

GLOSSARY OF TERMS^a

ABSENCE WITHOUT LEAVE (AWOL)	Status of a student who did not file a leave of absence. The student's registration privileges curtailed and is ineligible to enroll
ACADEMIC UNIT	Department/Institute that offers a degree program
ACADEMIC YEAR	The Academic Year is a period divided into three (3) terms composed of two (2) semesters of at least sixteen (16) weeks each, exclusive of registration and final examination periods. Each semester shall consist of at least one hundred (100) class days that is followed by a summer session of six (6) weeks. Class work in the summer session is equivalent to class work in one (1) semester
CHANGE OF MATRICULATION	Change of matriculation is the addition and/or cancellation of a class and/or change of section after a student has officially registered
COLLEGE SCHOLAR	Honorific scholarship given to an undergraduate who obtains at the end of a semester an absolute minimum weighted average of "1.75" or better, or a graduate student who obtains an absolute minimum weighted average of "1.50" or better
CROSS-REGISTRANTS	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 enrollment is subject to the approval of the Deans of the home unit and the accepting units/colleges
CROSS-REGISTRATION	Enrollment in another academic unit outside the home unit
CUM LAUDE	Academic honors given to students with absolute minimum weighted average of 1.75
CUMULATIVE WEIGHTED AVERAGE GRADE	A 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
CURRICULUM WEIGHTED AVERAGE	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
END OF FIRST SEMESTER	The day before the registration for the second semester
END OF SECOND SEMESTER	The end of the second semester is the commencement day
FRESHMAN	Student who has not finished the prescribed subjects of the first year of his/her curriculum, or has finished only or less than 25 percent (25%) of the total number of units required in the entire course
GENERAL EDUCATION PROGRAM (GEP)	The General Education Program is a set of courses classified under the Arts and Humanities (AH), Social Sciences and Philosophy (SSP), and Mathematics, Science and Technology (MST) domains that gives students knowledge and competencies that will better prepare them for the basic understanding of various ways of knowing
GENERAL WEIGHTED AVERAGE	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
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
GRADE OF "INC"	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
GRADE OF "4"	A grade of "4" means "Conditional". It may be removed only by re-examination taken within the prescribed [within 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". If the student does not remove the grade of "4" within the prescribed time, the grade of "4" becomes "5"

^a Source: UPD General Catalogue, 2004-2010

GRADUATING STUDENT	A student in his or her last academic year of the program
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
HONORABLE DISMISSAL	Voluntary withdrawal of a student from the University with the consent of the University Registrar
IRREGULAR STUDENTS	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
JUNIOR	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
LEAVE OF ABSENCE (LOA)	A student who does not intend to enrol 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 enrollment for the rest of the semester. A student on leave of absence does not sever his/her ties with the University
MAGNA CUM LAUDE	Academic honors given to students with absolute minimum weighted average of 1.45
MAXIMUM RESIDENCE	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 equivalent to one and a half (1 1/2) times the normal length of the course
NON-DEGREE STUDENTS	Students are those who are enrolled for credit but do not follow an organized program of study
NON-MAJORS	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
OFFICIALLY REGISTERED	Officially registered” means that the student has already gone through all the processes involved in registration up to payment of fees. A student is officially registered if the student has duly matriculated
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
PROGRAM	The name or title of a program consists of the degree (e.g., BS) and the discipline or field of study (e.g., Business Administration). It is also called academic program, degree program, or curricular program
REGULAR GRADUATE STUDENTS	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
REGULAR UNDERGRADUATE STUDENTS	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
REJOINING STUDENTS	Rejoining students are those who are not enrolled in the immediately preceding semester, excluding the summer session
RESIDENCE	Students who have finished all their course work and are just working on their thesis may enrol for residence. Similarly, students who are not enrolled in any subject but who want to complete an “Inc” or remove a grade of “4.00”, must also enrol for residence
SABLAY	The official academic costume of UP Diliman
SCHOLASTIC DELINQUENCY (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

SCHOLASTIC DELINQUENCY (PROBATION)	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
SCHOLASTIC DELINQUENCY (WARNING)	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
SENIOR	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
SHIFTEE 1	A student who changed his/her degree program or major within the college
SHIFTEE 2	A student who changed his/her degree program or major within the University
SOPHOMORE	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
SPECIAL STUDENT	A special student is one who is not earning formal academic credit for his/her work
START OF FIRST SEMESTER	The first semester begins in June the second semester in November, and the summer session in April
START OF SECOND SEMESTER	The second semester begins in November, and the summer session in April
START OF SUMMER	The summer session begins in April
SUBJECT	A subject is a collection of topics that form a coherent whole, intended to be taught by a faculty member within a specific number of hours in a semester. A subject is also referred to as a course
SUMMA CUM LAUDE	Academic honors given to students with absolute minimum weighted average of 1.20
UNITS EARNED	Number of units passed
UNITS TAKEN	Number of units that the student is currently taking or has enrolled
UNIVERSITY SCHOLAR	Any undergraduate student who obtains at the end of the semester an absolute minimum weighted average of “1.45” or better, or a graduate student with an absolute minimum weighted average of “1.25” or better is given this honorific scholarship
ABSOLUTE MINIMUM	Prescribed GWA for transfer admission into any degree program in the University based on University rules The smallest value a given function assumes on a specified set (<i>dictionary.com</i>)
ADVANCE CREDIT- TRANSFEREES	An admitted transfer student must validate all courses he/she took in his/her previous school 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
ADVANCE PLACEMENT EXAMINATION	Given to those who want to take examination for several GE courses, for credit
BATCH PROCESSING	Refers to the random batch processing done by the Computer Registration System (CRS) Programmer after pre-enlistment
CERTIFICATE PROGRAM	Program that does not require UPCAT for admission, however, applicants must pass a test given by the respective colleges offering the certificate program
DIPLOMA PROGRAM	Program that does not require UPCAT for admission, however, applicants must pass a test given

	by the respective colleges offering the diploma program
DOCTORAL DEGREE	Highest academic degree in the University
MASTER'S DEGREE	Academic degree leading to Doctoral degree
NORMAL LOAD	The number of units required in a curriculum per semester basis. Fifteen (15) to eighteen (18) academic units except for some degree programs where the normal load is twenty-one (21) units
OVERLOAD	Twenty-one (21) units and more
PEPE (Proficiency Examination in Physical Education)	Proficiency examinations (or credit by examination) in PE courses given to enable students who are already skillful in one (1) or more sports to acquire advanced units in PE. The examination is given twice a year (before the start of every semester)
PRE-ENLISTMENT	Online subject enlistment for the coming semester
REMOVAL	
SECOND DEGREE	Student who has successfully completed a degree program can pursue another degree within the same level
TRANSCRIPT OF RECORDS (TOR)	Complete and permanent educational record of a student, whether graduated or not. It contains details about the student, courses taken, course title, units, and grades. Transcript of records is considered official if it bears the original signature of the University Registrar and the University seal. It is used to communicate the student's educational record to another school, organization, agency, or to an individual
TRIMESTRAL SYSTEM	
TRUE COPY OF GRADES (TCG)	Scholastic record issued by the College to the students. It contains student records but not as detailed as the TOR. It is issued for evaluation purposes only within the University
UNDERLOAD	When a student takes courses less than 15 (fifteen) units or less than the normal load indicated in the curriculum

COLLEGE SPECIFIC TERMS^a

COLLEGE OF ENGINEERING

RETENTION RULE	Any set of program-specific conditions apart from scholastic delinquency rules that must be satisfied to remain in the degree program; any student who fails to meet this rule shall be automatically dismissed from the program and must apply for residency as a Non Major (NM) student (e.g., Eng'g students can only fail any Math subject up to twice in order to remain in the College)
24-UNIT RULE	A scholastic delinquency rule that requires all Engineering students to pass a minimum of 24 units within one (1) academic year to maintain a good standing; any student violating of this rule shall be dismissed from the College and must apply for residency as a Non Major (NM) student

COLLEGE OF MUSIC

ACCAPELLA	Without instrumental accompaniment
RECITAL	A public performance that a student is required before graduation
REPERTOIRE	A list of pieces that a student is prepared to perform
SIGHT READING	A competency to play notated music at first sight
SIGHT SINGING	A competency to sing notated music at first sight

^a Specific terms used in the college; submitted to the OUR for the UPD General Catalogue

TALENT AUDITION

A test to determine the performance ability of the student

COLLEGE OF EDUCATION**CERTIFICATION IN PROFESSIONAL EDUCATION**

A non-degree program meant for non-education graduates who wish to take 18 units of professional education courses in order to qualify to take the Licensure Examination for Teachers (LET) and eventually teach

SHIFTEE 2

A student who changed his/her degree program and got him/herself admitted to a new one in another College within UP Diliman

COLLEGE OF SOCIAL SCIENCES AND PHILOSOPHY**CERTIFICATE OF COMPLETION**

A certification issued by the Office of the University Registrar while awaiting conferment of the UP Board of Regents

CERTIFICATE OF ENROLLMENT

A certification issued by the Office of the University Registrar upon conferment of the UP Board of Regents, which contains first and last academic year of enrollment in the University

CERTIFICATE OF GRADUATION

A certification issued by the Office of the University Registrar upon conferment of the UP Board of Regents

COREQUISITE

Subjects required to be taken simultaneously within a semester

END OF SUMMER

A day before the 1st day of regular registration for the 1st semester

INELIGIBILITY

Academic and/or non-academic deficiency of a student

PREREQUISITE

Subject/s required before enrolling in a particular course

PRE-ADVISING

Consultation with the program adviser before the validation of subjects

POST-ADVISING

Consultation with the program adviser before payment of fees

SELF-ADVISING

Registration that does not require consultation with program adviser

TRANSFEREE 1

Transferee from other UP units

TRANSFEREE 2

Transferee from schools outside the UP system