

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 submit 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 (*Revised UP Code: Art. 406 as amended at 790th BOR Meeting: 19 Dec 1969 and 861st BOR Meeting: 29 May 1975*).

All candidates for graduation must have their deficiencies settled 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 NSTP, in which the student is currently enrolled (*Revised UP Code: Art. 407*).

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

- 1) 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.
- 2) 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 (*Revised UP Code: Art. 408 as amended at 1082nd BOR 16 Dec. 1994*):

- 1) for 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;
- 2) students who have been readmitted after being absent without official leave, shall also be subject to the one-year residence requirement.

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 (*Revised UP Code: Art. 409 as amended at 790th BOR Meeting: 19 Dec 1969 and 861st BOR Meeting: 29 May 1975*).