

Guidelines for Diploma Programs

Admission into a Diploma Program

Admission into a Diploma program shall require:

- 1) a bachelor's degree from a recognized institution of higher learning;
- 2) high intellectual capacity;
- 3) language proficiency; and
- 4) satisfaction of additional University requirements such as a health clearance and other special admission requirements that may be imposed by the head of the College/Unit, through channels

Each application for admission shall be accomplished using the official application form of the College/Unit and accompanied with the official transcript of records, written recommendation from two (2) former professors or experts in the field of study 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 unit concerned for evaluation. The deserving applicant shall be recommended for admission by the latter to the Dean/Director, through channels.

General Requirements

To qualify for the award of the Diploma in a particular program^a, a student must satisfy the following requirements:

- 1) complete a minimum of eighteen (18) 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.

Program Adviser/Committee and Program of Study

Program Adviser/Committee

Every student admitted into a Diploma program shall be assigned a Program Adviser/Committee by the appropriate bodies. The Program Adviser/Committee shall advise, guide, and evaluate the student.

Program of Study

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

^aIn the College of Human Kinetics, to qualify for the Diploma, a student must satisfy the following requirements: 1) complete thirty-nine (39) units of undergraduate courses (112th UPD UC Meeting: 26 March 2010); and 2) maintain [in his/her courses taken] a cumulative weighted average (CWAG) of "2.00" or better at the end of each academic year.

Study Load Per Semester and Trimester

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

Course Requirements

Every student in a diploma program shall be required to complete a minimum of eighteen (18) units of relevant courses set by the Graduate Faculty Council.

Grade Requirement

Grading System (Revised UP Code Art. 369, 27th UPD UC Meeting: 14 December 1991)

The following numerical grades shall be used in graduate courses:

| | |
|-------------|----------------|
| 1.00 , 1.25 | (Excellent) |
| 1.50, 1.75 | (Very Good) |
| 2.00 , 2.25 | (Good) |
| 2.50, 2.75 | (Satisfactory) |
| 3.00 | (Pass) |
| 4.00 | (Conditional) |
| Inc | (Incomplete) |
| 5.00 | (Fail) |

A grade of 3.00 or better is a passing grade. A graduate student earns credit for a course when s/he obtains a grade of 3.00 or better.

Cumulative Weighted Average Grade

To remain in good standing in the Diploma program, a student must maintain [in his/her course work] a Cumulative Weighted Average Grade (CWAG) of 2.00 or better at the end of each academic year until the completion of his/her Program of Study. The student's CWAG shall be computed by the Program Adviser/ Committee at the end of each academic year, i.e., two (2) semesters and one (1) summer, and reported by the latter to the Graduate Office, through channels.

The CWAG shall be based on all courses taken by the student in the approved Program of Study, including those taken in compliance with the Residence Rules, if applicable.

Failure to Satisfy the Grade Requirement

A student who fails to satisfy the CWAG of 2.00 at the end of the academic year shall be disqualified from the diploma program, unless the Dean/Director decides on justifiable grounds and upon the recommendation of the student's Program Adviser/Committee, through channels, to waive the rule.

Residence Rules

One-Year Residence Before Graduation

The student must be officially enrolled at least one (1) academic year prior to the conferment of the Diploma.

Regular Period For Completion

The time limit for the completion of all diploma requirements shall be no more than two (2) years. The period of residence shall start from the student's first enrollment 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.

Extension of Residence

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 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 one (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.

Non-Compliance with Residence Rules

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.

Leave of Absence (LOA) and Absent Without Leave (AWOL)

A student returning from a leave of absence (LOA) or from being absent without leave (AWOL) shall declare his/her intention to enroll by writing to the University Registrar, through channels (*Annex 4: LOA flow chart*).

Option to Proceed to a Master's Degree

A student in a post-baccalaureate diploma program may opt to proceed to a master's program upon the recommendation of the Program Adviser and approval of the Dean.

Graduation

Application for Graduation

After completion of all requirements for a diploma program, the student shall be qualified to apply for graduation to the University Registrar through the College/Unit Graduate Office.

Conferment of a Diploma

After the graduation of the student shall have been recommended by the College Faculty Assembly and appropriate body, indorsed by the University Council, and approved by the Board of Regents, s/he shall be officially conferred a diploma by the University.