

4) satisfaction of additional University requirements, such as a health clearance, and other special admission requirements that may be imposed by the unit concerned and/or appropriate Graduate Committee/Office as approved by appropriate bodies.

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, written recommendations from two (2) former professors or experts in the field of study that the student is seeking admission into, and the officially prescribed application fee.

Each application shall be submitted to the appropriate Graduate Office/Committee and referred to the head of the College/Unit concerned for evaluation. The deserving applicant shall be recommended for admission by the latter to the Dean/Director, through channels.

Applications for a System program shall be submitted to the appropriate body in the autonomous unit where the System program is being offered.

General Requirements

The master's degree may be obtained through either of the following two (2) options:

Thesis Option

To qualify for the master's degree under the Thesis Option, a student must satisfy the following requirements: 1) complete a minimum of twenty-four (24) units of formal graduate courses; 2) maintain [in his/her graduate courses] a Cumulative Weighted Average Grade (CWAG) of 2.00 or better at the end of each academic year; 3) successfully defend a master's thesis; and 4) submit at least five (5) bound and certified copies of the approved master's thesis.

Students are encouraged to produce a pre-print paper.

Non-Thesis Option

To qualify for the master's degree under the Non-Thesis Option, a student must satisfy the following requirements: 1) complete a minimum of thirty (30) units of formal graduate courses; 2) maintain [in his/her graduate courses] a Cumulative Weighted Average Grade (CWAG) of 2.00 or better at the end of each academic year; and 3) pass the master's comprehensive examination.

Additional requirements over and above these minimum University requirements and standards for the master's degree may be adopted by colleges/units for their respective master's degree programs with the approval of the appropriate bodies.

Program Adviser/Committee and Program of Study

Program Adviser/Committee

Each student admitted into a master's program shall be assigned a Program Adviser or a Program Committee composed of professors who are master's degree holders, except in highly meritorious cases when

other credentials may be considered.

The Graduate Committee of the College/Unit concerned shall recommend the Program Adviser/Committee members to its respective Head.

The Program Adviser/Committee shall advise, monitor, and evaluate the student until s/he finishes all the requirements of the program (non-thesis option) or until s/he advances to the thesis stage and is assigned a Thesis Adviser/Committee (thesis option).

Program of Study

Within the first semester of the student's initial year in the master's program, a Program of Study shall be designated by the Program Adviser/Committee in consultation with the student on the basis of the latter's academic preparation and desired specialization. A copy of this Program of Study shall be submitted to the appropriate Graduate Committee/Office, through channels. Subsequent revisions in the Program must be authorized by the Program Adviser/Committee and communicated as soon as possible to the Graduate Office, through channels.

Study Load Per Semester and Trimester

The normal study load of a full-time student shall be nine (9) to twelve (12) units of formal graduate courses per semester or eight (8) to ten (10) units per trimester.

Course Requirements

Thesis Option

Every student under the master's thesis option shall be required to complete at least twenty-four (24) units of formal graduate courses, excluding thesis.

Non-Thesis Option

Every student under the master's non-thesis option shall be required to complete at least thirty (30) units of formal graduate courses.

Transfer of Credit

From Another University

Subject to the recommendation of the appropriate bodies and the approval of the Dean/Director, graduate courses taken by a student in another university may be credited towards his/her master's 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 or Graduate Office/Committee concerned; and
- 3) the total number of credit transferred shall not exceed three-eighths (3/8) of the total number of units in the student's master's course requirements.