellectual capacity and aptitude for advanced studies and research;*
- *Language proficiency; and*
- *Health certificate and other additional and special admission requirements imposed by the University and the college/unit or Graduate Office/Committee concerned.*

*The language proficiency requirement is the same as in the Diploma program. [Refer to (a) of this Section]*

*Each application for admission into a doctoral program shall be accomplished in the official application form and accompanied with the official transcript of records, and written recommendations from two (2) former professors or experts in the field.*

**d. Transfer admission**

*Transfer admission requirements at the master's and doctoral levels are the same as their admission requirements.*

*Subject to the recommendation of the appropriate bodies and the approval of the Dean/Director, graduate courses taken by students in another university may be credited towards his/her graduate program provided that 1) these courses were taken within the last five (5) years prior to admission; 2) these were validated through appropriate means by the college/unit committee or graduate office/committee concerned; and 3) the total units credited from his/her previous school shall not exceed three-eighths ( $\frac{3}{8}$ ) of the total number of units required in the student's degree program in UP.*

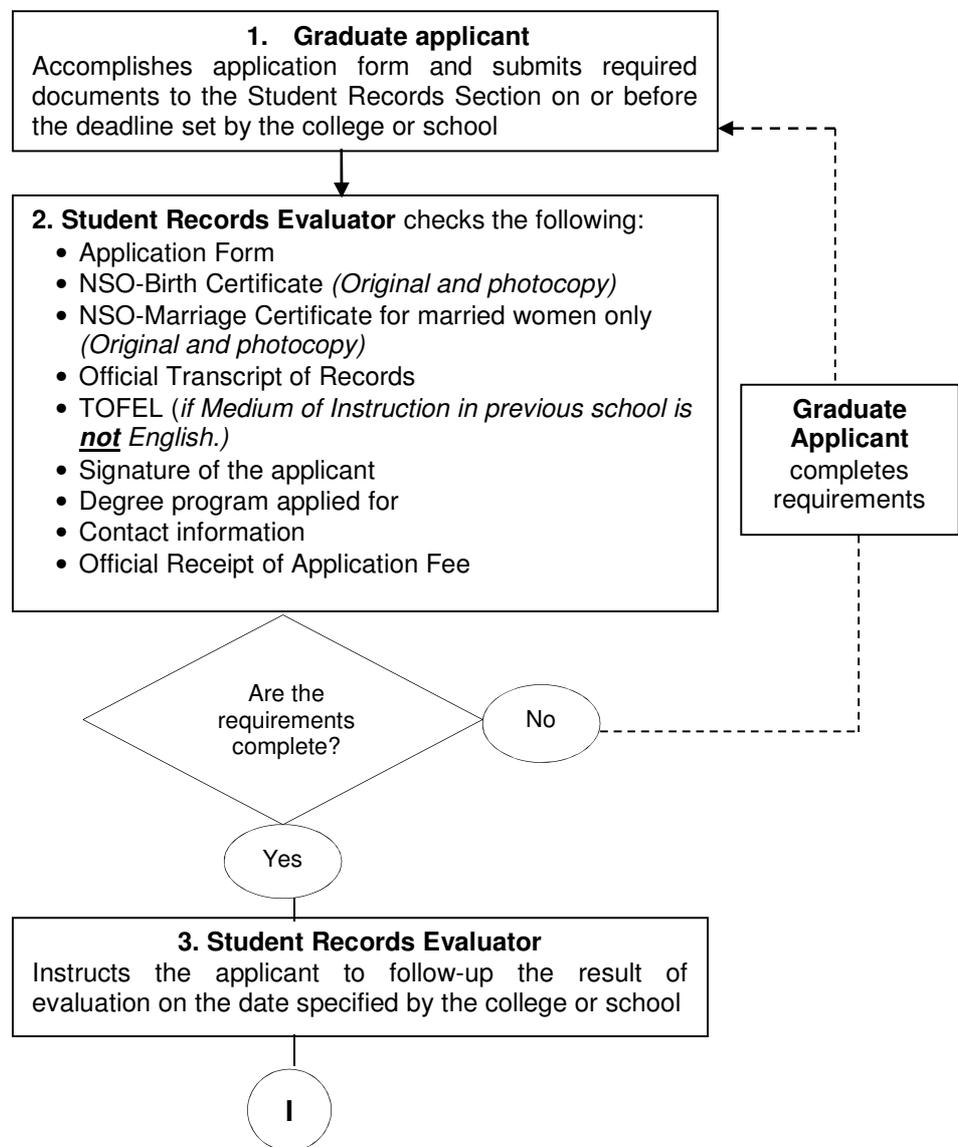
*However, condition no. 2) above shall not apply if the courses were taken in an institution with which the University of the Philippines has a special academic arrangement and if these courses are part of the student's approved program of study.*

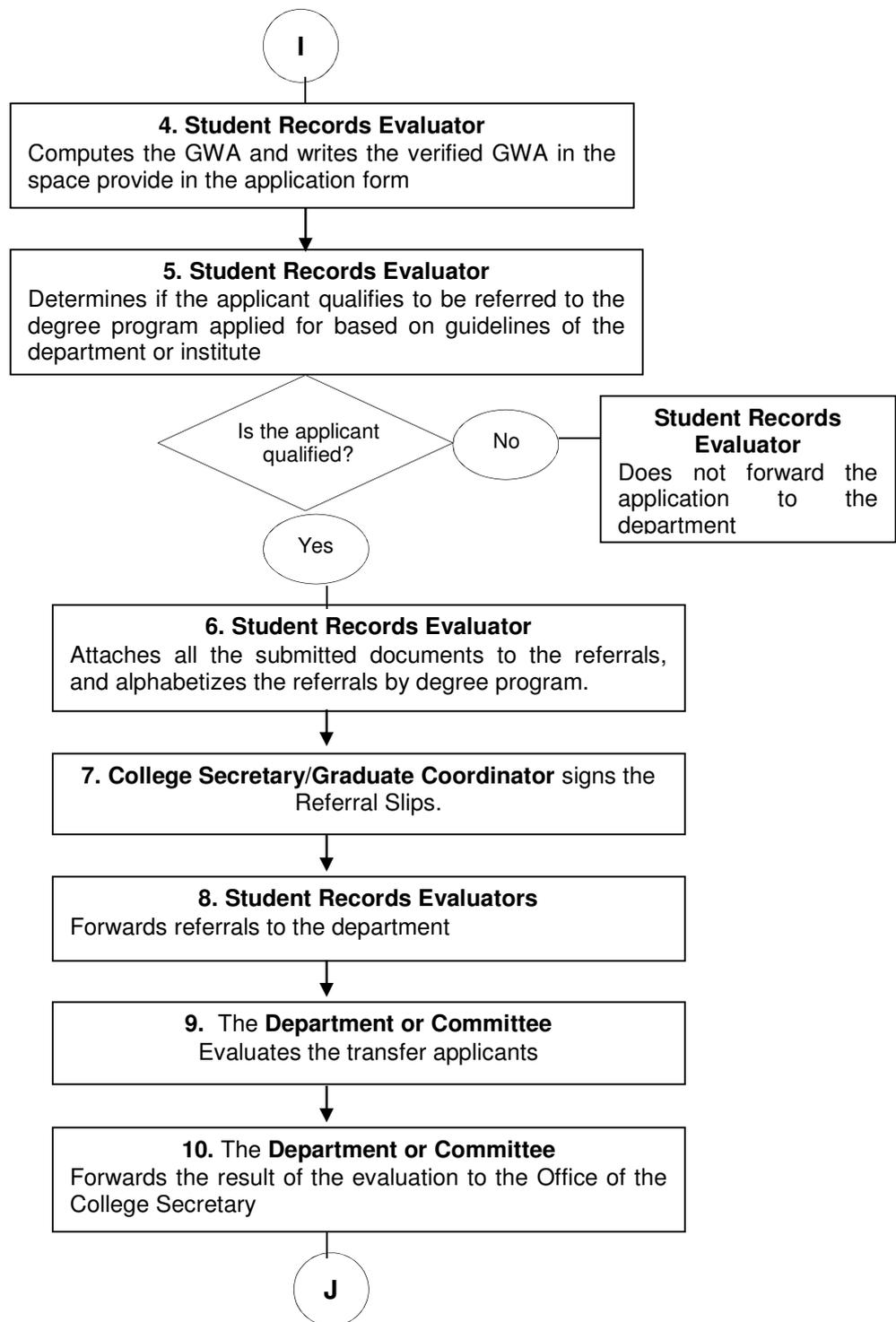
*Subject to the recommendation of the appropriate bodies and the approval of the Dean/Director, graduate courses taken by students in*

another program of the University of the Philippines may be transferred for credit to his/her new program provided that 1) these courses were taken within the last five (5) years prior to admission or transfer to the program; 2) these units have not been credited to a degree previously obtained by the student; and 3) these courses are relevant to his/her new program.

A more detailed account of rules and flowcharts are found in the 1999 "General Rules for Graduate Programs in UP Diliman."

### Processing of Graduate Application





J

**11. The Student Records Evaluator**  
Records the result of the evaluation of the department.

**12. The Student Records Evaluator**  
Informs the accepted graduate applicant of the results and issues the following:

- a. Notice of Acceptance
- b. List of requirements to be submitted to ARS-OUR.
- c. Form 002 - College Admission Slip addressed to UP Health Service.

**13. The Accepted Graduate Applicant**  
Goes to UP Infirmary for Physical-Medical Checkup and claims the results, then to the Student Records Section to get documents for University Admission Slip.

**14. Student Records Evaluators** gives Form 002- College Admission Slip addressed to the University Registrar to the accepted graduate applicant with the following attachments to be forwarded to ARS-OUR.

- a. Two copies of Student Directory (to be accomplished by the student).
- b. Two identical Passport-sized photos
- c. Medical Certificate from the UP Health Service.
- d. NSO Birth Certificate (original and photocopy)
- e. NSO Marriage Certificate (original and photocopy), if married
- f. Study permit, if foreign student
- g. Official Transcript of Records used for evaluation duly stamped and signed by the Student Records Evaluator or College Secretary at the back of the TOR.

K

K

15. **Admission Staff at ARS-OUR** Issues University Admission Slip to the student

16. **The Student**  
Presents the University Admission Slip to the Student Records Evaluator and goes to the department for program advising.

17. **The Student** enrolls.

**Steps in Determining the Authenticity of the Transcript of Records  
For Graduate Applicants**

(Source: OUR Admission and Registration Section File)

**Student Records Evaluator** checks the following in the submitted Transcript of Records:

- a. Original Document
- b. Name of the School
- c. School Dry Seal Imprint
- d. Signature in ink of the Registrar/Director
- e. With no remarks or with any of the following remarks:

Copy for the University of the Philippines For Enrollment Purposes Only For Further Studies For General Purposes For Record Purposes For Reference and Record Purposes For Scholarship Granted Honorable Dismissal Granted Transfer Credential Upon Request Issued for Study Abroad purposes)	Official Transcript of Records for Your Your Exclusive Use School's Copy Valid as Transfer Credential Valid for Scholarship Abroad Valid for Transfer Issued for Purposes of PD 907 For Board Examination Issued for Professional Issued/Granted Regulation Commission Issued for DECS (for educational purposes)
Official Transcript of Records Issued for Application Purposes (admission)	A True Copy: Considered original with genuine signature and college seal

Note: TOR with remarks such as the following are NOT acceptable:

A True Copy of Records Certified Xerox Copy of the Original For Employment Purposes For Evaluation Purposes For Reference Only For Salary Adjustment For Teaching Reference Only For Use Abroad Informative Copy Only	Issued for Bureau of Public School Not Valid as Transfer Credential Not Valid for School Admission Not Valid for Transfer Student Copy Valid for Ranking Purposes Only Issued for Professional Growth Purposes Good for Apprenticeship Training Purposes
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**Note:**

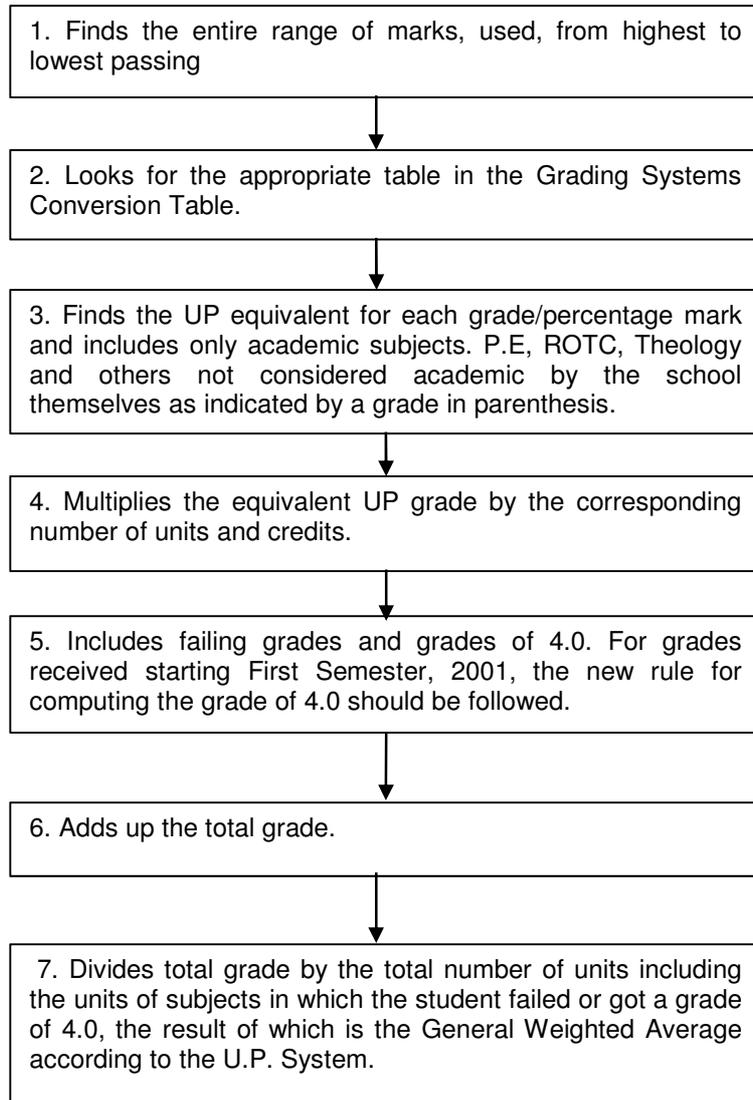
Graduates from private colleges and university must submit transcript of records stating the degree obtained, date of graduation and the Special Order (S.O) number issued by the Department of Education.

Graduates of and transfer students from autonomous units of UP (i.e., UPV, UPLB, UPMA) enrolling in UP Diliman must submit their official transcript of records (not true copy of grades) from their respective units with the remarks Cleared as of \_\_\_\_\_ or Granted Honorable Dismissal.

## How to Compute for the General Weighted Average Grade

(Source: OUR Admission and Registration Section File)

### The Student Records Evaluator:



### **Schools With Marking System That Need No Conversion**

Highest Passing Grades -1.0, Lowest Passing Grade- 3.0

(Source: OUR Admission and Registration Section File)

#### **Name of School /University**

Adamson University	Mariano Marcos State University
Ago Medical and Educational Center	Maria Assumpta Seminary
Airlink International Aviation School	Marikina Institute of Science and Technology
Alejandro Colleges	Metro Manila College
AMA Computer College – Q.C.	Mindanao State University
AMA Computer College – East Rizal	Misamis University
Baliuag Colleges	Mother of Good Counsel Seminary
Bicol University	Naga College Foundation
Bohol Institute of Technology	National College of Business and Arts
Bulacan State University	New Era University
Cebu State College	Notre Dame of Dadiangas College
Central Luzon Polytechnic College	Our Lady of Fatima College
Central Luzon State University	Pablo Borbon Memorial Institute of Technology
Centro Escolar University	Palawan State University
College of the Holy Spirit	Pamantasan ng Lungsod ng Maynila
Columbian College	Pamantasan ng Lungsod ng Pasay
De La Salle Lipa	Pamantasan ng Lungsod ng Pasig
Divine Word College of Legaspi	Pangasinan State University
Divine Word University Tacloban	Pasig Catholic School
Dominican College	Philippine Christian University
Don Bosco Technical College	Philippine Electronics & Computer Institute
Emilio Aguinaldo College	Philippine School of Business Administration
Far Eastern University	Philippine Women’s University System
Feati University	Polytechnic University of the Philippines
Gregorio Araneta University Foundation	San Beda College
Harvardian University	Siena School of San Jose
Holy Angel University	Southern Luzon Polytechnic College
IAME	St. Paul College of Quezon City
Iligan Capitol College	STI
La Consolation College	Tanuan Institute
Leyte Institute of Technology	Tarlac State University
Lipa City Colleges	
Lyceum of the Philippines	
Mabini College	
Manila Central University	
Manuel L. Quezon University	
Mapua	
Maria Assumpta Seminary	

Technological Institute of the Philippines  
 Technological University of the Philippines  
 Trinity College  
 University of the East  
 Ramon Magsaysay Memorial Center  
 University of Baguio  
 University of Eastern Philippines  
 University of Negros Occidental Recoletos  
 University of Nueva Caceres

University of Perpetual Help System  
 University of San Carlos  
 University of San Jose- Recoletos  
 University of the East  
 University of the Visayas  
 University of Santo Tomas  
 Wesleyan University

**Grading Systems Conversion Table**  
 (Source: OUR Admission and Registration Section File)

**I. Percentage System**

LOWEST PASSING GRADE	50	55	60	65	70	75	80
%							
<b>97-100</b>	1	1	1	1	1	1	1
<b>96</b>	1.0426	1.0476	1.0541	1.0625	1.0741	1.0910	1.1177
<b>95</b>	1.0851	1.0952	1.1081	1.1250	1.1481	1.1819	1.2353
<b>94</b>	1.1277	1.1429	1.1622	1.1875	1.2222	1.2728	1.3530
<b>93</b>	1.1702	1.1905	1.2162	1.2500	1.2963	1.3637	1.4706
<b>92</b>	1.2128	1.2381	1.2703	1.3125	1.3704	1.4546	1.5883
<b>91</b>	1.2553	1.2857	1.3243	1.3750	1.4444	1.5455	1.7059
<b>90</b>	1.2979	1.3333	1.3784	1.4375	1.5185	1.6364	1.8236
<b>89</b>	1.3404	1.3810	1.4324	1.5000	1.5926	1.7273	1.9412
<b>88</b>	1.3830	1.4266	1.4865	1.5625	1.6666	1.8182	2.0589
<b>87</b>	1.4255	1.4762	1.5405	1.6250	1.7407	1.9091	2.0589
<b>86</b>	1.4681	1.5238	1.5946	1.6875	1.8148	2.0000	2.2942
<b>85</b>	1.5106	1.5714	1.6486	1.7500	1.8888	2.0909	2.4118
<b>83</b>	1.5957	1.6667	1.7567	1.8750	2.0370	2.2727	2.5295
<b>82</b>	1.6383	1.7143	1.8108	1.9375	2.1111	2.3636	2.7648
<b>81</b>	1.6808	1.7619	1.8648	2.0000	2.1851	2.4545	2.8824
<b>80</b>	1.7234	1.8095	1.9189	2.0625	2.2592	2.5454	3
<b>79</b>	1.7659	1.8572	1.9729	2.1250	2.3333	2.6363	

78	1.8085	1.9048	2.0270	2.1875	2.4073	2.7272	
77	1.8510	1.9524	2.0810	2.2500	2.4814	2.8181	
76	1.8936	2.0000	2.1351	2.3125	2.5555	2.9090	
75	1.9361	2.0476	2.1891	2.3750	2.6295	3	
74	1.9787	2.0953	2.2432	2.4375	2.7036		
73	2.0212	2.1429	2.2972	2.5000	2.7777		
72	2.0638	2.1905	2.3513	2.5625	2.8518		
71	2.1063	2.2381	2.4053	2.6250	2.9258		
70	2.1489	2.2857	2.4594	2.6875	3		
69	2.1914	2.3334	2.5134	2.7500			
68	2.2340	2.3810	2.5675	2.8125			
67	2.2785	2.4286	2.6215	2.8750			
66	2.3191	2.4762	2.6756	2.9375			
65	2.3616	2.5238	2.7296	3			
64	2.4042	2.5715	2.7837				
63	2.4467	2.6191	2.8377				
62	2.4893	2.6667	2.8918				
61	2.5318	2.7143	2.9458				
60	2.5744	2.7619	3				
59	2.6169	2.8096					
58	2.6595	2.8572					
57	2.7020	2.9048					
56	2.7446	2.9524					
55	2.7871	3					
54	2.8297						
53	2.8722						
52	2.9148						
51	2.9573						
50	3						

Aquinas University- Legaspi City; Lyceum of Batangas; La Consolacion College- Caloocan City; Occ. Mindoro Nat'l College- San Jose Occ Mindoro; PMA- Baguio City; Philippine Normal University-Manila; Phil. Normal Univ- Agusan Del Sur; Saint Louis University- Baguio City; Saint John & Paul College- Calamba Laguna; San Sebastian College- Manila; St. Paul College- Manila; University of La Salette- Santiago City; Nueva Ecija Colleges- Cabanatuan City; Angeles University Found- Angeles City; University of Manila

## II. Marking System Other Than Percentage

(According to Number of Levels)

<b>FOUR-LEVEL SYSTEM</b>		
GRADE		U.P.
A	5/6	<b>1.0</b>
B	4.0000	<b>1.6667</b>
C	3.0000	<b>2.3333</b>
D	2.0000	<b>3.0</b>

Some U.S. Schools

<b>FIVE-LEVEL SYSTEM</b>			
GRADE			U.P.
*	**	***	
1.0	5.0	A+	<b>1.0</b>
1.5	4.5	A	<b>1.5</b>
2.0	4.0	B	<b>2.0</b>
2.5	3.5	C	<b>2.5</b>
3.0	3.0	D	<b>3.0</b>

<b>SEVEN-LEVEL SYSTEM</b>						
GRADE						U.P.
*	**	***	****			
A	1.0	4.0	A	A	A	<b>1.0</b>
B+	1.25	3.5	1-	A-	A-	<b>1.3333</b>
B	1.5	3.0	2+	B+	B	<b>1.6667</b>
C+	1.75	2.5	2.0	B	B-	<b>2.0</b>
C	2.0	2.0	2-	B-	C	<b>2.3333</b>
D+	2.5	1.5	3+	C+	C-	<b>2.6667</b>
D	3.0	1.0	3.0	C	P	<b>3.0</b>

\*Aquinas University

\*\*San Carlos Seminary-Masbate; PATAS;

Central Philippine University; Laguna College-San Pablo City;

\*\*\*DLSU-CSB TAFT; FERN-FEU

\*\*\*\*National University; St. Joseph's College-QC;

University of Pangasinan; Republican College-QC; Harris Memorial College;

Union College

\*St. Paul College-Quezon City

\*\* Cebu Institute of Technology

\*\*\* Soka University

<b>SIX-LEVEL SYSTEM</b>			
GRADE			U.P.
*	**	***	
A	A	4.0	<b>1.0</b>
B+	A-	3.5	<b>1.4</b>
B	B	3.0	<b>1.8</b>
C+	B-	2.5	<b>2.2</b>
C	C	2.0	<b>2.6</b>
D	D	1.0	<b>3.0</b>

\*Ateneo De Manila

\*\*Xavier University

\*\*\*St. Francis of Assisi-Las Pinas

<b>EIGHT-LEVEL SYSTEM</b>			
GRADE			U.P.
*	**	***	
A	A	A+	<b>1.0</b>
A-	A-	A	<b>1.2857</b>
B+	B+	B+	<b>1.5714</b>
B	B	B	<b>1.8571</b>
B-	B-	C+	<b>2.1428</b>
C+	C+	C	<b>2.4286</b>
C	C	D+	<b>2.7143</b>
D	C-	D	<b>3.0</b>

\*St. Joseph College-QC; Ateneo de Naga

Saint Louis University

<b>NINE-LEVEL SYSTEM</b>			
GRADE			U.P.
***	*	**	
A+	5	A	<b>1</b>
A	4.5	A-	<b>1.25</b>
A-	4	B+	<b>1.5</b>
B+	3.5	B	<b>1.75</b>
B	3	B-	<b>2</b>
B-	2.5	C+	<b>2.25</b>
C+	2	C	<b>2.5</b>
C	1.5	C-	<b>2.75</b>
C-	1	C	<b>3</b>

\*Miriam College; Col de San Lorenzo

\*\* Mountain View College; National Teachers College  
Philippine Union College; Rizal Technological College-Pasig

\*\*\* Grace Christian College

<b>TEN-LEVEL SYSTEM</b>			
<b>GRADE</b>			<b>U.P.</b>
*	**		
1	A	A+	1
1.25	A-	A	1.2222
1.5	B+	A-	1.4444
1.75	B	B+	1.6667
2	B-	B	1.8889
2.25	C+	C	2.1111
2.5	C	C+	2.3333
2.75	C-	C	2.5555
3	D+	C-	2.7778
3.5	D	D	

\*Arellano University

\*\*Araullo University; St. Scholastica's College

### **Cebu Institute of Technology**

GRADE	U.P	GRADE	U.P	GRADE	U.P
5	1	4.3	1.7	3.6	2.4
4.9	1.1	4.2	1.8	3.5	2.5
4.8	1.2	4.1	1.9	3.4	2.6
4.7	1.3	4	2	3.3	2.7
4.6	1.4	3.9	2.1	3.2	2.8
4.5	1.5	3.8	2.2	3.1	2.9
4.4	1.6	3.7	2.3	3	3

### **Christ The King College**

GRADE	U.P	GRADE	U.P	GRADE	U.P
95	1	86	1.72	77	2.44
94	1.08	85	1.8	76	2.52
93	1.16	84	1.88	75	2.6
92	1.24	83	1.96	74	2.68
91	1.32	82	2.04	73	2.76
90	1.4	81	2.12	72	2.84
89	1.48	80	2.2	71	2.92
88	1.56	79	2.28	70	3
87	1.64	78	2.36		

**Siliman University -Dumaguete City**

GRADE	U.P	GRADE	U.P	GRADE	U.P
4	1	2.9	1.733	1.8	2.467
3.9	1.067	2.8	1.800	1.7	2.533
3.8	1.133	2.7	1.867	1.6	2.600
3.7	1.200	2.6	1.933	1.5	2.667
3.6	1.267	2.5	2.00	1.4	2.733
3.5	1.333	2.4	2.067	1.3	2.800
3.4	1.400	2.3	2.133	1.2	2.867
3.3	1.467	2.2	2.200	1.1	2.933
3.2	1.533	2.1	2.267	1	3.00
3.1	1.600	2	2.333		
3	1.667	1.9	2.400		

<b>ELEVEN-LEVEL SYSTEM</b>		
<b>GRADE</b>		<b>U.P.</b>
A	A+	1
A-	A	1.2.
B+	A-	1.4
B	B+	1.6
B-	B	1.8
C+	B-	2
C	C+	2.2
C-	C	2.4
D+	C-	2.6
D	D+	2.8
D-	D	3

<b>TWELVE-LEVEL SYSTEM</b>		
<b>GRADE</b>		<b>U.P.</b>
A+	1+	1
A	1	1.1818
A-	1-	1.3636
B+	2+	1.5455
B	2	1.7273
B-	2-	1.9091
C+	3+	2.0909
C	3	2.2727
C-	3-	2.4546
D+	4+	2.6364
D	4	2.8182
D-	4-	3

<b>THIRTEEN-LEVEL SYSTEM</b>		
<b>GRADE</b>		<b>U.P.</b>
4		1
	3.75	1.166
	7	
3.5		1.3333
3.25		1.50
3		1.6667
2.75		1.8333
2.5		2
2.25		2.1667
2		2.3333
1.75		2.5
1.5		2.6667
1.25		2.8333
1		3

DLSU- Dasmarias  
Emilio Aguinaldo College

**PASSING GRADE 3.5**

GRADE	U.P.	GRADE	U.P.
1	1	2.3	2.04
1.1	1.08	2.4	2.12
1.2	1.16	2.5	2.2
1.3	1.24	2.6	2.28
1.4	1.32	2.7	2.36
1.5	1.40	2.8	2.36
1.6	1.48	2.9	2.44
1.7	1.56	3	2.52
1.8	1.64	3.1	2.6
1.9	1.72	3.2	2.68
2	1.80	3.3	2.76
2.1	1.88	3.4	2.84
2.2	1.96	3.5	3

La Salle- Bacolod; Col San Jose Rec;  
 Ateneo De Davao; University of Mindanao;  
 Jose Rizal College; Seminary Mayor Rec  
 Assumption College-Makati; Republic Central Colleges

**FOR  
 NUMERICAL  
 AND LETTER  
 GRADE**

**Example**

**Ateneo**

$$\frac{\text{UP HG - LG}}{\text{OS HG - LG}} = \frac{3-1 = 2}{6-1 = 5} = 0.4$$

**FOR  
 PERCENTAGE  
 GRADE**

**Example**

$$\frac{\text{UP HG - LG}}{\text{OS HG - LG}} = \frac{3-1 = 2}{97-75 = 22} = .0910$$

Legend: OS- Other School, HG – Highest Grade, LG – Lowest Grade

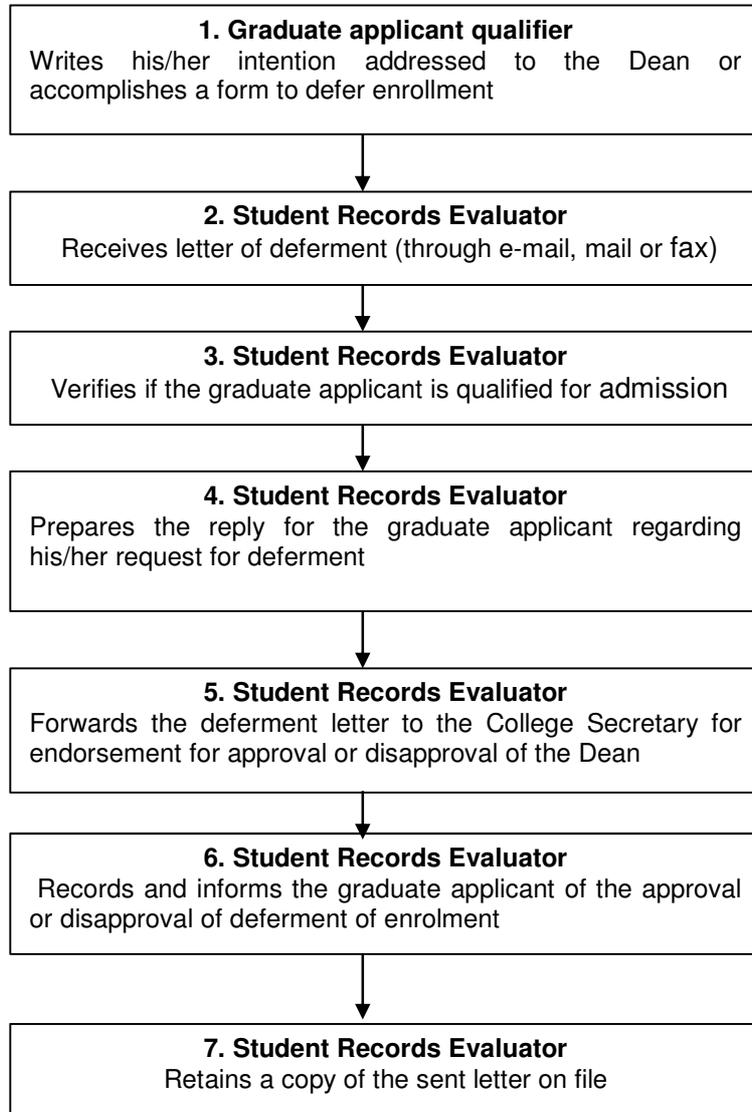
# OF LEVELS	OF ATENEO GRADE	U.P. Equivalent		
1	A	1	97-100	1
2	B+	1.4	96	1.0910
3	B	1.8	95	1.1819
4	C+	2.2	94	1.2728
5	C	2.6	93	1.3637
6	D	3	92	1.4546
			91	1.5455
			90	1.6364
			89	1.7273

**Miriam College**

$$\frac{3-1}{9-1} = \frac{2}{8} = 0.25$$

# OF LEVELS	MIRIAM GRADE	U.P. Equivalent		
1	5	1	88	1.8182
2	4	1.25	87	1.9091
3	4	1.5	86	2
4	3.5	1.75	85	2.0909
5	3	2	84	2.1818
6	2.5	2.25	83	2.2727
7	2	2.5	82	2.3636
8	1.5	2.75	81	2.4545
9	1	3	80	2.5454
			79	2.6363
			78	2.7272
			77	2.8181
			76	2.9090
			75	3

### Processing of Deferment of Graduate Admission



**Form 001 – Change of Program  
Revised as of 01 February 2012**

**University of the Philippines  
Diliman, Quezon City  
(NAME OF COLLEGE)**

**CHANGE OF PROGRAM**  
(FOR SHIFTEES WITHIN THE COLLEGE & SHIFTEES WITHIN DILIMAN COLLEGES)

Day/Month/Year

**The University Registrar  
University of the Philippines  
Diliman, Quezon City**

This certifies that \_\_\_\_\_ with Student  
Number \_\_\_\_\_ has changed his/her program from  
\_\_\_\_\_ to \_\_\_\_\_ effective  
\_\_\_\_\_ Semester, AY \_\_\_\_\_ - \_\_\_\_\_.

**PRINTED NAME & SIGNATURE  
College Secretary/Coordinator**

**Form 002 – College Admission Slip**  
**Revised as of 01 February 2012**

**University of the Philippines**  
**Diliman, Quezon City**  
**(NAME OF COLLEGE)**

Day/Month/Year

**The University Registrar**  
**University of the Philippines**  
**Diliman, Quezon City**

This is to inform you that \_\_\_\_\_ (Name of Student) \_\_\_\_\_ with Student Number \_\_\_\_\_ is eligible for admission/re-admission to the \_\_\_\_\_ (Specify degree program) \_\_\_\_\_ starting \_\_\_\_\_ Semester, AY \_\_\_\_\_ - \_\_\_\_\_ as:

- |  |  |
|--|--|
| <input type="checkbox"/> New transfer from another school                              | <input type="checkbox"/> New Graduate Student                            |
| <input type="checkbox"/> Transferee from a UP Constituent Unit _____<br>(Graduate/CPE) | <input type="checkbox"/> Non-degree student                              |
| <input type="checkbox"/> Certificate Program   | <input type="checkbox"/> Old Returning from LOA<br>LOA OR # _____ Date   |
| <input type="checkbox"/> VAAS  |  |
| _____  |  |
| <input type="checkbox"/> Non-Major   | <input type="checkbox"/> Old Returning from AWOL<br>AWOL OR # _____ Date |
| <input type="checkbox"/> UP Graduate to Enroll for a Second Degree<br>_____            |  |

**PRINTED NAME & SIGNATURE**  
**College Secretary/Coordinator**

COLLEGE OF \_\_\_\_\_  
 University of the Philippines Diliman  
 PROGRAM OF STUDY  
 As of \_\_\_\_\_ (DATE) \_\_\_\_\_

NAME: \_\_\_\_\_ Degree Program: \_\_\_\_\_  
 Semester of First Enrolment in the Program: \_\_\_\_\_ Area of Specialization \_\_\_\_\_  
 Number of years to complete the program: \_\_\_\_\_  
 Highest Degree Attained: \_\_\_\_\_ Required Units \_\_\_\_\_  
 Area of specialization in previous program: \_\_\_\_\_

	Semester				Semester		
Course		Units	Grade	Course		Units	Grade
_____		_____	_____	_____		_____	_____
_____		_____	_____	_____		_____	_____
_____		_____	_____	_____		_____	_____
_____		_____	_____	_____		_____	_____
Course	Semester			Course		Units	Grade
_____		_____	_____	_____		_____	_____
_____		_____	_____	_____		_____	_____
_____		_____	_____	_____		_____	_____
_____		_____	_____	_____		_____	_____
Course	Semester			Course		Units	Grade
_____		_____	_____	_____		_____	_____
_____		_____	_____	_____		_____	_____
_____		_____	_____	_____		_____	_____
_____		_____	_____	_____		_____	_____
Course	Semester			Course		Units	Grade
_____		_____	_____	_____		_____	_____
_____		_____	_____	_____		_____	_____
_____		_____	_____	_____		_____	_____
_____		_____	_____	_____		_____	_____
Course	Semester			Course		Units	Grade
_____		_____	_____	_____		_____	_____
_____		_____	_____	_____		_____	_____
_____		_____	_____	_____		_____	_____
_____		_____	_____	_____		_____	_____

Prepared by:

\_\_\_\_\_  
 Program Adviser  
 Committee  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 Signature and Name of Student  
*Approved in the College Secretaries' Meeting 01 April 2011*

\_\_\_\_\_  
 Date Approved by the Graduate

Noted by : \_\_\_\_\_  
 Chair, Graduate Committee

COLLEGE OF \_\_\_\_\_  
University of the Philippines Diliman

PLAN OF STUDY  
As of \_\_\_\_\_  
(DATE)

NAME: \_\_\_\_\_ Degree Program: \_\_\_\_\_  
Semester of First Enrolment in the Program: \_\_\_\_\_ Area of Specialization \_\_\_\_\_  
Number of years to complete the program: \_\_\_\_\_  
Highest Degree Attained: \_\_\_\_\_ Required Units: \_\_\_\_\_  
Area of specialization in previous program: \_\_\_\_\_

Course No. Grade	Course Title	Units	Semester	Academic Year
A. Core Courses				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
B. Electives				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
C. Cognates				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
C. Other Courses Required				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Prepared by: \_\_\_\_\_  
\_\_\_\_\_  
Program Adviser

Committee  
Date: \_\_\_\_\_

Signature and Name of Student  
*Approved in the College Secretaries' Meeting 01 April 2013*

Date Approved by the Graduate

Noted by : \_\_\_\_\_  
Chair, Graduate Committee

**REQUIREMENTS FOR THE  
ISSUANCE OF UNIVERSITY ADMISSION SLIP**

<b>TRANSACTION</b>	<b>REQUIREMENTS</b>	
<p><b>I. APPLICATION AS NON REGULAR</b></p> <p><b>A. NON DEGREE (ND-DH) – UNDER OUR</b></p> <ul style="list-style-type: none"> <li>• To take Undergraduate subjects only</li> <li>• Subject to availability of slots</li> <li>• Can take up to 18 units</li> <li>• Can enroll for one Semester only</li> </ul>	<p><b>APPLICANTS GRADUATED FROM UP DILIMAN</b></p> <p><b>FIRST TIME – Non-degree (OUR)</b></p> <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Application Fee</li> <li>• Student Directory (1 copy)</li> <li>• 1 Passport size photo</li> <li>• Certificate of Graduation/Official Transcript of Records-UP Diliman</li> <li>• NSO Birth Certificate (photocopy and original to be presented)</li> <li>• NSO Marriage Certificate – for Married women (photocopy and original to be presented)</li> <li>• Medical Certificate from UP Infirmary</li> <li>• If foreign, Study Permit from International Study Program (ISP)</li> </ul> <p><b>SUCCEEDING ENROLLMENT- Non-degree (OUR) with Approval of University Registrar</b></p> <ul style="list-style-type: none"> <li>• Form 5 of last enrollment as non-degree</li> <li>• Student Directory (1 copy)</li> <li>• 1 Passport size photo</li> <li>• If foreign, Study Permit from International Study Program (ISP)</li> <li>• Approval of University Registrar</li> </ul>	<p><b>APPLICANTS GRADUATED FROM OTHER SCHOOL/UNIVERSITIES/ OTHER UP UNITS</b></p> <p><b>FIRST TIME – Non-degree (OUR)</b></p> <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Application Fee</li> <li>• Student Directory (1 copy)</li> <li>• 1 Passport size photo</li> <li>• Official Transcript of Records</li> <li>• NSO Birth Certificate (photocopy and original to be presented)</li> <li>• NSO Marriage Certificate – for Married women (photocopy and original to be presented)</li> <li>• Medical Certificate from UP Infirmary</li> <li>• If foreign: <ul style="list-style-type: none"> <li>○ Study Permit from International Study Program (ISP)</li> <li>○ Official TOFEL Score Report –IBT61/CB173/PB500 - IELTS 5.5</li> </ul> </li> </ul> <p><b>SUCCEEDING ENROLLMENT- Non-degree (OUR) with Approval of University Registrar</b></p> <ul style="list-style-type: none"> <li>• Form 5 of last enrollment as non-degree</li> <li>• Student Directory (1 copy)</li> <li>• 1 Passport size photo</li> <li>• If foreign, Study Permit from International Study Program (ISP)</li> <li>• Approval of University Registrar</li> </ul>

TRANSACTION	REQUIREMENTS
<p><b>B. SPECIAL STUDENT WITHOUT CREDIT (OUR)</b></p> <ul style="list-style-type: none"> <li>✓ Subject</li> <li>✓ SUBJECT TO AVAILABILITY OF SLOTS</li> <li>✓ CAN TAKE UP TO 9 UNITS ONLY</li> <li>✓ NEW STUDENT SN 3011- _____</li> <li>✓ OLD STUDENT – ADOPT OLD UP SN</li> </ul>	<p><b>REQUIREMENTS ( NEW OR OLD) FOR SPECIAL STUDENT W/O CREDIT</b></p> <ul style="list-style-type: none"> <li>✓ APPLICATION FORM</li> <li>✓ APPLICATION FEE</li> <li>✓ STUDENT DIRECTORY (1 COPY)</li> <li>✓ 1 PASSPORT SIZE PHOTO</li> <li>✓ Medical Certificate from UP Infirmary</li> <li>✓ IF FOREIGN STUDENT - STUDY PERMIT</li> </ul>

TRANSACTIONS	REQUIREMENTS	
<b>C. CROSS REGISTRANTS (OUR)</b> ✓ SUBJECT TO AVAILABILITY OF SLOTS ✓ PCR W/ APPROVAL OF THE REGISTRAR	<b>CROSS-REGISTRATION FROM OTHER UP UNITS</b> <b>CROSS-REGISTRATION FORMS-COLOR CODED</b>  ✓ PERMIT TO CROSS REG – APPROVED BY UNIVERSITY REGISTRARS OF THE DIFFERENT UNITS <b>COLOR CODED:</b> UP MIND – PINK UP MLA – SKYBLUE UP VIS - GREEN (CEBU,ILOILO,MIAGAO,TACLOBAN) UP LB – WHITE W/ BLUE INK UP BAG – ORANGE UP OPEN UNIV. – WHITE W/ BLACK INK  ✓ STUDENT DIRECTORY (1 COPY)  ✓ 1 PASSPORT SIZE PHOTO  ✓ Medical Certificate from UP Infirmary	<b>CROSS-REGISTRATION FROM OTHER SCHOOL/UNIVERSITY /EXCHANGE STUDENTS WITH MEMORANDUM OF AGREEMENT</b>  ✓ APPLICATION FORM  ✓ APPLICATION FEE  ✓ PASSPORT - FOREIGN EXCHANGE STUDENT  ✓ PERMIT TO CROSS REG – APPROVED BY UNIVERSITY REGISTRAR-DILIMAN  ✓ STUDENT DIRECTORY(1 COPY)  ✓ 1 PASSPORT SIZE PHOTO  ✓ Medical Certificate from UP Infirmary  ✓ IF FOREIGN - STUDY PERMIT FROM ISP

**Note: All non-regular students, should proceed to OUR after enlistment for Validation of enlisted subjects**

TRANSACTIONS	REQUIREMENTS	
<b>II. NEW GRADUATE STUDENTS (CPE, MASTERS,PHD)</b>	<b>APPLICANTS GRADUATED IN UP DILIMAN</b>  ✓ COLLEGE ADMISSION SLIP ✓ STUDENT DIRECTORY ( 2 COPIES) ✓ 2 PASSPORT SIZE PHOTOS ✓ UTR / OTR (USED FOR EVALUATION-SIGNED AT THE BACK BY THE SRE) ✓ BC-NSO (Xerox copy & orig copy to be presented) ✓ MC-NSO – FOR MARRIED WOMEN) (xerox copy & orig. copy to be presented )	<b>APPLICANTS GRADUATED FROM OTHER SCH./UNIV. / OTHER UP UNITS</b>  ✓ COLLEGE ADMISSION SLIP ✓ STUDENT DIRECTORY ( 2 COPIES) ✓ 2 PASSPORT SIZE PHOTOS ✓ OTR / UTR (USED FOR EVALUATION-SIGNED AT THE BACK BY THE SRE) ✓ BC-NSO (xerox copy & orig. copy to be presented ) ✓ MC-NSO – FOR MARRIED WOMEN)

	<ul style="list-style-type: none"> <li>✓ IF FOREIGN ( STUDY PERMIT)</li> <li>✓ FILL OUT PROV ADM SLIP - IF WITH DEFICIENCY</li> <li>✓ Program of Study (POS)</li> <li>✓ Medical Certificate from UP Infirmary</li> </ul>	<p style="text-align: center;">(xerox copy &amp; orig. copy to be presented)</p> <ul style="list-style-type: none"> <li>✓ IF FOREIGN ( STUDY PERMIT)</li> <li>✓ OFFICIAL TOEFL SCORE REPORT -IF MEDIUM OF INSTRUCTION IS NOT ENGLISH (IBT61,CB173,PB500), IELTS 5.5</li> <li>✓ FILL OUT PROV ADM SLIP - IF WITH DEFICIENCY</li> <li>✓ Program of Study (POS)</li> <li>✓ Medical Certificate from UP Infirmary</li> </ul>
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TRANSACTION	REQUIREMENTS
<b>III. OLD RETURNING ( READMISSION FROM AWOL)</b>	<ul style="list-style-type: none"> <li>✓ COLLEGE READMISSION SLIP</li> <li>✓ STUDENT DIRECTORY (2 COPIES)</li> <li>✓ AWOL FEE P225 (PRESENT OFFICIAL RECEIPT)</li>   <li>✓ A COPY OF APPEAL FOR READMISSION/MRR ( ONLY IF AWOL IS MORE THAN 1 SEMESTER)</li>   <li>✓ Medical Certificate from UP Infirmary (IF AWOL IS MORE THAN ONE SEMESTER)</li> </ul>

TRANSACTIONS	REQUIREMENTS
<b>IV. OLD RETURNING (READMISSION FROM LOA)</b>	<ul style="list-style-type: none"> <li>✓ COLLEGE READMISSION SLIP</li> <li>✓ STUDENT DIRECTORY (2 COPIES)</li> <li>✓ LOA FEE ( ASK FOR APPLICATION OF LOA IF RECEIPT # IS NOT INDICATED IN THE COLLEGE ADMISSION SLIP &amp; WRITE THE RECEIPT # IN THE CAS)</li> <li>✓ Medical Certificate from UP Infirmary(IF LOA IS MORE THAN ONE SEMESTER)</li> </ul>
TRANSACTION	REQUIREMENTS
<b>V. SHIFTEES (CHANGE PROGRAM)</b>	<p style="text-align: center;"><b>WITHIN THE COLLEGE/CERTIFICATE TO BACHELOR</b></p> <ul style="list-style-type: none"> <li>✓ COLLEGE ADMISSION SLIP</li> </ul>

<b>WITHIN THE COLLEGE CERTIFICATE TO BACHELOR FROM UP DILIMAN COLLEGES</b>	<ul style="list-style-type: none"> <li>✓ STUDENT DIRECTORY (2 COPIES)</li> </ul> <p style="text-align: center;"><b>FROM UP DILIMAN COLLEGES</b></p> <ul style="list-style-type: none"> <li>✓ COLLEGE ADMISSION SLIP</li> <li>✓ STUDENT DIRECTORY (2 COPIES)</li> <li>✓ PERMIT TO TRANSFER (ORIG. COPY)</li> <li>✓ TCG USED BY THE COLLEGE FOR EVALUATION (CERTIFIED TRUE COPY)</li> </ul>
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TRANSACTION	REQUIREMENTS	
<b>VI.ADMITTED TRANSFEREES /SECOND DEGREE/VAAS STUDENTS (BACHELOR'S PROGRAM)</b>	<b>FROM OTHER UP UNITS</b> <ul style="list-style-type: none"> <li>✓ COLLEGE ADMISSION SLIP ( NO ERASURES)</li> <li>✓ STUDENT DIRECTORY (2 copies)</li> <li>✓ 2 PASSPORT SIZE PHOTOS</li> <li>✓ NSO BIRTH CERTIFICATE – (Xerox copy &amp; to present orig copy)</li> <li>✓ TCG USED FOR EVALUATION (CERTIFIED COPY)</li> <li>✓ PERMIT TO TRANSFER (ORIG. COPY)</li> <li>✓ OTR- IF SECOND DEGREE</li> <li>✓ If Foreign-Study Permit</li> <li>✓ Medical Certificate from UP Infirmary</li> <li>✓ NSO-MC FOR MARRIED WOMEN) (xerox copy &amp; to present orig. copy )</li> </ul>	<b>FROM OTHER SCH./UNIVERSITIES (EVERY 1<sup>ST</sup> SEM)</b> <ul style="list-style-type: none"> <li>✓ <b>REFERRAL SLIP will no longer include the lower portion “ACTION OF THE COLLEGE”.</b></li> <li>✓ <b>For uniformity, all colleges will just have to issue and submit a College Admission Slip (Admission Form 002) to all accepted transfer students to their programs.</b></li> <li>✓ HONORABLE DISMISSAL (FOR NT ONLY)</li> <li>✓ STUDENT DIRECTORY (2 COPIES)</li> <li>✓ 2 PASSPORT SIZE PHOTOS</li> <li>✓ MC-NSO FOR MARRIED WOMEN) (xerox copy &amp; to present orig copy )</li> <li>✓ NSO BIRTH CERTIFICATE (Xerox &amp; to present orig copy)</li> <li>✓ Medical Certificate from UP Infirmary</li> <li>✓ OTR- FOR SECOND DEGREE</li> <li>✓ IF FOREIGN ( STUDY PERMIT &amp; PASSPORT (ORIG &amp; XEROX COPY)</li> <li>✓ OFFICIAL TOEFL SCORE REPORT IF MEDIUM OF INSTRUCTION IS NOT ENGLISH IBT61,CB173,PB500)</li> </ul>

TRANSACTION	REQUIREMENTS
<b>VII. TRANSFEREES FROM OTHER SCH/UNIV (CERTIFICATE PROGRAM)</b>	<b>FROM OTHER SCHOOLS/UNIVERSITIES</b> <ul style="list-style-type: none"> <li>✓ COLLEGE ADMISSION SLIP</li> <li>✓ HONORABLE DISMISSAL</li> <li>✓ STUDENT DIRECTORY(2 COPIES)</li> <li>✓ 2 PASSPORT SIZE PHOTOS</li> <li>✓ NSO BIRTH CERTIFICATE (Xerox copy &amp; to present orig copy)</li> <li>✓ NSO-MC ( FOR MARRIED WOMEN) –XEROX COPY &amp; to present orig copy</li> <li>✓ OFFICIAL TRANSCRIPT OF RECORDS</li> <li>✓ Medical Certificate from UP Infirmary</li> </ul>

TRANSACTION	REQUIREMENTS
<b>VIII. NEW FRESHMAN (REGULAR UPCAT QUALIFIER, AUTOMATIC ADMISSION, FROM DEFERMENT &amp; ADMITTED NEW FRESHMEN IN THE CERTIFICATE PROGRAM)</b>	<ul style="list-style-type: none"> <li>✓ HIGH SCHOOL CARD ( FORM 138)</li> <li>✓ F137 / HIGH SCHOOL TRANSCRIPT</li> <li>✓ STUDENT DIRECTORY (2 COPIES)</li> <li>✓ 2 PASSPORT SIZE PHOTOS</li> <li>✓ NSO BC (XEROX COPY &amp; to present original copy)</li> <li>✓ MEDICAL CERTIFICATE FROM UP INFIRMARY</li> <li>✓ IF FOREIGN – STUDY PERMIT</li> <li>✓ GCE CERTIFICATES (3 O LEVELs &amp; 2 A LEVELs) / SAT OFFICIAL RESULT (MINIMUM SCORE OF 1200 FOR MATH &amp; CRITICAL READING)/ IB DIPLOMA ( for automatic admission)</li> <li>✓ IF WITH GAP IN ENROLLMENT - AFFDAVIT OF NO COLLEGIATE ENROLLMENT</li> <li>✓ OFFICIAL TOEFL SCORE REPORT - IF MEDIUM OF INSTRUCTION IS NOT ENGLISH (IBT61,CB173,PB500)</li> <li>✓ COLLEGE ADMISSION SLIP ( FOR NEW FRESHMEN ADMITTED IN A CERTIFICATE PROGRAM)</li> </ul>

**REMINDERS:**

- The following should not be admitted by the College without a University Admission Slip and must submit all requirements first to the Admission and Registration Section (ARS) of the Office of the University Registrar:
  - UPCAT Qualifiers (Freshmen) who confirmed but did not enroll during the Advance Registration for Freshmen.
  - UPCAT Qualifiers (Freshmen) who did not confirm and did not enroll during the Advance Registration.
  
- Graduate Students & Transfer Applicants should pay their application fee at the Cashier's Office.

### 3 Registration

The Office of the College Secretary plays an important role in the smooth conduct of registration activities. Hence, it is one of the busiest periods in the academic calendar. There are three phases involved during registration namely, pre-enlistment, registration and post-registration.

Pre-enlistment period involves the submission of class schedule and preparation of registration venue and materials. Registration involves several steps before a student becomes “officially registered” including validation of courses, assessment and payment of fees. Post-registration begins after the last day of registration where the Change of Matriculation officially begins.

The development of the Computerized Registration System in the 1990s has revolutionized the registration activities from the submission of courses before pre-enlistment, validation of courses, assessment during registration to Change of Matriculation.

#### A. PRE-ENLISTMENT PERIOD

Before the pre-enlistment period begins, course offerings for the succeeding semesters must be submitted to the Computerized Registration System (CRS) on or before the deadline prescribed by the Office of the University Registrar. The following were cited for the early submission of courses to the CRS:

1. *To give students enough courses to choose from and ample time to make adjustment in their schedule as early as first batch run, and to prevent the usual last-minute problems associated with scheduling and enlistment (Memorandum ECA No. 12-13 date 08 May 2012).*
2. *To avoid the long line of students to enlist in courses during registration.*

Submission of courses to the CRS on time proved to be useful as what University Registrar Evangeline C. Amor shared during the 24 June 2013 College Secretaries’ Meeting that the survey conducted by the University Student Council from 7 to 9 November 2012 revealed that “the CRS was working well including the pre-enlistment process” and that 2, 670 students who participated in the said survey got most if not all desired subjects through the CRS during pre-enlistment.”

Each college may set an earlier deadline especially if an office is assigned to upload all the courses before the prescribed deadline by the OUR. This is to ensure that ample time is given to the office to consolidate and organize the information regarding the course offerings in order to avoid problems such as conflict in schedule, room assignment and availability of instructor among others.

In some colleges and schools like the College of Home Economics, and the College of Social Work and Community Development, and the School of Library Science and Information Studies, the Office of the College Secretary is the one in-charge of uploading of course offerings every semester. The departments provide the following information:

1. Course number and title
2. Schedule (day and time)
3. Course load credit
4. Number of slots
5. Course restrictions
6. Name of Instructor
7. Classroom assignment

Before uploading the course, the appropriate section must be assigned. Please refer to “Class Schedule” below to determine the appropriate section for each course.

### **Class Schedule**

*A 3-unit course is equivalent to a 3-hour class period per week. Classes are usually scheduled Tuesdays and Thursday s (TT) and Wednesdays and Fridays (WF), and Wednesdays and Saturdays (WS), with 1½ hours per meeting. Classes can also be scheduled on Wednesdays or Saturdays with three (3) hours per session.*

*As a general rule, classes should be dismissed at least 10 minutes before the end of the period, with the option to make it 15 minutes for students who need more time to get to their next class. The last class (5:30 – 7:00 pm) is not covered by this rule. [Exec. Com. meeting, Aug. 8, 2001]*

*The section is determined by the hour and the day the class is held. The codes for the classes held during a specific time of the day are as follows:*

Q - 7:00 – 8:30 am	W - 1:00 – 2:30 pm
R - 8:30 – 10:00 am	X - 2:30 – 4:00 pm
U - 10:00 – 11:30 am	Y - 4:00 – 5:30 pm
V - 11:30 – 1:00 pm	Z - 5:30 – 7:00 pm

*Thus, a class held 7:00-8:30 am Mondays and Thursdays has a section of MHQ; if on Tuesdays and Fridays, the section will be TFQ. Classes with multiple sections scheduled at the same time (parallel sections) would have the same day/time code. However, to*

*differentiate one section from another, they are numbered e.g., MHQ1, MHQ2, etc.*

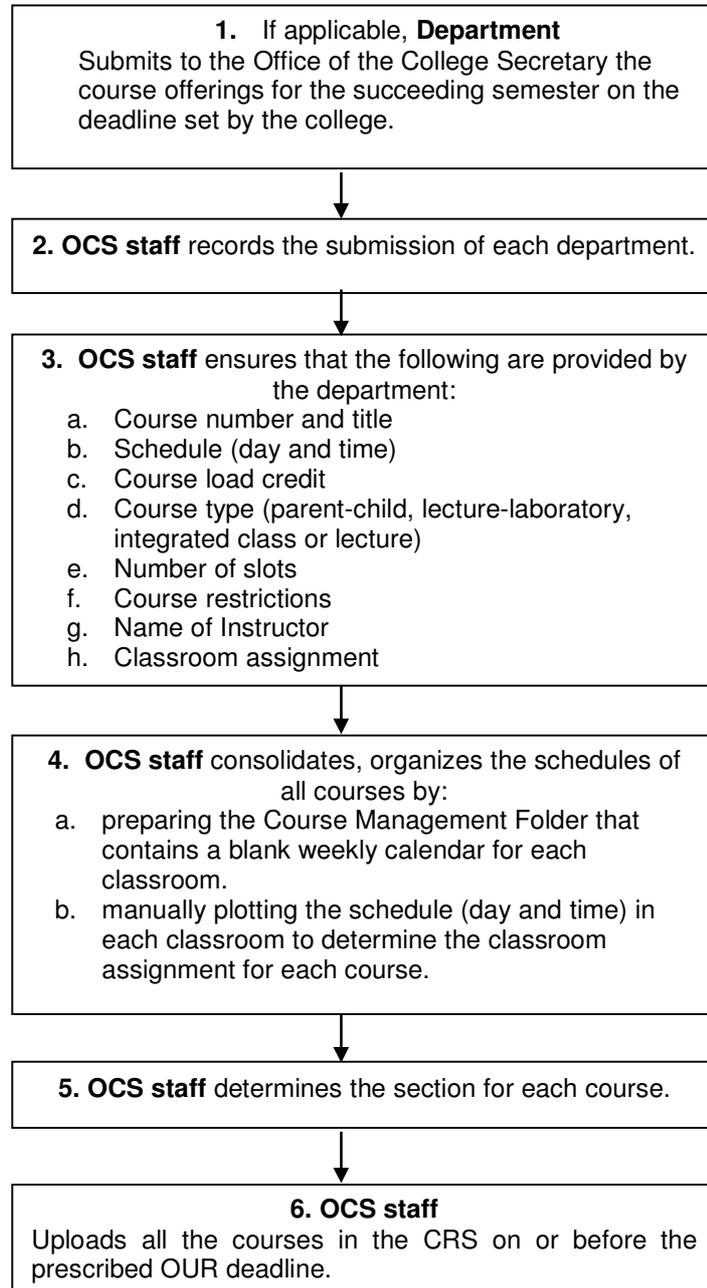
As discussed and agreed upon in one of the Meetings of the College Secretaries, the following guidelines on the submission of courses to the CRS must be followed:

- a. Only those courses with complete information (schedule, section, number of slots, restriction, room assignment and instructor) must be submitted before the deadline prescribed by the Office of the University Registrar.
- b. In case the instructor has not yet been identified, "To Be Announced" or TBA is acceptable provided this should be changed as soon as the instructor has been identified but not later than the first day of the administration of Student Evaluation of Teachers (SET).
- c. Any change in schedule and decrease in slots are not allowed once students have already pre-enlisted in the course.

In cases when changes cannot be avoided due to circumstances beyond the control of the department, the chair must seek a written permission from the University Registrar through channels before any change is made. The letter must present the details of the course and the proposed change, and accompanied by a certification from the department chair that all students who are already in the list were properly informed, consulted and have agreed to the change.

- d. Only the assigned staff of the Computerized Registration System and Records Section (CRSRS) at the OUR has the authority to enter the change in schedule and decrease in the number of slots during the pre-enlistment period.
- e. An increase in the number of slot does not need approval from the University Registrar.

## Submission of Courses to the CRS

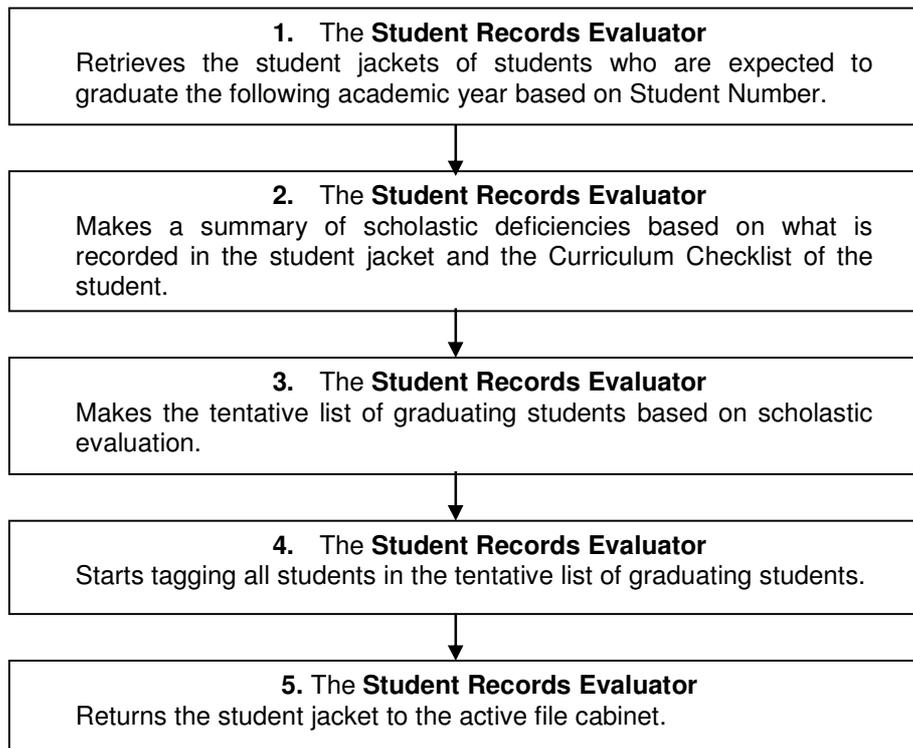


## Tagging of Priority and Ineligibility

Apart from uploading of courses during the pre-enlistment period “Priority” tagging is done. Graduating students are tagged as “Priority” for one academic so that they will be able to enlist in all required courses necessary for graduation. Tagging of graduating students should not merely depend on the Student Number but on scholastic evaluation done by the Student Records Evaluator. Priority tagging is done every semester.

Students maybe tagged by the Office of the College Secretary as “ineligible” to enroll due to various reasons such as failure to comply with admission requirements (Form 137, NSO birth certificate, certificate of advance credit, etc.), scholastic delinquency, appeal for waiver of MRR has not yet been approved, suspension as a form of penalty and others.

### Processing of Priority Tagging



### Lifting of Ineligibility

Ineligibility may only be lifted when the student has already met the necessary requirements, and evidence has been provided. For example,

ineligibility due to suspension may only be lifted when a clearance from the Student Disciplinary Tribunal has been provided.

A staff must be in-charge of tagging priority and ineligibility, and lifting of ineligibility for a more efficient management of the tasks.

## **B. REGISTRATION**

*Registration is usually scheduled during the first week of June for the first semester, and of November for the second semester. Advance registration for first semester is usually scheduled in May for incoming freshmen.*

With the shift in Academic Calendar for 2014-2015, registration for first semester will be held during the first week of August, and the second week of January for second semester.

*A student must be officially registered in order to receive credit for course work. "Officially registered" means that the student has already gone through all the processes involved in registration up to payment of fees. Upon payment of fees, the student's official registration form (UP Form 5, which is a record of classes for which the student has enrolled) is stamped "REGISTERED" to indicate official registration. The Form 5 is filed with the Office of the University Registrar.*

*No student shall be registered in any subject after one (1) week of regular class meetings have been held, unless the Dean, on the basis of his/her scholastic record, permits his/her registration;*

*Provided, That if registration is made outside the regular registration period indicated in the University calendar the student shall be subject to fine for late registration;*

*Provided, further, That special students may register at any time without the payment of the fine for late registration subject to other regulations of the University. Students may register for particular subjects within a semester when permissible under the system of instruction adapted by the college or school. [Art. 332; amended at 232<sup>nd</sup> UC meeting, May 4, 1967].*

*No person who has not duly matriculated may be admitted to the classes. In exceptional cases, the University Registrar may, on the recommendation of the Dean concerned, authorize the admission of a visitor to a class for not more than five (5) sessions. [Art. 330]*

## **Fees**

*Regular and special fees in the University shall be fixed by the Board of Regents, subject to such exemptions or reductions as may be provided. The term matriculation or regular fees shall include tuition, laboratory, library, medical, and other fees to be paid by students in connection with their enrolment in the University. [Art. 331]*

*Information on current rates may be obtained from the Office of the University Registrar.*

### *a. Matriculation or Regular Fees*

*Tuition (per unit)*

*Miscellaneous fee*

*Library fee*

*Athletic fee*

*Medical fee*

*Registration fee*

*Cultural fee*

*Student Contributions: Philippine Collegian, Student Council, Community Chest. Some colleges charge a special fee for their college journals or publications.*

*Laboratory fee per subject, if any*

### *b. Special Fees*

*Entrance*

*Deposit (refundable after graduation)*

*Photo-ID*

*Graduation fee (commencement fee, UP Alumni Association fee)*

### *c. Educational Development Fee*

*In addition to the regular and special fees, all foreign students shall be charged the Education Development Fee (EDF).*

### *d. Refund of Fees [Art. 347 – 349; 933<sup>rd</sup> BOR meeting, Oct. 30, 1980]*

*Students who have paid their matriculation fees and who withdraw their registration or are granted honorable dismissal or leave of absence shall be entitled to a refund of their matriculation fees, except entrance and registration fees, in accordance with the following schedule:*

*Before the opening of classes ..... 100%*  
*Within one (1) week from the opening of classes..... 80%*  
*Within the second and fourth week from the*  
*opening of classes ..... 50%*

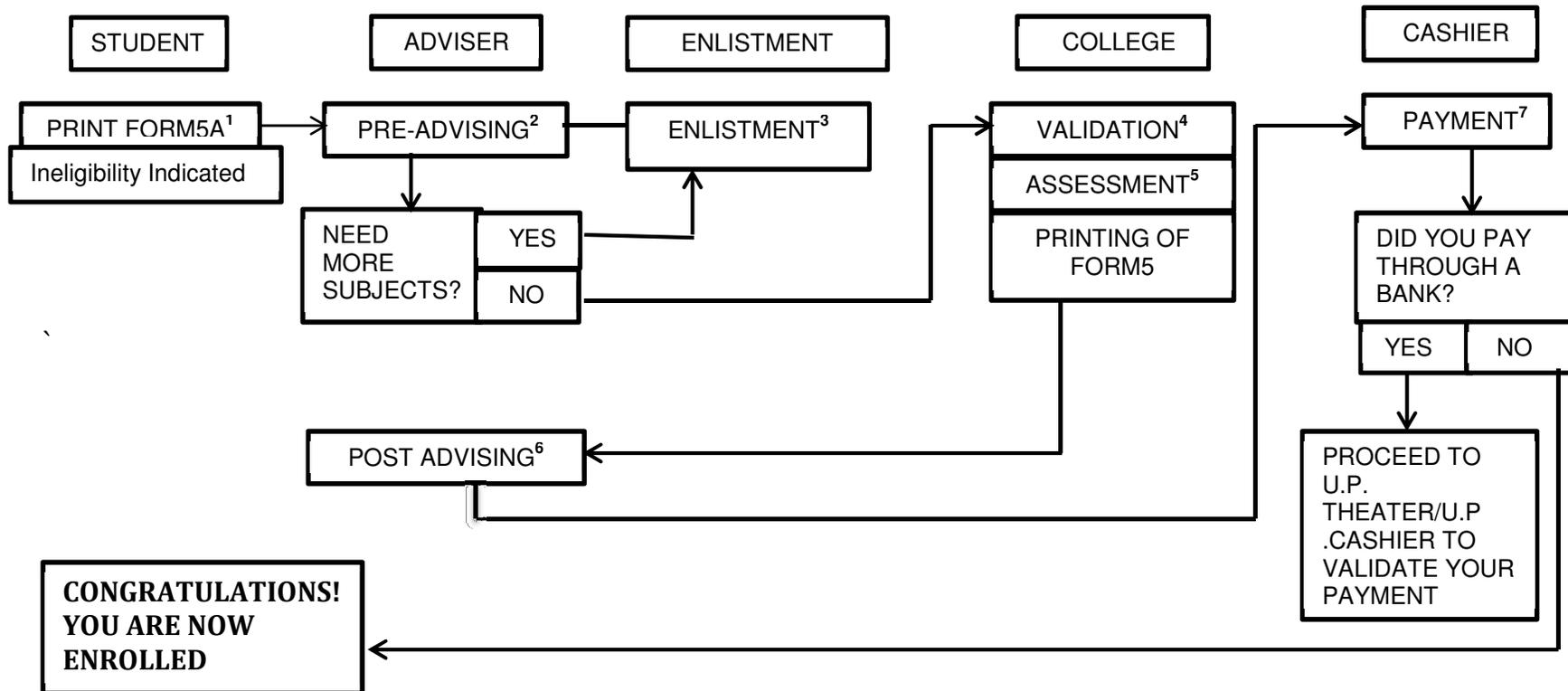
*After the fourth week, no refund shall be paid.*

*In the case of students who register after the opening of classes and withdraw thereafter, the number of days shall be counted from the actual date of registration, and the refund of their matriculation fees shall also be in accordance with the above schedule. In case of death of a student during the semester, all fees may be refunded if so requested by his/her family.*

*Laboratory fees will not be refunded after one (1) week from the opening of classes where change of subject is voluntary. Refund of tuition for a subject may be allowed only in cases where students are constrained to drop for reasons such as lack of prerequisite, ill-advising or dissolution of class.*

*Any student who is drafted for trainee instruction in accordance with the National Defense Act by reason of her/his ineligibility to be a regular member of the CMT of the University may be refunded the proportional part of the total amount s/he paid for her/his matriculation fees for the term during which s/he is drafted.*

**REGISTRATION FLOWCHART**  
(From CRSRS File)



**1-**Your own Form5A or from College  
**2** – If applicable, at your home unit  
**3** – Ineligible students cannot enlist subjects through E-PREROG  
**4** – Can't be validated if tagged as ineligible. Students has to clear his/her deficiency with concerned unit and have his/her status untagged to be eligible for validation, assessment and printing of Form 5.

**5-At your Respective Units**  
**If Foreign Students/Students with Scholarships Faculty/Dependents**  
 Have first your Form5A/COM validated before you go to the O.U.R.  
 Proceed to OUR-ARS for Assessment and Printing of Form 5  
 Go to College for Post Advising  
**NOTE: Students with STFAP**  
 If STFAP bracket is incorrect, go to OSSS and have it corrected and go back to your college for Assessment and Printing of Form 5

**6** – If applicable, at home unit  
**7-PAYMENT CENTERS**

- U.P.Theater
- LandBank
- UP Diliman RF
- Code No. 1462-2220-48
- DBP
- Code No. 0455-0244-58-030

**NOTE:**  
 1. Payment can be in the form of Cash, Manager's/Cashier's check

## Residence

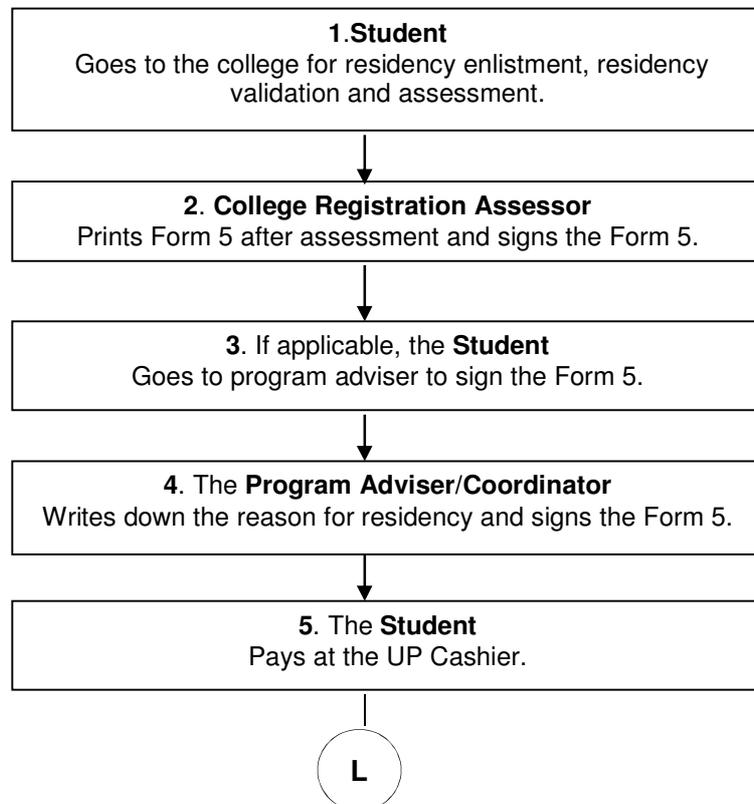
Students who have finished all their course work and are just working on their thesis may enroll for residence. Similarly, students who are not enrolled in any subject but who want to complete an "Inc" or remove a grade of "4", must also enroll for residence. Registration for residence should be done during the regular enrolment period.

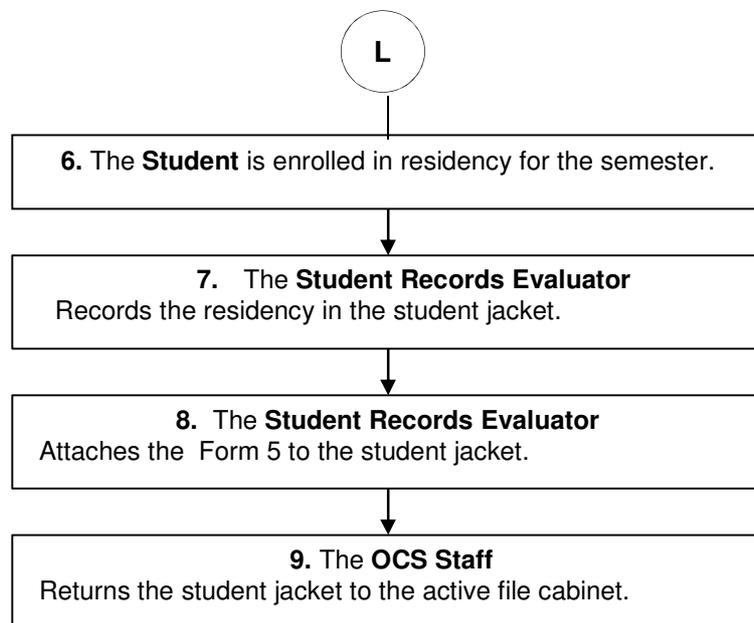
No student shall be graduated from the University unless s/he has completed at least one (1) year of residence work which may, however, be extended to a longer period by the proper faculty. The residence work referred to must be done immediately prior to graduation in the following cases: [Art. 408; amended at 1082<sup>nd</sup> BOR meeting, Dec. 16, 1994]

- Transferees from schools other than the University of the Philippines. This residence requirement is in addition to completion of at least 50% of the required units for the course.
- Students who have been readmitted after being absent without official leave

### Processing of Residency Enrolment

(Source: Memorandum ECA No 12-13 dated 08 May 2012)





### **Cross-registration**

*Cross-registration refers to enrolment in another academic unit outside the home unit. It may fall under any of the following categories:*

- *Registration of a UP Diliman student in another academic unit within UP Diliman*
- *Registration of a UP Diliman student in another UP Constituent University*
- *Registration in UP Diliman of a student from another UP Constituent University*
- *Registration of a UP Diliman student in an institution of higher learning outside of the UP System*
- *Registration in UP Diliman of a student from another institution of higher learning outside of the UP System*

*Cross-registration shall be governed by the following guidelines:*

- a. *Registration of a UP Diliman student in another academic unit within UP Diliman*
  - *Must have the permission of the Deans of the home and accepting units*
  - *Total number of units of credit for which a student may register in two (2) or more colleges in the University shall not exceed the*

*maximum allowed by the rules on academic load*

*b. Registration of a UP Diliman student in another UP Constituent University*

- Must have the permission of the Deans and Registrars of the home and accepting units*
- Total number of units of credit for which a student may register in two (2) or more colleges in the two (2) Universities shall not exceed the maximum allowed by the rules on academic load*

*c. Registration in UP Diliman of a student from another UP Constituent University*

- Must have the permission of the Deans and Registrars of the home and accepting units*
- Total number of units of credit for which a student may register in two (2) or more colleges in the two (2) Universities shall not exceed the maximum allowed by the rules on academic load*

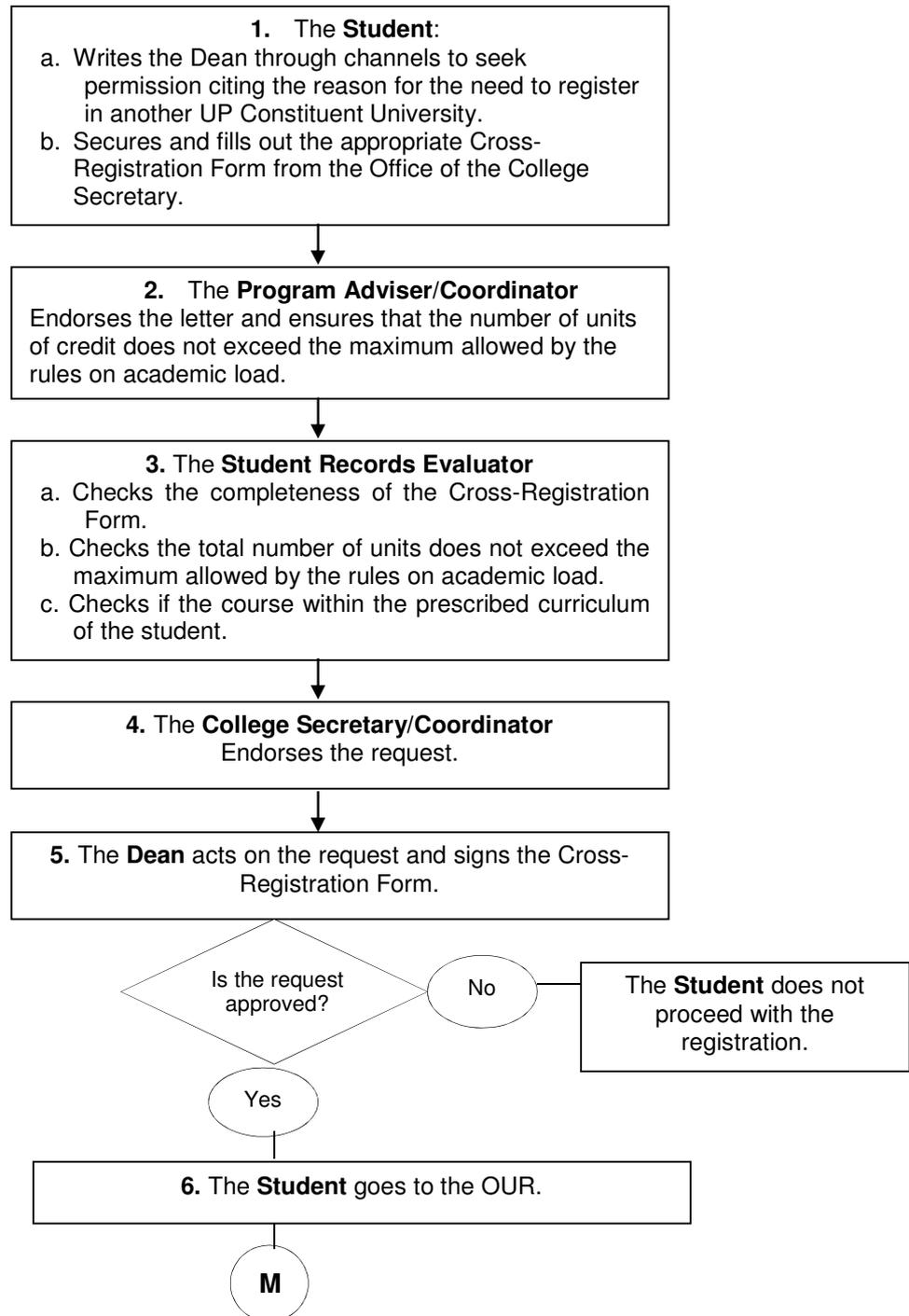
*d. Registration of a UP Diliman student in an institution of higher learning outside of the UP System*

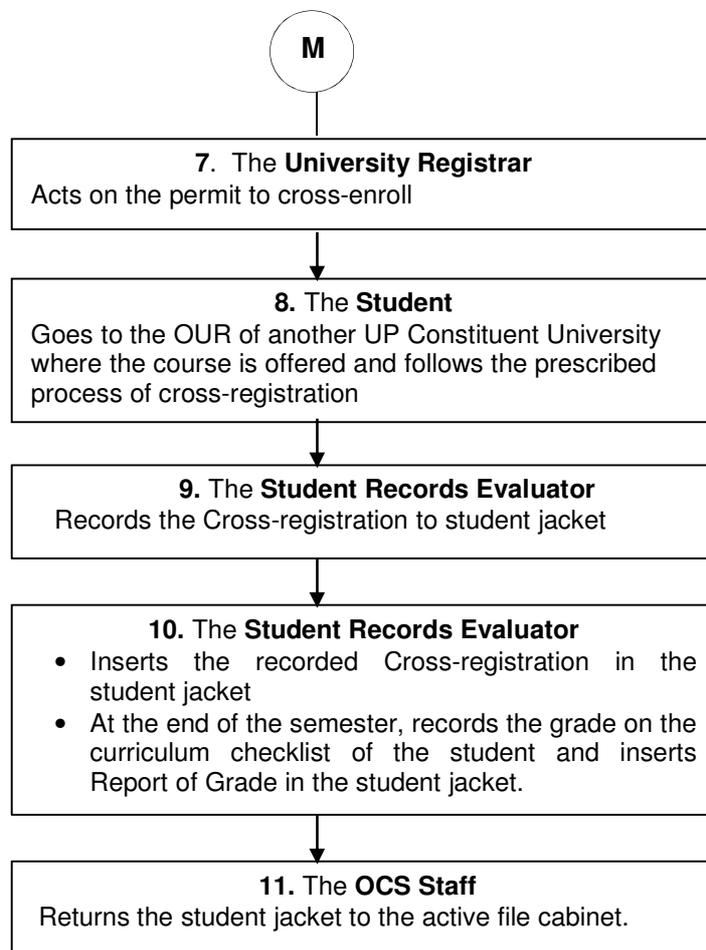
*The University shall give no credit for any course taken by its students in another university, college, or school unless the taking of such course was expressly authorized by the Chancellor upon the recommendation of the Dean concerned. The authorization shall be in writing, to be recorded by the University Registrar or by his/her representative, and shall specify the subjects authorized. [from Art. 336]*

*e. Registration in UP Diliman of a student from an institution of higher learning outside of the UP System*

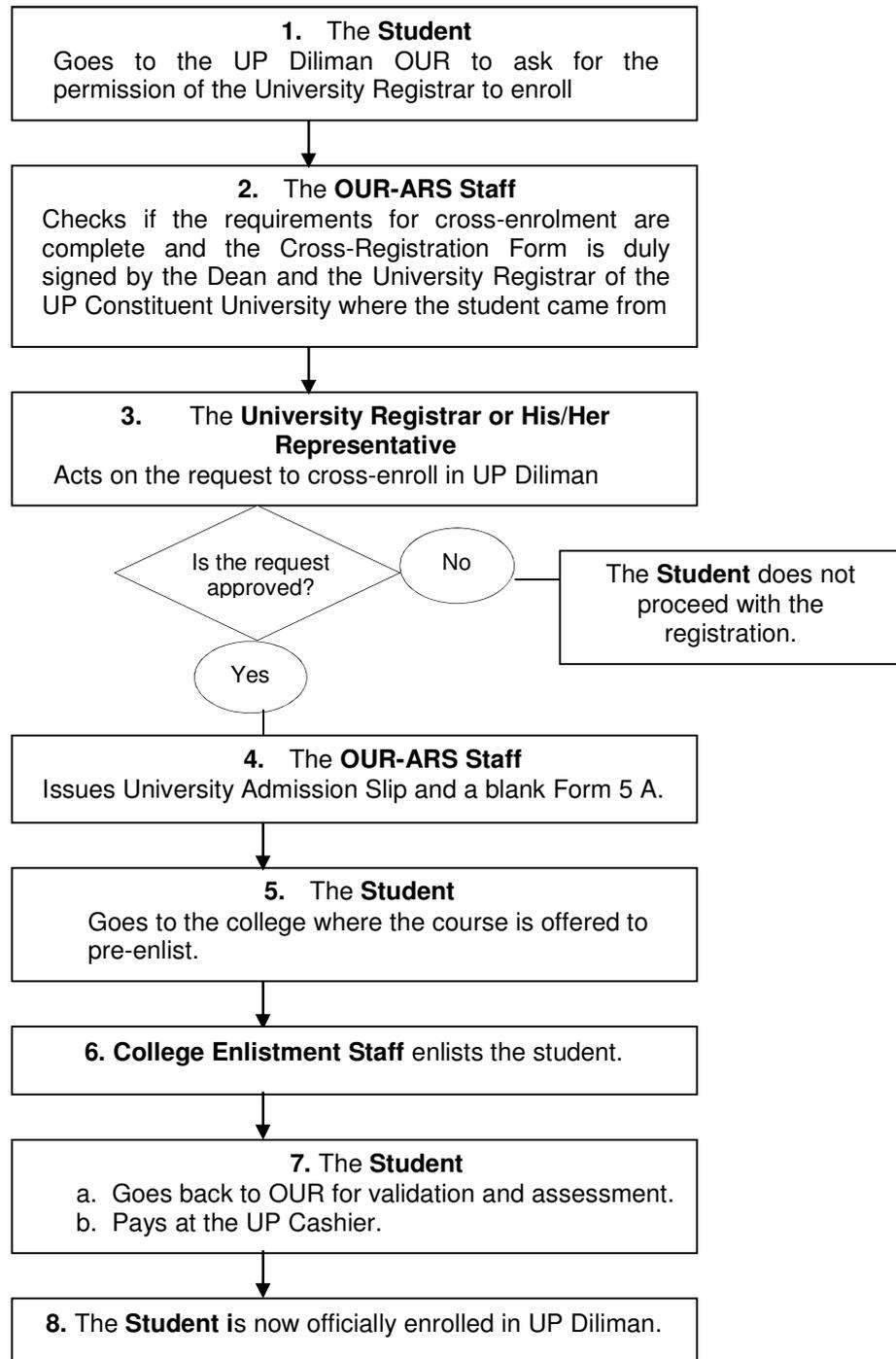
*No student registered in any other institution shall be admitted into the University without a written permit from her/his Dean, Director or Registrar. The permit shall state the total number of units for which the student is registered and the subjects that s/he is authorized to take in the University. [Art. 334]*

## Processing of Cross-registration of a UP Diliman Student In Another UP Constituent University

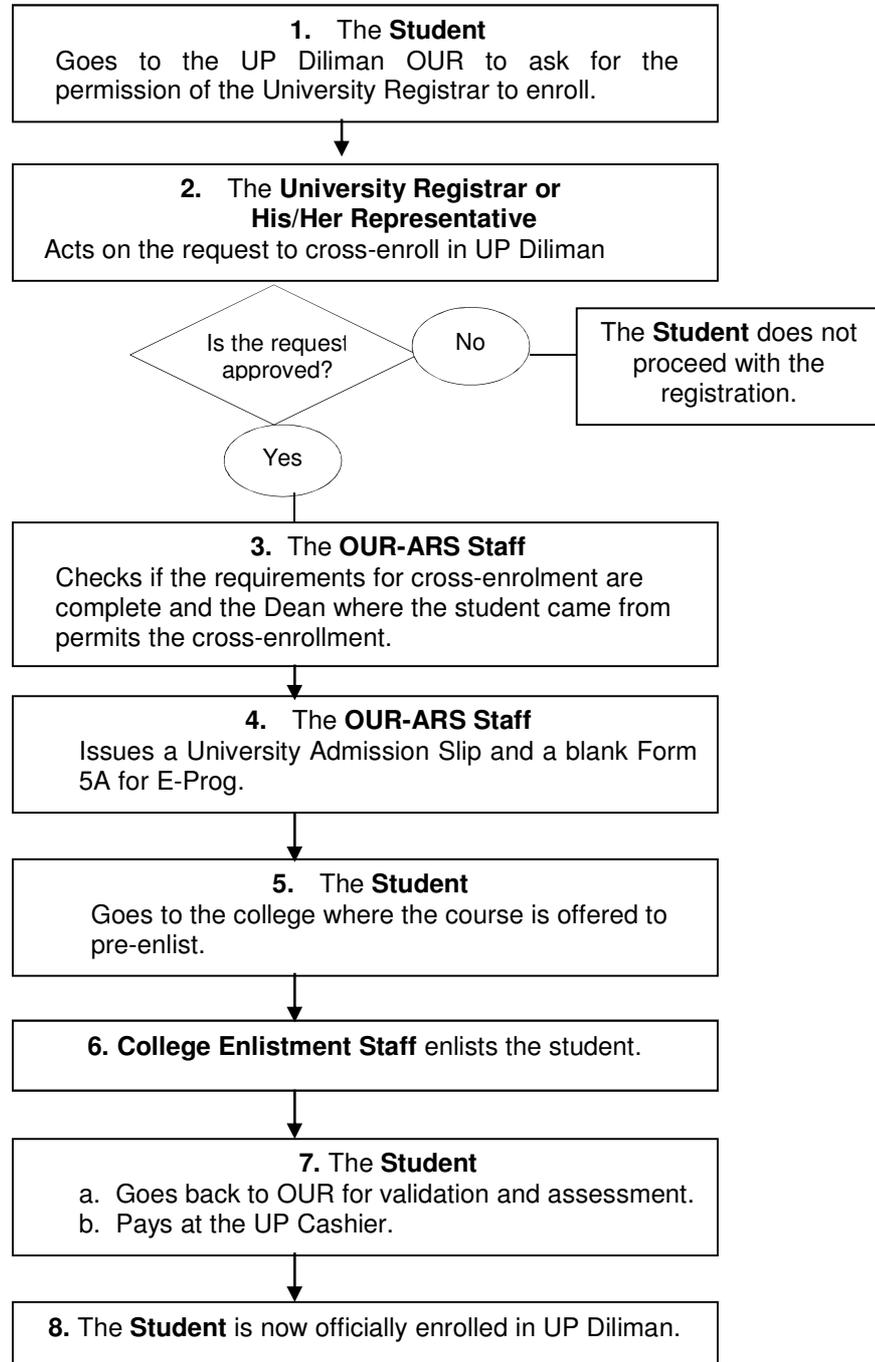




### Processing of Cross-registration in UP Diliman of Student from Another UP Constituent University



## Processing of Cross-registration in UP Diliman of a Student from Another University



## **Advance Registration for Freshies**

The advance registration for freshies is conducted a few weeks before the regular registration for First Semester every year in order to give full attention to the registration needs of the newest members of the UP Diliman community.

To ensure the smooth conduct of advance registration for freshies, the Office of the College Secretary may perform various tasks such as the following:

- **Before advance registration for freshies**
  - Monitoring of supply and demand of course offerings and making the necessary request to the department concerned
  - Preparation of the venue for Freshies Briefing and Orientation
  - Preparation of the venue for program advising
  - Briefing of program advisers using the guide provided by the Office of the University Registrar
  - Preparation of registration materials
    - Adviser's Report Form
    - Form 5s of all students per degree program
    - Form 5 A for those who did not pre-enlist
    - Enrollment Survey Form
    - New Program Checklist and List of GE Courses (updated per 122<sup>nd</sup> UPD/ 09 July 2012) and their description.
  - Preparation of attendance sheets for the Freshmen Briefing and Orientation
  - Preparation of numbers for queuing for advising per degree program
  - Coordination with the Student Council for the Student Fund
  - Briefing of Registration Assistants
- **During advance registration for freshies**
  - Conduct of Freshies Briefing and Orientation
  - Answering queries related to registration and other matters
  - Addressing concerns related to enlistment and advising
- **After advance registration for freshies**
  - Preparation of the final list of freshies who showed up during the advance registration per degree program.
  - Returning of Form 5As of students who did not show up during the advance registration to the Office of the University Registrar

The University Registrar meets with the College Secretaries to discuss the Advance Freshies Registration and provides them with written instructions like the ones below. The instructions may change depending on new policies or

circumstances affecting the University. Hence, it is necessary that close coordination is done with all concerned offices.

***Instructions for College Secretaries  
Advance Registration for Freshmen  
First Semester 2014-2015***

1. *Advance registration for new freshmen is on May 5-9 at the OUR Building.*

*Colleges are assigned specific dates. Please refer to the attached schedule.*

2. *Please monitor supply and demand of freshmen course offerings. Supply/demand statistics are available from the CRS website after batch processing. It may be necessary to add or cancel course offerings based on these statistics. Coordinate with the departments concerned so that adjustments are made in anticipation of the needs of our freshmen at the start of the Advance Registration on May 5, 2014. Also, monitor supply and demand after the advance freshmen registration so that adjustments can be made for the regular registration of all other students.*
3. *College Advising/ Orientation*
  - a. *The CRS-generated Form 5As and Student Directory forms (accomplished online) of your students will be given to you by the OUR. You may take charge of releasing them to the students or course them through the departments. You will also be given blank Form 5As and Student Directory forms for those who did not pre-enlist.*
  - b. *For the first two hours (8-10 am) qualified freshmen of your college will be with you for orientation/briefing and advising. Refer to the attached Instructions for Freshmen Advisers for details. Please request your Advisers to be present at the designated time.*
  - c. *Make sure that your Freshmen Advisers have their own copies of the new program checklists and the List of GE Courses (updated per 122<sup>nd</sup> UPD/ 09 July 2012) and their description. It is advisable that you meet with your Freshmen Advisers to discuss pre-enlistment and other matters pertaining to freshmen registration.*
  - d. *Modifications in the student's subjects may be allowed. Any addition, cancellation or erasure made on the Form 5A must be properly countersigned by the Adviser. Please remind your Advisers*

*not to deviate from the approved program checklists in terms of subjects and number of units required for the semester. If possible, Advisers may write down alternative subjects.*

- e. *When the Form 5A is in order, the Adviser may sign in the appropriate space. He/She need not wait for the schedule to be finalized before signing the Form 5A as the schedule of the specific subjects will only be finalized at the Registration Area before the student's enlistment in the subjects is confirmed. We will thus avoid having the student go back and forth from the College/Unit and Registration Area just to get their forms signed.*
- f. *Bridge Program*

*Freshmen qualifiers identified by the U.P. System Office of Admissions as needing to upgrade their skills in Mathematics and/or English will be required and automatically enlisted in Mathematics 2 and /or English 1. These will be credited as part of their Math, Science & Technology (MST) and/or Arts and Humanities (AH) General Education (GE) Requirements.*

**Other important reminders:**

1. *Collectors of Student Fund for the College Student Council should assign their collectors near the College Secretary's Office. They will not be allowed to collect College Student Council fees at the Office of the University Registrar (OUR).*
2. *New Freshmen who enrolled during the Advance Registration (May 5-9) but will not yet pay their tuition/miscellaneous fees should finish their registration up to Assessment and printing of Form 5 at the OUR Conference Hall for slots reservation.*
3. *New Freshmen who will enroll after Advance Registration, will have to get their University Admission Slip first from the Admission and Registration Section of the OUR before they proceed to their respective colleges.*

**Instructions for Freshmen Advisers  
Advance Registration for Freshmen  
First Semester 2014-2015**

1. *Advance Registration for Freshmen is on May 5-9 at the Office of the University Registrar (OUR Building).*

Each college is assigned a specific date. Please refer to the attached schedule.

2. College Orientation/Advising

For the first two hours of the scheduled advance registration for your college (8-10 am), qualified freshmen assigned to your unit will be with you for your orientation/briefing and advising.

3. To facilitate advising, your College Secretary will provide you with:

- New Program Checklists
- List of GE Courses (Updated per 122<sup>nd</sup> UPD UC/ 09 July 2012)

Please guide the students in choosing their GE subjects. Note that GE subjects have no pre-requisites. Per University Council (UC) approval of its 119th meeting on 12 December 2011 the following are:

**Prescribed GE Courses**

- **Math GE (MST)**
- **Philo 1 (SSP)**
- **Kas 1 (SSP)**
- **English 10 (AH)**
- **Com 3 (AH)**
- **Fil 40 (AH)**
- **STS (MST)**

**Generic GE Courses**

- **2 AH free courses**
- **3 MST free courses**
- **3 SSP free courses**

Please take note of the following limitations:

- Chemistry 1, Nat Sci 1 and Physics 10 cannot be taken for credit by students in the College of Engineering except those under the BS Computer Science program.
- Math 2 cannot be taken for credit by students of degree programs which require at least Math 11.
- Math 1 cannot be taken for credit by BS Math students.
- English 1 and Kom 1 are distinct subjects and can be taken at the same time under the GE scheme.

*English 10 and Kom 2 are distinct subjects and can be taken at the same time under the GE scheme. These are not prerequisites to English 1 and Kom 1 respectively.*

#### *4. Bridge Program*

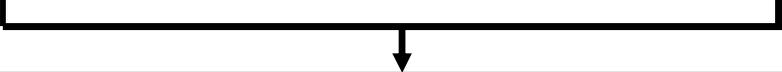
*Freshmen qualifiers identified by the U.P. System Office of Admissions as needing to upgrade their skills in Mathematics and/or English will be automatically enlisted in a specific section for Mathematics 2 and /or English 1. They will not be allowed to change section. These will be credited as part of their Math, Science & Technology (MST) and/or Arts and Humanities (AH) General Education (GE) Requirements.*

*Please see attached list of freshmen who will be in the Bridge Program.*

#### *5. Specific Instructions*

- Your College Secretary will furnish you with the Form 5As and Student Directory forms of your students.*
- When advising, follow the latest checklists (those effective First Semester 2012-2013) that will be provided to you by your College Secretary. Please do not deviate from the approved program checklists in terms of subjects and number of units required for the semester.*

For those who confirmed and pre-enlisted online	For those who confirmed but did not pre-enlist	For those who did not confirmed nor pre-enlist
<ul style="list-style-type: none"> <li>• Let the student sign the Student Directory (2 copies). Attach photo on the right corner of each Student Directory (SD).</li> <li>• Give Form 5A</li> <li>• Modifications in the student's schedule and subjects may be allowed. Any cancellation, addition or erasure must be countersigned by the adviser. If possible, write down alternative subjects.</li> </ul>	<ul style="list-style-type: none"> <li>• Let the student sign in the Student Directory (2 copies). Attach photo on the right corner of each Student Directory (SD).</li> <li>• Give Form 5A</li> <li>• Advise student on what subjects to take and have it finalized (Write alternative courses)</li> </ul>	<ul style="list-style-type: none"> <li>• Instruct the student to go first to ARS-OUR (1<sup>st</sup> floor) to confirm course assignment.</li> <li>• Advise student on what subjects to take and have it finalized (Write alternative courses)</li> </ul>



- If Form 5A is in order, please sign in the appropriate space to avoid having the student go back and forth from the college to the Registration Area and vice versa just to get their forms signed.
- Schedule of subjects will be finalized and confirmed at the Registration Area (OUR Conference Hall 3<sup>rd</sup> floor).
- Instruct the student to proceed to OUR for registration with the following documents:
  - a) Form 5A with adviser's signature
  - b) Student Directory (2 copies)
  - c) Form 138 (4<sup>th</sup> yr High School Card)- with Principal/Registrar's signature
  - e) Medical Certificate from UP Health Service.
  - f) Birth Certificate (NSO) – original and photocopy
  - g) Two (2) photos (2'x2")
  - h) F137 (High School Transcript if they have it already
  - i) For Foreign Students – Student Visa/Passport (original & 2 photocopies)
- Request for Form 137 (High School Record) is then release to student at the Registration Area (OUR Admission counters)
- Form 5 will be released at the Assessment Counters (3rd floor)

**NOTE: College should not release Form 5 to student.**

### C. POST REGISTRATION

Post registration commences after the last day of registration for the semester. This means that students are no longer allowed to enlist in courses.

#### ***Change of Matriculation (Change of Subjects/Sections)***

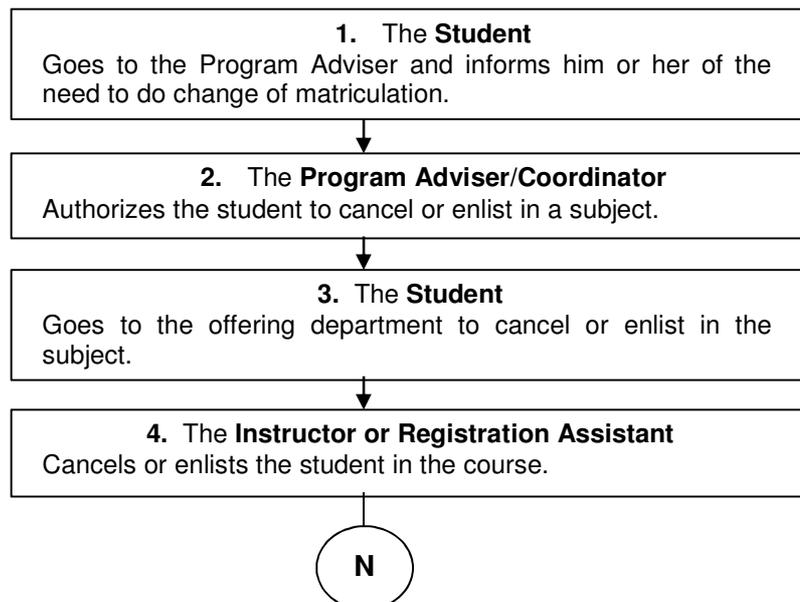
*Change of matriculation is the addition or cancellation of a subject/course or change of section after a student has been officially registered. Within the allowed period, a change of matriculation may be considered if:*

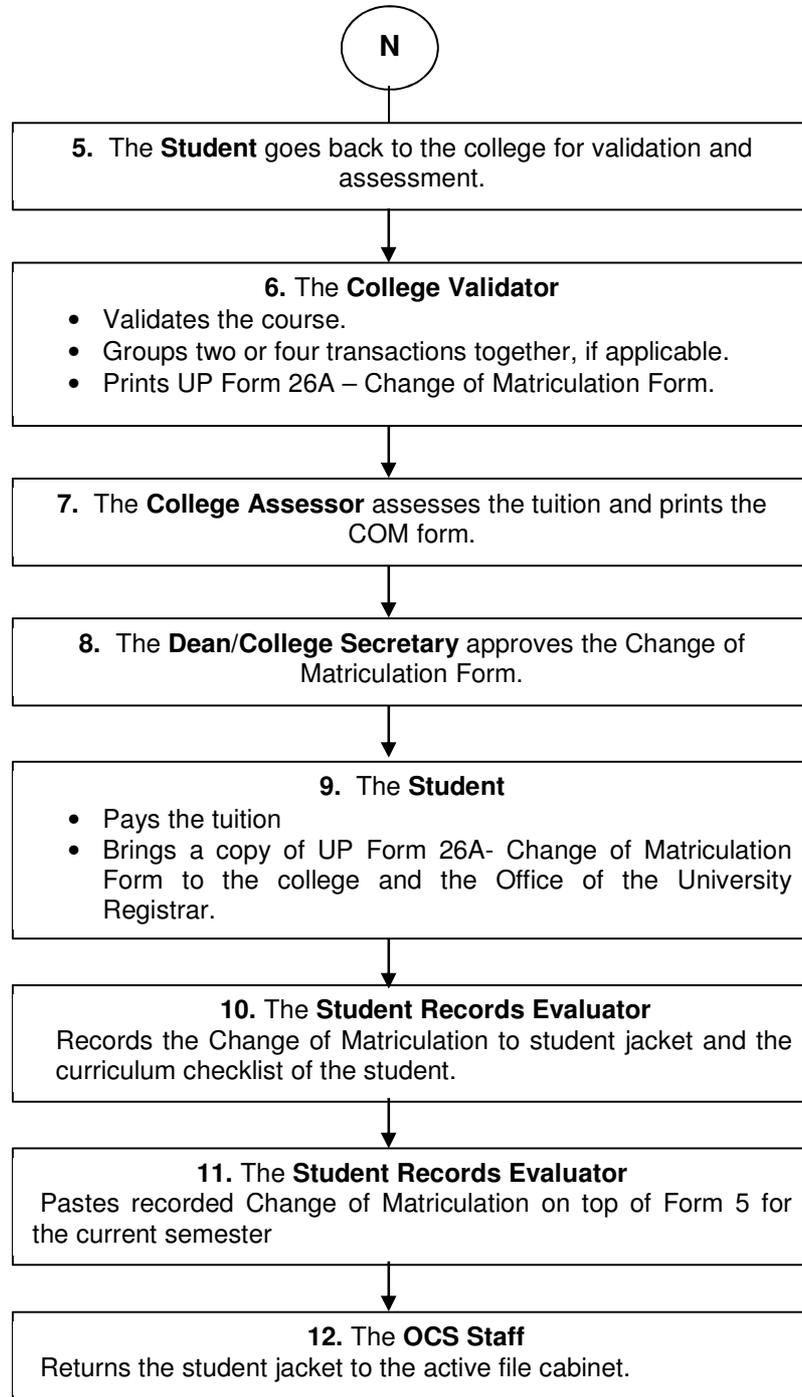
- *student was ill-advised;*
- *student lacks prerequisite for the subject;*
- *student's class schedules are in conflict; or*
- *class was dissolved.*

*Changes in matriculation shall be effected by filling out Form 26A and must be recommended by the adviser and approved by the Dean. No change of matriculation to add a new subject shall be allowed after one (1) week of regular class meetings. Form 26A, after being duly accomplished, shall be submitted to the University Registrar for assessment, payment, and notation.*

*With the introduction of the Computerized Registration System, the entire process of Change of Matriculation is now done online.*

#### **Processing of Change of Matriculation**





***Change of Class Size/Schedule By the Faculty [from Art. 317, 323]***

*No class shall be divided into sections for either of the following reasons:*

- To suit the personal preference of the faculty with regard to time and place; or*
- To enable the faculty to comply with the regulations governing teaching load*

*Furthermore, no faculty member shall change the officially approved class schedule nor meet the students for class or consultation purposes in any unscheduled room or place except when expressly permitted to do so by the Dean concerned.*

**UNIVERSITY OF THE PHILIPPINES  
Diliman, Quezon City**

Note: The color of this form for UP Diliman is yellow.

**REQUEST TO CROSS-REGISTER**

STUDENT NO \_\_\_\_\_ NAME \_\_\_\_\_  
COURSE \_\_\_\_\_ YEAR LEVEL \_\_\_\_\_

I would like to request permission to cross-enroll at \_\_\_\_\_  
for the (Term/Sem) \_\_\_\_\_, AY \_\_\_\_\_ for the following reasons:

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

Subjects requested	Units	Adviser's Validation	Alternate Subjects	Units	Adviser's Validation
_____	_____	_____	_____	_____	_____

No. of Units registered \_\_\_\_\_ No. of Units applied for \_\_\_\_\_ Total Load \_\_\_\_\_  
at home Unit as cross registrant

Home Unit Approval  
\_\_\_\_\_  
Dean  
\_\_\_\_\_  
Registrar

Host Unit Approval  
\_\_\_\_\_  
Department Chair  
\_\_\_\_\_  
Registrar

For cross-registration outside UP System:

\_\_\_\_\_  
VCAA/Chancellor

\_\_\_\_\_  
(Please detach and submit to home unit.)

**ACKNOWLEDGEMENT**

**THE REGISTRAR**

University of the Philippines Diliman

This is to certify that \_\_\_\_\_ has been  
admitted as cross-enrollee this \_\_\_\_\_ Semester, Academic Year \_\_\_\_\_ for  
\_\_\_\_\_ units in the College of \_\_\_\_\_.

\_\_\_\_\_  
Signature over printed name  
Registrar–Host Unit/Accepting Unit

Requirements submitted:

- \_\_\_ Medical Certificate
- \_\_\_ Adviser's certification re: remaining deficiencies (For graduating students only)
- \_\_\_ Certification of scholastic standing from the College Secretary

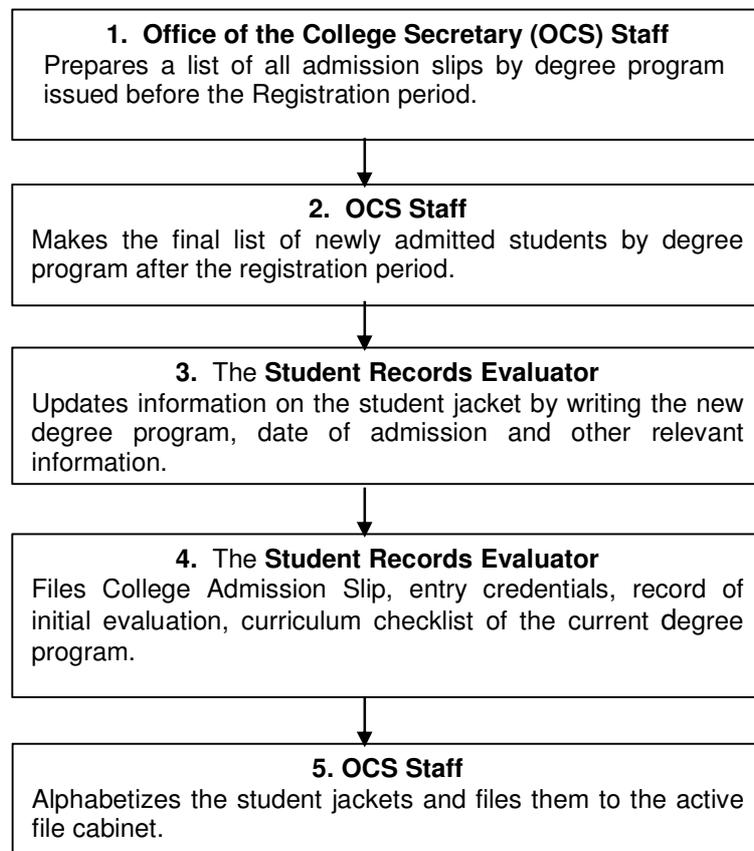
## 4 Records Management and Appraisal

The Office of the College Secretary is the official record keeper of the college and protector of the integrity of the students' academic records.

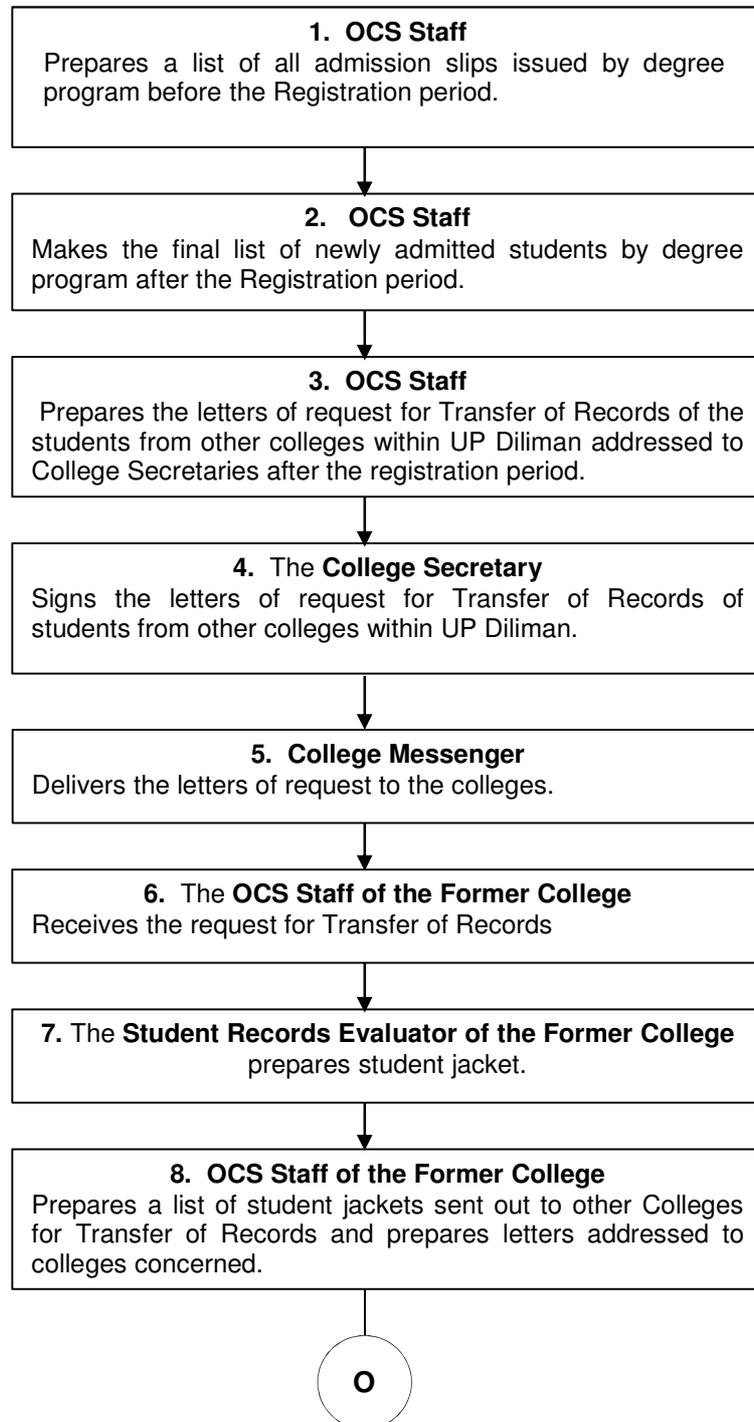
Records Management and Appraisal is a long-term task. It starts from the moment a student is admitted until he/she graduates from the University. Student records are permanent records that contain all and every academic information of the student. The Student Records Evaluator updates the student's records meticulously on a regular basis by recording every information in the student jacket.

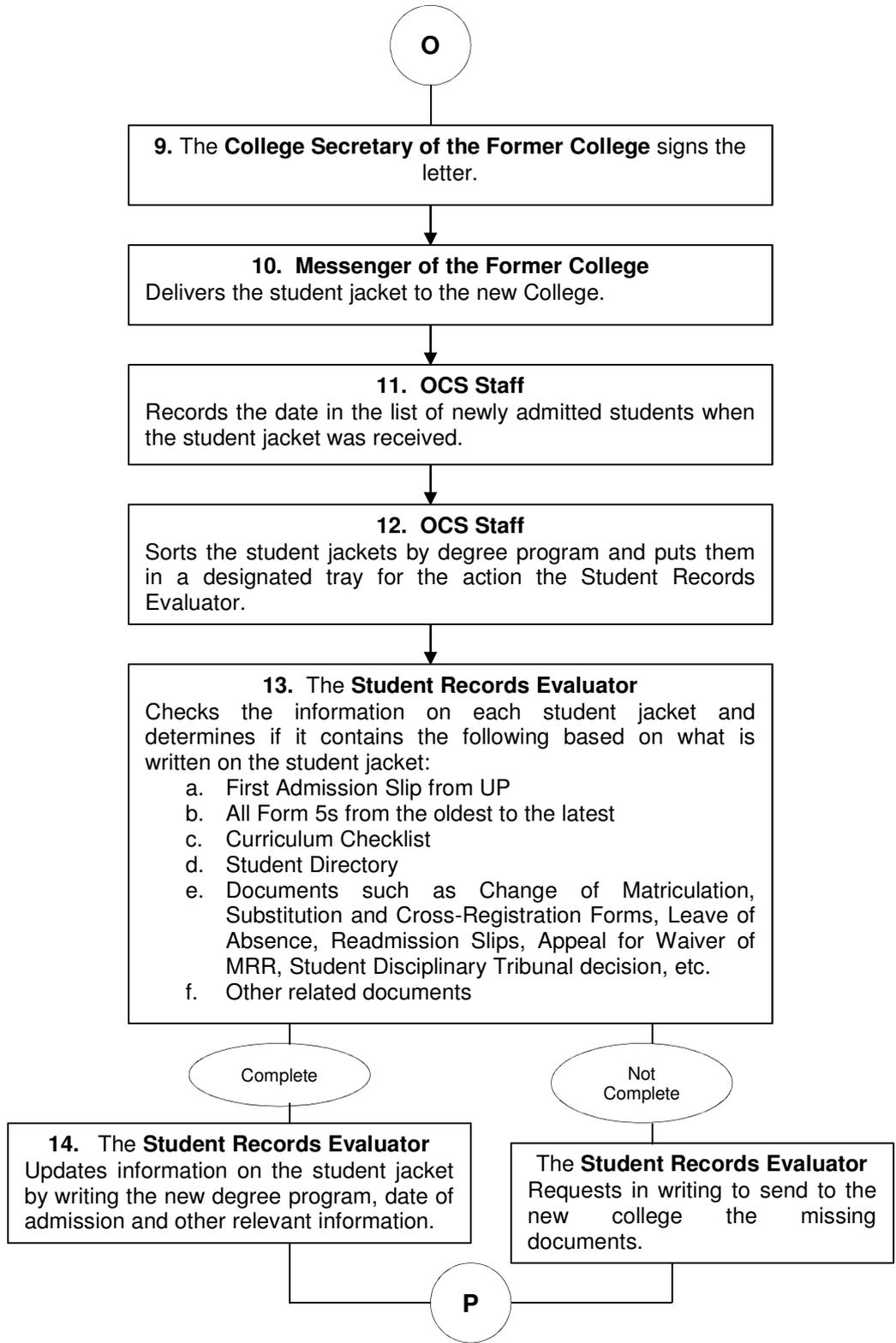
Records Management and Appraisal begins with the preparation of the student jacket from the time the student is admitted to the University. In the event that a student shifts to another degree program within UP Diliman, the same student jacket must be forwarded to the new home college of the student. For students admitted from other UP Constituent Universities and other colleges and universities, new student jackets must be prepared.

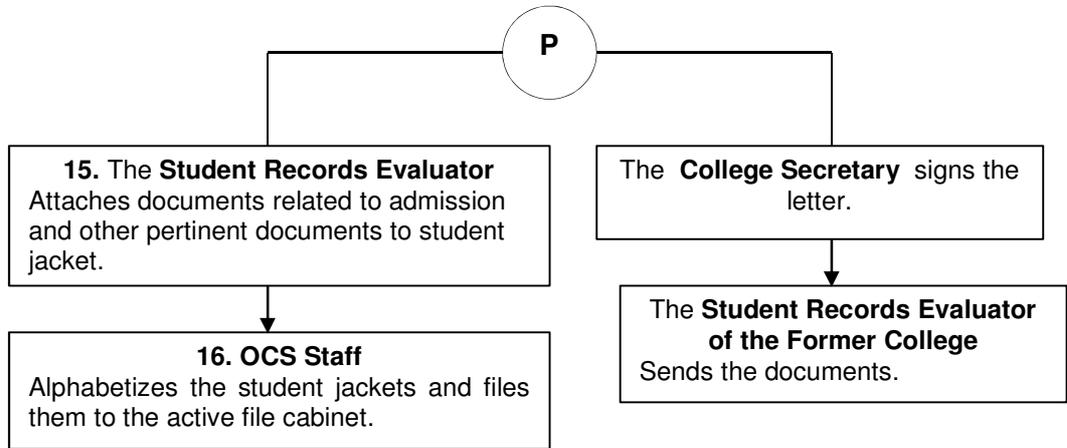
### Processing of Transfer of Records from another degree program within the College (Shiftee 1)



**Processing of Transfer of Records from another degree program within UP Diliman (Shiftee 2)**

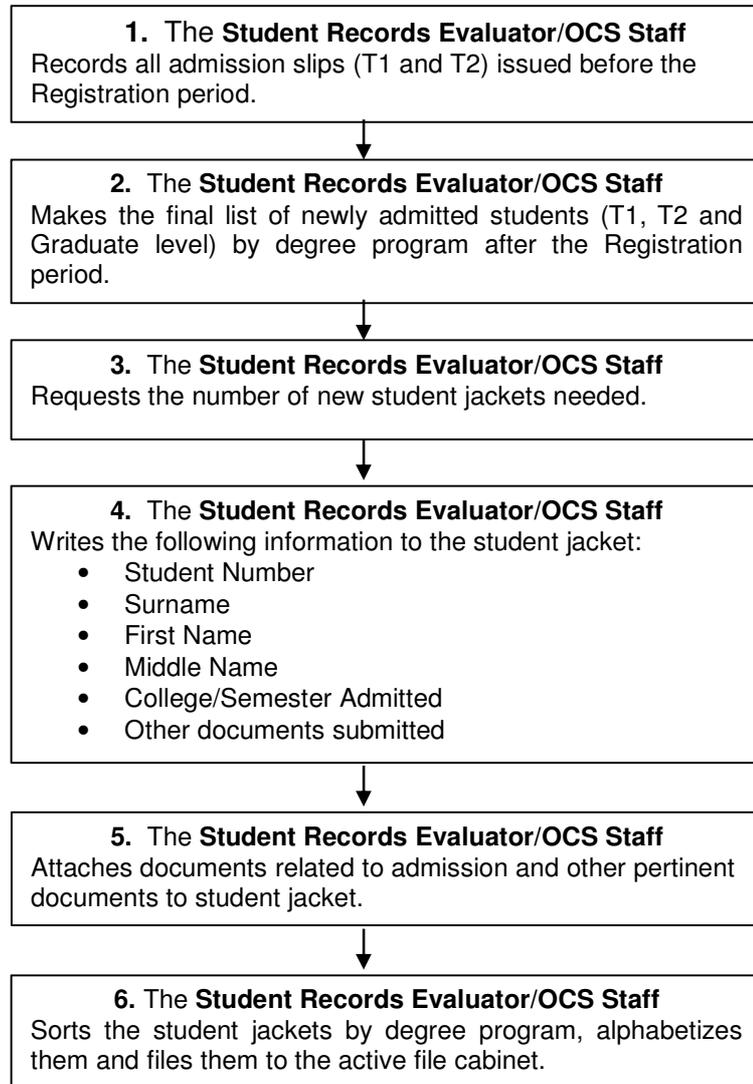






To protect the integrity of the records, Student Jackets must be delivered and handled only by the College Messenger or authorized personnel.

### Preparation of Student Jackets for New Students (T1, T2, Second Degree and Graduate Students)



## **Academic Load**

### **Undergraduate Level**

#### *a. Academic unit requirements*

*For undergraduate students, the maximum academic load is 18 non-laboratory units, or 21 units including laboratory, except in programs where the prescribed load for the semester is more than 18 units. However, graduating students with very good academic records may be permitted to carry a heavier load in their last year. During the summer session, the normal load is 6 units, but in justifiable cases, the Dean may allow enrolment up to 9 units. [Art. 340 - 341].*

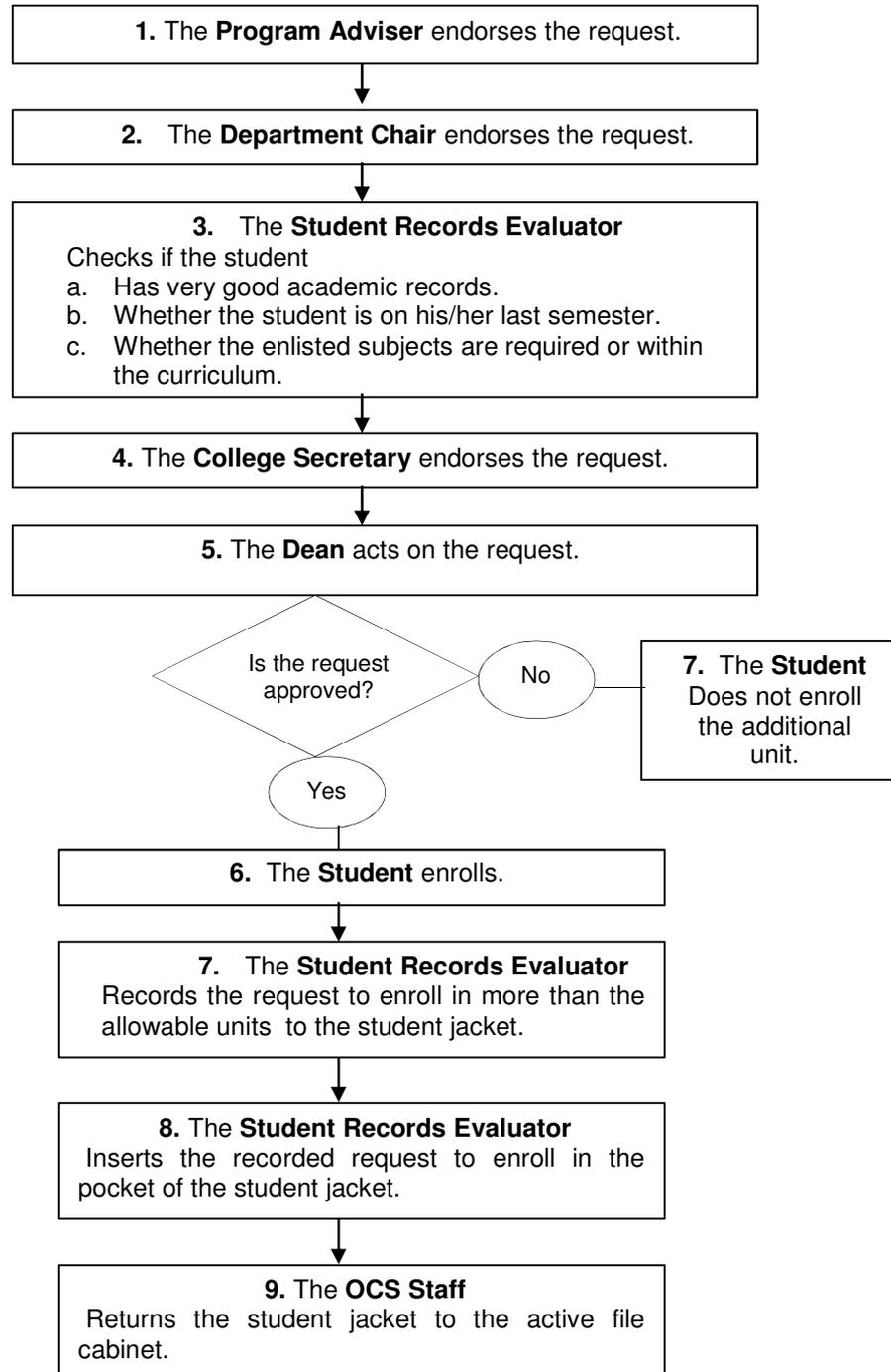
*Students who are candidates for graduation with honors must take during each semester/trimester/quarter no less than 15 units of credit or the normal load prescribed in the curriculum in cases where such normal load is less than 15 units. However, a lighter load may be allowed for justifiable causes such as health reasons, the unavailability of subjects needed in the curriculum to complete the full load, 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 Office of the College Secretary is required as follows:*

- For health reasons – medical certification to be confirmed by the University Health Service*
- For unavailability of subjects – certification by the adviser and copy of schedule of classes*
- For employment – copy of payroll and appointment papers indicating, among others, 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. [from Art. 414; amended at 884<sup>th</sup> BOR meeting, Mar 31, 1977].*

**Processing of Request to Enroll in More than the Allowable Number of Units (Undergraduate)**



b. *Other requirements*

1) *Physical Education (PE)*

*Basic Physical Education is a prerequisite for graduation. All students should comply with this requirement during their freshman and sophomore years. [166<sup>th</sup> UC meeting, Apr. 9, 1948]*

*Eight (8) units of PE are required of all undergraduates with the following exceptions: [155<sup>th</sup> UC meeting, Nov. 22, 1941; Exec. Com. meeting, Sept. 16, 1974; approved by UP President, Sept. 29, 1976; 273<sup>rd</sup> UC meeting, Apr. 14, 1990]*

- *Students who hold the Associate in Arts title (or equivalent) or a Bachelor's degree;*
- *Members of the ROTC Band;*
- *Members of the Rayadillo;*
- *Students 30 years old or older;*
- *Veterans of the armed forces, navy, or air force; and*
- *Students who have served on a full-time basis for at least two (2) years in the armed forces, navy, or air force.*

2) *National Service Training Program (NSTP) [R.A. 9163, NSTP Act of 2001]*

*The National Service Training Program Act of 2001 (R.A. 9163) was enacted in response to public clamor for reforms in the Reserved Officers Training Corps (ROTC) Program. This Act affirms that the prime duty of the government shall be to serve and protect its citizens. In turn, it shall be the responsibility of all its citizens to defend the security of the State; thus, the government may require each citizen to render personal, military or civil service. In the pursuit of these goals, the youth shall be motivated, trained, organized, and mobilized in military training, literacy, civic welfare, and other similar endeavors in service to the nation.*

*The NSTP is a program aimed at enhancing civic consciousness and defense preparedness in the youth by developing the ethics of service and patriotism while undergoing training in any of its program components. Its various components are specially designed to enhance the youth's active contribution to the general welfare of the nation.*

*All male and female students enrolled in any baccalaureate or in at least two (2)-year technical/vocational or associate courses are required to complete the equivalent of two (2) semesters of any one of the NSTP components listed below as a requisite for graduation:*

- Reserve Officers' Training Corps (ROTC)
- Literacy Training Service (LTS)
- Civic Welfare Training Service (CWTS)

*Under the NSTP law, state universities are required to offer ROTC and at least one other NSTP component. Furthermore, for NSTP courses, schools may collect not more than 50% of the current basic tuition.*

*While the NSTP law requires the courses as a requisite for graduation, it does not make reference as to when students should enrol in these courses. Thus, these can be taken anytime before a student graduates.*

*Students who finished all their academic requirements on or before the second semester of AY 2001-2002 but who were not graduated because they lacked the required ROTC subjects maybe graduated as of 2<sup>nd</sup> semester 2001-2002, after application for graduation and without the required one-year residence prior to graduation. [1161<sup>st</sup> BOR meeting, July 25, 2002]*

**NSTP Course Load Credit**

*Colleges/ units are allowed to implement the computation of load credit based on the following in the meantime that the actual requirements of the course have not been fully assessed. Colleges may later on propose a formula based on their experiences in handling the course [OC memo no. ERR-03-091, Sept. 3, 2003]*

<i>Class size</i>	<i>Size Multiplier</i>	<i>Credit Load</i>
<i>10-20</i>	<i>0.33</i>	<i>1.0</i>
<i>21-40</i>	<i>.67</i>	<i>2.0</i>
<i>41-up</i>	<i>1.00</i>	<i>3.0</i>

**Honoraria for NSTP/CWTS**

*Honoraria for faculty members handling NSTP/CWTS courses should be charged against NSTP collections, not against the overload budget [Exec. Com. Meeting, April 14, 2004].*

**Insurance for NSTP Students**

*The University has pre-qualified insurance providers for students enrolled in NSTP/CWTS courses ( Note: Insurance is required under the NSTP law). Thus, effective Summer 2004, students (only those taking NSTP/CWTS courses) will be assessed for insurance. [Exec. Com. Meeting, April 14, 2004]*

**c. Advance credit**

1) *Advance Placement Examination (APE)*

*New freshmen who qualify for and pass the prescribed advance placement examination in basic courses in the freshman year such as the languages, College Algebra, Plane Trigonometry, etc., within one (1) year of their enrolment in the University, shall be given credit for the corresponding subjects in their academic program provided that this privilege is not given for more than six (6) units in any one discipline. These examinations are usually scheduled two (2) weeks before the advance freshmen registration every first semester. [from 234<sup>th</sup> UC meeting, June 27, 1968; amended at 257<sup>th</sup> UC meeting, Feb. 8, 1975]*

*Application forms and other information regarding advance placement examinations may be obtained from the Office of the College Secretary, College of Arts and Letters, or College of Science.*

*Holders of the International Baccalaureate (IB) diploma/certificate may apply for advance credit for certain subjects they have taken. However, the total credit that may be granted, including automatic credit, shall not exceed 15 units per subject area. [682<sup>nd</sup> Exec. Com. meeting, Mar. 20, 1978; 684<sup>th</sup> Exec. Com. meeting, Sept. 11, 1978]*

2) *Proficiency Examination in Physical Education (PEPE)*

*Proficiency examinations (or credit by examination) in PE courses are given to enable students who are already skillful in one (1) or more sports to acquire advance units in PE. Any student who passes a PEPE shall be given credit for the corresponding PE course. Students may take proficiency examinations in one (1) or more courses to meet the PE requirements. The examination is given twice a year, i.e., before the start of every semester.*

*A student who is graduating at the end of a given semester but who failed to enroll in a required PE course may take a special proficiency examination upon presentation of a certificate of candidacy for graduation from his/her College Secretary. The fee for the special PEPE is double the regular fee.*

*Proficiency examinations may be taken in the following areas:*

- Team sports: baseball, basketball, soccer, softball, volleyball*
- Individual sports: archery, bowling, ice-skating, power lifting, rifle/pistol marksmanship, track and field, weight training*
- Dual sports: badminton, fencing, table tennis, tennis*
- Martial Arts: aikido, arnis, judo, karate, taekwondo*
- Dance: ballet, modern dance, modern jazz, Philippine folk dance, social dance, street jazz, tap dance*

- *Aquatics: skin diving, swimming*
- *Fitness: aerobics, running, tai-chi*
- *Theory: PE 1*
- *Alternative activity: sports wall climbing*

**Revitalized General Education Program (RGEP)** [76<sup>th</sup> UC meeting, Dec. 12, 2001; 79<sup>th</sup> UC meeting, Dec. 11, 2002]

*The General Education Program is a mix of subjects in the Arts and Humanities, Social Sciences and Philosophy, and Mathematics, Science and Technology domains that give students knowledge and competencies that will better prepare them for the basic understanding of various ways of knowing. This makes the UP student a well-rounded person ready for lifelong learning skills.*

*The liberal education thrust of GE aims to mold the UP student to becoming a holistic person, a more independent, creative and critical thinker, a morally sound and intellectual individual of high integrity, and well able to adapt to the fast changing pace of today's living.*

*The GE Program was first adopted in 1958 [203<sup>rd</sup> UC meeting, June 21, 1958] and underwent several revisions thereafter. In 2001, the GE Program was revitalized. The Revitalized GE Program (RGEP), premised on freedom of choice and no prerequisites, was implemented 1<sup>st</sup> semester AY 2002-2003.*

*a. RGEP objectives*

*1) General*

- *To broaden the student's intellectual and cultural horizons*
- *To foster a commitment to nationalism balanced by a sense of internationalism*
- *To cultivate a capacity for independent, critical and creative thinking*
- *To infuse a passion for learning with a high sense of moral and intellectual integrity*

*2) Specific*

- *To acquire basic skills and competencies in mathematics, reasoning, and communication*
- *To develop an awareness, understanding and appreciation of the various disciplines of the natural sciences, social sciences, humanities and philosophy*

- *To develop the ability to integrate and/or adapt the knowledge and skills acquired from the various disciplines*

*b. RGEP framework*

*The RGEP framework lays down the requirements of the Program and defines the character of the GE courses.*

- 1) *The RGEP ensures that the domains of knowledge contain a healthy mix of disciplines.*

*The RGEP framework requires that students take 15 units in each of the 3 domains of knowledge – Arts and Humanities, Social Sciences and Philosophy, and Mathematics, Science and Technology – 6 units of which must be in Philippine Studies, to be taken from any of the domains.*

- 2) *Every GE course, existing or to be instituted, must:*

- *satisfy at least three (3) of the following four (4) objectives*
  - *broaden the student's intellectual and cultural horizons*
  - *foster a commitment to nationalism balanced with a sense of internationalism*
  - *develop an awareness of various disciplines*
  - *integrate knowledge and skills*
- *apply at least one (1) of the following modes of inquiry*
  - *quantitative and other forms of reasoning*
  - *interpretive and aesthetic approaches*
- *develop the following competencies*
  - *communication (oral and written) and*
  - *independent, creative, and critical thinking*

- 3) *A GE course must not have a prerequisite*

- 4) *Academic units that offer GE courses must take into account the attributes of the ideal GE faculty.*

*c. RGEP approach*

*The RGEP adopts a semi-structured approach with common goals and learner-customized content instead of a fully prescriptive, structured approach, with fixed common content, provided that:*

- *students select courses within the GE framework;*
- *prerequisites of major courses are respected; and*
- *students who perform below a certain cut-off in UPCAT Math and/or English proficiency and comprehension sub-tests shall enrol in Practical Mathematics (Math 2) and/or Basic College English (English 1) during the first semester of their first year in UP. [79<sup>th</sup> UC meeting, Dec. 11, 2002; 116<sup>th</sup> BOR meeting, Jan. 30, 2003]*

After a series of consultations initiated by the Office of the Vice Chancellor for Academic Affairs, the University Council approved on its 119<sup>th</sup> Meeting on 12 December 2011 a list of General Education courses prescribed nine units of Arts and Humanities courses, six units each of Social Sciences and Philosophy, and Math, Science and Technology courses while there rest are generic GE courses.

	Arts & Humanities	Units	Math, Science and Technology	Units	Social Sciences and Philosophy	Units
Prescribed	English 10 Com 3 Fil 40	9	Math GE STS	6	Kas 1 Philo 1	6
Free courses	2 AH courses	6	3 MST courses	9	3 SSP courses	9
Total		15		15		15

The following provisions must be considered for specific undergraduate degree programs [119<sup>th</sup> Meeting on 12 December 2011]:

Degree Program	Provision
Students from the College of Engineering except BS Computer Science	<i>Chemistry 1, Nat Sci 1 and Physics 10 cannot be taken for credit</i>
Students who are required to take at least Math 11	<i>Math 2 cannot be taken for credit</i>
BS Math Students	<i>Math 1 cannot be taken for credit</i>
All Students	<i>English 1 and Kom 1 can be taken at the same time</i>
All Students	<i>English 10 and Kom 2 can be taken at the same time, not prerequisites to English 1 and Kom 1</i>

<b>RGEP COURSES OF UP UNITS</b>							
As of 9 January 2013							
DOMAINS/	UP DILIMAN	UP BAGUIO	UP LOS BANOS	UP MANILA	UP MIND	UPV	UP OPEN U
COURSES	Updated as of June 2012	As of November 2008	Updated as of June 2011	Updated as of July 7, 2011		Recd 3 Apr 2009	Updated as of July 2012
<b>AH</b>							
	ARALING KAPAMPA-NGAN 10*	COMM 1@	ENG 1	COMM I/KOM I	AH 1(COMM I)	COMM 1	COMM 1
	AP 12*	COMM 2@	ENG 2	COMM II/KOM II	AH 2 (COMM II)	COMM 2	COMM 2
	AS 1	KOM 1	HUM 1	COMM III/KOM III	AH 3 (COMM III)	COMM 3	COMM III
	AS 2	KOM 2	HUM 2	HUM I	AH 4 (HUM I)	ENG 2	ENG 157
COMM 1	BC 10	ENGL 1@	SPCM 1	HUM II	AH 5 (HUM II)	HUM 1	HUM I
COMM 2	COMM 3	FIL 30	HUM 3 *	HUMAD 1	AH 6	LIT 1	HUM II
	CW 10	HUM 1/HUMAD 1		HUM ST 20	AH 7	LIT 2	HUMA 1
	EL 50	HUM 2		HUM ST 25		LIT 3	KOM 1
	ENG 1	MEDIA STUD 11		SPEECH 11			KOM 2
	ENG 10	SP COMM 10 @					
	ENG 11						
	ENG 12						
	ENG 30						
	FA 28*						
	FA 30						

<b>RGEP COURSES OF UP UNITS</b>							
<b>DOMAINS/</b>	<b>UP DILIMAN</b>	<b>UP BAGUIO</b>	<b>UP LOS BANOS</b>	<b>UP MANILA</b>	<b>UP MIND</b>	<b>UPV</b>	<b>UP OPEN U</b>
<b>COURSES</b>	Updated as of June 2012	As of November 2008	Updated as of June 2011	Updated as of July 7, 2011		Recd 3 Apr 2009	Updated as of July 2012
<b>AH</b>	FIL 25						
	FIL 40*						
	FILM 10						
HUM 1	FILM 12*						
HUM 2	HUMAD 1*						
	J 18						
	KOM 1						
	KOM 2						
	LArch 1*						
	MP'S 10*						
	MUD 1						
	MUL 9*						
	MUL 13						
<b>*PHILIPPINE STUDIES REQUIREMENT</b>							
<b>@ English/Communication Courses</b>							
<b>AH</b>							
	PP 12*						
	PP 17*						
	PP 19*						
	PP 40*						
	PP 50*						
	SEA 30						

RGEP COURSES OF UP UNITS							
DOMAINS/ COURSES	UP DILIMAN	UP BAGUIO	UP LOS BANOS	UP MANILA	UP MIND	UPV	UP OPEN U
	Updated as of June 2012	As of November 2008	Updated as of June 2011	Updated as of July 7, 2011		Recd 3 Apr 2009	Updated as of July 2012
<b>AH</b>	THEATRE 10						
	THEATRE 11*						
	THEATRE 12						
<b>SSP</b>							
	ANTHRO 10	HIST I	ECON 10	ARCHAEO 2	SSP 1 (HIST I)	HIST 1	ECON 11 (old)
	ARCHAEO 2	HIST II	ENTR 1	HIST I	SSP 2 (HIST II)	HIST 2	HIST 1/KAS 1
	ARKIYOLOJI 1*	HIST 3	HIST 1 *	HIST II	SSP 3 (SOC SC I)	PHILO 1	HIST 2/KAS 2
	CE 10	PHILO I	HIST 2	HIST 3	SSP 4 (SOC SC II)	PSYCH 10	PHILO I
	ECON 11	PHILO 27	HUME 10	HIST 4	SSP 5 (PHILO 1)	SS 1	PHILO 173 (old)
	ECON 31	PSYCH 10	P I 100 *	HIST 5	SSP 6	SS 2	PSYCH 11 (old)
	GEOG 1	SS I	PHILO 1	HPED 20	SSP 7	SS 5	SS I
	KAS 1*	SS II	PSY 1	PHILO I		SS 10	SS 2
	KAS 2	SS 10	PO SC 1 *	PHILO 10		SS 26	SS 13
	LArch 1*	SS 13	SS 1	PSYCH 10			
	LINGG 1	SS 30	SS 2	SS I			
	PHILO 1		SS 3	SS II			
	PHILO 10		SS 4 *				

<b>RGEP COURSES OF UP UNITS</b>							
<b>DOMAINS/ COURSES</b>	<b>UP DILIMAN</b>	<b>UP BAGUIO</b>	<b>UP LOS BANOS</b>	<b>UP MANILA</b>	<b>UP MIND</b>	<b>UPV</b>	<b>UP OPEN U</b>
	Updated as of June 2012	As of November 2008	Updated as of June 2011	Updated as of July 7, 2011		Recd 3 Apr 2009	Updated as of July 2012
	PHILO 11		STS 1				
	SEA 30						
	SS 1						
	SS 2						
	SS 3						
	SOC 10*						
<b>*PHILIPPINE STUDIES REQUIREMENT</b>							
<b>MST</b>							
	BIO 1	BIO 10	IT 1	MATH 1	MST 1 (NAT SC I)	AQUA SC 1	COMP ED I (old)
	CE 10	CHEM 1	MATH 1	MBB 1	MST 2(NAT SC II)	BIO 1	MATH 1
	CHEM 1	GEO 2	MATH 2	NS I	MST 3(MATH 1)	BIO 20	MATH 2
	EEE 10	MATH 1	NS 1	NS II	MST 4 (STS)	ENV SC 10	MATH 11 (old)
	ENV SC 1	NS 1	NS 2	NS 3	MST 5	MATH 1	MS 1
	ES 10	NS 2	NS 3	NS 4	MST 6	NS 1	NS 1
	FN 1	NS 3	NS 4	NS 5		NS 2	NS 2
	GE 1	PHYS 11	NS 5 *	NS 8		STS 40	NS 3 or NS 4
	GEOL 1	STS	NS 6	NS 50			STS
	L ARCH 1*		NS 7	STS			
	MATH 1		NS 8				

<b>RGEP COURSES OF UP UNITS</b>							
<b>DOMAINS/ COURSES</b>	<b>UP DILIMAN</b>	<b>UP BAGUIO</b>	<b>UP LOS BANOS</b>	<b>UP MANILA</b>	<b>UP MIND</b>	<b>UPV</b>	<b>UP OPEN U</b>
	Updated as of June 2012	As of November 2008	Updated as of June 2011	Updated as of July 7, 2011		Recd 3 Apr 2009	Updated as of July 2012
	MATH 2		NS 9				
	MBB 1		NS 10 *				
	MS 1		STS 1				
	NS 1		STS 10				
	NS 2						
	PHYS 10						
	STS						

**\* PHILIPPINE STUDIES REQUIREMENT**

As of 9 January 2013

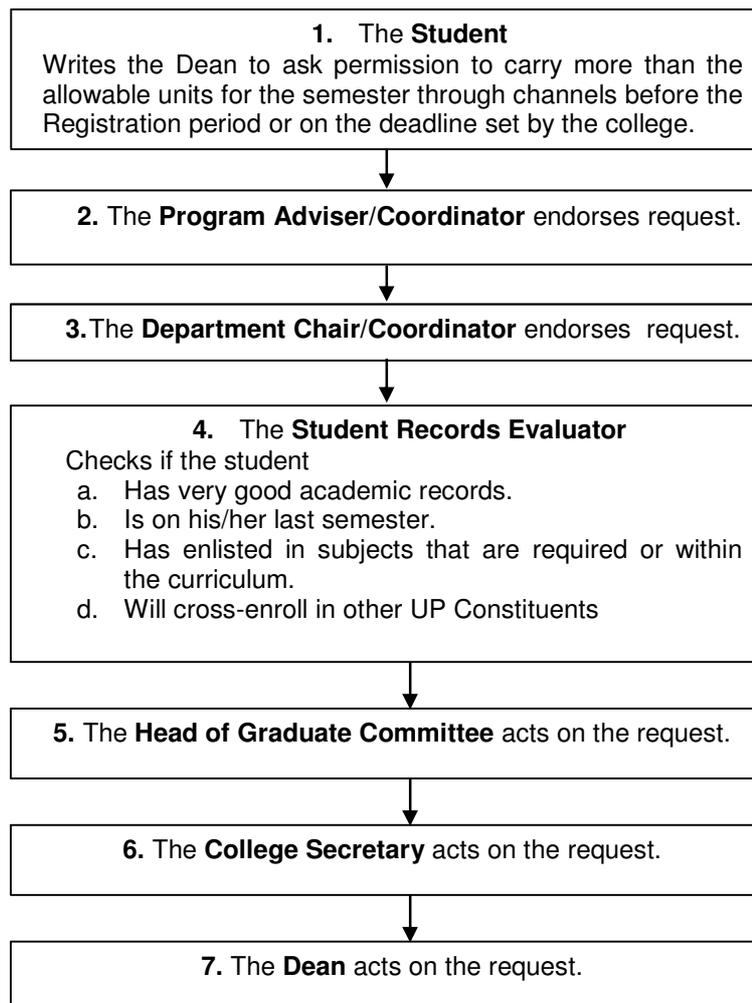
## **Academic Load**

### **Graduate Level**

*On the graduate level, full-time students are allowed the normal load of 9-12 units per semester or 8-10 units per trimester. During the summer session, the normal load is 6 units. [General Rules for Graduate Programs in UP Diliman, 1126<sup>th</sup> BOR meeting, Nov. 26, 1998]*

*No graduate student employed on a full-time basis shall be allowed an academic load of more than 10 units in any semester, unless s/he has the prior approval of the head of the graduate unit to which s/he belongs. [from Art. 342].*

### **Processing of Request to Enroll in More than the Allowable Number of Units (Graduate Level)**



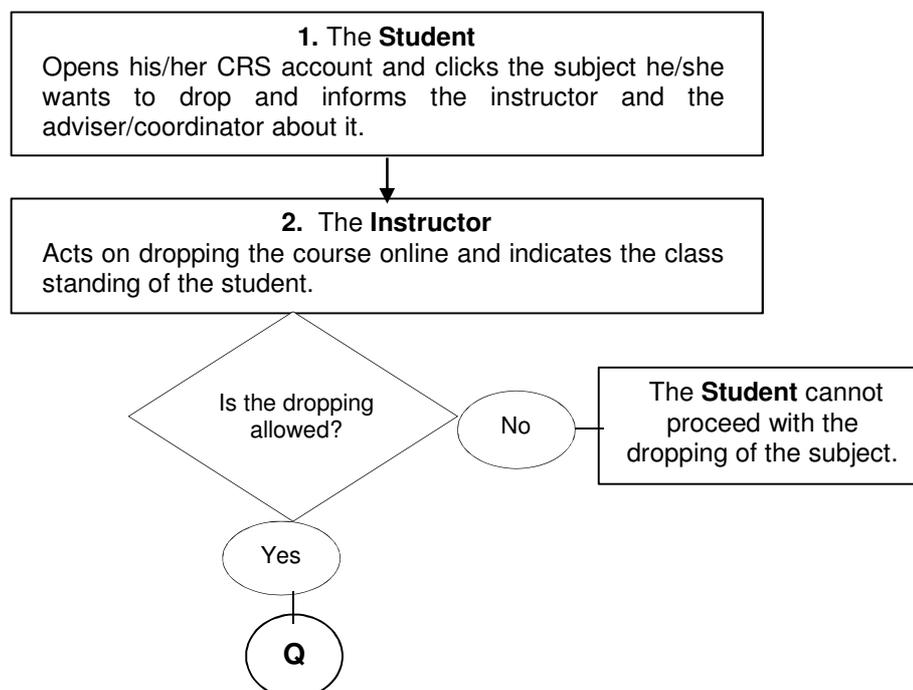
## Dropping of Subjects

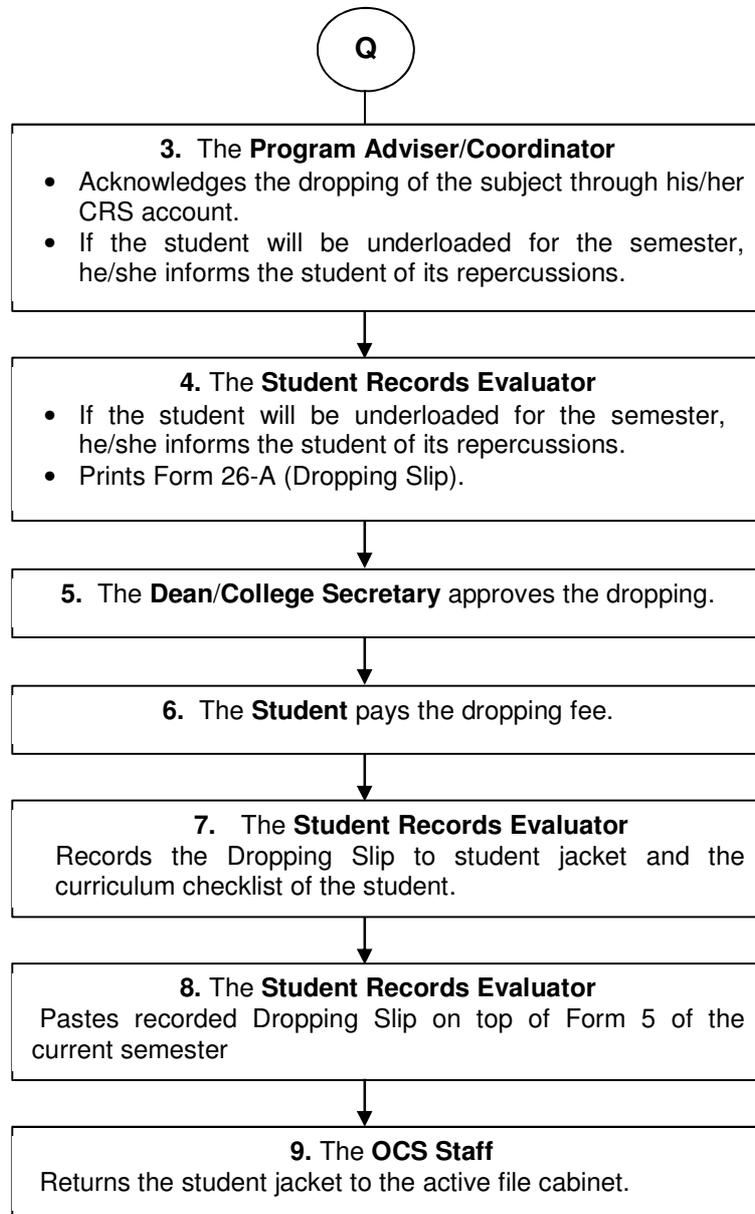
A student may, with the consent of the faculty and the Dean, drop a subject by filling out the prescribed UP Form 26 not later than  $\frac{3}{4}$  of the hours prescribed for the semester/trimester/quarter term. A student who drops a subject without the approval of the Dean shall have his/her registration privileges curtailed or entirely withdrawn in the following semester. If a subject is dropped after the middle of the term, the faculty member concerned shall indicate the date and the class standing of the student at the time of dropping as either "Passing" or "Failing" solely for administrative guidance. [from Art. 350 - 351]

Any college may enact special rules on dropping of courses which would meet their particular needs; Provided, That said rules do not have the effect of relaxing the preceding general regulations [Art. 352]

When the number of hours lost by absence of a student reaches 20% of the hours of recitation, lecture, laboratory, or any other scheduled work in one (1) subject, s/he shall be dropped from the subject. However, a faculty member may prescribe a longer attendance requirement to meet special needs. If the majority of the absences are excused, a student shall not be given a grade of "5" upon being thus dropped (often referred to as "forced drop"); but if the majority of the absences are not excused, the student shall be given a grade of "5" upon being thus dropped. Time lost by late enrolment shall be considered as time lost by absence. [Art. 346]

### Processing of Dropping of a Subject





***Enrolling in Subjects Outside the Curriculum [74<sup>th</sup> UC meeting, Apr. 17, 2001]***

*a. For enrichment purposes*

*Enrolment in subjects outside the curriculum for enrichment purposes may be allowed under the following conditions:*

- *The student must be in good academic standing and up-to-date with the requirements of his/her curriculum;*
- *The student may enroll in one (1) or two (2) courses per semester as long as the total load does not exceed 21 units per semester;*
- *Enrolment shall be endorsed by the program adviser and approved by the Department Chair/Institute Director; and*
- *The student must be informed by the registration/program adviser of the consequences of enrolling in courses outside the curriculum, like added burden on academic load and possible delay in graduation.*

*b. For shifting purposes*

*Enrolment in subjects outside of the curriculum in preparation for shifting may be allowed under the following conditions:*

- *The student must indicate intention to shift by writing the Department Chair/Institute Director of the home unit;*
- *The student must shift within one (1) year, subject to compliance with the admission requirements of the admitting unit;*
- *If the student cannot shift within one (1) year, for whatever reason, the student shall follow the curriculum of the original degree program; and*
- *The student must be informed by the registration/ program adviser of the consequences of enrolling in courses outside of the curriculum like added burden in the academic load, possible delay in graduation.*

**Grades**

**Grading System**

*a. Grade for course work*

*The work of students shall be rated at the end of each semester/trimester/term in accordance with the following grading system: [Art.369; 27<sup>th</sup> UC meeting, Dec. 14, 1991; 1179<sup>th</sup> BOR meeting, Feb. 26, 2004\*]*

1.0	Excellent	2.5	Satisfactory
1.25		2.75	
1.5	Very Good	3	Pass
1.75		4	Conditional
2.0	Good	5	Fail
2.25		Inc	Incomplete

*However, some subjects are graded as follows:*

*H - Honors                      F- Fail  
P - Pass*

*The work of special students or students on audit may be reported at the end of the semester as "S" (Satisfactory) or "U" (Unsatisfactory). [138<sup>th</sup> UC meeting, Sept. 11, 1937]*

*The qualitative grades will not be used in computing GWA, but will be used only to break a tie in the ranking of students. [32<sup>nd</sup> UC, Aug. 14, 1993]*

*b. Grade of "Inc" [from Art. 369]*

*The grade of "Inc" is given if a student, whose class standing throughout the semester is "Passing" but fails to take the final examination or fails to complete other requirements of the subject, due to illness or other valid reasons. In case the class standing is not "Passing" and the student fails to take the final examination for any reason, a grade of "5" shall be given.*

*Removal of the "Inc" must be done within the prescribed time (within one (1) academic year where there are three (3) regular removal periods) by passing an examination or meeting all the requirements of the course, after which the student shall be given a final grade based on his/her overall performance.*

*For purposes of scholastic standing, a grade of "Inc" is not included in the computation. When it is replaced by a final grade, the latter is to be included in the grades during the semester when the removal is made. [from Art. 394]*

*For the removal of the grade of "Inc", refer to Section 15.5 Removal of "Incomplete" ("Inc") of this Chapter.*

*c. Grade of "4" [from Art. 369; 214<sup>th</sup> UC meeting, Apr. 12, 1962; 886<sup>th</sup> BOR meeting, Apr. 28, 1977; 899<sup>th</sup> BOR meeting, Mar. 30, 1978; 27<sup>th</sup> UC meeting, Dec. 14, 1991; 69<sup>th</sup> UC meeting, June 21, 2000; approved by UP President, Mar. 14, 2001]*

*A grade of "4" means "Conditional". It may be removed only by re-examination taken within the prescribed time of one (1) academic year. If the student passes the re-examination, s/he is given a grade of "3," but if s/he fails, a "5". Only one (1) re-examination is allowed which must be taken within the prescribed time (within one (1) academic year where there are three (3) regular removal periods). If the student does not remove the grade of "4" within the prescribed*

*time, the grade of "4" becomes "5". In this case, s/he may earn credit for the same course only by repeating and passing it.*

*A grade of "4" given for the first semester work of a 2-semester course shall be converted to a grade of "3" if the student passes the second semester part of the same course in the same academic year; if s/he fails, the grade of "4" which s/he received for the first semester work shall be converted to a grade of "5".*

d. *Graduate thesis/dissertation [General Rules for Graduate Programs in UP Diliman, 1126<sup>th</sup> BOR meeting, Nov. 26, 1998]*

*For graduate thesis work, there shall be three (3) ratings for the defense: "Pass," "Provisional Pass," or "Fail". The result of the oral defense must be reported by the Panel to the Dean/Director, through channels, within the first working day after the defense.*

*"Fail" means substantial revisions are required by at least two (2) of five (5) panel members or one (1) of three (3) panel members. Any member who gives a "Fail" must specify the reason(s) in writing, a copy of which shall be attached to the report of the Panel.*

*"Provisional Pass" means minor revisions are required. All members of the Panel must agree on the recommended revisions, which must be specified in writing and attached to the final report. A second rating sheet shall be signed only after the student has incorporated the revisions and the Panel has certified that the revisions have been made.*

e. *Candidacy/Comprehensive Examination [General Rules for Graduate Programs in UP Diliman, 1126<sup>th</sup> BOR meeting, Nov. 26, 1998]*

*There are three (3) ratings for the Comprehensive Examination: "High Pass," "Pass," or "Fail."*

*If a student fails the Comprehensive Examination, a second examination shall be allowed within one (1) year after the first. Failure to pass this second examination or to retake it within the prescribed period shall bar the student permanently from the Master's program, and from admission into other Master's programs within the same Department.*

*If the student passes the Comprehensive Examination, s/he shall qualify for the Master's degree under the Non-Thesis Option.*

For complete information on the General Rules for Graduate Programs in UP Diliman refer to Section 8 of the 2003 UP Faculty Manual and the "General Rules for Graduate Programs in UP Diliman."

## **Grade Averages**

Grade averages are computed to monitor student progress or scholastic standing at particular periods of his/her stay in the University. These averages may be based on any of the following:

- **General Weighted Average (GWA)** is used to evaluate students' overall scholastic standing. Computation of GWA at a particular level (i.e., undergraduate, master's, doctoral) is based on grades in all subjects taken at that level including those taken in previous programs (in cases where students shifted from another program) or subjects taken outside of the curriculum for enrichment purposes.
- **Curriculum Weighted Average (CWA)** is used as basis in evaluating admission of undergraduate students shifting to a new program. Computation is based only on the grades of the students in courses that will be credited in the new program. This will be applied to regular students and non-majors shifting to a new program.
- **Cumulative Weighted Average Grade (CWAG)** is another way of evaluating students' scholastic standing at the graduate level. Unlike the GWA, computation is based only on courses taken by the student within his/her approved Program of Study but includes those taken in compliance with Residence Rules, if applicable.

For purposes of graduation with honors **Weighted Average Grade (WAG)** is used. Computation is based on all the grades in all subjects prescribed in the curriculum as well as on all subjects that qualify as electives. [Refer to Graduation with Honors in Chapter 5.]

## **Submission of Grades**

Faculty members are ordinarily given five (5) days for each section for the grading of papers and the preparation of the Report of Grades. In case a faculty handles several sections and the interval between the examinations is less than five (5) days, s/he shall submit the Reports of Grades for the various sections at the rate of one (1) report at the end of every five-day period after each examination. However, all Reports of Grades must be submitted not later than seven (7) days after the last day of the examination period. In justifiable cases, deviation from the above rules may be authorized by the Chancellor. [from Art. 372]

The following implementing rules and regulations shall govern penalties applicable to faculty members who, without good reason, fail to submit grades of students within the deadline prescribed above:

- a. *Since the prompt submission of grades is in large part a matter of good management, discipline, and enforcement of University regulations, Department Chairs, College Secretaries, and Deans are enjoined to exert all effort towards compliance with codal provisions regarding deadlines for submission of grades as well as recommendations for graduation of students. [822<sup>nd</sup> BOR meeting, July 31, 1972; amended at 825<sup>th</sup> BOR meeting, Oct. 26, 1972]*
- b. *Faculty members who fail to meet deadlines for the submission of grades should be reported to the appropriate authorities in the University. The delinquencies should be entered in the personnel records of the erring faculty members.*
- c. *Upon recommendation of the Dean and subject to the approval of the Chancellor, a faculty member who, without justifiable cause, fails to submit grades on time, shall be liable to any of the following penalties:*
  - 1) *Warning;*
  - 2) *Reprimand;*
  - 3) *Fine of not more than one's salary per day for each day of delay; or*
  - 4) *Suspension without pay for a period not exceeding one (1) semester in case of repeated delinquency.*
- d. *The procedure for the imposition of any penalty shall consist of the following steps:*
  - 1) *Notification of deadline, including request for an explanation;*
  - 2) *Report of delinquency; and*
  - 3) *Issuance of order imposing the penalty.*

### **Change of Grades**

*No faculty member shall change any grade after the Report of Grades has been filed with the Secretary of the College or with the University Registrar. In exceptional cases, as where an error has been committed, the faculty member may request authority from the faculty of his/her college to make the necessary change. If the request is granted, a copy of the resolution of the faculty authorizing the change shall be forwarded to the Office of the University Registrar for recording and filing [from Art. 374].*

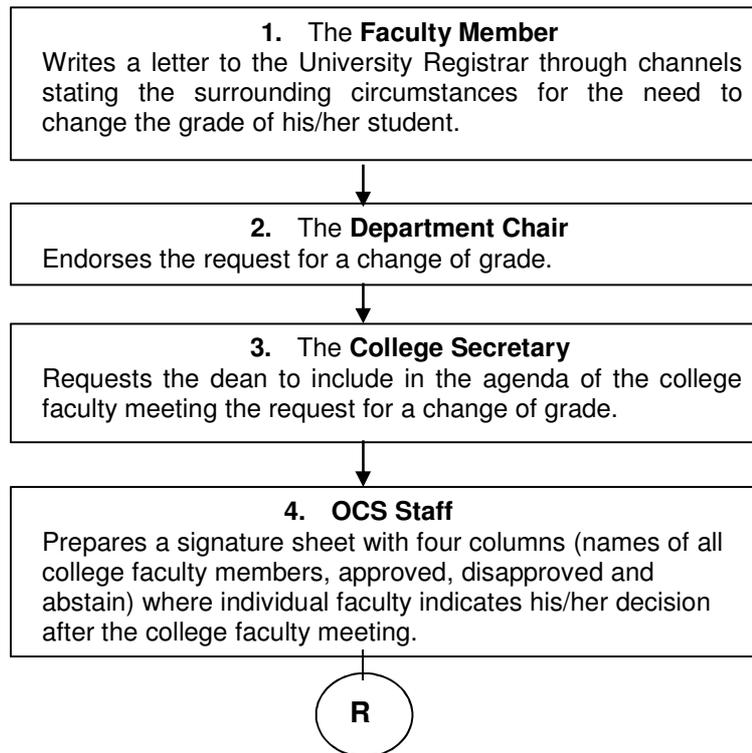
*Notwithstanding the foregoing provision and to avoid any injustice, the grade on a final examination paper may be revised by a committee of the Dean of the College if it should clearly appear, on the basis of the quality of the scholastic record of the student, that such*

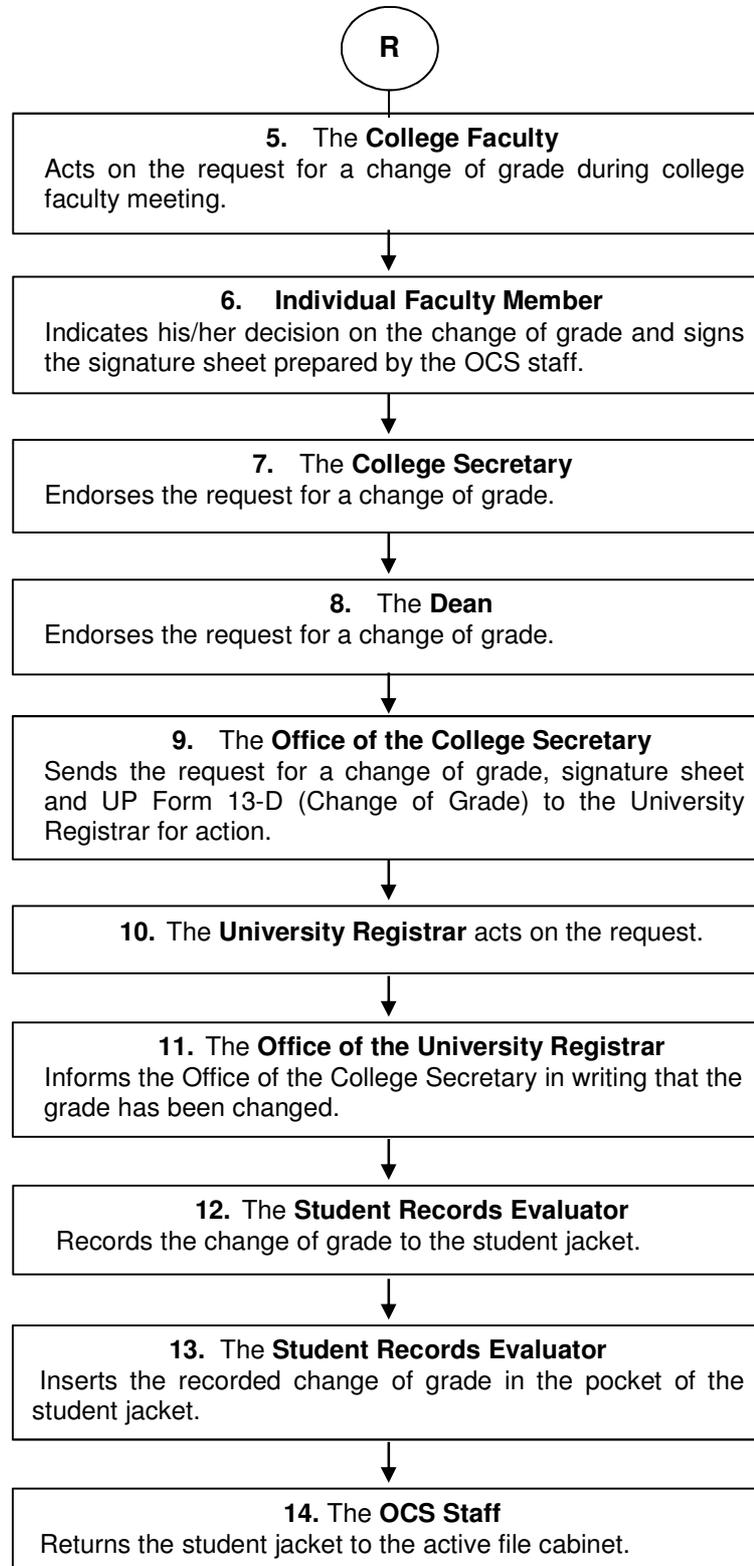
*grade is the result of an erroneous appreciation of the answers or of an arbitrary or careless decision by the faculty member concerned. Should the change of the grade on said paper affect the final grade of the student, the committee may request authority from the faculty of the college to make the necessary change in the final grade. The request for reconsideration shall be made within 30 days after the receipt of the final grade by the student concerned. [Art. 374]*

*No student of the University shall directly or indirectly ask any person to recommend him/her to a professor for any grade in the class record, examination paper, or final Report of Grades. Any student violating this rule shall lose credit in the subject(s) regarding which such recommendation is made. The fact that a student is thus recommended shall be prima facie evidence that the recommendation is made at the request of the student concerned. [from Art. 375]*

*Students who have received a passing grade in a given subject are not allowed re-examination for the purpose of improving their grade. [from Art. 371]*

#### **Processing of Change of Grade**





### **Removal of "Incomplete" ("Inc")**

*Removal of the "Inc" must be done within the prescribed time of one (1) academic year by passing an examination or meeting all the requirements for the subject, after which the student shall be given a final grade based on his/her overall performance. [from Art. 369; 214<sup>th</sup> UC meeting, Apr. 12, 1962; 886<sup>th</sup> BOR meeting, Apr. 28, 1977; 899<sup>th</sup> BOR meeting, Mar. 30, 1978]*

*There shall be a regular period for removing grades of "Inc" before the start of each semester. Such a grade may no longer be improved after the end of the third regular removal period immediately following the semester/term in which the grade was incurred. If a grade of "4" is received after removing an "Inc", this must be removed within the remaining portion of the prescribed period for the removal of the original grade of "Inc". [Art. 378; amended at 886<sup>th</sup> BOR meeting, Apr. 28, 1977]*

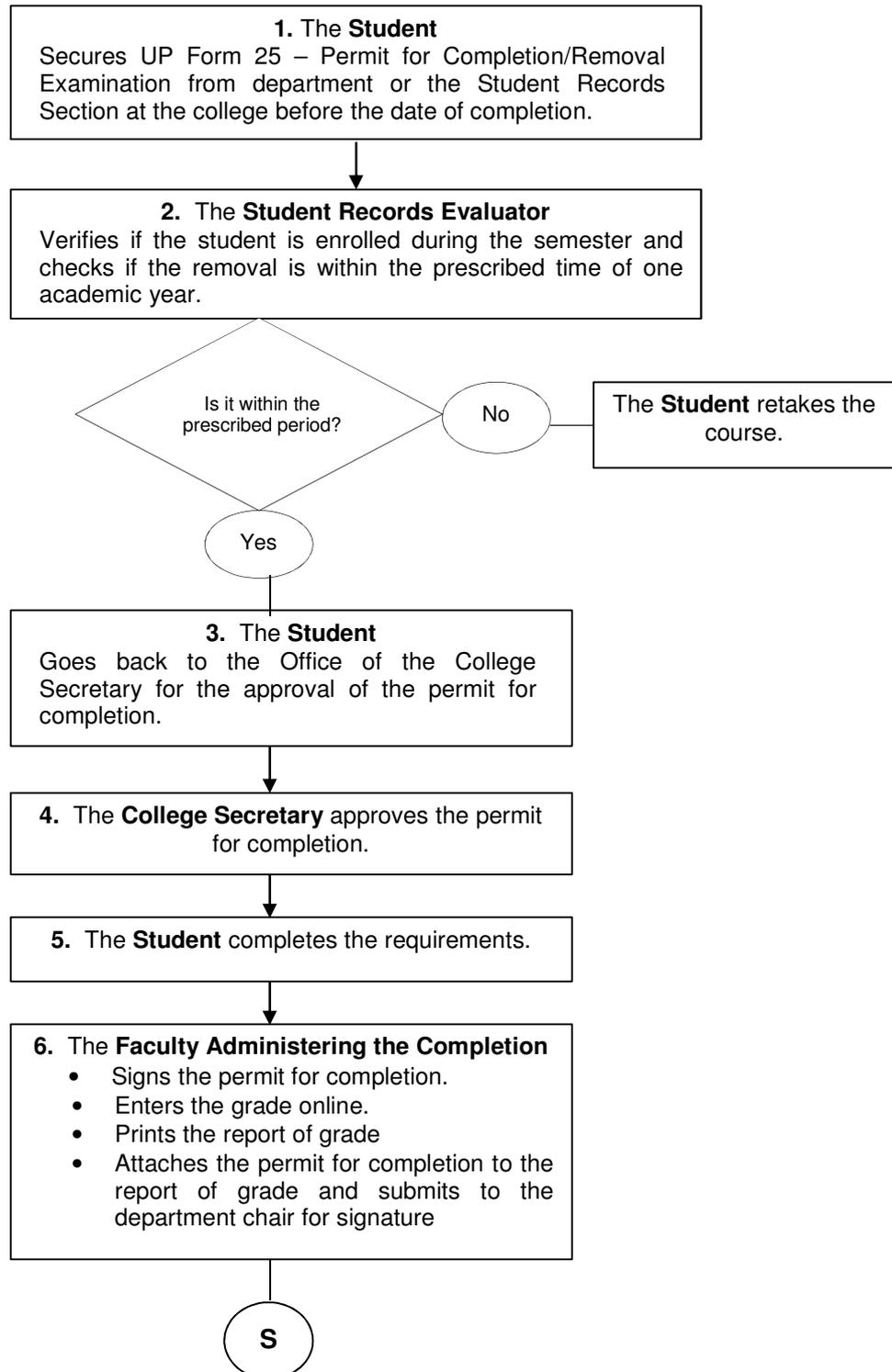
*If the "Inc" is due to failure to take the final examination, the "Inc" may be removed without a fee under the following conditions: [Art. 377]*

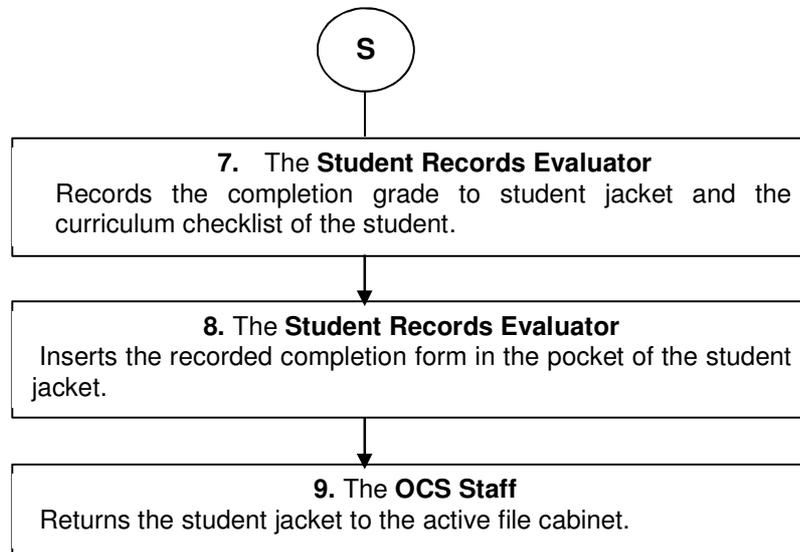
- Taking the final examination during the regular examination period within the allowed period of one (1) year, if the subject in which a student got an "Inc" is included in the schedule of examination;*
- Within the regular ten-day removal examination period preceding the registration in each semester; Provided, That the examination for the particular subject is taken at the time that it is scheduled; and*
- Within the ten-day period preceding the Christmas vacation in colleges in which there is no inter-semester vacation; Provided, That the examination is taken at the time it is scheduled.*

*Removal examinations may be taken at other times, subject to the next paragraph, on recommendation of the Dean and upon payment of the required fee.*

*Students who are not enrolled in any subject but who want to complete an "Inc" must enroll for residence. Registration for residence should be done during the regular enrolment period. Students shall pay the registration fee. If the "Inc" is to be removed by an examination, the students shall also pay the removal fee, if required.*

## Processing of Removal of Incomplete





### **Removal of the Grade of “4”**

*There shall be a regular period for removing grades of “4” before the start of each semester. Such a grade may no longer be improved after the end of the third regular removal period immediately following the semester/term in which the grade was incurred (i.e., one (1) academic year). A grade of “4” received, after removing a grade of “Inc,” however, must be removed within the remaining portion of the prescribed period for the removal of the original grade of “Inc” [Art. 378; amended at 886<sup>th</sup> BOR meeting, Apr. 28, 1977]*

*The removal of the grade of “4” shall be governed by the following guidelines: [69<sup>th</sup> UC meeting, June 21, 2000; approved by UP President, Mar. 14, 2001]*

- *A grade of “4” can be removed ONLY by a removal examination taken within the prescribed time of one (1) academic year. If a student passes the re-examination a grade of “3” is given, otherwise, a “5”. Only one (1) re-examination is allowed.*
- *A grade of “4” shall appear in the official Transcript of Records. For the computation of weighted averages, the grade of “4” is counted until it is removed which means that it shall be excluded from the computation once removed. Therefore, once removed, only the final grade of “3” or “5” is counted but the grade of “4” remains in the Transcript.*

- *A grade of "4" shall be converted to a grade of "5" if the student does not remove the "4" within the prescribed one-year period through re-examination or if the student does not re-enrol within that year. The faculty member concerned, upon being informed by the University Registrar that the prescribed period has lapsed, will submit the Report of Grade indicating the grade of "5". If the faculty member is unable to make the report, the Department Chair/Institute Director will do so in his/her behalf. To compute weighted average, the "4" is included until the one-year prescription period is over. After the period has lapsed, the grade of "5" or the grade when the subject is re-enrolled is included.*
- *If a student does not remove the grade of "4" within the prescribed time (which means that the "4" becomes a "5"), credit may still be earned by repeating and passing the subject.*
- *If a student re-enrolls in the course within one (1) year after s/he obtained a grade of "4", the grade of "4" shall remain a "4" (i.e., grade of "4" shall not be removed; shall be included in the computation of grade averages). It shall not be converted to a "5" even after the prescribed one (1) year period.*

*To compute weighted average, the grade of "4" and the grade when the subject is re-enrolled shall be included.*

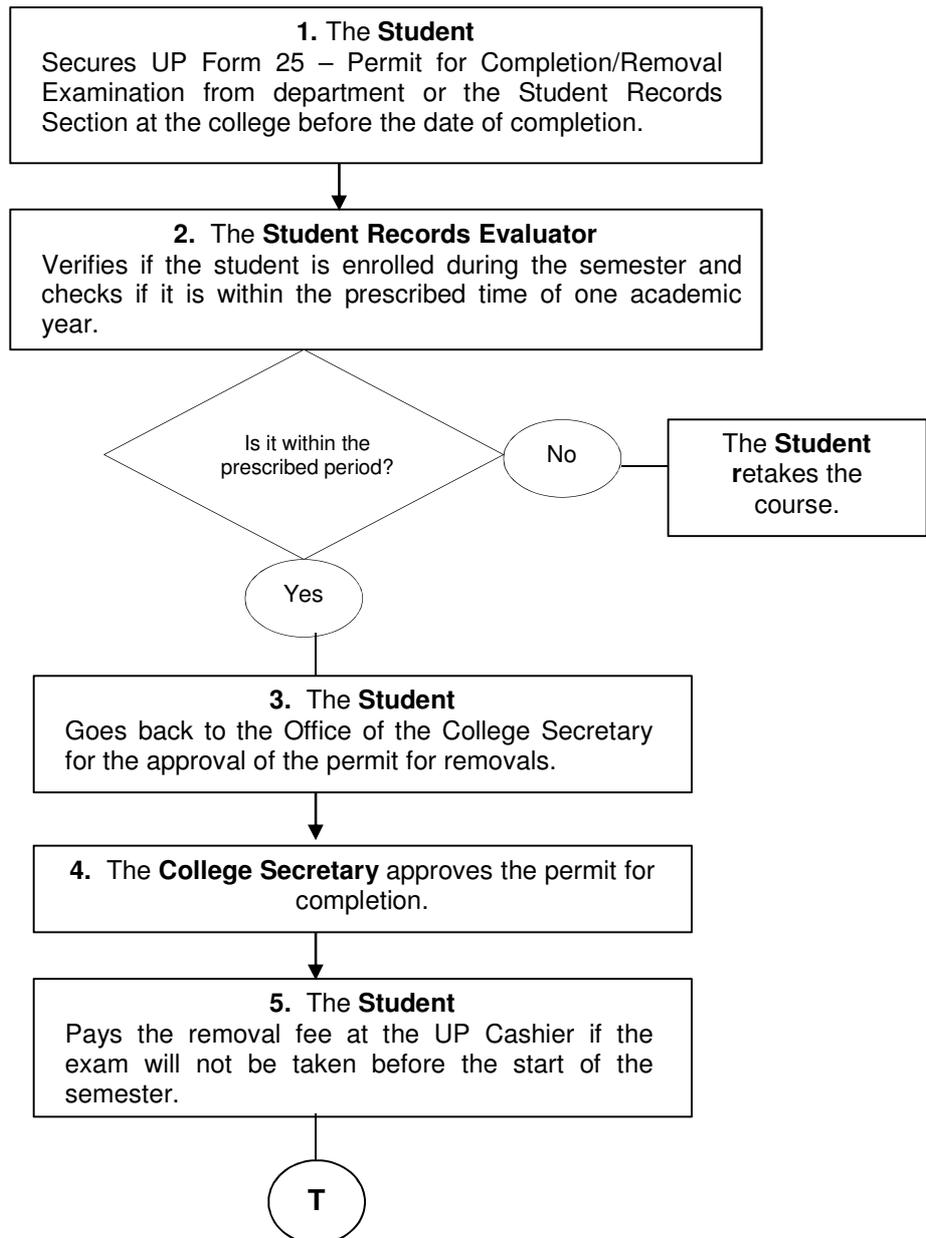
- *A student who earns a grade of "4" in the first of a two-semester course<sup>\*</sup> may be allowed to enroll in the next higher course. The grade of "4" given for the first semester work shall be converted to a grade of "3" if the student passes the second semester part of the course in the same academic year; if s/he fails, the grade of "4" received for the first semester work shall be converted to a grade of "5". If the student gets a passing grade in the higher course, the grade of "4" will automatically become "3".*
- *Removal examinations may be taken at other times upon approval of the Dean and upon payment of the required fee.*
- *Students who are not enrolled in any subject but who want to remove a grade of "4", must enroll for residence. Registration for residence should be done during the regular enrolment period. Students shall pay the registration fee. In order to take*

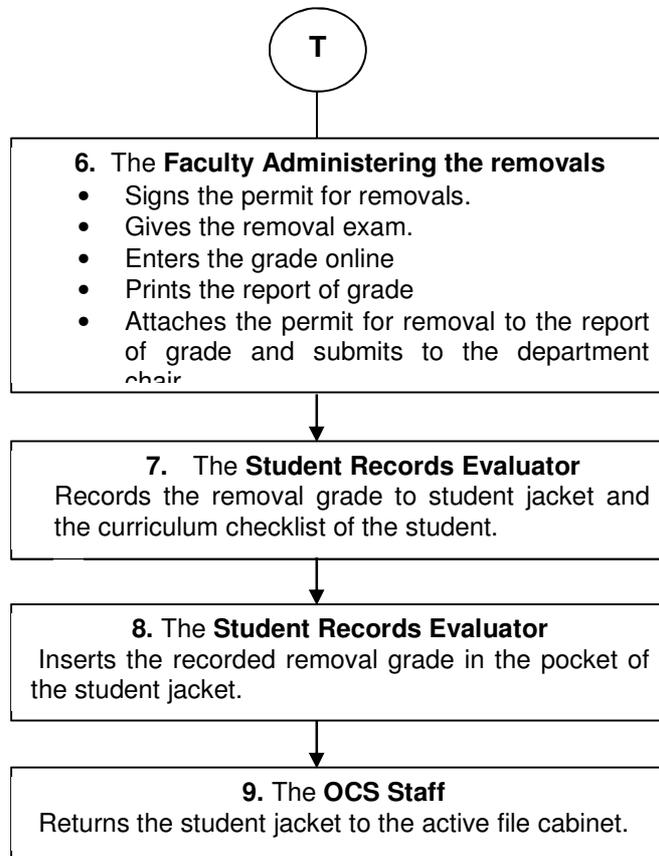
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<sup>\*</sup> A two-semester course is a sequence of two (2) courses provided that the courses are taken in two (2) semesters, one after the other.

*the removal examination, the removal examination fee, if required, should be paid.*

### Processing of Removal of a Grade of 4





### **Leave of Absence**

*A student who does not intend to enroll in a semester may apply for a leave of absence (LOA). This also applies to a student currently enrolled and who intends to withdraw his/her enrolment for the rest of the semester. A student on leave of absence does not sever his/her ties with the University.*

*A request for a leave of absence should be made in writing to the Dean. The request should state the reason for the leave and should specify the period. The leave may be approved for a period of one (1) year but may be renewed for at most another year. [Art. 401]*

*If a student withdraws after  $\frac{3}{4}$  of the total number of hours prescribed for the subject has already elapsed, the faculty member may submit a grade of "5" for the subject if the class standing up to the time of the withdrawal is below "3". [Art 402]*

*A student who withdraws from a college without formal leave of absence [considered on absence-without-leave status or AWOL] shall*

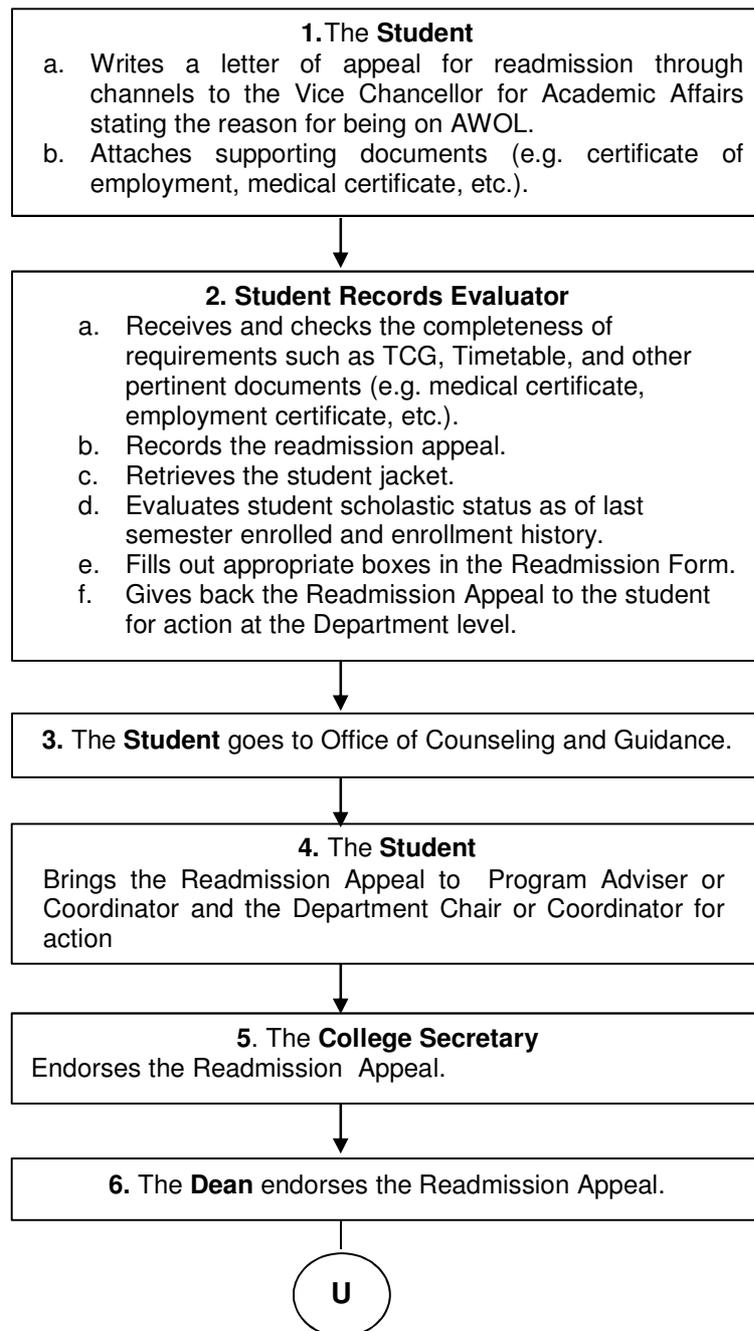
*have his/her registration privileges curtailed or entirely withdrawn. [Art. 403]*

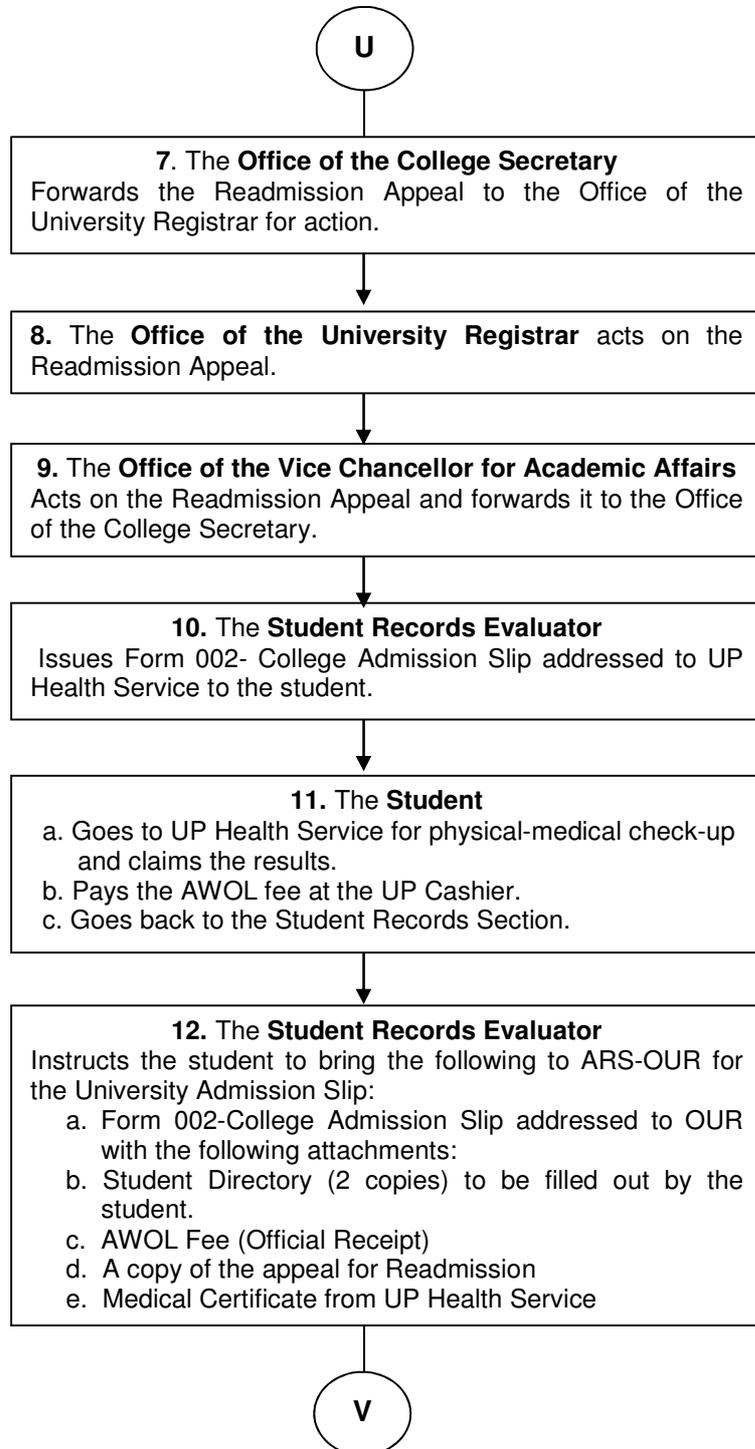
*The following are the guidelines on filing leave of absence [822<sup>nd</sup> BOR meeting, July 31, 1972]:*

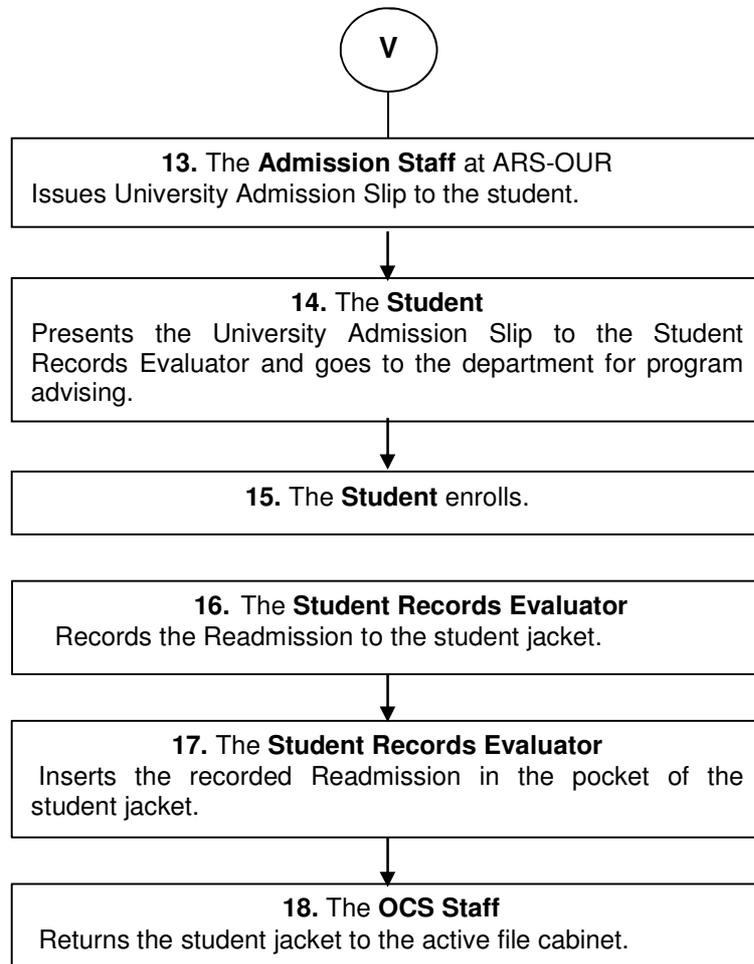
- a. The College, through the Dean or the duly authorized representative, shall inform the University Registrar and the parents/guardian of every student granted leave of absence, indicating the reasons for the leave and the amount of money refunded to the student, if any.*
- b. For a leave of absence to be availed of during the second half of the semester, faculty members concerned shall be required to indicate the class standing of the student ("Passing" or "Failing") at the time of the application for the leave. No application for leave of absence shall be approved without the class standing being indicated by the instructors concerned. This, however, should not be entered in the official Report of Grades.*
- c. No leave of absence shall be granted during the semester within two (2) weeks before the last day of classes. If the inability of the student to continue classes is for reasons of health or similar justifiable causes, the absence during this period shall be considered excused. In such cases, the students shall be required to apply for excuse from the absences. It shall be the responsibility of the student to present an excuse slip to the faculty members concerned.*

*A student returning from a leave of absence shall declare his/her intention to enroll by writing to the University Registrar through his/her College Secretary. The latter shall write the remarks "From LOA" on the student's Form 5.*

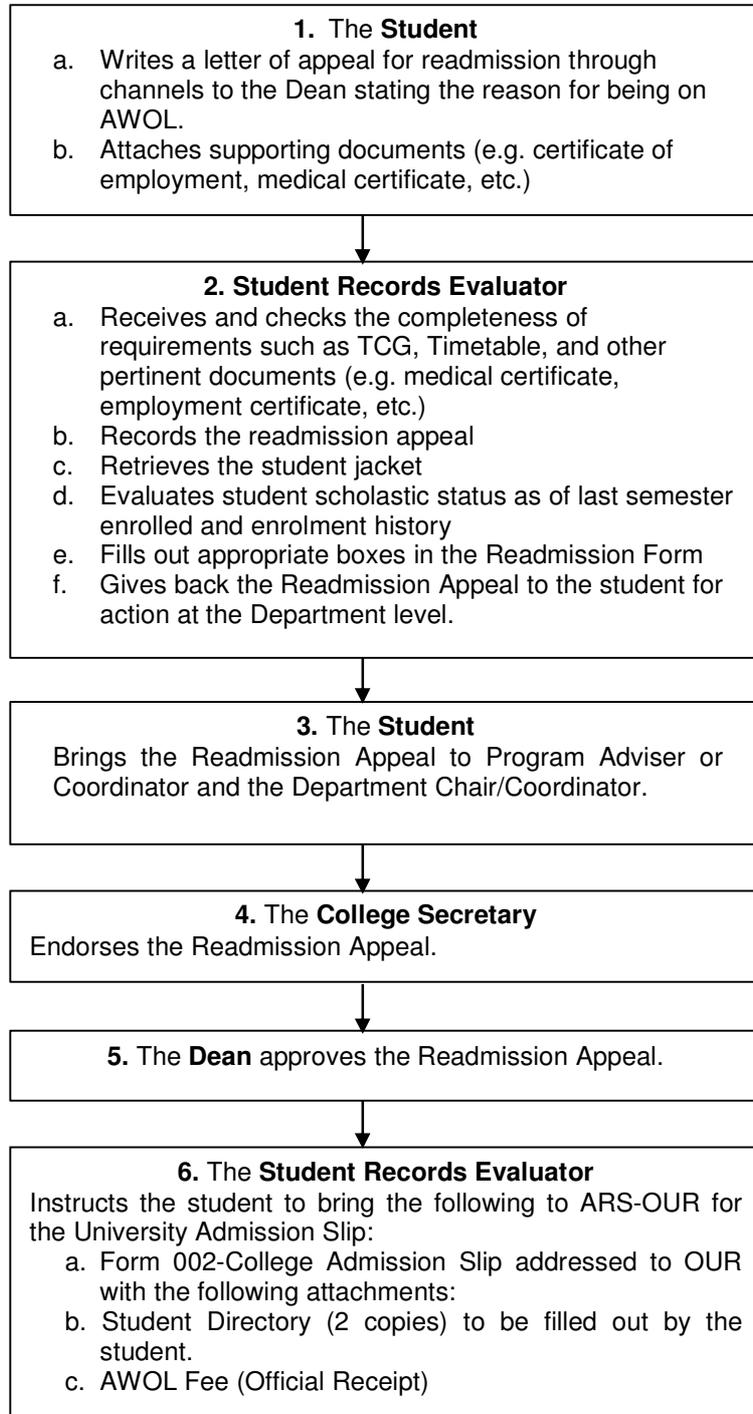
**Processing of Readmission from Absence Without Leave (AWOL)  
For Two Semesters or More**



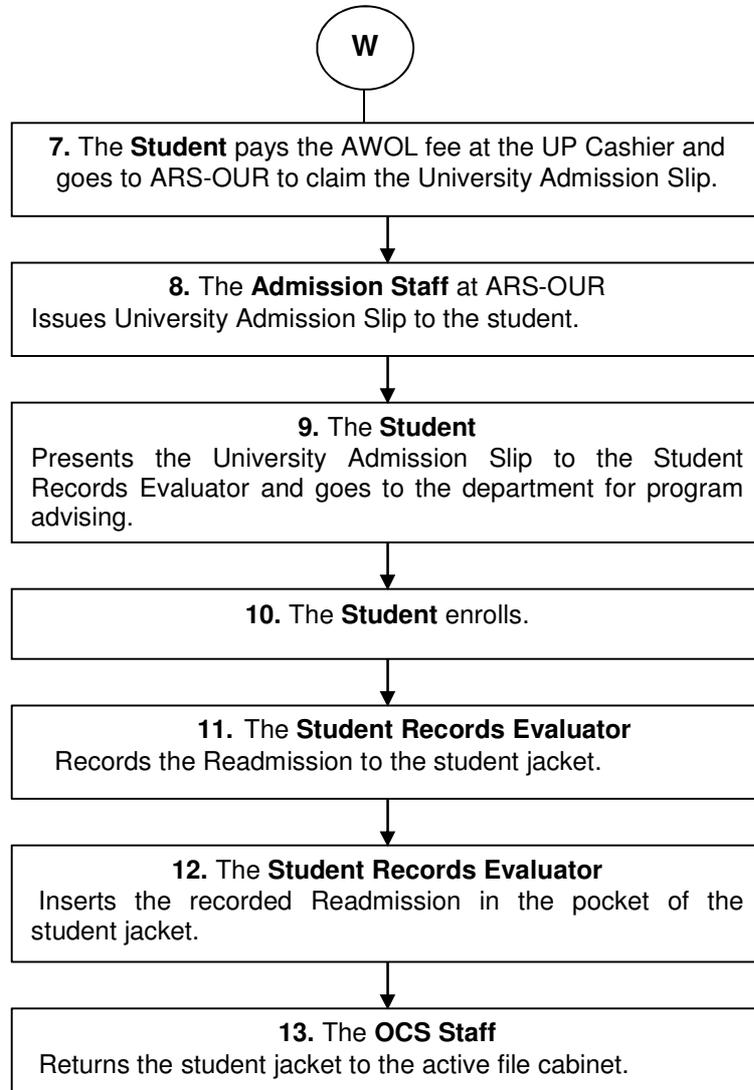




**Processing of Readmission from Absence Without Leave (AWOL)  
For One Semester**



W



**Maximum Residence** [787<sup>th</sup> BOR meeting, Sept. 29, 1969]

*The Maximum Residence Rule (MRR) states that students who fail to finish the requirements of a degree program of any college within a prescribed period of actual residence shall not be allowed to register further in that college. Under meritorious cases, extension of residency may be granted. The faculty of each college shall designate the approving authority for such extensions. Each extension granted shall be reported to the Chancellor through the Vice Chancellor for Academic Affairs.*

### **Undergraduate Students**

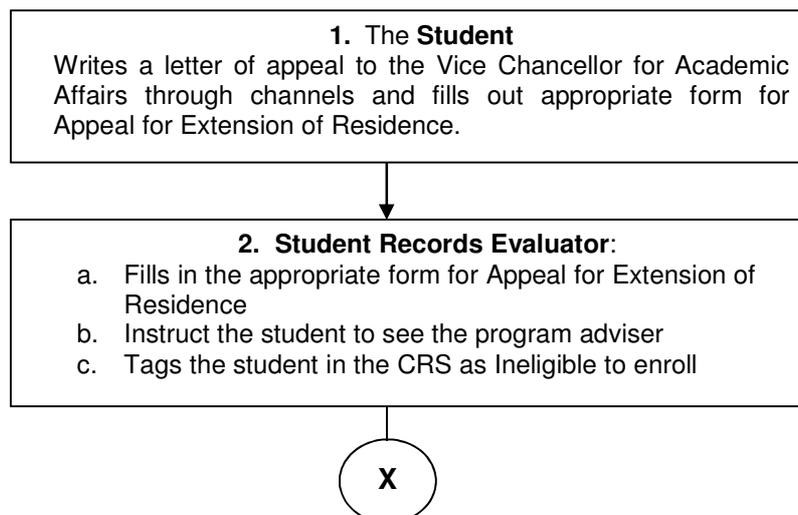
The MRR states that students who fail to finish the requirements of a course of any college within a period of actual residence equivalent to 1½ times the normal length of the course concerned shall not be allowed to register further in that college.

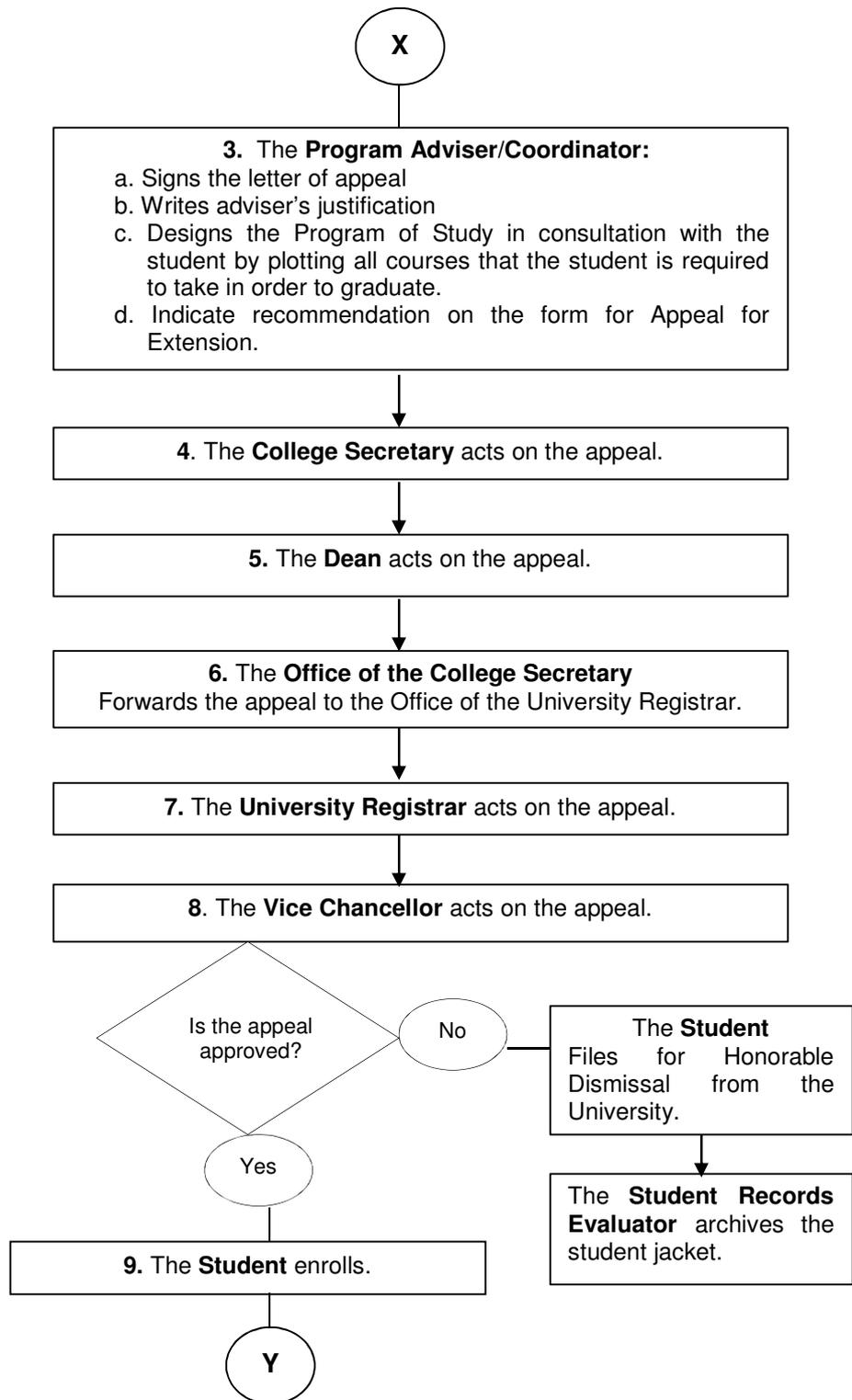
Thus, the prescribed years to finish a degree program for the undergraduate level are as follows:

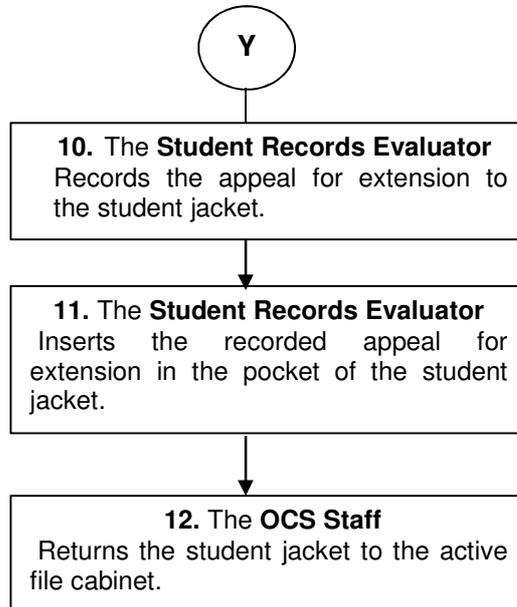
<b>Program</b>	<b>Number of Years Allowed by MRR</b>
Two-Year Certificate	3
Three-Year Certificate	4 ½
Four-Year Diploma	6
Four-Year Bachelor's	6
Five-Year Bachelor's	7½

However, Article 243 of the Revised University Code should be taken into account in implementing the MRR for faculty, officers, and employees of the University which states that "Members of the faculty, officers and employees shall have the privilege of enrolling in the University for not more than nine (9) units at the undergraduate level or six (6) units at the graduate level a semester at reduced rates in courses that shall be beneficial to their regular work in the University or in their career development, subject to the approval of the Chancellor or his/her authorized representative. In the case of non-teaching personnel, the courses shall be taken after office hours."

### **Processing of Appeal for Extension of Residence (Waiver of Maximum Residence Rule – Undergraduate Level)**







**Graduate Students** [*General Rules For Graduate Programs, 1126<sup>th</sup> BOR meeting, Nov. 26, 1998*]

*a. Diploma Program*

*The time limit for the completion of all Diploma degree requirements shall be no more than two (2) years. The period of residence shall start from the student's first enrolment in a graduate course after admission into the diploma program and shall include all leaves of absence from the program.*

*The regular period for completion for a graduate student transferring from another university shall be reduced by one (1) semester.*

*In meritorious cases, extensions of residence beyond the above regular period of completion may be approved by the Dean/Director upon the recommendation of the appropriate bodies. Each extension shall be for a period not exceeding one (1) semester at a time. In no case shall the extensions exceed more than (1) year. The student granted an extension shall take three (3) additional units of graduate courses in his/her discipline or area during the extension period.*

*Any student who fails to complete all requirements of the degree within the regular period and any approved extension thereof shall be disqualified from the Diploma program.*

*b. Master's Degree*

*The time limit for the completion of all master's degree requirements shall be five (5) years.*

*The counting of the period of residence shall start from the student's first enrolment in a graduate course after admission into the master's program and shall include all leaves of absence from the program. The regular period for completion for a graduate student transferring from another university shall be reduced by one (1) semester.*

*If there are courses taken by the student prior to his/her admission to the program and credited to his/her course requirements, then the allowed period of completion shall be reduced by a number of semesters equivalent to one (1) semester for every nine (9) units of courses credited to his/her program. These courses should have been taken within five (5) years prior to admission. Furthermore, these courses should be validated through appropriate means by the college/unit or graduate office/committee concerned, except if taken in an institution with which the University has special academic arrangements and that these courses are part of the student's approved program of study. The total number of credit transferred shall not exceed three-eighths ( $\frac{3}{8}$ ) of the total number of units in the student's master's course requirements.*

*In exceptionally meritorious cases, extensions of residence beyond the above regular period of completion may be approved by the Dean/Director upon the recommendation of the appropriate bodies. Each extension shall be for a period not exceeding one (1) calendar year at a time. In no case shall the extension exceed five (5) years. The student granted an extension shall take additional units of graduate courses credited to his/her discipline or area during the extension period at the rate of three (3) units for every two (2) years or fraction thereof.*

*Any student who fails to complete all requirements of the degree within the regular period and any approved extension thereof shall be disqualified from the program.*

*The faculty of each college shall designate the approving authority for extensions. Each extension granted shall be reported to the Chancellor through the Vice Chancellor for Academic Affairs.*

*c. Doctoral Degree Program*

*The time limit for the completion of all doctoral degree requirements shall be six (6) years for a student who enters the doctoral program with a master's degree or its equivalent in the*

*same discipline and eight (8) years for one who enters the doctoral program with a bachelor's degree or a master's degree in an unrelated discipline.*

*The counting of the period of residence shall start from the student's first enrolment in a graduate course after admission into the doctoral program and shall include all leaves of absence from the program. The regular period for completion for a graduate student transferring from another University shall be reduced by one (1) semester.*

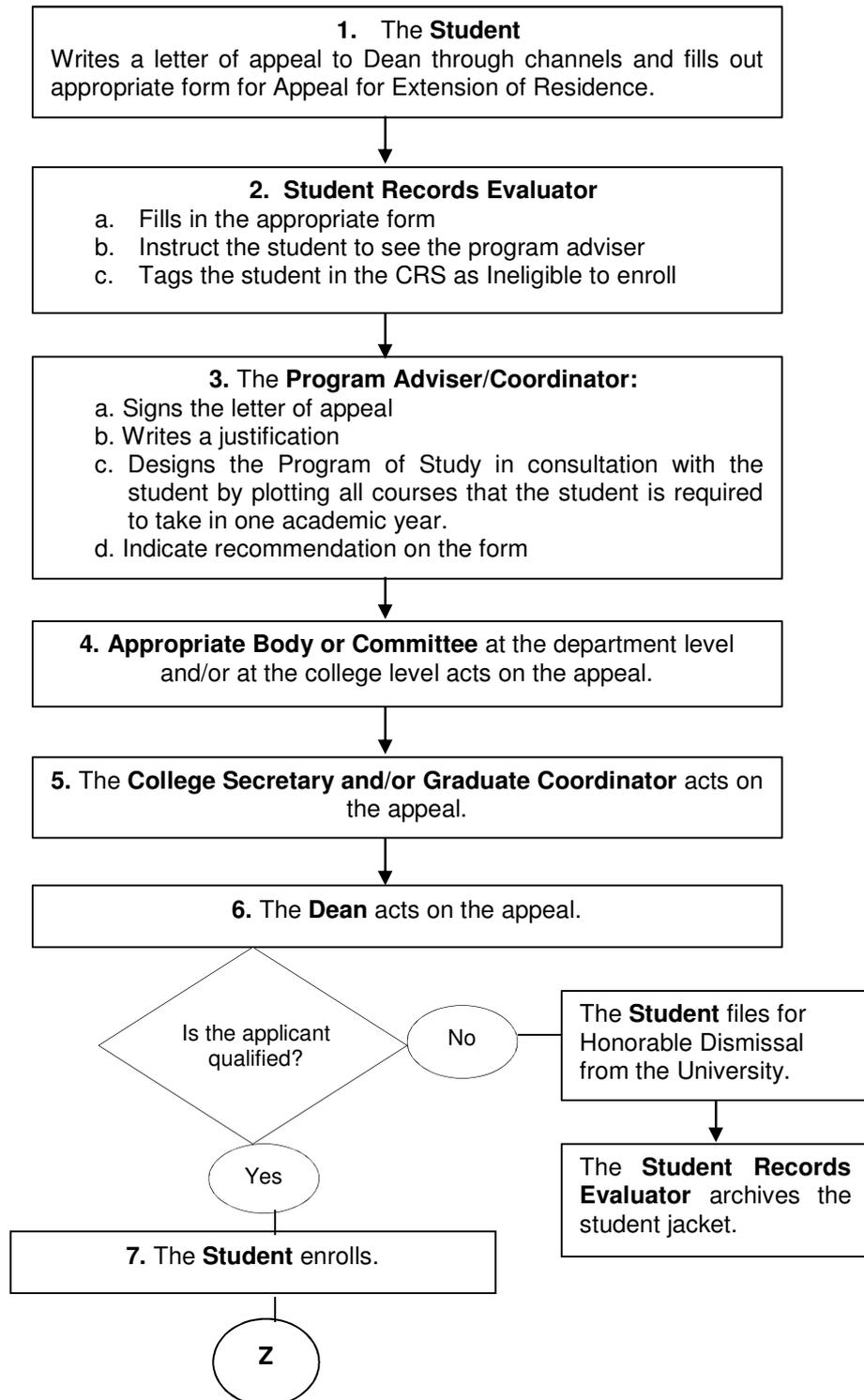
*If there are courses taken by the student prior to his/her admission to the program and credited to his/her course requirements, then his/her allowed period of completion will be reduced by a number of semesters equivalent to one (1) semester for every nine (9) units of courses credited to the student. These courses should have been taken within five (5) years prior to admission. Furthermore, these courses should be validated through appropriate means by the college/unit or graduate office/committee concerned, except if taken in an institution with which the University has special academic arrangements and that these courses are part of the student's approved program of study. The total number of credit transferred shall not exceed three-eighths ( $\frac{3}{8}$ ) of the total number of units in the student's master's course requirements.*

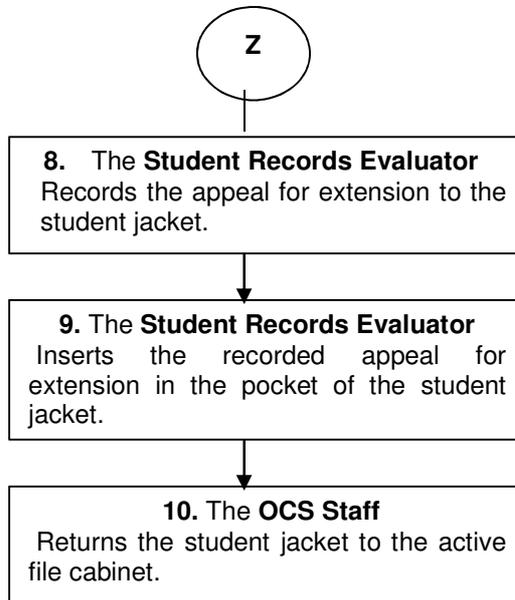
*In exceptionally meritorious cases, extensions of residence beyond the above regular period of completion may be approved by the Dean/Director upon the recommendation of the appropriate bodies. Each extension shall be for a period not exceeding one (1) calendar year at a time. In no case shall the extensions exceed five (5) years. The student granted an extension shall take additional units of graduate courses in his/her discipline or area during the extension period at a rate of three (3) units for every two (2) years of extension or fraction thereof.*

*Any student who fails to complete all requirements of the degree within the regular period and any approved extension thereof shall be disqualified from the doctoral program.*

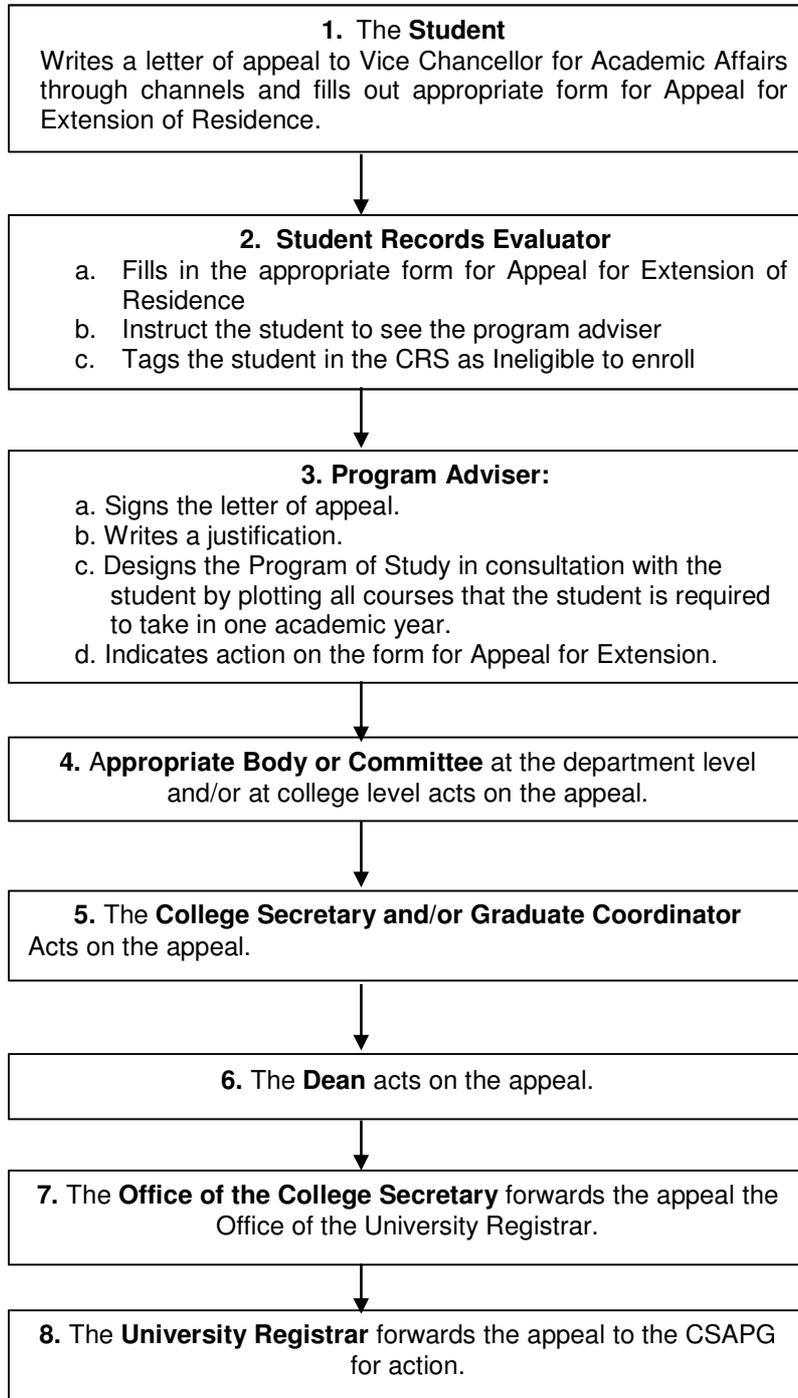
*The faculty of each college shall designate the approving authority for extensions. Each extension granted shall be reported to the Chancellor through the Vice Chancellor for Academic Affairs.*

**Processing of Appeal for Extension of Residence  
Within the Allowable Extension at the Graduate Level at the College Level**

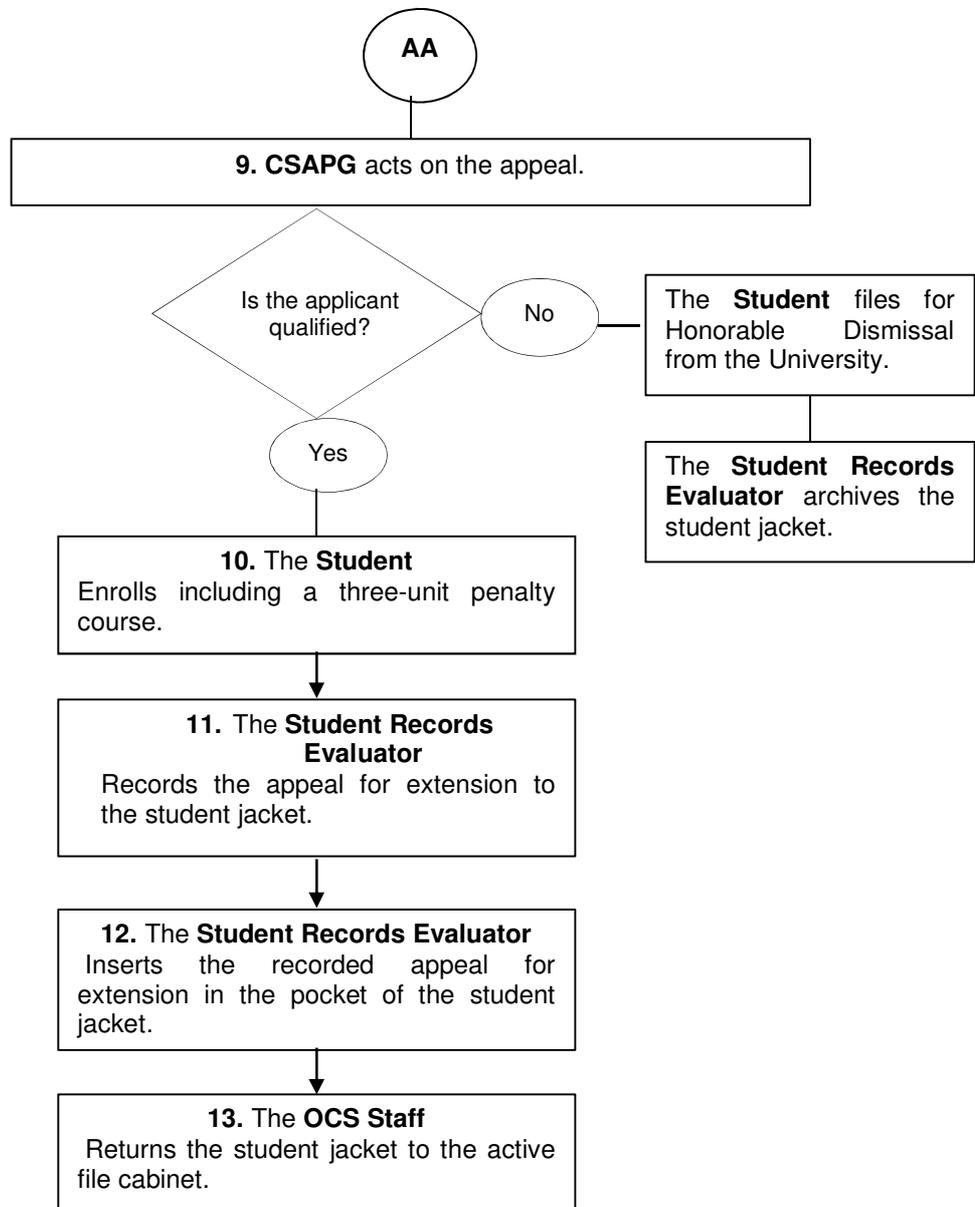




**Processing of Appeal for Extension of Residence  
(Beyond the Allowable Five-Year Extension – CSAPG)**



AA



**Prerequisites to Courses** [745<sup>th</sup> BOR meeting, Apr. 21, 1966]

*Courses approved by the University Council as prerequisites to others may not be waived.*

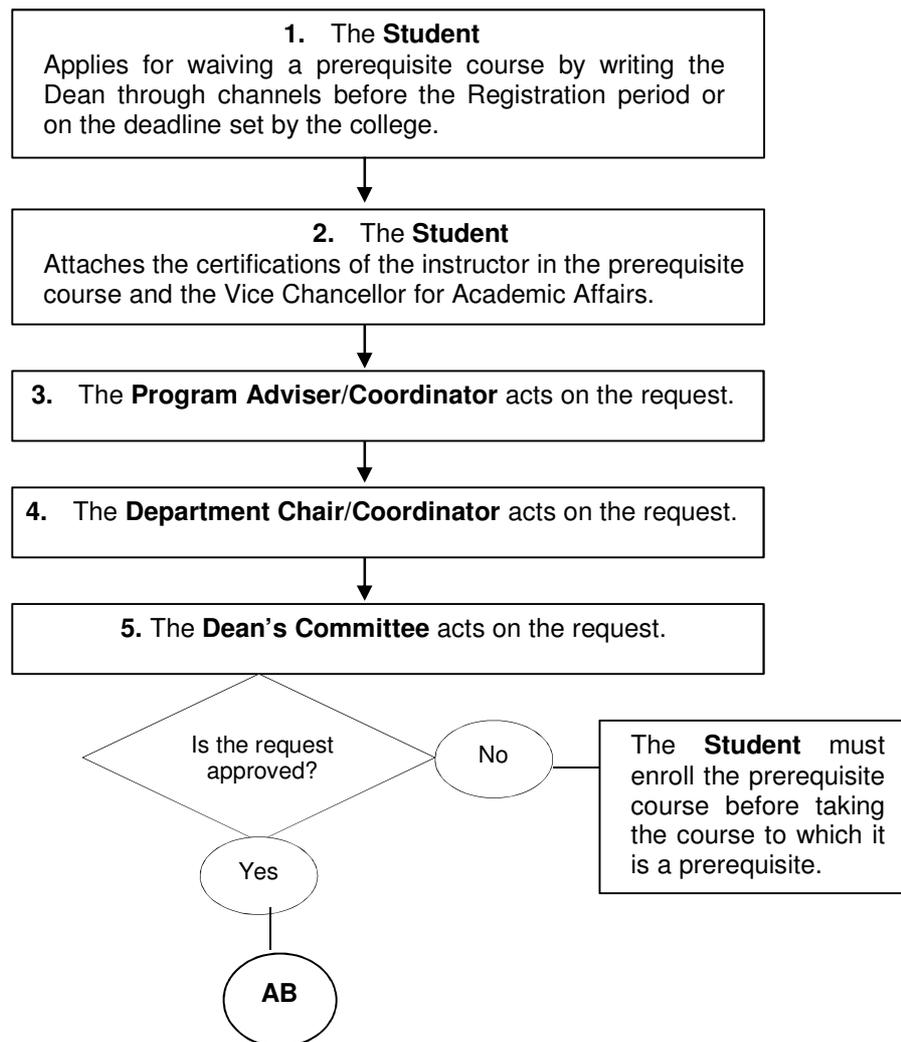
*However, in meritorious cases, students who have previously enrolled and fully attended a course that is a prerequisite to another may be allowed to enroll and attend in the latter course for credit, without having*

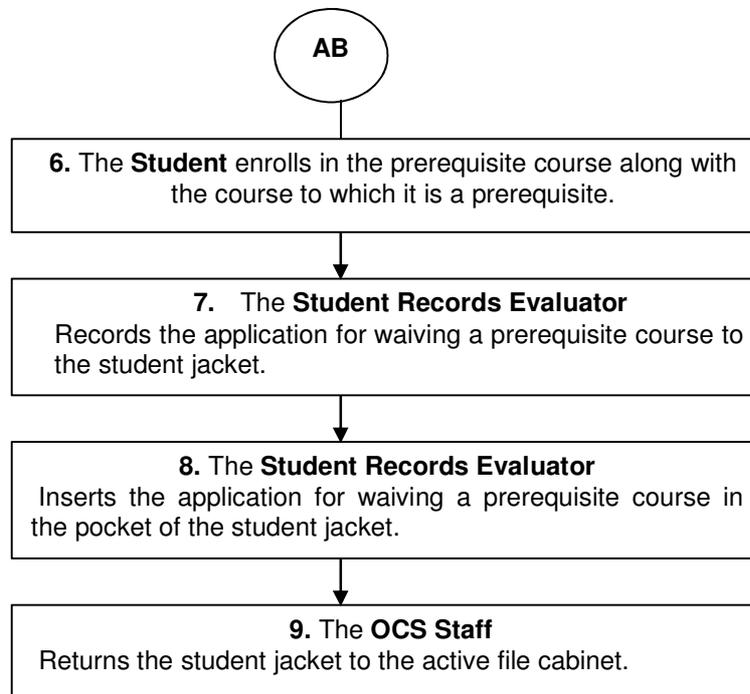
*passed or earned credit for the prerequisite course. Permission shall be granted only upon application by the student. The application shall be accompanied with certifications from a) the student's instructor in the prerequisite course that the student had fully attended said course; and b) the Vice Chancellor of Student Affairs that the student's failure to pass or earn credit in the prerequisite course was not due to disciplinary action imposed upon him/her.*

*Each college shall be authorized to grant the permission, and shall act through a dean's committee, which shall determine the merit of the application. The said committee shall include the College Secretary.*

*The student who is granted permission under these rules is required to enroll in the prerequisite course simultaneously with the course to which the former is a prerequisite, or immediately in the next semester.*

### Processing of Application for Waiving a Prerequisite Course





## Rules on Scholastic Standing

### ***Good Scholastic Standing***

*A student is in good scholastic standing if at the end of the semester s/he obtains a final grade of "3" or higher in at least 75% of the total number of academic units in which s/he is registered. However, colleges/units may impose additional rules on good scholastic standing such as a minimum grade average or required number of units passed per semester/year.*

### ***Scholastic Delinquency***

*The faculty of each college or school shall approve suitable and effective provisions governing undergraduate delinquent students, subject to the following minimum standards:*

- a. *Warning [Art. 389] – Students who obtain final grades at the end of the semester below "3" in 25% – 49% of the total number of academic units in which they are registered shall be warned by the Dean to improve their work;*

- b. *Probation [Art. 389] – Students who, at the end of the semester, obtain final grades below “3” in 50% – 75% of the total number of academic units in which they have final grades shall be placed on probation for the succeeding semester and their load shall be limited to the extent to be determined by the Dean.*

*Probation may be removed by passing with grades of “3” or better in more than 50% of the units in which they have final grades in the succeeding semester.*

- c. *Dismissal – Students who, at the end of the semester obtain final grades below “3” in at least 76% of the total number of academic units in which they receive final grades shall be dropped from the rolls of the college or school. [Art. 389]*

*Students on probation, in accordance with b. above, who again fail in 50% or more of the total number of units in which they receive final grades shall be dropped from the rolls of their college or school subject to the following: [Art. 390]*

- *Students dropped from one (1) college shall not ordinarily be admitted to another unit of the University unless, in the opinion of the Vice Chancellor for Student Affairs, their natural aptitude and interest may qualify them in another field of study in which case they may be allowed to enroll in the proper college or department. [Art. 391]*
  - *Students who were dropped in accordance with the rules in the paragraph on “Dismissal” of Art. 389 or Art. 390 and again fail so that it becomes necessary again to drop them, shall not be eligible for readmission to any college of the University. [Art. 392]*
- d. *Permanent Disqualification – Students who, at the end of the semester, obtain final grades below “3” in 100% of the academic units in which they are given final grades shall be permanently barred from readmission to any college of the University. [Art. 392]*

*Permanent disqualification does not apply to cases where, on the recommendation of the faculty members concerned, the faculty certifies that the grades of “5” were due to the student's unauthorized dropping of the subjects and not to poor scholarship. However, if the unauthorized withdrawal takes place after the mid-semester and the student's class standing is poor, his/her grades of “5” shall be counted against him/her for the purpose of this scholarship rule. The Dean shall deal with these cases on their individual merits in the light of the recommendations of the Vice Chancellor for Student Affairs; Provided, That in no case of*

*readmission to the same or another college shall the action be lighter than probation. [Art. 393]*

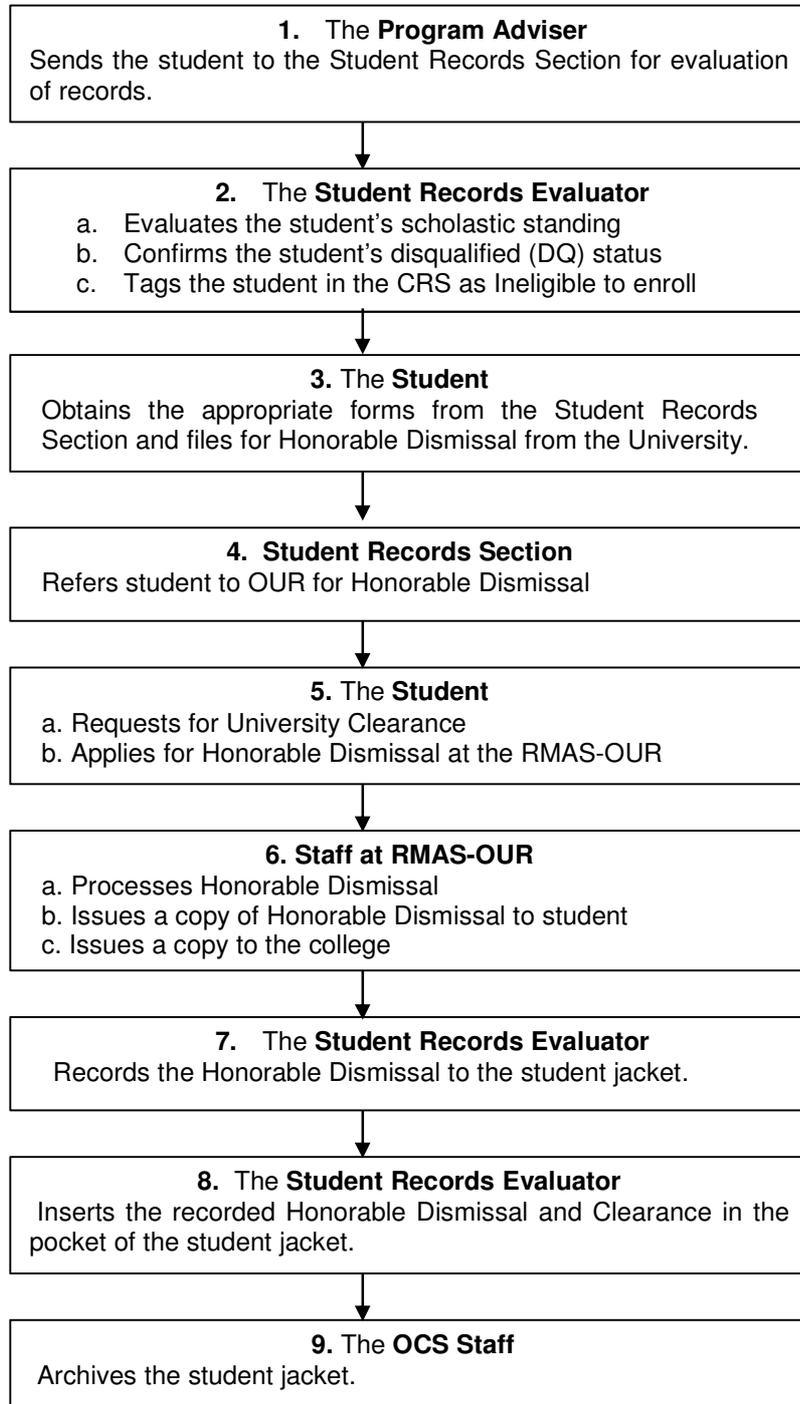
*For purposes of scholastic standing, a grade of "Inc" is not included in the computation. When it is replaced by a final grade, the latter is to be included in the grades during the semester when the removal is made. [from Art. 394] The grade of "4" is counted until it is removed. Once removed, only the final grade of "3" or "5" is counted. [69<sup>th</sup> UC meeting, June 21, 2000; approved by UP President, March 14, 2001]*

*Required courses in which a student has failed shall take precedence over other courses in his/her succeeding enrolment. [Art. 395]*

*In colleges or schools in which the weights of the courses are not expressed in terms of units, the computation shall be based on their respective equivalents. [Art. 396]*

*No re-admission of dismissed or disqualified students shall be considered by the deans and directors without the favorable recommendation of the University Guidance Counselor. Cases in which the action of the deans or directors conflicts with the recommendation of the University Guidance Counselor may be elevated to the Vice Chancellor for Academic Affairs, whose decision shall be final. [Art. 397]*

## Processing of Honorable Dismissal



**Non-major Students, with Credit** [1067<sup>th</sup> BOR meeting, July 7, 1993; 67<sup>th</sup> UC, Dec. 8, 1999]

*Non-majors are students dismissed from their respective colleges, but not from the University, for failure to meet the retention requirements including grade point average or number of units passed. Their supervision shall remain with their respective colleges, during which time they shall be advised by the college secretaries, until they have transferred to another college. They shall also be assessed/counseled by the Office of Guidance and Counseling.*

*However, students can be non-majors only for one (1) year, during which time, they are expected to seek admission to another college. Units earned as non-major can be credited towards the new degree program to which the student will be readmitted.*

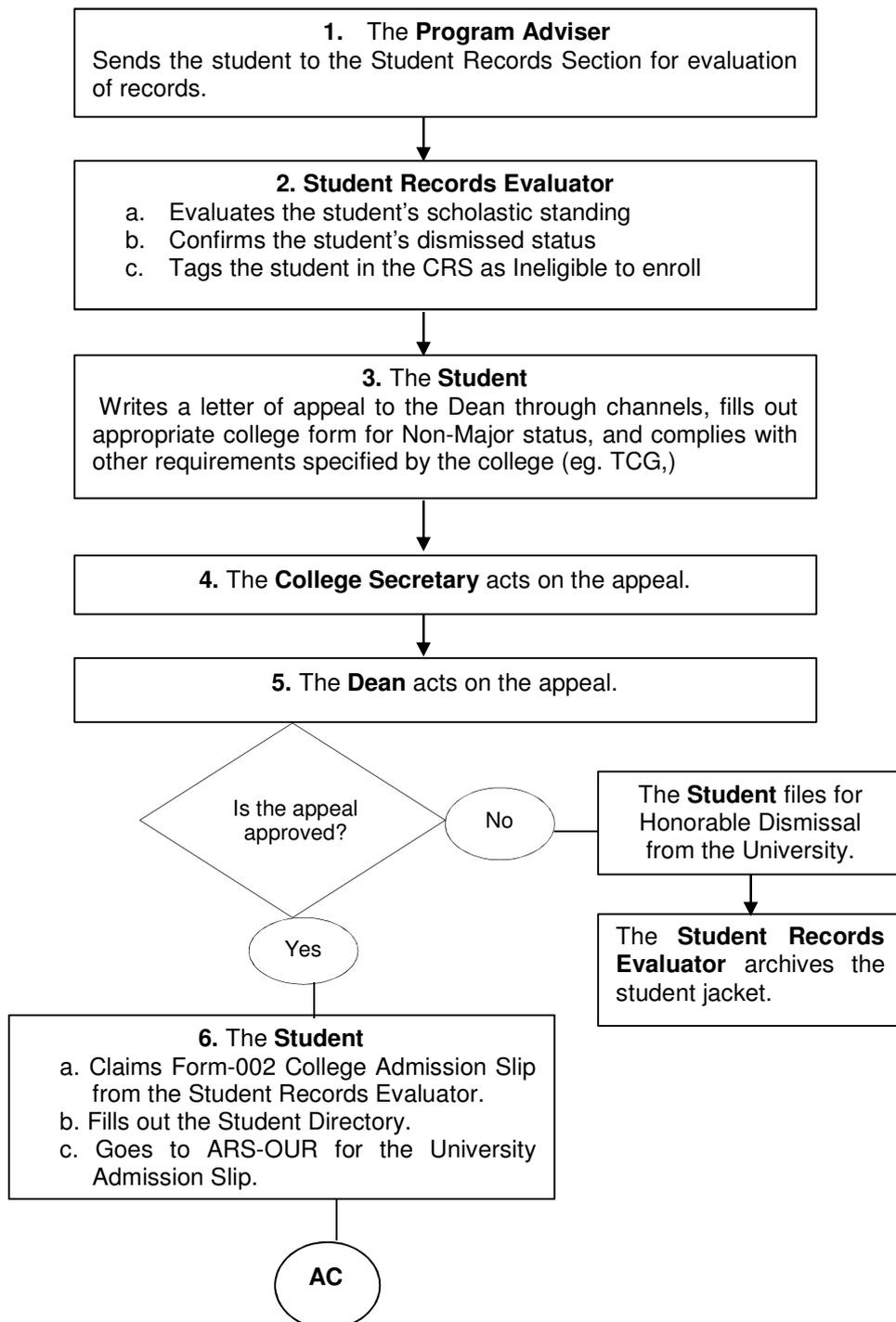
*Based on University policies, a student who at the end of the semester failed to pass all courses is considered permanently disqualified to enroll in the University. He/she may be given the last chance to finish a degree from the University upon the recommendation of the faculty and approval of the Vice Chancellor for Academic Affairs. Upon approval of the appeal, the student will be classified as a non-major.*

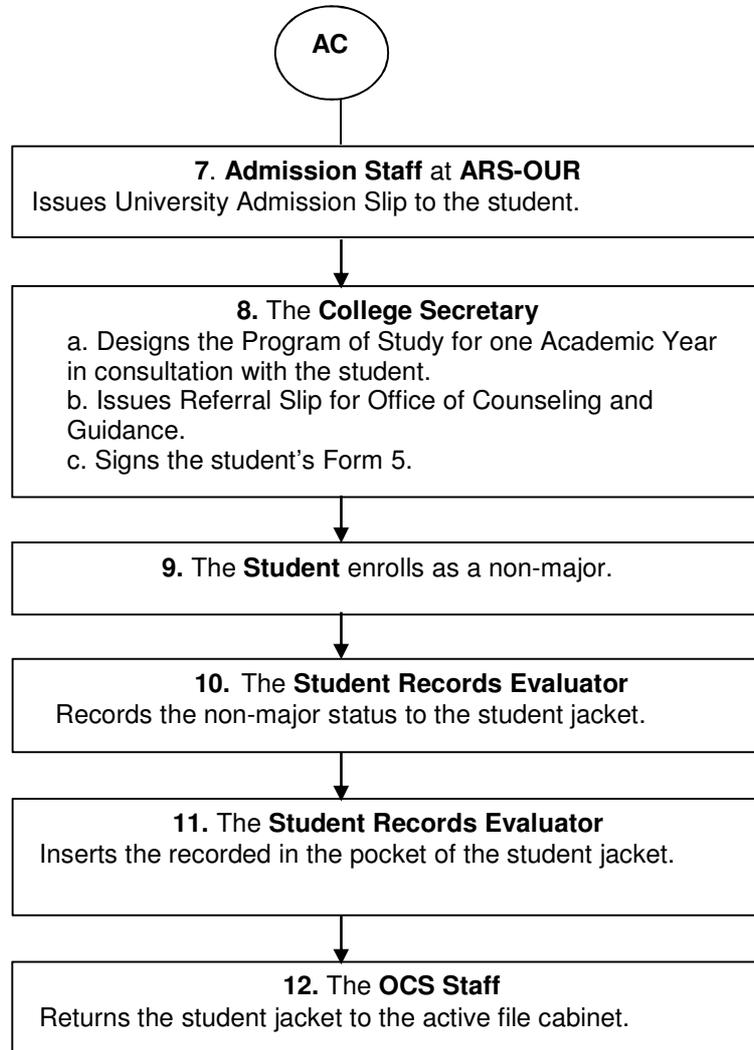
*The following are implementing guidelines on non-majors:*

- 1. A student who is dismissed from the program must apply for a non-major status at the Office of the College Secretary.*
- 2. When accepted, the student is directly under the supervision of the College Secretary who signs the Form 5 and monitors his/her academic standing.*
- 3. A "Must pass all" condition must be imposed every semester and failure of which will result to a non-major to be permanently disqualified.*
- 4. On the first semester of being a non-major, the student is advised to carry a 12-unit academic load to facilitate his/her adjustment to the new status and to allow him/her to focus on improving academic standing. Depending on the scholastic standing, a non-major may carry a regular academic load of 15 to 18 units on the succeeding semester.*

5. *A non-major is required to report to the Office of Counseling and Guidance within two weeks upon the approval of the application for non-major status.*
6. *A non-major is covered by the University rules on scholastic delinquency and the maximum residence and must pass at least 21 aggregate units during the current academic year.*
7. *A non-major is given a maximum of one academic year to seek readmission in a degree program within the college or in another college. This is his/her last chance to graduate from the University*
8. *It is the responsibility of the student to apply for admission in any degree program except his/her former degree program. The college has the right to accept or refuse his/her application for admission based on its admission policies. Failure to be admitted in a degree program shall mean disqualification to enroll in the University.*

### Processing of Admission as Non-Major





**Substitution** [from Art. 354 – 358]

*Substitution of subjects must be based on at least one (1) of the following conditions:*

- *A student is pursuing a curriculum that has been superseded by a new one and the substitution brings the old curriculum in line with the new*
- *There is conflict of hours between a required subject and another required subject*
- *The required subject is not offered*

Every petition for substitution must:

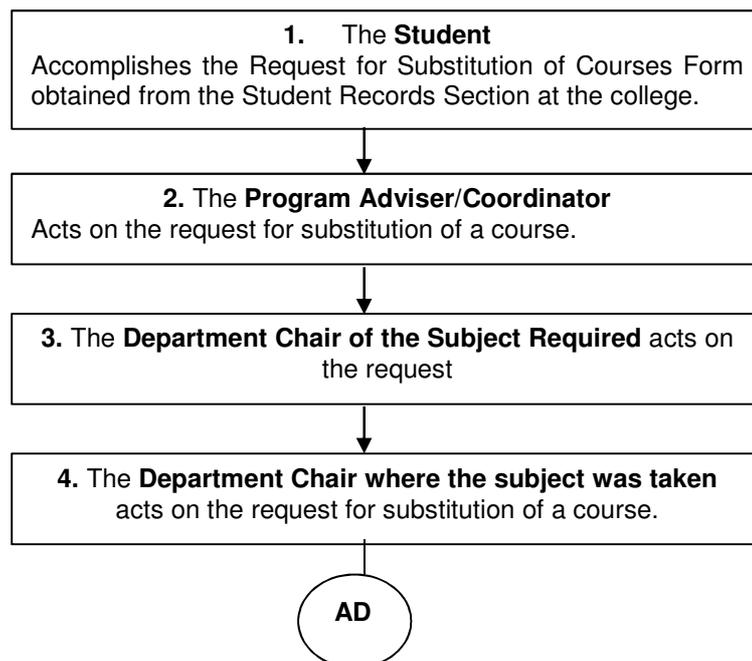
- involve subjects within the same department; if not, the two (2) subjects concerned must be allied with each other;
- be between subjects carrying the same number of units (or the substitute subject may have more number of units); and
- be recommended by the adviser and by the heads of departments concerned.

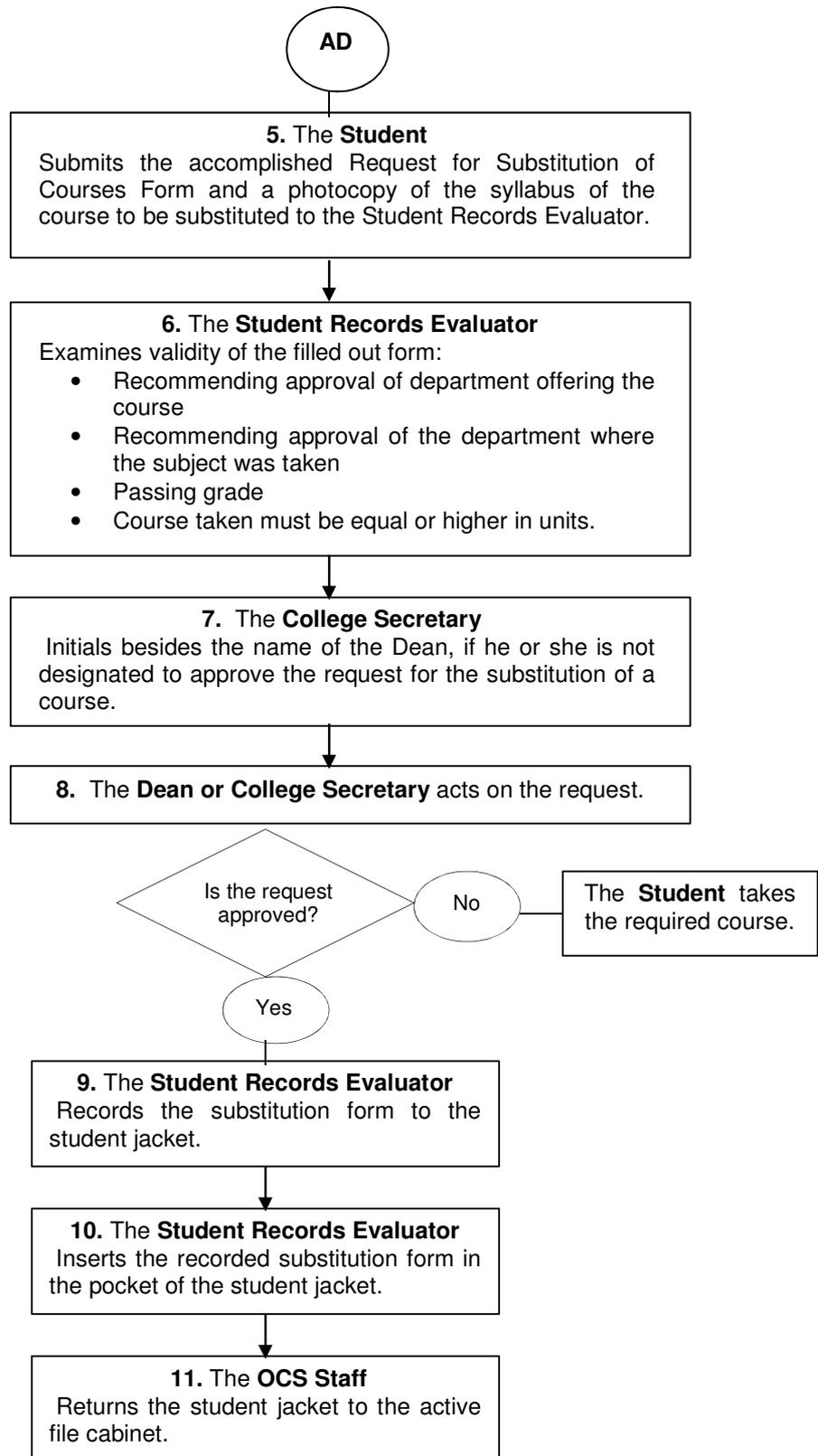
All petitions for substitution must be submitted to the office of the Dean concerned before 12% of regular class meetings have been held. Any petition submitted thereafter shall be considered for the following semester.

No substitution shall be allowed for any subject prescribed in the curriculum in which the student has failed or received a grade of "5", except when, in the opinion of the department offering the prescribed subject, or of the faculty in units without any departments, the proposed substitute covers substantially the same subject matter as the required subject.

All applications for substitution shall be acted upon by the Dean concerned. In case the action of the Dean is adverse to the recommendation of the adviser and the head of the department concerned, the student may appeal to the Vice Chancellor for Academic Affairs, whose decision shall be final.

### Processing of Request for Substitution of A Course





### **Validation for Advance Credit**

*Validation for advance credit [from Art. 359 – 366; Art. 362 and 363 amended at BOR meetings: 790<sup>th</sup>, Dec. 19, 1969; 861<sup>st</sup>, May 29, 1975]*

- *The admission of transfer students shall be on probation basis until such time s/he shall have validated or repeated all subjects taken outside the University according to the rule stated in the next succeeding paragraph.*
- *An admitted transfer student must validate all the courses s/he is offering for advanced credit at the rate of 18 units a semester within a period not exceeding three (3) semesters from the date of her/his admission. Failure to comply with this requirement would mean the cancellation of her/his registration privileges.*
- *An admitted transfer student may not be allowed to enroll in a subject or subjects the prerequisites of which, taken elsewhere, have not been validated or repeated in the University.*

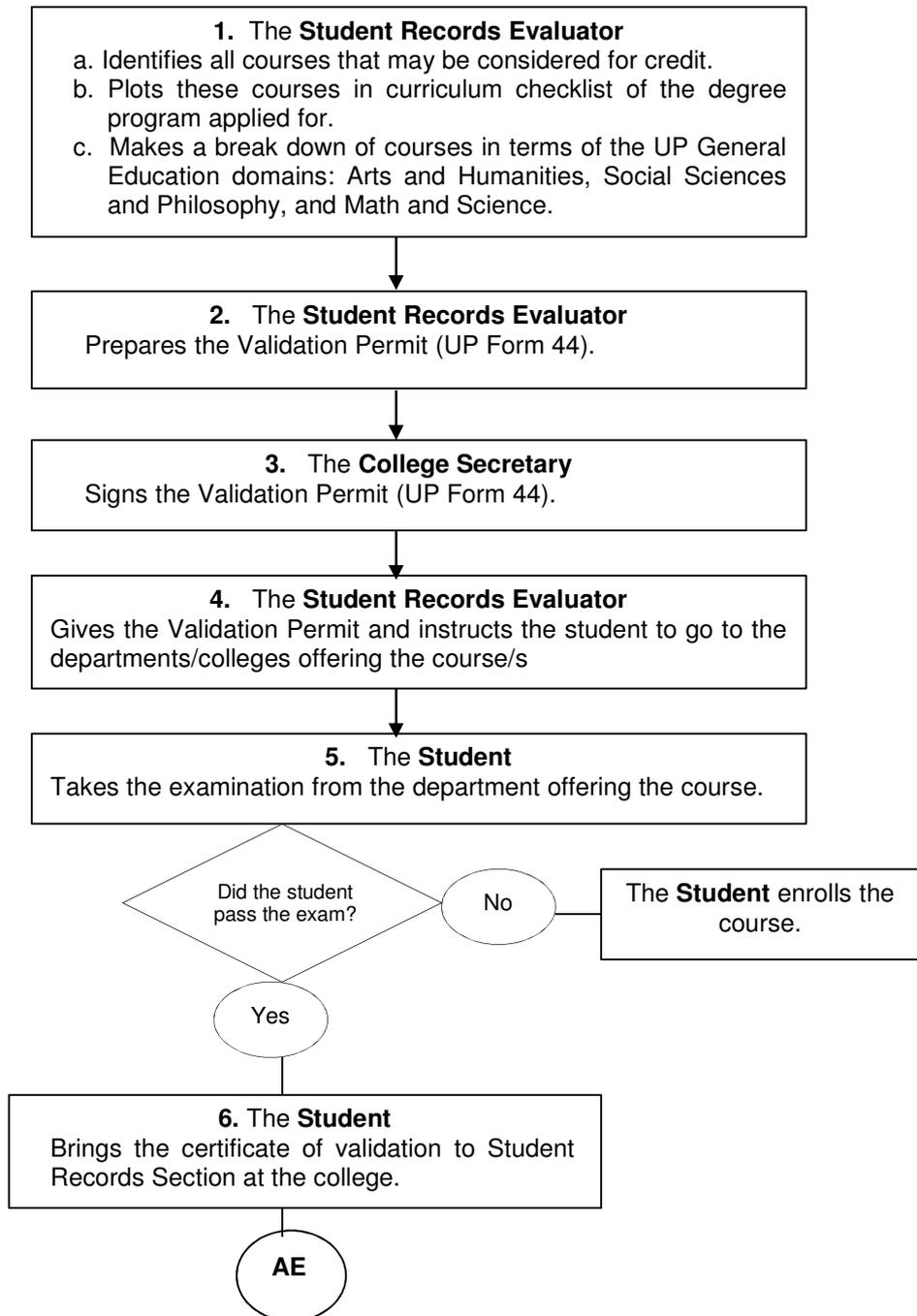
*Any or all of the above may be set aside in exceptional cases upon the recommendation of the Committee on Admission in units where admission of student is passed upon by this committee or by the dean or director concerned, upon approval of the Chancellor.*

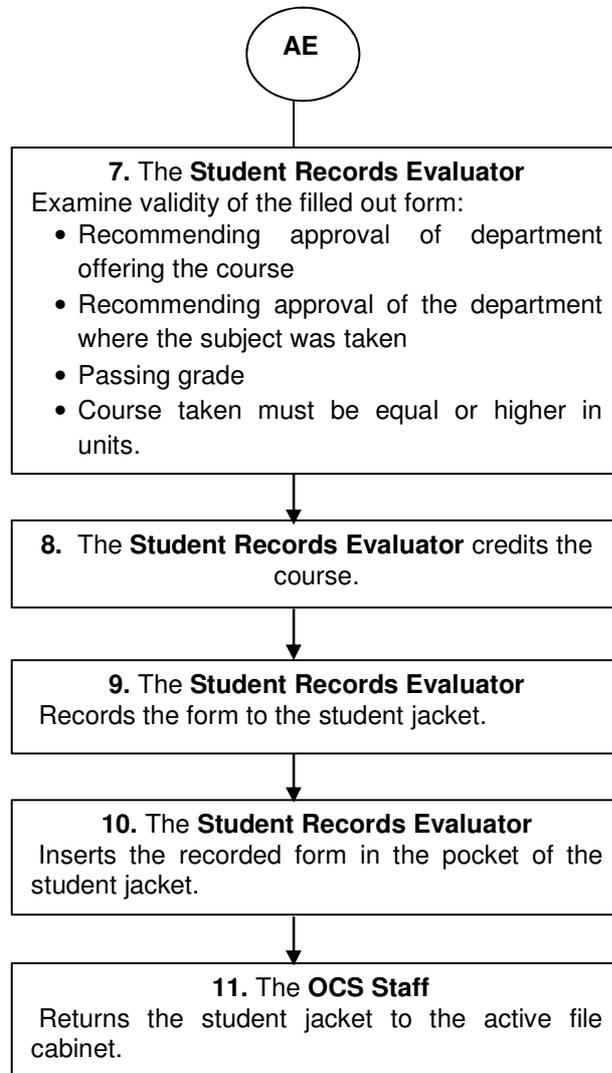
- *Students transferring from any recognized institution who possess an Associate in Arts or its equivalent of 66 units of work may be enrolled without validation. Before a student is allowed to major in any discipline, however, the unit may prescribe up to 18 additional units of general education subjects and/or preparatory subjects for the major.*
- *Application for advance credit should be made, using the prescribed form, to the University Registrar or to the Dean or Director of the college where they have been admitted. Validation tests begin two (2) weeks before the first day of registration of each semester and shall end one (1) week after the last day of registration. There is no fee for validation tests during this period. A validation test may be held outside of this period with the consent of the department or division chair and approval of the Dean or Director and upon payment of the required fee per subject.*
- *Advance standing may also be granted by the University Registrar to students graduated from an institution recognized by the University Council for subjects listed in the course or courses duly recognized. Advance credit for work constituting only part of courses recognized by the Council shall be*

*awarded by departments or divisions concerned in accordance with the above provision on application for advance credit.*

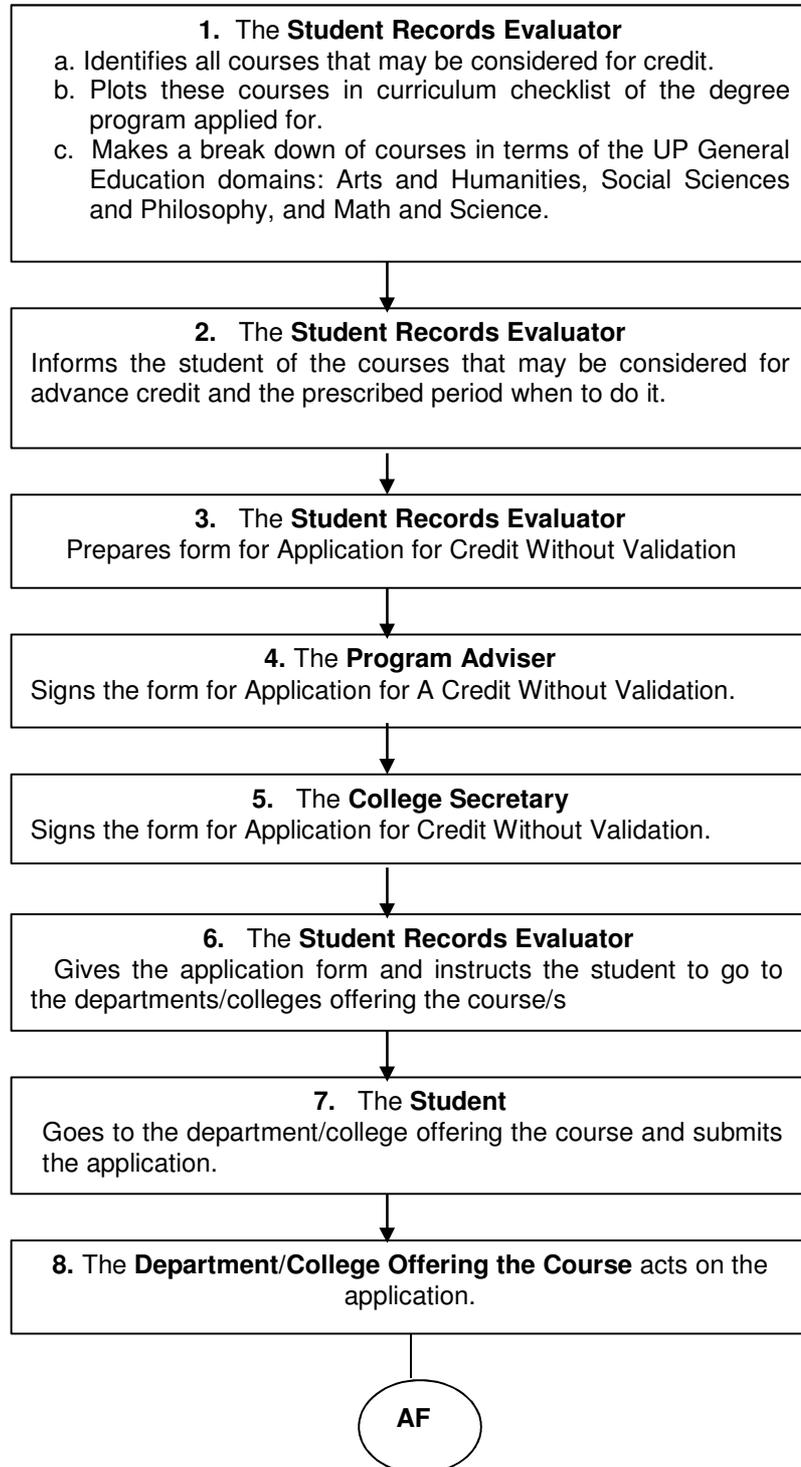
- *The decision to grant advance credit for subjects which are completed in other institutions, but which have no equivalent in the University, shall rest on the faculty of the unit concerned.*
- *Each college or school may promulgate rules for the admission of transfer students and the granting of advance credit provided they are not inconsistent with the general rules set by the University Council*

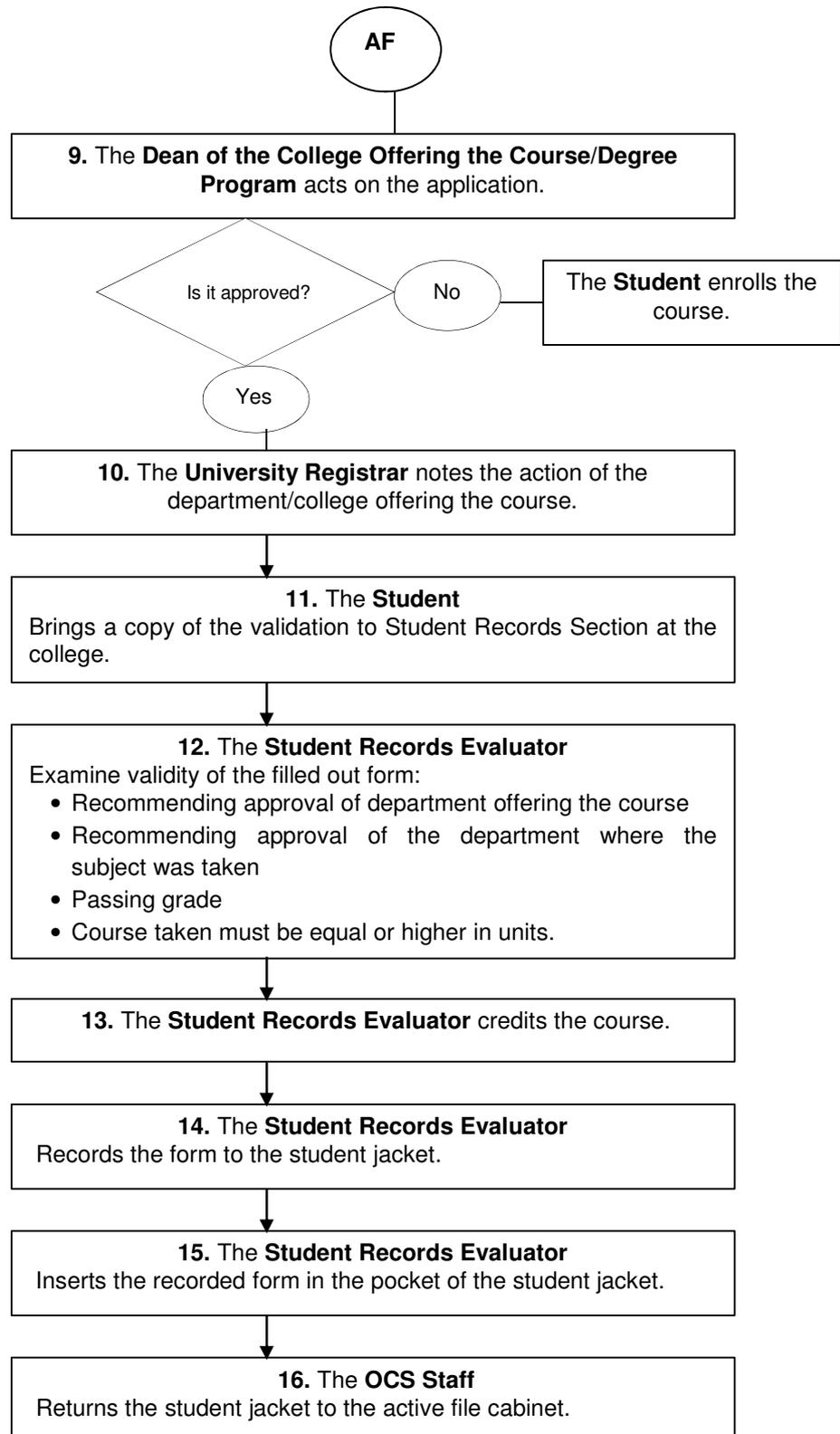
**Processing of Permit for Credit With Validation**  
**(for Students with 33 Collegiate Units from Other Colleges and Universities)**





**Processing of Application for Credit Without Validation  
(For Students with 66 Units from Other Colleges and Universities)**





University of the Philippines Diliman  
**COLLEGE of \_\_\_\_\_**  
 University of the Philippines Diliman  
**\*APPEAL for READMISSION to/EXTENSION of RESIDENCE (WAIVER of MRR) in the UNIVERSITY**  
**1<sup>st</sup> / 2<sup>nd</sup> semester / Summer, AY 20\_\_\_\_ - 20\_\_\_\_**

*(To be filled in by the student)*

**NAME** \_\_\_\_\_ **Student Number** \_\_\_\_\_  
**Degree Program** \_\_\_\_\_ **College** \_\_\_\_\_  
**Request/s** \_\_\_\_\_  
**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*(To be filled in by the College SRE)*

First Enrolment in UP (Specify the College, Year & Semester)	First enrolment in current College	First enrolment	Last enrolment	Duration of LOA	Duration of AWOL	Deficiencies (for MRR)
		In current program				

**The above-specified student is ineligible to enroll due to:**

___	non-compliance with the condition/s set by the Department <sup>1</sup> Condition/s not met _____	<i>Proceed to Steps 2 to 3</i>
___	non-compliance with the conditions set by the College the previous semester <sup>1</sup> Condition/s not met _____	<i>Proceed to Steps 2 to 4</i>
___	Dismissed status <sup>2</sup> Reason _____	<i>Proceed to Steps 1 to 6</i>
___	Permanent Disqualification <sup>3</sup>	<i>Proceed to Steps 1 to 6</i>
___	AWOL <sup>4</sup> (After approval of this form, proceed to your college to get a College Readmission slip. Present this approved form and the College Readmission Slip to the OUR for the issuance of University Readmission Slip.)	<i>Proceed to Steps 1 to 6</i>
___	MRR <sup>5</sup>	<i>Proceed to Steps 2 to 6</i>
___	Others Reason _____	<i>Proceed to Steps _____</i>

**The student is requesting for -**  
**readmission effective** \_\_\_\_\_  
**extension of residence until** \_\_\_\_\_

Attached documents:

\_\_\_ Letter of appeal \_\_\_ TCG (for Readmission) \_\_\_ Timetable \_\_\_ Adviser's Justification \_\_\_ OCG Certification  
 \_\_\_ Curriculum Checklist (for MRR extension) \_\_\_ Others (Please specify) \_\_\_\_\_

**PRINTED NAME & Signature of College SRE** \_\_\_\_\_ **Date** \_\_\_\_\_

**NOTES (based on the academic information contained in the UPD General Catalogue 2004-2010)**

\*This form should not be used by students returning from LOA

<sup>1</sup>Student is in good academic standing

<sup>2</sup>Students who, at the end of the semester, obtain final grades below "3" in at least 76% of the total number of academic units in which they receive final grades

<sup>3</sup>Students who, at the end of the semester, obtain final grades below "3" in 100% of the academic units in which they are given final grades

<sup>4</sup> Absence without leave for more than one term

<sup>5</sup> For undergraduate students, the Maximum Residence Rule states that a student must finish the requirements of a course of any College within a period of actual residence equivalent to 1 ½ times the normal length of the course concerned.

	Recommendation	Remarks
<b>STEP 1</b> OFFICE OF COUNSELING AND GUIDANCE/GRADUATE PROGRAM OFFICE Signature: _____ Guidance Counselor/Graduate Coordinator Date: _____	____ Approval ____ Disapproval	
<b>STEP 2</b> DEPARTMENT/INSTITUTE Signature: _____ Program Adviser Date: _____ Signature: _____ Department Chairman/Institute Director Date: _____	____ Approval ____ Disapproval ____ Approval ____ Disapproval	
<b>STEP 3</b> OFFICE OF THE COLLEGE SECRETARY/ GRADUATE PROGRAM OFFICE Signature: _____ College Secretary/Graduate Coordinator/ Associate Dean for Student Affairs Date: _____	____ Approval ____ Disapproval	
<b>STEP 4</b> OFFICE OF THE DEAN Signature: _____ Dean Date: _____	____ Approval ____ Disapproval	
<b>STEP 5</b> OFFICE OF THE UNIVERSITY REGISTRAR Signature: _____ University Registrar Date: _____	____ Approval ____ Disapproval	
<b>STEP 6a (only for permanent disqualification)</b> OFFICE OF THE VICE CHANCELLOR FOR STUDENT AFFAIRS Signature: _____ Vice Chancellor for Student Affairs Date: _____ <b>STEP 6b</b> OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS Signature: _____ Vice Chancellor for Academic Affairs Date: _____	____ Approval ____ Disapproval ____ Approval ____ Disapproval	

*Approved at the College Secretaries' Meeting on 30 April 2012. Revised as of 24 June 2013.*

COLLEGE OF \_\_\_\_\_  
 University of the Philippines Diliman  
**APPLICATION FOR CREDIT WITHOUT VALIDATION**  
 (For transferee who had taken at least 66 units upon admission to UP)

Dr. \_\_\_\_\_  
 Dean, College of \_\_\_\_\_  
 U.P. Diliman, Q.C.

Dear Dean \_\_\_\_\_ :  
 This is to recommend the following courses taken by Ms./Mr. \_\_\_\_\_, a  
 B/BA/BS \_\_\_\_\_ student of the college for automatic validation of courses which s/he may  
 be entitled to under the rules and regulations adopted by the University.

(1)Evaluated by:  
 \_\_\_\_\_  
 Student Records Evaluator  
 College of \_\_\_\_\_  
 Date: \_\_\_\_\_

(2)Recommended by:  
 \_\_\_\_\_  
 Program Adviser  
 \_\_\_\_\_  
 College Secretary

(3)

Courses completed at the University/ College of _____		Equivalent course/s in University of the Philippines		Action of the department/college offering the course <i>(approved/ disapproved)</i>	Signature over Printed Name of the Chair offering the course	Remarks
Subject/s	Units	Subject/s	Units			

(4)Approved/Disapproved:  
 \_\_\_\_\_  
 Dean  
 Date: \_\_\_\_\_

(5)Noted by:  
 \_\_\_\_\_  
 University Registrar  
 Date: \_\_\_\_\_

-----  
 This form was approved at the College Secretaries' Meeting held on 26 October 2011.

UNIVERSITY RULES ON VALIDATION FOR CREDITS  
(UPD Catalogue, pages 7-8)

- a. The admission of transfer students shall be on probation basis until such time s/he shall have validated or repeated all subjects taken outside the University according to the rule stated in the next succeeding paragraph.
- b. An admitted transfer student must validate all the courses s/he is offering for advanced credit at the rate of 18 units a semester within a period not exceeding three (3) semesters from the date of his/her admission. Failure to comply with this requirement would mean the cancellation of her/his registration privileges.
- c. An admitted transfer student may not be allowed to enrol in a subject or subjects the prerequisites of which, taken elsewhere, have not been validated or repeated in the University.

Any or all of the above may be set aside in exceptional cases upon the recommendation of the Committee on Admission in units where admission of student is passed upon by this committee or by the dean or director concerned, upon approval of the Chancellor.

- d. Students transferring from any recognized institution who possess an Associate in Arts or its equivalent of 66 units of work may be enrolled without validation. Before a student is allowed to major in any discipline, however, the unit may prescribe up to 18 additional units of general education subjects and/or preparatory subjects for the major.
- e. Application for advance credit should be made, using the prescribed form, to the University Registrar or to the Dean or Director of the college where they have been admitted. Validation tests begin two (2) weeks before the first day of registration of each semester and shall end one (1) week after the last day of registration. There is no fee for validation tests during this period. A validation test may be held outside of this period with the consent of the department or division chair and approval of the Dean or Director and upon payment of the required fee per subject.
- f. Advance standing may also be granted by the University Registrar to students graduated from an institution recognized by the University Council for subjects listed in the course or courses duly recognized. Advance credit for work constituting only part of courses recognized by the Council shall be awarded by departments or divisions concerned in accordance with the above provision on application for advance credit.
- g. The decision to grant advance credit for subjects which are completed in other institutions, but which have no equivalent in the University, shall rest on the faculty of the unit concerned.
- h. Each college or school may promulgate rules for the admission of transfer students and the granting of advance credit provided they are not inconsistent with the general rules set by the University Council.

University of the Philippines  
**PERMIT FOR COMPLETION/REMOVAL EXAMINATION**  
College of \_\_\_\_\_

Student No.: \_\_\_\_\_ Date: \_\_\_\_\_  
Mr/Ms \_\_\_\_\_ is hereby permitted to submit completion requirements/take  
removal examination in \_\_\_\_\_ incurred in the \_\_\_\_ Semester 20 \_\_\_\_ - 20 \_\_\_\_

(Subject)

Fee: \_\_\_\_\_ OR # \_\_\_\_\_ Date of Payment: \_\_\_\_\_  
APPROVED: \_\_\_\_\_

College Secretary

Date of Examination/Completion: \_\_\_\_\_ by: \_\_\_\_\_  
**Signature over Printed Name of Faculty/Administering the  
Removal/Completion Exam**

Note: No removal examination/completion of Inc shall be given without this permit duly approved. **IF EXAMINATION/COMPLETION IS BEYOND THE DATE OF EXAMINATION/COMPLETION, IT WILL BE INVALID.** This permit must be attached to the report of the Instructor/Professor giving the removal/completion.

University of the Philippines  
**PERMIT FOR COMPLETION/REMOVAL EXAMINATION**  
College of \_\_\_\_\_

Student No.: \_\_\_\_\_ Date: \_\_\_\_\_  
Mr/Ms \_\_\_\_\_ is hereby permitted to submit completion requirements/take  
removal examination in \_\_\_\_\_ incurred in the \_\_\_\_ Semester 20 \_\_\_\_ - 20 \_\_\_\_

(Subject)

Fee: \_\_\_\_\_ OR # \_\_\_\_\_ Date of Payment: \_\_\_\_\_  
APPROVED: \_\_\_\_\_

College Secretary

Date of Examination/Completion: \_\_\_\_\_ by: \_\_\_\_\_  
**Signature over Printed Name of Faculty/Administering the  
Removal/Completion Exam**

Note: No removal examination/completion of Inc shall be given without this permit duly approved. **IF EXAMINATION/COMPLETION IS BEYOND THE DATE OF EXAMINATION/COMPLETION, IT WILL BE INVALID.** This permit must be attached to the report of the Instructor/Professor giving the removal/completion.

University of the Philippines  
**PERMIT FOR COMPLETION/REMOVAL EXAMINATION**  
College of \_\_\_\_\_

Student No.: \_\_\_\_\_ Date: \_\_\_\_\_  
Mr/Ms \_\_\_\_\_ is hereby permitted to submit completion requirements/take  
removal examination in \_\_\_\_\_ incurred in the \_\_\_\_ Semester 20 \_\_\_\_ - 20 \_\_\_\_

(Subject)

Fee: \_\_\_\_\_ OR # \_\_\_\_\_ Date of Payment: \_\_\_\_\_  
APPROVED: \_\_\_\_\_

College Secretary

Date of Examination/Completion: \_\_\_\_\_ by: \_\_\_\_\_  
**Signature over Printed Name of Faculty/Administering  
the Removal/Completion Exam**

Note: No removal examination/completion of Inc shall be given without this permit duly approved. **IF EXAMINATION/COMPLETION IS BEYOND THE DATE OF EXAMINATION/COMPLETION, IT WILL BE INVALID.** This permit must be attached to the report of the Instructor/Professor giving the removal/completion.

**REFERENDUM FOR THE REQUEST FOR:**

Withdrawal/Change of grade \_\_\_\_\_ of \_\_\_\_\_ with \_\_\_\_\_  
(Name of Student) (Student No.)  
in \_\_\_\_\_ incurred in \_\_\_\_\_ at the  
(Course Number and Title) (Sem/Term and School Year)  
\_\_\_\_\_  
(College)

Printed Name of Faculty	SIGNATURE		
	Approved	Disapproved	Abstain
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____
16. _____	_____	_____	_____
17. _____	_____	_____	_____
18. _____	_____	_____	_____
19. _____	_____	_____	_____
20. _____	_____	_____	_____

Form 13D (Revised June 2001)

**REGISTRAR'S COPY**

University of the Philippines  
**REPORT OF CHANGE OF GRADE**

Class Code	Course No.& Sec.	Course Title	Units
Student No.	Student Name (Family, First, Middle)		College
Original Grade	Sem/Term and School Year Incurred		
Corrected Grade	Date of approval by Faculty of the College/Unit		
Printed Name/Signature of Professor/Instructor		Printed Name/Signature of College Secretary	

Form 13D (Revised June 2001)

**EDP COPY**

University of the Philippines  
**REPORT OF CHANGE OF GRADE**

Class Code	Course No.& Sec.	Course Title	Units
Student No.	Student Name (Family, First, Middle)		College
Original Grade	Sem/Term and School Year Incurred		
Corrected Grade	Date of approval by Faculty of the College/Unit		
Printed Name/Signature of Professor/Instructor		Printed Name/Signature of College Secretary	

Form 13D (Revised June 2001)

**DEAN'S COPY**

University of the Philippines  
**REPORT OF CHANGE OF GRADE**

Class Code	Course No.& Sec.	Course Title	Units
Student No.	Student Name (Family, First, Middle)		College
Original Grade	Sem/Term and School Year Incurred		
Corrected Grade	Date of approval by Faculty of the College/Unit		
Printed Name/Signature of Professor/Instructor		Printed Name/Signature of College Secretary	

Form 13D (Revised June 2001)

**DEPARTMENT'S COPY**

University of the Philippines  
**REPORT OF CHANGE OF GRADE**

Class Code	Course No.& Sec.	Course Title	Units
Student No.	Student Name (Family, First, Middle)		College
Original Grade	Sem/Term and School Year Incurred		
Corrected Grade	Date of approval by Faculty of the College/Unit		
Printed Name/Signature of Professor/Instructor		Printed Name/Signature of College Secretary	

University of the Philippines Diliman  
**REQUEST FOR SUSTITUTION OF SUBJECTS**

Name: \_\_\_\_\_  
 Course: \_\_\_\_\_  
 The Dean  
 College of \_\_\_\_\_

Student No: \_\_\_\_\_  
 Date: \_\_\_\_\_

Sir/Madam:

I would like to request for the following substitution:

Subject Required	Units	Subject Taken	Units	Semester & Year Taken	Grade	Justification

Note: Attach syllabi of subjects taken. Use one form for courses required and taken in one department only.

Respectfully yours,

\_\_\_\_\_  
 Signature of Student

Recommendation of the Adviser      ____ Approval      ____ Disapproval  _____ Signature over Printed Name <b>Adviser</b>				
Recommending Approval:  _____  Signature over Printed Name Department Chair <b>(Subject Required)</b>	Department	Recommending Approval:  _____  Signature over Printed Name Department Chair <b>(Subject Taken)</b>	Department	Action Taken ____ Approved ____ Disapproved  _____ Signature over Printed Name Dean/Director

University of the Philippines Diliman  
**VALIDATION PERMIT**  
 (To be accomplished in triplicate by the College Secretary)

To the Chairman, Department of \_\_\_\_\_

Please examine the competence of Mr./Miss \_\_\_\_\_ for the award of advance credit to which he/she may be entitled under the regulations adopted by the University Council.

\_\_\_\_\_  
 College Secretary  
 College \_\_\_\_\_

Courses completed not in U.P., but at the \_\_\_\_\_ Univ/College

Equivalent Courses in the University of the Philippines

SUBJECT	GRADE	NO. OF UNITS	SUBJECT	NO. OF UNITS	ACTION PASSED/FAILED	INSTRUCTOR'S SIGNATURE

**APPROVED:**

\_\_\_\_\_

Chairman, Department of \_\_\_\_\_

Date \_\_\_\_\_

Respectfully forwarded to the University Registrar, as approved and indicated above.

\_\_\_\_\_

Date \_\_\_\_\_

Dean, College of \_\_\_\_\_

## 5 Graduation

### **Graduation**

*A student who has successfully completed all academic and other requirements prescribed for a degree program is awarded the degree by the BOR upon the recommendation of the faculty. [Art. 404; 870<sup>th</sup> BOR meeting, Mar. 24, 1976]*

### **Graduation Requirements**

*Students must file a formal application as candidates for graduation with the office of the Dean of their respective colleges. They shall be recommended for graduation by the faculty of their respective colleges after having satisfied all academic and other requirements prescribed for graduation.*

*During the first three (3) weeks after the opening of classes in each semester, each Dean or the duly authorized representative, shall certify to the University Registrar a list of candidates for graduation at the next commencement. The University Registrar, in consultation with the chairs of divisions or departments concerned, shall then inquire into the academic records of the candidates to ascertain whether any candidate in such a list has any deficiency to make up and whether s/he has fulfilled all other requirements to be a candidate for graduation. If there is any question regarding a candidate, her/his name should not be deleted from the list of candidates for graduation, but a footnote to that effect should be made. Ten (10) weeks before the end of a semester, the University Registrar shall publish a complete list of duly qualified candidates for graduation for that semester. [Art. 406; amended at 790<sup>th</sup> BOR meeting, Dec. 19, 1969 and 861<sup>st</sup>, May 29, 1975]*

*All candidates for graduation must have their deficiencies made up and their records cleared not later than five (5) weeks before the end of their last semester, with the exception of those in academic subjects and work in Physical Education and Military Science, in which the student is currently enrolled. [Art. 407]*

*A candidate for graduation who began studies under a curriculum more than 10 years old shall be governed by the following rules: [Art. 405]*

- a. *Those who had completed all the requirements of the curriculum but did not apply for, nor were granted, the corresponding degree or title shall have their graduation approved as of the date they should have originally graduated.*

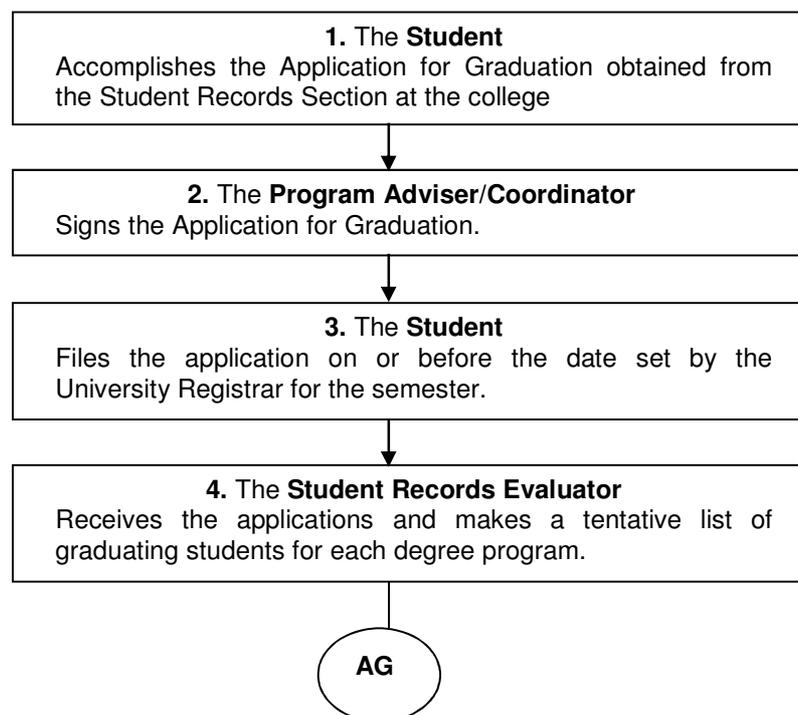
- b. Those who had completed all but two (2) or three (3) subjects required by a curriculum shall be made to follow any of the curricula enforced from the time they first attended the University to the present.

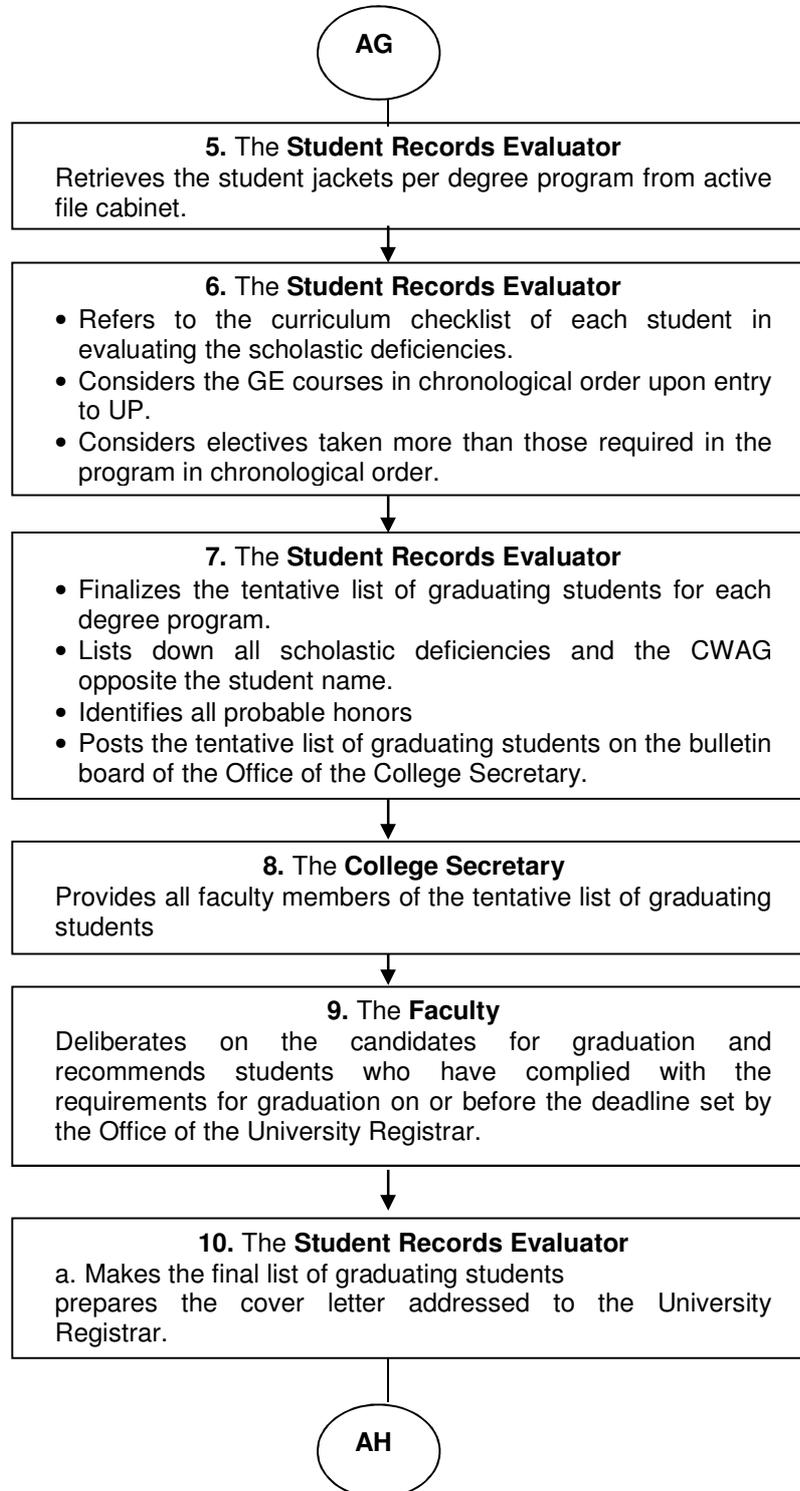
No student shall be graduated from the University unless s/he has completed at least one (1) year of residence work which may, however, be extended to a longer period by the proper faculty. The residence work referred to must be done immediately prior to graduation in case of the following: [Art. 408; amended at 1082<sup>nd</sup> BOR meeting, Dec. 16, 1994]

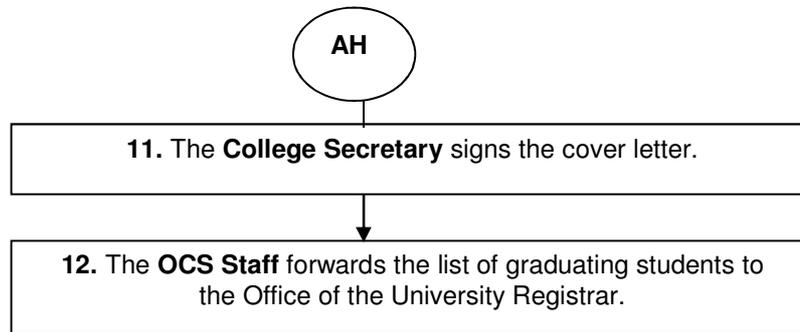
- Transferees from schools other than the University of the Philippines. This residence requirement is in addition to completion of at least 50% of the required units for the course.
- Students who have been readmitted after being absent without official leave

No student shall be conferred any title or degree who fails to pay the required graduation fee within the specified period set by the University Registrar. Such student may, however, upon request and payment of the necessary fees, be given a certified copy of his/her credentials without specifying his/her completion of the requirements toward any title or degree. [Art. 409; amended at 790<sup>th</sup> BOR meeting, Dec. 19, 1969 and 861<sup>st</sup> BOR meeting, May 29, 1975]

### Processing of the Tentative List of Graduating Students







**Graduation with Honors** [Art 410; amended at 958<sup>th</sup> BOR meeting, Feb. 24, 1983; Art. 412–413; Art. 414; amended at 884<sup>th</sup> BOR meeting, Mar. 31, 1977]

*Students who complete their courses with the following ABSOLUTE MINIMUM weighted average grade shall be graduated with honors:*

<i>Summa cum laude</i>	1.20
<i>Magna cum laude</i>	1.45
<i>Cum Laude</i>	1.75

*Provided, That all the grades in all subjects prescribed in the curriculum, as well as subjects that qualify as electives, shall be included in the computation of the weighted average grade; Provided, further, That in cases where the electives taken are more than those required in the program, the following procedure shall be used in selecting the electives to be included in the computation of the weighted average grade:*

- a. *For students who did not shift programs, the required number of electives will be considered in chronological order.*
- b. *For students who shifted from one (1) program to another, the electives to be considered shall be selected according to the following order of priority:*
  - 1) *Electives taken in the program where the student is graduating will be selected in chronological order.*
  - 2) *Electives taken in the previous program and acceptable as electives in the second program will be selected in chronological order.*
  - 3) *Prescribed courses taken in the previous program but qualify as electives in the second program will be selected in chronological order.*

*Students who are candidates for graduation with honors must have completed in the University at least 75% of the total number of academic units or hours for graduation and must have been in residence therein for at least two (2) years immediately prior to graduation.*

*In the computation of the final average of students who are candidates for graduation with honors, only resident credit shall be included.*

*Students found guilty of cheating/dishonesty shall be barred from graduating with honors, even if their weighted average is within the requirement for graduation with honors.[Rules and Regulations on Student Conduct and Discipline, Section 25 Sanctions] Provided, further, that students who have been suspended for one (1) year or more due to conduct as defined in the Rules and Regulations on Student Conduct and Discipline; the Revised Rules and Regulations Governing Fraternities, Sororities and Other Student Organizations, and the Implementing Rules and Regulations of the Anti-Sexual Harassment Act of 1995 shall be barred from graduating with honors.\**

*Students who are candidates for graduation with honors must have taken during each semester/trimester not less than 15 units of credit or the normal load prescribed in the curriculum, unless the lighter load was due to justifiable causes such as health reasons, the unavailability of courses needed in the curriculum to complete the full load, or the fact that the candidate is a working student.*

*To justify underloading under the following conditions, the submission of pertinent documents is required: [Approved by UP President, Oct. 18, 1981]*

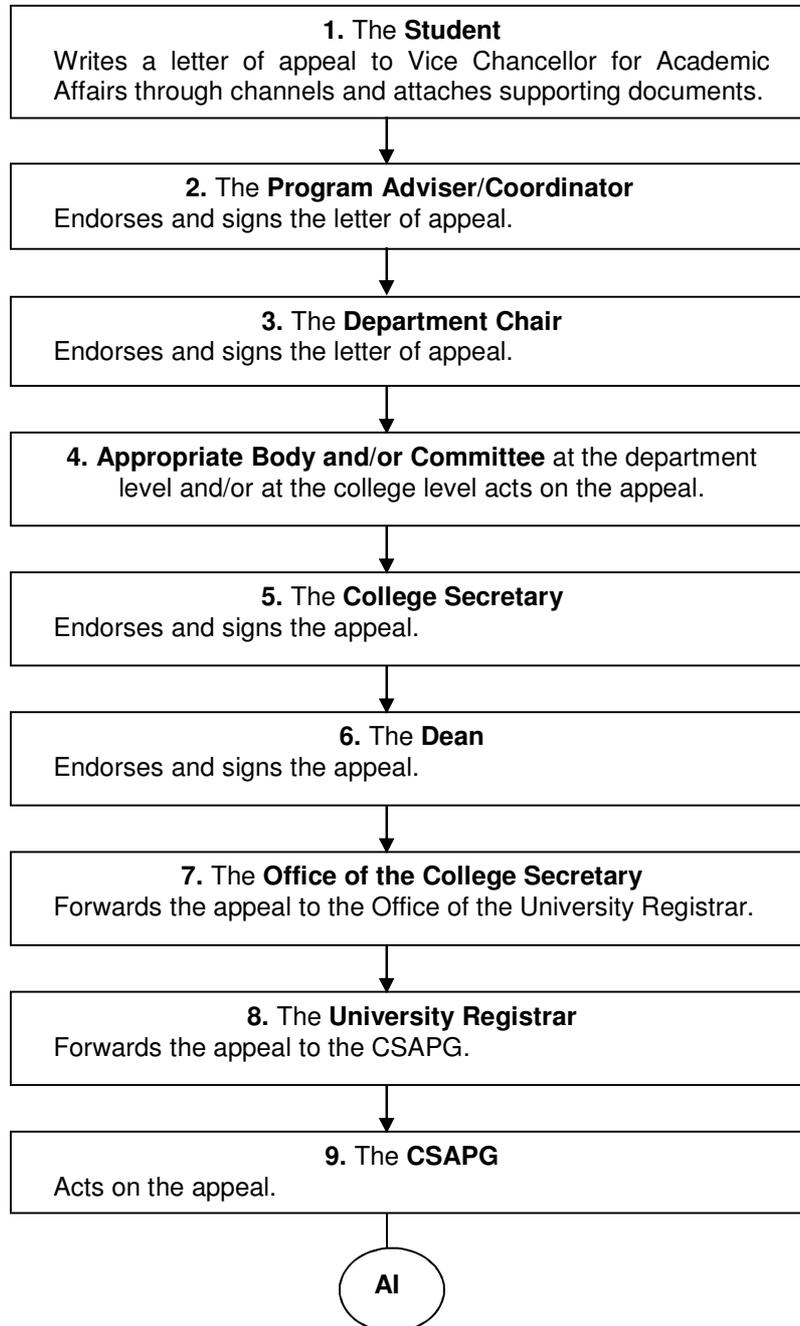
- a. Health reasons – medical certification from the University Health Service*
- b. Unavailability of courses – certification by the major adviser and copy of schedule of classes*
- c. Employment – copy of payroll and appointment papers indicating among others duration of employment*

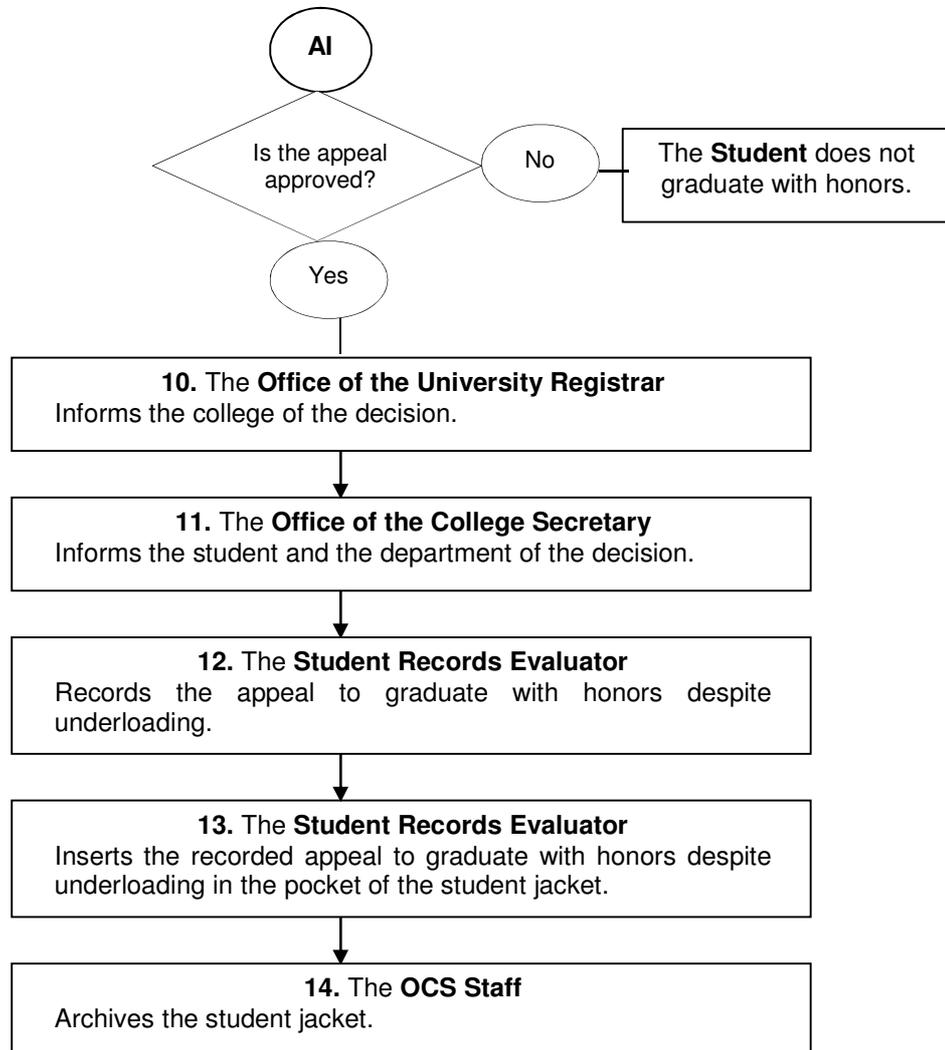
*It is the responsibility of the student to establish beyond reasonable doubt the veracity of the cause(s) of his/her light loading. It is required in this connection that documents submitted to establish the cause(s) of the light loading must be sworn to. THESE DOCUMENTS MUST BE SUBMITTED DURING THE SEMESTER OF UNDERLOADING.*

---

\* Approved at 79<sup>th</sup> UC meeting, Dec. 11, 2002; submitted through channels for BOR approval

## Processing of Appeal for Graduating With Honors Despite Underloading





### **Second Degrees**

*A student who has successfully completed a degree program can pursue another degree within the same level.*

### **Baccalaureate Degree**

*Only one (1) baccalaureate degree may be conferred at a time. A holder of a bachelor's degree from the University may earn another bachelor's degree upon the successful completion of at least 36 additional units prescribed by a discipline, after the previous degree. [680<sup>th</sup> BOR meeting, Nov. 1, 1960]*

### **Master's Degree**

*A student who has earned a master's degree in the University can earn another master's degree provided the following requirements are satisfied:*

- a. earn in the University at least 18 graduate units in addition to the course requirements common to both degrees; and*
- b. complete all the requirements of the second master's degree.*

*These additional units are exclusive of the thesis, or of other requirements in lieu of thesis, and shall be in advanced courses in the student's major field and cognates from other related graduate courses in the University that may strengthen the new area of specialization. [933<sup>rd</sup> BOR meeting, Oct. 30, 1980]*

### **Commencement Exercises**

*Attendance at general commencement exercises shall be optional. Graduating students who choose not to participate in the general commencement exercises must inform their respective deans or their duly designated representatives at least ten (10) days before the commencement exercises. [Art. 418; 793<sup>rd</sup> BOR meeting, Apr. 7, 1970]*

### **Academic Costume**

*Candidates for graduation with degrees or titles which require no less than four (4) years of collegiate instruction shall be required to wear academic costumes during the baccalaureate service and commencement exercises in accordance with the rules and regulations of the University. [Art. 422]*

*The sablay is the official academic costume of UP Diliman. Introduced in 1990 as an alternative to the western cap and toga traditionally worn during commencement exercises and other official functions of the University, it was officially adopted in 2000 and its*

*design was refined in 2001 [72<sup>nd</sup> UC meeting, Dec. 6, 2000; Exec. Com. meeting, Feb. 21, 2001; 73<sup>rd</sup> UC meeting, Feb. 28, 2001] based on the following concept\*:*

*Ang sablay ay bahagi ng kasuotang Pilipino na sumasagisag sa pagpapahalaga sa katutubong kultura na siyang ugat ng ating pagkamakabansa.*

*Ang salitang “sablay” ay tumutukoy sa uri ng katutubong kasuotan na simple ngunit elegante ang porma, maluwag sa katawan at pinapalamutian ng mamahaling ginto na siya ring tagapagdugtong ng bukas na bahagi na nasa harapan. Bilang pandiwa nangangahulugan din ang salitang “sablay” (halimbawa: I-sablay) na paraan na paglalagay ng iniingatang bagay, gaya ng tela o kasuotan, sa balikat ng siya na ring tanda ng pagpapahalaga o pagpipitagan sa nasabing bagay.*

*Ang sablay ay hango sa kasuotang “malong”. Ito ay katangitangi at angkop sa mga pormal na pagdiriwang gaya ng pagdiriwang ng pagtatapos ng mag-aaral. Naibabagay ito sa mga pormal na kasuotang Pilipino gaya ng barong, mahabang gown o kimona.*

*Ang kulay na maroon at berde ay kulay ng ating pamantasan. Ang kulay na ginto ay kulay ng mataas na pamantayan ng adhikain at karunungan na isinusulong ng Pamantasan. Ang katutubong letra na at na galing sa sinaunang “baybayin” o katitikan ay ang katumbas ng “U” at “P” na initial ng ating Unibersidad. Ang pakurbang disenyo na mistulang bagong sibol na halaman na tinatawag na “ukkil” o “ukit” ay sumasagisag sa masining na kulturang Pilipino at sa pagpapahalaga sa kalikasan. Ang iba pang mga desenyong pang-geometrikal gaya ng zigzag at diamond ay karaniwan nang bahagi ng mga palamuti sa masining na mga kagamitan ng mga katutubong Pilipino mula sa Batanes hanggang Tawi-tawi. Ang pagkakaayos ng mga ito ay tuloy-tuloy at ang paulit-ulit na mga elemento ng disenyo ay sumasagisag sa ugnayan ng sambayanan at daluyan ng kultura at kaalaman.*

*In addition to wearing the official sablay, it is recommended that the sablay be worn by females wearing a midi or a long plain ecru dress or gown, but NOT those wearing a mini skirt. For males, the formal ecru barong and dark pants and shoes are recommended. [OC memo no. ERR-04-023, Feb 23, 2004]*

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\* Sakili, A., *Ang Sablay*, 2002 Commencement Program, UPD Information Office

NAME OF COLLEGE  
University of the Philippines  
Diliman, Quezon City

**COLLEGE COPY**

OFFICE OF THE COLLEGE SECRETARY

**APPLICATION FOR GRADUATION**  
\_\_\_\_\_ Semester, AY \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_  
(Family) (Given) (Middle) Student No \_\_\_\_\_

Permanent Address \_\_\_\_\_  
Email Address \_\_\_\_\_  
Contact Numbers \_\_\_\_\_  
(Cellphone & Landline) \_\_\_\_\_  
Candidate for the degree of \_\_\_\_\_  
Title of thesis (For Masters/PhD) candidate only \_\_\_\_\_  
Remaining subjects enrolled \_\_\_\_\_  
this semester \_\_\_\_\_

**FOR UNDERGRADUATE APPLICANT:** I am graduating (please check):

- ( ) With possible honors with no underload
- ( ) With possible honors but with underload during the \_\_\_ Semester/s, AY \_\_\_\_\_  
due to (Please state reason for underloading.) \_\_\_\_\_
- ( ) Without honors

**FOR GRADUATE APPLICANT:**

Previous Degree(s)/Title(s) \_\_\_\_\_  
Institution and Date from where obtained: \_\_\_\_\_  
\_\_\_\_\_

Signature of Student \_\_\_\_\_ Printed Name & signature of Adviser \_\_\_\_\_

**ACKNOWLEDGEMENT RECEIPT**  
**APPLICATION FOR GRADUATION**

Name of Student \_\_\_\_\_ Program \_\_\_\_\_  
Received by \_\_\_\_\_ Date received \_\_\_\_\_

***INSTRUCTION TO APPLICANT:*** Check your deficiencies/status with the Student Records Section, Office of the College Secretary. It is your responsibility to submit the necessary requirements needed for graduation, if any (e.g. Official Transcript of Records i.e. from previous school, substitution, certified copy of grade sheet, change of matriculation, etc.) to this office and to clear your deficiencies on time.

NAME OF COLLEGE  
University of the Philippines  
Diliman, Quezon City

**REGISTRAR'S COPY**

OFFICE OF THE COLLEGE SECRETARY

**APPLICATION FOR GRADUATION**  
\_\_\_\_\_ Semester, AY \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_  
(Family) (Given) (Middle) Student No \_\_\_\_\_

Permanent Address \_\_\_\_\_  
Email Address \_\_\_\_\_  
Contact Numbers \_\_\_\_\_  
(Cellphone & Landline) \_\_\_\_\_  
Candidate for the degree of \_\_\_\_\_  
Title of thesis (For Masters/PhD) candidate only \_\_\_\_\_  
Remaining subjects enrolled \_\_\_\_\_  
this semester \_\_\_\_\_

**FOR UNDERGRADUATE APPLICANT:** I am graduating (please check):

- ( ) With possible honors with no underload
- ( ) With possible honors but with underload during the \_\_\_ Semester/s, AY \_\_\_\_\_  
due to (Please state reason for underloading.) \_\_\_\_\_
- ( ) Without honors

**FOR GRADUATE APPLICANT:**

Previous Degree(s)/Title(s) \_\_\_\_\_  
Institution and Date from where obtained: \_\_\_\_\_

\_\_\_\_\_  
Signature of Student Printed Name & signature of Adviser

## **6 Other Duties and Responsibilities**

### **A. Student Evaluation of Teachers**

In some colleges, the results of the Student Evaluation of Teachers are kept in the Office of the College Secretary.

The SET Manual of Administration (2000,p.6) stated that “SET data should be treated as confidential information. Access to these can be authorized only by the Dean, Secretary of the College, or Department Chair.”

In addition, the SET Manual of Administration (2000) has indicated the following use of SET results:

1. As a basis for
  - a. promotion
  - b. identification of excellent teachers
  - c. grant of professorial chairs, incentive grants, etc.
  - d. tenure
  - e. reappointment
2. Information and feedback on
  - a. faculty strengths and weaknesses
  - b. skills to be addressed through in-service training
  - c. student-faculty relation
  - d. evaluation practices
3. Monitoring of observance of University rules (on absences, tardiness, consultation hours, etc.)
4. Identification of issues relative to instruction
  - a. instruction
  - b. faculty behavior
  - c. classroom/school management
  - d. evaluation of teachers

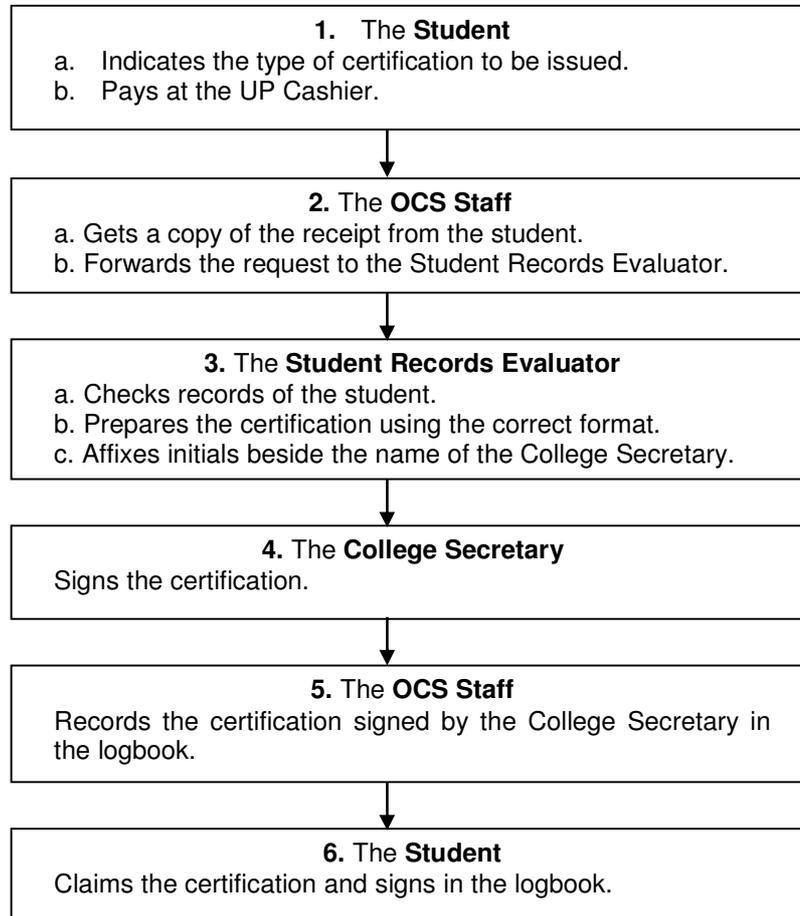
Since SET results are confidential and considered University data, permission from the UPD Office of the Chancellor must be secured for use of SET data for research or any other purpose not specified in the SET Manual of Administration (2000). A third party can have access to the SET data provided there is explicit approval from the Chancellor (ODI Letter dated 4 May 2014).

## **B. Issuance of Certification**

As the official record keeper, the Office of the College Secretary is responsible for issuing certification for students. On the 21 July 2014 College Secretaries Meeting, it was agreed that the following certifications may be issued upon the request of the student:

<b>Certification Number</b>	<b>Name of Certification</b>
C-01	Certification of Completion of Academic Requirements
C-102	Certification of Enrolled Subjects
C-103	Certification of Enrollment for Residency
C-104	Certification of Enrollment (No LOA, No DRP, No Grade of 4.0 and/or 5.0)
C-105	Certification of Good Moral Character
C-106	Certification of Scholastic Standing
C-107	Certification of Honorific Scholarship
C-108	Certification of Subjects Credited to the Program
C-109	Certification of General Weighted Average
C-110	Certification of Year Level
C-111	Certification of Remaining Units
C-112	Certification of Candidacy for Graduation
C-113	Certification of Candidacy for Graduation and General Weighted Average
C-114	Certification of Curriculum Weighted Average
C-115	Certification of General Weighted Average and Ranking
C-116	Certification of General Weighted Average and Its Equivalent in Percentage
C-117	Certification of Non-credited Courses

### Processing of Request for Certification



Certifications are issued for very important purposes. Hence, utmost care and diligence must be observed at all times. A thorough evaluation of student records is necessary to ensure that correct certifications are issued to students.

On the 21 July 2014 College Secretaries Meeting, it was also agreed that a uniform format and content for each certification must be observed. Samples of certifications from CHE, CS, and CSSP are provided from pages 169-186.

COLLEGE LETTERHEAD

Form CHE-C-01

**CERTIFICATION OF COMPLETION OF ACADEMIC REQUIREMENTS**

02 April 2014

**TO WHOM IT MAY CONCERN:**

This certifies that **MR. HENRY T. WONG** has completed all the academic requirements for the degree of Bachelor of Science in Community Nutrition (BSCN) of the College of Home Economics, University of the Philippines Diliman, as of the end of the Second Semester AY 2006-2007.

This certification is being issued upon the request of **MR. WONG** for whatever legal purpose it may serve.

**ASST PROF. FLORENDA S. GABRIEL**  
College Secretary

COLLEGE LETTERHEAD

Form CHE-C-102

**CERTIFICATION OF ENROLLED SUBJECTS**

02 April 2014

**TO WHOM IT MAY CONCERN:**

This certifies that **MS. PATRICIA C. ROQUE** is a student of the Bachelor of Science in Hotel, Restaurant and Institution Management (BSHRIM) program of the College of Home Economics, University of the Philippines Diliman. She is currently enrolled this Second Semester AY 2005-2006 in the following courses:

Eng 1	3 units
HRIM 100	3 units
Chem 16	5 units
Anthro 10	3 units
Econ 11	3 units
Kas 2	3 units
	<hr/>
	<u>20 units</u>

This certification is being issued upon the request of **MS. ROQUE** for whatever legal purpose it may serve.

**(FULL NAME IN ALL CAPS)**  
College Secretary

SAMPLE ONLY

COLLEGE LETTERHEAD

Form CHE-C-103

**CERTIFICATION OF ENROLLMENT FOR RESIDENCY**

02 April 2014

**TO WHOM IT MAY CONCERN:**

This certifies that **MR. KIM S. DIONISIO** was officially enrolled last Summer 2002 for residency in the BS in Community Nutrition for the purpose of completing his thesis under the supervision of Dr. Cecilia A. Florencio.

This certification is being issued upon the request of **MR. DIONISIO** for whatever legal purpose it may serve.

**(FULL NAME IN ALL CAPS)**  
College Secretary

COLLEGE LETTERHEAD

Form CHE-C-104

**CERTIFICATION OF ENROLLMENT  
(NO LOA, NO DRP, NO GRADE OF 4.0 and/or 5.0)**

02 April 2014

**TO WHOM IT MAY CONCERN:**

This certifies that **MS. PATRICIA C. ROQUE**, with SN \_\_\_\_\_ under the Bachelor of Science in Hotel, Restaurant and Institution Management (BSHRIM) program of the College of Home Economics, University of the Philippines Diliman, was enrolled during the First Semester 2008-2009. This further certifies that **MS. ROQUE** did not file for a Leave of Absence (LOA), dropped any subject, nor acquired a grade of 4.0 and/or 5.0 in any of her courses.

This certification is being issued upon the request of **MS. ROQUE** for whatever legal purpose it may serve.

**(FULL NAME IN ALL CAPS)**  
College Secretary

COLLEGE LETTERHEAD

Form CHE-C-105

**CERTIFICATION OF GOOD MORAL CHARACTER**

02 April 2014

**TO WHOM IT MAY CONCERN:**

This certifies that based on our records, **MS. RISSA F. CUNANAN**, a student of the Bachelor of Science in Community Nutrition (BSCN), has not been adjudged guilty of any offense and has no pending case in the College of Home Economics, University of the Philippines Diliman.

This certification is being issued upon the request of **MS. CUNANAN** for whatever legal purpose it may serve.

**(FULL NAME IN ALL CAPS)**

College Secretary

SAMPLE ONLY

COLLEGE LETTERHEAD

Form CSSP-C-106

**CERTIFICATION OF SCHOLASTIC STANDING**

02 April 2014

**TO WHOM IT MAY CONCERN:**

This certifies that **MR. DANIEL T. ROLEDA**, a student of the Bachelor of Arts in Political Science, with SN\_\_\_\_\_, of the College of Social Science and Philosophy, University of the Philippines Diliman, was in good scholastic standing as of the Second Semester 2013-2014.

This certification is being issued upon the request of **MR. ROLEDA** for whatever legal purpose it may serve.

**REGINALDO D. CRUZ**  
Asst. College Secretary

COLLEGE LETTERHEAD

Form CHE-C-107

**CERTIFICATION OF HONORIFIC SCHOLARSHIP**

02 April 2014

**TO WHOM IT MAY CONCERN:**

This certifies that **MR. KIM S. DIONISIO**, a student of the Bachelor of Science in Community Nutrition (BSCN) program of the College of Home Economics, University of the Philippines Diliman, was a University Scholar in the First and Second Semesters AY 2012-2013.

This certification is being issued upon the request of **MR. DIONISIO** for whatever legal purpose it may serve.

**(FULL NAME IN ALL CAPS)**

College Secretary

## COLLEGE LETTERHEAD

Form CHE-C-108

**CERTIFICATION OF SUBJECTS CREDITED TO THE PROGRAM**

02 April 2014

**TO WHOM IT MAY CONCERN:**

This certifies that **MS. LUCILLE JUSAYAN** has been admitted to the Bachelor of Science in Food Technology (BSFT) program of the College of Home Economics of the University of the Philippines Diliman effective First Semester AY 2011-2012. The following subjects were credited to her program:

Subject/s	No. of Units
Chem 31	3
Chem 31.1	2
Comm 1	3
Comm 2	3
Comm 3	3
Env Sci 10	3
Hist 2	3
Hum 1	3
Math 11	3
Math 14	3
Math 63	5
Soc Sci 1	3
Soc Sci 5	3
NSTP 1	(3)
NSTP 2	(3)
PE 1	(2)
PE 2 (Soccer)	(2)
PE 2 SW	(2)
PE 2 V	(2)
	-----
Total No. of Units	40

This certification is being issued upon the request of **MS. JUSAYAN** for whatever legal purpose it may serve.

**(FULL NAME IN ALL CAPS)**  
College Secretary

COLLEGE LETTERHEAD

Form CHE-C-109

**CERTIFICATION OF GENERAL WEIGHTED AVERAGE**

02 April 2014

**TO WHOM IT MAY CONCERN:**

This certifies that **MS. RISSA F. CUNANAN**, who has completed all the academic requirements of the Bachelor of Science in Community Nutrition (BSCN) program of the College of Home Economics, University of the Philippines Diliman, has a General Weighted Average (GWA) of        as of the Second Semester 2013-2014.

This certification is being issued upon the request of **MS. CUNANAN** for whatever legal purpose it may serve.

**(FULL NAME IN ALL CAPS)**  
College Secretary

COLLEGE LETTERHEAD

Form CSSP-C-110

**CERTIFICATION OF YEAR LEVEL**

02 April 2014

**TO WHOM IT MAY CONCERN:**

This certifies that based on records, **MR. DANIEL T. ROLEDA**, a student of Bachelor of Arts in Political Science of the College of Social Science and Philosophy, University of the Philippines Diliman, is of second year standing as of the First Semester 2013-2014.

This certification is being issued upon the request of **MR. ROLEDA** for whatever legal purpose it may serve.

**REGINALDO D. CRUZ**  
Asst. College Secretary

COLLEGE LETTERHEAD

Form CHE-C-111

**CERTIFICATION OF REMAINING UNITS**

02 April 2014

**TO WHOM IT MAY CONCERN:**

This certifies that **MS. PATRICIA C. ROQUE**, a student of the Bachelor of Science in Hotel, Restaurant and Institution Management (BSHRIM) program of the College of Home Economics, University of the Philippines Diliman, has earned a total of one hundred forty-two (142) units as of the end of Second Semester AY 2008-2009 based on the BSHRIM curriculum. She only has fourteen (14) units remaining to complete the program. She is expected to graduate in the Second Semester AY 2009-2010.

This certification is being issued upon the request of **MS. ROQUE** for whatever legal purpose it may serve.

**(FULL NAME IN ALL CAPS)**  
College Secretary

COLLEGE LETTERHEAD

Form CHE-C-112

**CERTIFICATION OF CANDIDACY FOR GRADUATION**

02 April 2014

**TO WHOM IT MAY CONCERN:**

This certifies that **MS. JEANNE T. DUCUSIN**, a student of Bachelor of Science in Community Nutrition (BSCN) of the College of Home Economics, University of the Philippines Diliman is a candidate for graduation this First Semester AY 2013-2014.

This certification is being issued upon the request of **MS. DUCUSIN** for whatever legal purpose it may serve.

**(FULL NAME IN ALL CAPS)**  
College Secretary

COLLEGE LETTERHEAD

Form CSSP-C-113

**CERTIFICATION OF CANDIDACY FOR GRADUATION  
AND GENERAL WEIGHTED AVERAGE**

02 April 2014

**TO WHOM IT MAY CONCERN:**

This certifies that **MR. DANIEL T. ROLEDA** is a candidate for graduation with the degree of Bachelor of Arts in Political Science as of the Second Semester 2013-2014. He has a general weighted average of 1.658 as of the end of the First Semester 2013-2014.

This certification is being issued upon the request of **MR. ROLEDA** for whatever legal purpose it may serve.

**(FULL NAME IN ALL CAPS)**  
Asst. College Secretary

COLLEGE LETTERHEAD

Form CHE-C-114

**CERTIFICATION OF CURRICULUM WEIGHTED AVERAGE**

02 April 2014

**TO WHOM IT MAY CONCERN:**

This certifies that **MS. RISSA F. CUNANAN**, who has completed all the academic requirements of the Bachelor of Science in Community Nutrition (BSCN) program of the College of Home Economics, University of the Philippines Diliman, has a Curriculum Weighted Average (GWA) of        as of Summer 2013.

This certification is being issued upon the request of **MS. CUNANAN** for whatever legal purpose it may serve.

**(FULL NAME IN ALL CAPS)**  
College Secretary

COLLEGE LETTERHEAD

Form CHE-C-115

**CERTIFICATION OF GENERAL WEIGHTED AVERAGE  
AND RANKING**

02 April 2014

**TO WHOM IT MAY CONCERN:**

This certifies that **MS. RISSA F. CUNANAN** has completed all the academic requirements of the Bachelor of Science in Community Nutrition (BSCN) program of the College of Home Economics, University of the Philippines Diliman, as of the Second Semester 2013-2014. She has a General Weighted Average (GWA) of and ranked out of graduates of the BSCN program.

This certification is being issued upon the request of **MS. CUNANAN** for whatever legal purpose it may serve.

**(FULL NAME IN ALL CAPS)**  
College Secretary

COLLEGE LETTERHEAD

Form CHE-C-116

**CERTIFICATION OF GENERAL WEIGHTED AVERAGE  
AND ITS EQUIVALENT IN PERCENTAGE**

02 April 2014

**TO WHOM IT MAY CONCERN:**

This certifies that **MS. RISSA F. CUNANAN**, who has completed all the academic requirements of the Bachelor of Science in Community Nutrition (BSCN) program of the College of Home Economics, University of the Philippines Diliman, has a General Weighted Average (GWA) of equivalent to % as of the Second Semester 2013-2014.

This certification is being issued upon the request of **MS. CUNANAN** for whatever legal purpose it may serve.

**(FULL NAME IN ALL CAPS)**  
College Secretary

COLLEGE LETTERHEAD

SAMPLE ONLY

Form CS-C-117

**CERTIFICATION OF NON-CREDITED COURSES**

02 April 2014

**TO WHOM IT MAY CONCERN:**

This certifies that based on our records, **MS. MARY F. DELA CRUZ**, a B.S. in Chemistry student has taken Chemistry 220 (Instrumental Methods of Analysis), 3 units; and MS 220 (Chemical Oceanography), 3 units, as advanced subjects while an undergraduate student and the said subjects were not credited as part of her undergraduate courses at the College of Science, University of the Philippines Diliman.

This certification is being issued upon the request of **MS. DELA CRUZ** for whatever legal purpose it may serve.

**(FULL NAME IN ALL CAPS)**  
College Secretary

**Appendix A**  
**ADMISSION and REGISTRATION CASES**

The following cases were presented during the UP Diliman Student Records Workshop at Igorot Lodge, Camp John Hay, Baguio City in July 2013. These are actual cases prepared by the Working Committee with the aim of assisting Student Records Evaluators apply University rules and processes when addressing admission and registration concerns.

**Admission Cases**

Cases	Answer
<p>Student Y was AWOL for one (1) semester only. Study Y is now requesting for readmission from AWOL.</p>	<ol style="list-style-type: none"> <li>2. College Admission Slip</li> <li>3. AWOL fee receipt,</li> <li>4. Student Directory.</li> </ol>
<p>What are the requirements needed to get a University Readmission Slip?</p>	
<p>Student X was a Non-major for one academic year. Student X was not yet accepted in any college after one year of being a non-major student. Student X is requesting to be readmitted as a non-major again for another academic year.</p>	<ol style="list-style-type: none"> <li>1. Student to process an appeal for readmission.</li> <li>2. No need to get a UAS since his status before is already that of a non-major.</li> </ol>
<p>What will you advice the student? If request is approved, is there a need to get a University Admission Slip? Why?</p>	
<p>Apple Loyzaga is a degree holder. She is applying as a non-degree student. She is interested to enroll graduate courses.</p>	<ol style="list-style-type: none"> <li>1. Refer her to the Graduate Office to get approval as Non-degree.</li> <li>2. College to issue as College Admission Slip to get a University Admission Slip as Non-degree.</li> <li>3. Student has to submit her Official Transcript of Record, NSO Birth Certificate (photocopy &amp; original to be presented)</li> </ol>

4. Marriage Contract (photocopy & original to be presented)
5. 2 passport size photos
6. Student Directory

<b>Cases</b>	<b>Answer</b>
<p>Student A is AWOL for two semesters and already under MRR. Student A is asking for readmission.</p> <p>What is supposed to be done?</p>	<p>1. Student to process an appeal</p>
<p>Student Y is enrolled in a Certificate Program in Fine Arts. After one year Student Y wants to shift to another degree program which is a Bachelor's program.</p> <p>Is this allowed?</p>	<p>Under the rules, students admitted in Certificate programs are not allowed to shift to a Bachelor's program, which is different from the Certificate program where they were admitted.</p> <p>Shifting from Certificate in Fine Arts to Bachelor in Fine Arts to Bachelor in Fine Arts is not allowed.</p> <p>Shifting from Certificate in Theater Arts to Bachelor in Theater Arts is not allowed.</p>
<p>Student R goes to your college to apply as cross-registrant from another university.</p> <p>What will you advise the student?</p>	<ol style="list-style-type: none"> <li>1. Refer student to the OUR for the approval of her/his Permit to cross-enroll.</li> <li>2. Student will then be issued a UAS and Form 5 A for E-Prerog.</li> </ol>
<p>Student B was permanently disqualified from the University. Student B is now enrolled in another University. Student B wants to come back to UP.</p> <p>Can we validly accept the student?</p>	<ol style="list-style-type: none"> <li>1. Student B cannot be validly accepted.</li> <li>2. Student B may apply for admission to a second bachelor's degree outside UP (page 7 of the General Catalogue 2004-2010).</li> </ol>
<p>Miss Moore, a foreign student was admitted in the graduate program. She needs a Study Permit from the ISP before she can be issued a University</p>	<ol style="list-style-type: none"> <li>1. If student does not have a student visa yet, a temporary study permit will be issued to student upon submission of the following to the</li> </ol>

Admission Slip.

What is the document needed by ISP for the issuance of Study Permit or Temporary Study Permit?

ISP, the official Liaison Office of UP Diliman to the Bureau of Immigration.

2. The student submits the following to ISP:
  - a. College Admission Slip
  - b. Letter of the college to the student that he/she is admitted to their program
  - c. Passport (original and photocopy)
3. If the student has a student visa, then Student Permit will be issued.

What is the difference between a Temporary Study Permit and a Study Permit?

A Temporary Study Permit – a foreign student does not have yet a Student visa. That the foreign student files her/his application for visa with the assistance of ISP.

Study Permit – means that student has a Student Visa already.

Ferdinand is an UPCAT Qualifier for Diliman.

He confirmed and pre-enlisted online but did not enroll during the Advance Registration for New Freshmen. He went directly to your college during the regular registration.

Advise the student to go the ARS-OUR to submit first all the requirements for the issuance of UAS, Form 5 A and a Request for Form 137.

What will be your action?

Student C is from UP Open University Student C is applying for transfer to your college.

1. Must have finished an Associate Degree from UP Open University.

What is the requirement?

Ms. Margo, a degree holder enrolled as a Non-degree student during the Second Semester 2012-1013 to take graduate courses. She again would like

Per university policy, a Non-degree student is only allowed as non-degree for one semester. In cases like this, ask the student to write a letter addressed

to enroll for another semester.

Should the college allow her?

to the University Registrar to allow her to enroll for another semester as non-degree (page 10 of the General Catalogue 2004-2010).

Student M is applying to your graduate program.

Student M is a graduate of Bachelor of Theology.

1. Check the transcript if it has a Special Order and date of graduation. If with Special Order, student's application will be accepted.

2. Without Special Order, student is only applicable for a Second Degree.

### Registration Cases

Case	Answer
Student X processes a Change of Matriculation (COM). Student X did not have the Change of Matriculation form validated and printed. CRS Support removed student's unpaid (COM).  What will you advise the student?	<ol style="list-style-type: none"><li>1. Instruct the student to write a letter to the University Registrar requesting for approval of late processing of COM.</li><li>2. If approved, go to CRSRS for validation of COM.</li><li>3. Go to ARS-OUR Window 4 for printing of COM form.</li><li>4. Proceed to college for signature of Adviser and then College Secretary</li><li>5. Proceed to the Cashier's Office for payment.</li></ol>
Carlo Piolo cannot print his Form 5A.  What should be done?	Instruct student to email CRS Support for additional module (Form 5A printing).
Ms. Kim is enjoying a private scholarship. She is already in the assessment process and printing of Form 5.	ARS-OUR, Window 4 Validate Form 5 A
Where should she go for assessment and printing of Form 5? What steps should the college do before Ms. Kim goes to the CRS-OUR?	

Carlo went on LOA for one academic year.  
He re-enrolled after one year of LOA.  
His Form 5 cannot be printed.

What should be done?

1. Carlo has to be readmitted first from LOA
2. College to issue a College Readmission Slip to get a UAS
3. College should write the LOA fee OR # in the space provided in the CAS.

Marie cannot have her Form 5A validated, cannot be assessed and cannot print Form 5.

What should be done?

Mr. Cruz will pay his tuition.  
Collector said that Form5 barcode is outdated.

1. Check Ineligibility.
2. Settle Ineligibility.
3. Proceed to validation, assessment and printing of Form 5.

What should be done?

1. Assessor to re-print Form 5.

Student files for a Change of Matriculation with cancellation and addition of classes.

What will you do as college validator?

1. COM validation should be grouped into one transaction only.
2. In one transaction of COM form can group up to four subjects.

Examples:

2 cancellations + 2 additions or  
1 cancelation + 3 additions or vice versa

4 cancellations only

4 additions only

3. Validate the entries. This process is to be done at the home unit of the student.

How do you assess a Change of Matriculation (COM) specifically if it involves cancellation and addition?

And in case the student had already paid his/her previous COM (cancelled) and student has to add another subject, what should the assessor do?

1. Assessor should check the grouping of transactions if it is grouped/locked into one form. If not, advise student to go back to the college validator for re-grouping of COM.
2. In case the student had already paid his/her previous transaction and student decided to add another subject, the Assessor should ask for the Student's copy

of his/her COM, to be able to offset the tuition of cancelled subject.

3. Assessor to click the edit button of the amount to be charged and make the necessary corrections.
4. Assessor locks and prints the COM for payment.

## Appendix B

### OUR-MEMORANDUM NO. 12-09

TO: ALL STUDENT RECORDS EVALUATOR

THROUGH: COLLEGE SECRETARIES

FROM: EVANGELINE C. AMOR, Ph.D.  
University Registrar

SUBJECT: COMPUTATION OF WEIGHTED AVERAGE GRADE OF  
GRADUATING STUDENTS WITH HONORS

Please be guided with the rule on the computation of Weighted Average Grade (WAG) of graduating students with honors found on page 31 of the UPD general catalogue. Following are clarifications:

1. GE courses will be considered in chronological order upon entry to UP

**Example 1:** The program requires 5 courses in AH domain. The student is a transferee from UP Baguio and has taken the following GE courses in AH domain:

Taken in UP Baguio:

Semester	Subject	Grade
1 <sup>st</sup> sem 2009-10	Media Stud 11	1.5
2 <sup>nd</sup> sem 2009-10	Sp Comm 10	5.0
1 <sup>st</sup> sem 2010-11	Eng 1	5.0
2 <sup>nd</sup> sem 2010-11	Fil 30	3.0
Summer 2011	Hum 1	2.5

Taken in UP Diliman:

1 <sup>st</sup> sem 2011-12	PP 12	1.75
2 <sup>nd</sup> sem 2011-12	PP 17	1.5
Summer 2012	PP 19	1.5

**Included in the computation of WAG are the following:**

Grade	Semester	Subject
Taken in UP Baguio		
1 <sup>st</sup> sem 2009-10	Media Stud 11	1.5
2 <sup>nd</sup> sem 2009-10	Sp Comm 10	5.0
1 <sup>st</sup> sem 2010-11	Eng 1	5.0

	2 <sup>nd</sup> sem 2010-11	Fil 30	
	3.0		
	Summer 2011	Hum I	2.5
Taken in UP Diliman:			
	1 <sup>st</sup> sem 2011-12	PP 12	
	1.75		
	2 <sup>nd</sup> sem 2011-12	PP 17	
	1.5		

Please note that PP 19 taken in summer 2012 in UP Diliman is no longer included in the computation because the number of AH domain courses is already satisfied in the 2<sup>nd</sup> sem AY 2011-12.

**Example 2:** The program requires 5 courses in the AH domain. The student has taken the following GE courses under the AH domain:

Semester	Subject	Grade
1 <sup>st</sup> sem 2009-10	AS 1	1.5
2 <sup>nd</sup> sem 2009-10	Eng 1	5.0
1 <sup>st</sup> sem 2010-11	Eng 10	5.0
2 <sup>nd</sup> sem 2010-11	Fil 25	3.0
Summer 2011	MUL 9	2.5
1 <sup>st</sup> sem 2011-12	PP 12	1.75
2 <sup>nd</sup> sem 2011-12	PP 17	1.5
Summer 2012	PP 19	1.5

**Included in the computation of WAG are the following:**

Semester	Subject	Grade
1 <sup>st</sup> sem 2009-10	AS 1	1.5
2 <sup>nd</sup> sem 2009-10	Eng 1	5.0
1 <sup>st</sup> sem 2010-11	Eng 10	5.0
2 <sup>nd</sup> sem 2010-11	Fil 25	3.0
Summer 2011	MUL 9	2.5
1 <sup>st</sup> sem 2011-12	PP 12	1.75
2 <sup>nd</sup> sem 2011-12	PP 17	1.5

Please note that PP 19 taken in summer 2012 is no longer included in the computation since the number of AH domain courses is already satisfied in the 2<sup>nd</sup> sem AY 2011-12.

- Electives. In cases where the electives taken are more than those required in the program, electives will be selected in chronological order.

**Example 1:** The program requires 3 Electives

*Current Program*

Semester	Subject	Grade
1 <sup>st</sup> sem 2009-10	Elective 1	1.5
2 <sup>nd</sup> sem 2009-10	Elective 2	5.0
1 <sup>st</sup> sem 2010-11	Elective 3	5.0
2 <sup>nd</sup> sem 2010-11	Elective 4	3.0
Summer 2011	Elective 5	2.5

**Included in the computation of WAG are Electives 1 to 5.**

**Example 2:** The program requires 3 Electives. The student is a shiftee or transferee from other UP units.

*Previous Program*

Semester	Subject	Grade
1 <sup>st</sup> sem 2009-10	Elective 1	1.5
2 <sup>nd</sup> sem 2009-10	Elective 2	5.0
1 <sup>st</sup> sem 2010-11	Elective 3	5.0

*Current Program*

Semester	Subject	Grade
2 <sup>nd</sup> sem 2010-11	Elective 4	3.0
Summer 2011	Elective 5	2.5

**Included in the computation of WAG are Elective 4, 5 and 1.** This is selected according to the order of priority: 1) electives taken in the program where the student is graduating; 2) electives taken in the previous program and acceptable as electives selected in chronological order.

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- The Code of Conduct and Ethical Standards for Public Officials and Employees, Republic Act No. 6713. (1989).