



Primer

**for College Secretaries,
Graduate Program
Coordinators, and Student
Records Evaluators**





Table of Contents

Part I: INTRODUCTION	7
Section 1: The Office of the University Registrar (OUR)	7
Section 2: Admission and Registration Division (ARD)	9
Section 3: OUR Student Records Division (SRD)	11
Section 4: The College Secretary (ColSec)	12
Section 5: The Graduate Program Coordinator (GPC)	13
Section 6: The Program / Registration Adviser	14
Section 7: The Committee on Student Admissions, Progress, and Graduation (CSAPG)	14
Section 8: The College Student Records Evaluator	15
PART II: ADMISSIONS AND ENROLLMENT	17
Section 1. Admissions	17
Section 2. Admissions to Associate in Arts Programs	20
Section 3. Admissions to Graduate Programs	23
Section 4. Admissions to Minor Programs	25
Section 5. Admissions through the VAAS Program	28
Section 6. Admission of Foreign Students	28
Section 7. Juris Doctor (JD)	30
Section 8. Special Exams for Course Crediting	31
Section 9. Computerized Registration System (CRS)	33
Section 10: Pre-enlistment	34
Section 11. Registration Period	36
Section 12: Advanced Credits	43
Section 13: Prerequisites	44
Section 14: Co-requisite	45
Section 15: Substitution	45
Section 16: Certification of Course Equivalence	46



PART III: STUDENT PROGRESS	47
Section 1. Academic Load of Students	47
Section 2. Cross-Registration	48
Section 3. Classification of Students	49
Section 4: Credit Unit	51
Section 5: Class Schedule	52
Section 6: Attendance	52
Section 7: General Education Program	53
Section 8: Dropping of Courses	54
Section 9: Residence	55
Section 10: Leave of Absence (LOA)	56
Section 11: Final Grades	58
Section 12: Grade Averages	59
Section 13: Rules on Scholastic Standing	60
Section 14: Shifting to Another Undergraduate Degree Program	61
Section 15: On Student Mobility	62
Section 16: Other Policies	63
PART IV: GRADUATION	65
Section 1: General Information	65
Section 2: The College Recognition Rites	68
Section 3: Computation of the Weighted Average Grade	68
Section 4: Graduation with Honors	68
Section 5: Academic Costume	70
GLOSSARY OF TERMS	74
COLLEGE SPECIFIC TERMS	79
List of College Secretaries	80
List of Graduate Program Coordinators	81
Harmonized Policies and Forms	82







PART I: INTRODUCTION

Section 1: The Office of the University Registrar (OUR)

A. Mandate

The Office of the University Registrar (OUR) is the official recorder and keeper of student records. As a repository of student records, it is both a source and resource of data (e.g., enrollment, retention and retention rate, graduation and graduation rate, drop-out and drop-out rate) that can be used for various research projects. Complete computerization of records is in place to improve the acquiring, recording, storing, and retrieving systems.

It serves as the Secretariat in various administration committees, including the Executive Committee (EC), the Curriculum Committee (CC), and the Committee on Student Admission (SAPG), Progress, and Graduation. Additionally, it acts as the Secretariat in the University Council (UC) meetings and the UC Steering Committee meetings.

B. Administration

1. The University Registrar (UR) is the head of the OUR who has the following general responsibilities:
 - Assist UPD administration in the formulation and enforcement of policies on admissions, enrollment, accreditation, graduation, and other related academic matters
 - Sign Official Transcript of Records (OTR), certifications, and other related documents
 - Answer questions on academic policies and regulations as well as student records
 - Assist academic units regarding the processes of revisions of their curricular programs
 - Maintain linkages with other Registrars, particularly from other UP units, regarding student records and registration concerns
 - Set a standard operating procedure for the OUR
 - Act as Secretary of the UC, EC, and other committees as designated by the UPD Chancellor

2. An Assistant University Registrar (AUR) assists the UR by supervising the Administrative and Secretariat Sections of the Office, and an Assistant University Registrar for Academic Information Systems (AUR-AIS).

C. Divisions and Sections

1. *The Administrative Section* offers general services and office and records management of the OUR. The section's general responsibilities are the following:

- Attend to general inquiries, referrals, and communication from other offices
- Process papers for administrative personnel
- Prepare vouchers and monitor expenses
- Manage requisition and inventory of supplies and equipment
- Manage messenger services, material reproduction, and transport services
- Maintain files of personnel

2. *The Admissions and Registration Division* is composed of the following: (1) Admissions Section, (2) Registration and Clearance Section, and (3) One-Stop Student Desk Section. The division's general responsibilities are the following:

- Disseminate information regarding admissions
- Evaluate academic credentials for admission
- Process applications for admission
- Issue admission slips and certifications of eligibility for admission
- Attend to correspondence and inquiries pertinent to foregoing functions
- Coordinate enrolment procedures
- Coordinate activities, trainings, and

supervision of personnel in the assessment and payment areas

- Review assessment of fees
- Prepare bills of collection for sponsoring agencies of scholars and grantees
- Process claims for refunds and matriculation fees
- Process Changes of Matriculation (COM), dropping slips, removal permits, Leave of Absence (LOA), etc.
- Process Application for Change of Name
- Process One-stop Student Clearance
- Issue Certification of Breakdown of Matriculation

3. *The Student Records Division* is composed of three sections: (1) Student Evaluation Section; (2) Records Management Section; and (3) Transcripts Section. The division's general responsibilities are the following:

- Compute the weighted average grade (WAG) of scholars, honor students, and graduates with prescribed average requirements
- Classify, consolidate, and file student records and faculty's report of grades
- Record pertinent data, such as the removal and completion grades and other grades not included in the computer output
- Prepare certificates of enrollment, completion of requirements, units earned, etc.
- Evaluate records of candidates for graduation
- Prepare diplomas
- Process, prepare, and maintain transcripts of records and certificates of graduation

4. *The University Council Secretariat* serves as the official secretariat of the University. The section's general responsibilities are the following:

- Prepare materials for the UP Diliman Catalogue and other brochures
- Prepare the commencement program
- Maintain a master file for all courses and curricula offered by the University
- Prepare the agenda, minutes of the meeting, and working papers of the UC and the various UC Committees
- Transcribe the proceedings of the meetings of the EC, UC, UC Steering Committee, and CC
- Attend to correspondence and inquiries pertinent to the section's functions

5. *The Academic Information System (AIS)* maintains the computerized registration system of the University and other systems related to OUR programs. The section's general responsibilities are the following:

- Manage the Computerized Registration System (CRS)
- Prepare all statistical data requested by colleges or government units (e.g., CHED) with the approval of the UR or the Chancellor
- Encode and verify various types of data from source documents such as Manual Grades, Change of Matriculation (COM), Dropping Slips, Completion/Removal Grades, Change of Grade, and Leave of Absence (LOA)
- Check, validate, and encode pertinent student information in the CRS database
- Provide telephone, email, and other forms of technical support for CRS users by answering queries, providing direct technical assistance, and referring issues to the appropriate entities for resolution, in an effective, timely, and courteous manner

- Maintain all computers in the Office of the University Registrar
- Maintain the OUR website

Section 2: Admission and Registration Division (ARD)

The Admission and Registration Division (ARD) is composed of the following: the Admissions Section, Registration and Clearance Section, and the One-Stop Student Desk Section.

A. *The Admissions Section (AS)* handles the admission processes of regular and non-regular students, the evaluation of academic credentials of student-applicants, and the processing of the Students' IDs. The specific responsibilities of the AS are as follows:

1. Process University Admission Slips of all new admitted students and those returning from LOA, AWOL & shiftees
2. Accept and process application and enrollment of non-regular (Non-degree students, Special Students w/o Credit, Cross Registrants from other Constituent Universities (CUs) and from other schools/universities)
3. Tag all students' deficiencies in credentials in the CRS Academic Eligibility & Accountability Module
4. Accept and evaluate the application of transfer applicants from other schools/universities (T2)
5. Accept and examine entrance credentials received thru mail & hand carried by students for untagging in the CRS AEA Module
6. Examine and match unofficial transcripts submitted by students upon enrolment with the official transcript of records received [new

transfer, transfer from UP units, new graduate and new Juris Doctor (JD)]

7. Check entrance credential of students who applied for University Student Clearance
8. Monitor and respond daily to all AS-related concerns in the OUR Helpdesk

B. The *Registration and Clearance Section (RCS)* handles the University Clearance processes, the assessment of fees, the billing of scholarships, refunds, some LOA processes, the Change of Name process, and the Advance Registration of New First Year students. The specific responsibilities of the RCS are as follows:

1. Tag and confirm in the CRS Scholarship Assignment and Confirmation Module the scholarship of a student before online assessment
2. Assess matriculation fees and prints Form5s (if needed) of students (regular, non-regular, with scholarships, and with privileges) in the CRS Online Assessment Module
3. Review college assessment of fees and tags in the CRS ineligibility module the students with under/over assessment
4. Check and validate scholarship billing of students in the CRS Billing Module
5. Generate and print Report of Billing (regular scholarship)
6. Prepares New First Year blocks in coordination with various colleges
7. Enlist and validate New First Year students enrolling during the Advance New First Year Registration period

8. Process students' University Student Clearance (USC) application in the CRS Clearance module
9. Process financial clearance of students applying for the USC
10. Monitor and respond to all RCS-related concerns in the OUR Helpdesk
11. Check CHED Free Tuition Billing Reports in coordination with the UPD Accounting Office

12. Process Change of Name requests

C. The *One Stop Student Desk (OSSD)* caters to the Varsity Athletic Admission System (VAAS), the Honorific Award for Student Performing Arts Group (HASPAG), students with special needs, and foreign students. The OSSD also handles the admissions process of Automatic Admissions applicants. The specific responsibilities of the OSSD are as follows:

1. Evaluate applications for automatic admissions and foreign transfer applicants (international students)
2. Assess matriculation of fees and print Form 5s (if needed) of students (VAAS, HASPAG/Performing Arts Scholarship Program (PASP), foreign students and inbound exchange students) in the CRS Online Assessment module
3. Evaluate and recommend the academic eligibility of the students under VAAS for Varsity scholarship and UAAP Eligibility
4. Evaluate and recommend the academic eligibility of the Outbound Exchange student applicants in the UTAK system

5. Tag in the CRS the Returning from Exchange/Outbound students in CRS
 6. Prepare acceptance letters for accepted foreign students relative to Student Visa (Regular and Inbound Exchange students)
 7. Process admission of all new admitted foreign students, new VAAS, New Freshman under Automatic Admission, New Graduate under offshore program and those returning from LOA, AWOL and shiftees under OSSD
 8. Prepare IDs and tag in CRS Students with Special Needs
 9. Monitor and respond to all OSSD-related concerns in the OUR Helpdesk
4. Record pertinent information e.g., removal and completion grades and other grades not included in the computer output
 5. Verify the Weighted Average Grade (WAG) of undergraduate levels and Cumulative Weighted Average Grade (CWAG) of graduate students
 6. Attend to correspondence and inquiries pertinent to the foregoing functions

B. The specific responsibilities of the *Records Management Section (RMS)* are as follows:

1. Prepare certificates of enrollment, completion of requirements, graduation, units earned, etc.
2. Verify student records
3. Prepare and manage UP Form 10 (student jackets)
4. Archive inactive student records

C. The specific responsibilities of the *Transcript Section (TS)* are as follows:

1. Process applications for transcript of records and certificates of graduation
2. Process requests and prepare certifications related to academic documents (e.g., Certificate of English as a Medium of Instruction in the University) and certifications of students' scholastic standing
3. Maintain files of Official Transcript of Records (OTR)

Attend to correspondence and inquiries pertinent to the foregoing functions

Section 3: Student Records Division (SRD)

The Student Records Division (SRD) of the OUR is composed of three sections: the Student Evaluation Section, the Records Management Section, and the Transcript Section.

A. The specific responsibilities of the *Student Evaluation Section (SES)* are as follows:

1. Evaluate the records of candidates for graduation submitted by the Office of the College Secretaries (OCS)
2. Prepare diplomas of the candidates for graduation approved by the Board of Regents (BOR) upon the recommendation of the UC
3. Classify, consolidate, and file student records and faculty's reports of grades

Section 4: The College Secretary

A. The Office of the College Secretary (OCS)

The Office of the College Secretary (OCS) implements University and College policies, rules, thrusts, and priorities related to student admission, registration, progress, and graduation at the college level. It also coordinates with the college's departments and other units and with various university offices concerned with the above-mentioned academic activities.

The OCS is responsible for managing and appraising student records from admission to graduation and beyond. It also conducts orientation on University and College policies for new and current students. Additionally, the OCS addresses concerns of faculty, students, and other stakeholders regarding academic policies related to admission, registration, progress, and graduation of students.

B. The College Secretary

The College Secretary (ColSec) is appointed by the UPD Chancellor upon the recommendation of the Dean/Director, for a term of three years, co-terminous with the Dean's/Director's term. Reappointment is possible. Appointments may also be made for a term of at least one year, depending on the needs of the College.

The ColSec is a full-time faculty member of the University and a member of the UC who plays a vital role in implementing policies concerning the student body, including registration and enrolment, preparation of the college calendar and schedule of classes, custody and evaluation of student records, and updating information related to individual candidates' graduation requirements.

C. General Responsibilities of the College Secretary (ColSec)

1. Review student admission policies of the college/school and supervise processes on shifting, transferring, applying for second degree, etc., if applicable
2. Conduct evaluation of records of graduating students at the College level
3. Sign documents related to student admission, registration, retention, and graduation
4. Conduct briefing of Program/Registration Advisers, Registration Staff, and Registration Assistants
5. Serve as adviser for non-major students while they are housed in the College
6. Address the welfare of students by managing issues related to health and safety, general well-being, emergency situations, complaints, grievances, and other related concerns.
7. Assist the Office of the Vice Chancellor for Student Affairs (OVCSA) [Office of Guidance and Counseling (OGC), Student Housing, Office for Student Ethics (OSE), and Office of Scholarships and Grants (OSG)], Diliman Gender Office (DGO), PsychServe, Office of Anti-Sexual Harassment (OASH), OUR, and the College in the supervision of student activities
8. Help execute decisions of committees of the College and University authorities affecting students
9. Oversee the preparation of the minutes of the College Executive Board (CEB) Meeting and the College Faculty Meeting

10. Perform other duties assigned by the Dean/Director, which are related to the functions of the office

D. The Assistant College Secretary

The Assistant College Secretary is a full-time faculty member of the University and a member of the University Council who assists in the operations of the Office of the College Secretary. Depending on the needs of the College, the Chancellor may appoint an Assistant College Secretary, upon the recommendation of the Dean.

E. General Responsibilities of the Assistant College Secretary

1. Prepare the draft of the minutes of the College Faculty meeting and College Executive Board meeting
2. Assist the College Secretary in evaluating records of students such as eligibility to enroll, residence extension request, and other appeals
3. Coordinate with other units to facilitate efficient course coordination and other student activities
4. Serve as the initial contact person for coordination with student organizations and the college student council
5. Conduct orientations on academic policies and procedures for both new and continuing students of the College
6. Perform other duties assigned by the ColSec, which are related to the functions of the office

Section 5: The Graduate Program Coordinator (GPC)

A. The Graduate Program Coordinator (GPC)

The Graduate Program Coordinator (GPC) is a full-time faculty member of the University appointed by the UPD Chancellor, upon the Dean's/ Director's recommendation. The GPC is responsible for managing and appraising student records from admission to graduation and beyond, specifically at the graduate level. The office implements University and College policies and rules related to graduate student admission, registration, progress, and graduation.

B. General Responsibilities of the Graduate Program Coordinator (GPC)

1. Facilitate applications for admission to graduate programs of the College
2. Addresses concerns of faculty, students, and other stakeholders regarding academic policies related to admission, registration, progress, and graduation of graduate students
3. Assist the OUR and the College in the supervision of graduate student activities
4. Help execute decisions of committees of the College and University authorities affecting graduate students
5. See that non-coursework requirements for graduation (i.e., comprehensive examination, creative projects, language and other proficiency examinations, master's and doctoral proposal defense, master's thesis and doctoral dissertation defense) are fulfilled

6. Assist the Dean/Director in appointing the examination panel, master's thesis panel, dissertation panel, or any graduate program capstone projects that require panel members
 7. Conduct Briefing of Program/Registration Advisers, Registration Staff and Registration Assistants in the Graduate Programs of the College
 8. Perform other duties assigned by the Dean/Director, which are related to the functions of the office
3. Communicate with students regarding the plan of study for the coming semester (or midyear) on or before the registration period
 4. Advise students in enlisting courses consistent with their areas of concentration or program majors
 5. Endorse all designated educational transactions (e.g., pre-registration/registration schedule, dropping, change of matriculation, withdrawals, etc.)
 6. Inform students and, if necessary, refer them to other institutional resources when academic, behavioral, attendance, or other personal problems require intervention by other professionals (e.g., OVCSA, OGC, OASH, OSE, etc.).
 7. Inform students about existing University and College policies, particularly on academic matters
 8. Consult regularly with the ColSec and the GPC regarding up-to-date academic information

Section 6: The Program / Registration Adviser

A. The Program / Registration Adviser

A Program / Registration Adviser is a full-time faculty member of the University assigned to each student admitted into a program—whether undergraduate or graduate—to advise, monitor, and evaluate the student's progress.

Generally, the role of the Program/Registration Adviser is to provide guidance and advice relating to the academic program, research interests, and graduation pathways of students. Advising duties apply to all terms—1st Semester, 2nd Semester, and Midyear terms.

B. General Responsibilities of the Program / Registration Adviser

1. Help students develop realistic academic plans of study and monitor their progress
2. Assist the Unit/Department in conducting orientation on University life to assist new first-year students with their initial adjustment to academic and non-academic aspects of University life

Section 7: The Committee on Student Admissions, Progress, and Graduation (CSAPG)

A. General Information

The Committee on Student Admissions, Progress, and Graduation (CSAPG) is a UC Committee that aims to establish and oversee the criteria for admissions, progress, and graduation of students. The members evaluate and deliberate students' appeals regarding their progress and concerns related to their graduation (e.g., appeal for waiver of maximum residence rule, appeal to graduate with honors despite underloading, etc.).

B. Composition

1. The Vice Chancellor for Academic Affairs (VCAA) is the ex officio Chair of this Committee
2. The University Registrar (UR) acts as the Committee's Secretariat
3. As outlined in the UPD Faculty Manual, the committee's membership consists of $\frac{1}{3}$ junior faculty and $\frac{2}{3}$ senior faculty. Of the total members, $\frac{2}{3}$ are elected at large, while $\frac{1}{3}$ are appointed by the UPD Chancellor upon the recommendation of the VCAA. The committee shall consist of nine (9) members, each serving a full term of three (3) years, without prejudice to renewal. Should a position be vacated before the term expires, a replacement is elected/appointed to serve the remainder of the term. [*46th UP Diliman UC Meeting (15 April 1996)*]

C. General Responsibilities of the CSAPG

[*UPD Faculty Manual 3.3.4.2.7 Committee on Student Admissions, Progress and Graduation*]

1. Set standards and rules for admission
2. Monitor the students' progress from admission to graduation
3. Address questions regarding compliance with academic standards, fellowships, honors, and scholarships, and makes appropriate recommendations to the UC
4. Act on behalf of the UC on all special cases of graduation of students whose graduation has been recommended by the faculty of the college or school concerned

Section 8: The College Student Records Evaluator

A. General Information

The staff members of the Student Records Section work closely with the ColSec and the GPC in the daily operations of the office. Each college must have at least one **Student Records Evaluator (SRE)**. In the absence of an SRE, a staff member (Administrative Aide, Administrative Officer, Administrative Assistant, University Research Associate, or School Credits Evaluator) under the coordination and supervision of the ColSec may be assigned to perform some duties of an SRE [*UP Diliman Primer for College Secretaries, 2009*].

B. General Responsibilities of College SREs

1. Review the UPD Academic Calendar and the activities of the college to ensure the duties are efficiently carried out
2. Process admissions of students
3. Evaluate the Weighted Average Grade (WAG) of students applying for shifting/transfer (S1/S2/T1)
4. Evaluate students for compliance to university and college retention rules
5. Evaluate students for satisfying readmission contract at the end of the sem
6. Process and track readmission appeals
7. Assess students regularly and provide appraisal when necessary

8. Check and verify WAG of students before submission to the OUR
9. Serve as the direct liaison to the counterpart SRE in the OUR
10. Manage the records of students enrolled in the College
11. Evaluate application for graduation of students in the College
12. Prepare the final list of candidates for graduation for presentation in the College Assembly
13. Perform other duties assigned by the ColSec, which are related to the functions of the office





PART II: ADMISSIONS AND ENROLLMENT

Section 1. Admissions

[OVPA Memorandum Number 2023 – 55,
dated 27 April 2023]

A. General Requirements for Undergraduate Students

1. Graduates of Department of Education-accredited high schools may be admitted as New First Year students upon meeting the requirements set by the University.
2. Applicants holding a Philippine Educational Placement Test (PEPT) Certificate, in lieu of a high school diploma, may be admitted to the University provided they qualify in the UP College Admission Test (UPCAT) (1034th BOR Meeting, 30 August 1990).
3. Foreign applicants who graduated from high schools abroad and have not enrolled in college may be admitted as New First Year students into a degree program with available slots without taking the UPCAT provided that they meet the requirements (See Section 6). Foreign students who graduated from high schools abroad who do not meet the requirements for automatic admission may take the UPCAT.
4. Filipino students who graduated from high schools abroad and applied for admission to the University must meet the same requirements as those for foreign students. (239th UC Meeting, 15 April 1969).
5. Graduates of the Associate in Arts (AA) programs may continue in the Bachelor of Arts program offered by the same unit, provided they meet the requirements determined by the unit [*Memorandum No. OVCAA-ECA 19-337*].

B. Terminologies

Terminology	Definition
S1	This refers to Shiftee 1 or students shifting to another program offered within the same college.
S2	This refers to Shiftee 2 or students shifting to another program offered within the same UP Constituent University (CU).
T1	This refers to Transferee 1 or students transferring to another program offered in another UP Constituent University (CU).
T2	This refers to Transferee 2 or students from another Higher Education Institution (HEI) transferring to any UP Constituent University (CU).
New First Year	This refers to students who entered college right after Senior High School and have never been enrolled in any higher education institution.
First Year	This refers to T2 students who are in their first term in the University, and second-degree students who are at first year level based on their curriculum.
Continuing student	This refers to students who have completed one term in the University, including S1, S2, and T1. T2s are eventually tagged as continuing students after their first term in the University.
Non-degree student with credit	This refers to students enrolled for credit but do not follow an organized program of study. They may be degree holders or undergraduate students not currently enrolled in any other institution of higher learning who meet the requirements for admissions 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 (UR). Since they do not follow any organized program of study, a non-degree student is not a prospective candidate for graduation for any degree in the University.

C. General Policies

1. Students must submit their entrance credentials to be officially admitted to the University. The specific requirements for each program are outlined in the subsequent sections.
2. Those with incomplete entrance credentials will be given provisional admission to the University for only up to one (1) year. Provisional

admission may be extended beyond one year on a case-to-case basis, particularly for reasons beyond the student's control. In such cases, the student must provide proof that they are processing their entrance credentials from their previous school.

Enrollment in courses during provisional admission to the University is not official until

complete entrance credentials are submitted. Additionally, a student with provisional admission may be endorsed for graduation only upon submission of their complete entrance credentials.

3. T2 applicants must have taken thirty-three (33) academic course units with an absolute minimum GWA of 2.00 from their previous school to be admitted as a transferee to any UP CU. Courses or subjects which are technical or vocational in nature are excluded.

T2 applicants must satisfy other admission requirements prescribed for each degree program such as interview, aptitude test, talent test, or written or oral examination. They must also fall within the quota of the program at the time of application. 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. [*Diliman General Catalogue, Academic Information, pp. 11 - 12, <https://our.upd.edu.ph/files/catalogue/ACADEMIC%20INFORMATION.pdf>*].

4. 'Officially registered' means that the student has completed all registration processes, including payment of fees. A student is considered officially registered only upon the completion of matriculation requirements [adopted from UP Diliman; 20 March 1978; 682nd UPD EC Meeting, 01 June 1978; 683rd UPD EC meeting].
5. Simultaneous enrollment in two degree programs in the University is not allowed, given the University's limited resources [approved by the BOR at its 1379th Meeting, 3 April 2023].

D. Readmission

1. The System Academic Affairs Committee (AAC), during its meeting in July and August 2023, decided that the authority to approve readmission from dismissed status and waiver of the Maximum Residency Rule (MRR) remains with the Vice Chancellor for Academic Affairs (VCAA). This memorandum supersedes Section II e of the OVPAA Memorandum No. 2023-55, which states that the authority to approve waiver of the MRR is delegated to the UR.

2. Readmission Procedure [*OVPAA Memorandum 2023 – 109, 11 August 2023*]

Step 1. Student applies for readmission and submits necessary requirements to college

Step 2. College endorses the student's application to OUR

Step 3. OUR evaluates the student's application

- For readmission from absence without official leave (AWOL), OUR issues readmission slip
- For readmission from dismissed status and waiver of MRR, OUR endorses the student's application to the VCAA. VCAA evaluates the student application and returns it to the OUR

Step 4. OUR reflects the active status of the student in CRS.

3. Additional Information

- Students returning from being absent without official leave (AWOL) can apply for readmission. Students on AWOL

for two consecutive terms will be disqualified from the program, but can still be re-admitted into other graduate programs within the College. However, they will be considered new applicants and must satisfy the admission criteria for the new program applied for. A stricter policy for readmission of previously disqualified students may be imposed by the College.

- The readmission requires the payment of the appropriate fee. No payment is required for those returning from approved leaves.
- Students are only permitted to apply for LOA for a maximum of two years, aggregated, during their whole stay in the University program. This means that the said allowable years of LOA is for every admission to the University.
- A student who takes a LOA must request re-entry into the program through the Dean/Director.
- LOA will not be counted towards the Maximum Residency Rule (MRR) for graduate students. Extension of MRR is processed at the college level. Waiver of MRR beyond the allowable period of extension is approved by the VCAA.

Section 2. Admissions to Associate in Arts Programs [Memorandum No. OVCAA-ECA 19 – 337]

A. Basic Information

1. The Associate in Arts (AA) was approved by the Board of Regents (BOR) at its 1341st meeting held on 4 February 2019 to replace the Certificate programs of the University. The Arts and Letters cluster set a minimum of 72 units

and a maximum of 78 units for the AA program. An exception is made for the AA (Music) program requiring 79 units in their curriculum approved by the University Council on 16 July 2019.

2. Graduates of the program are expected to possess the necessary skills to work in the creative industries as performers, freelance artists, production assistants; in education as teacher's aides or administrative staff; in the sports industry as assistant coaches, trainers, athletes, and similar roles.
3. The AA programs address Republic Act No. 10647 or An Act Strengthening the Ladderized Interface Between Technical-Vocational Education and Training and Higher Education), in alignment with Republic Act No. 10968 or an Act of Institutionalizing the Philippine Qualifications Framework (PQF), Establishing the PQF-National Coordinating Council (NCC) and Appropriating Funds Therefor.
4. The AA was instituted to be classified under Level 5 of the PQF, whereas the Bachelor's degree is classified under Level
5. All AA programs have the same program outcomes:
 - a. Display a higher level of skill and competence as a practicing artist/scholar/athlete committed to honor and excellence
 - b. Employ critical and creative thinking and independent judgment as a versatile and innovative artist/scholar/athlete
 - c. Exhibit pride for one's national identity while promoting

understanding and respect for other cultures

d. Uphold professional ethics in practicing one's profession

6. As of A.Y. 2025 - 2026, UP Diliman has seven (7) AA programs.

Associate in Arts Program	College	Number of Units
Associate in Arts (Industrial Design)	College of Fine Arts	78 units
Associate in Arts (Studio Arts)	College of Fine Arts	75 units
Associate in Arts (Visual Communication)	College of Fine Arts	78 units
Associate in Arts (Malikhaing Pagsulat sa Filipino)	College of Arts and Letters	75 units
Associate in Arts (Theatre)	College of Arts and Letters	75 units
Associate in Arts (Sports Studies)	College of Human Kinetics	75 units
Associate in Arts (Music)	College of Music	79 units

7. AA students must adhere to University retention policies. They are allowed a maximum residence of three (3) years as per University rule.

8. AA students may shift to another AA program if they meet the admission requirements for the new program where they intend to shift.

9. To graduate, students in the AA programs must fulfill all program requirements.

10. The home unit must arrange a separate orientation for AA students to discuss the regulations regarding their status after graduation. It is

recommended that the students sign their respective conformes and submit it to both the OCS and the OUR.

B. Information on Admission and Enrollment to the AA programs

1. *UPCAT not a requirement.* AA programs do not require the UPCAT for admission. However, applicants must pass a test administered by the college. The test may be in form of a talent test, interview, submission of portfolio in CAL, CFA and CMu, or a sports readiness test in CHK. Applications must be submitted directly to the college or unit concerned.

2. *Requirements from offering units.* The unit offering the AA program may have stricter requirements. The unit must regularly update the OUR on its admission requirements for record-keeping purposes. It is recommended that offering units set a minimum grade requirement of 85 or 2.0 or above
 3. *Number of Slots.* Each program is allocated a certain number of slots each year based on the recommendation of the unit
 4. *Admissions Period.* The offering unit determines the schedule and process of admissions. Call for admissions typically begin one week after the release of UPCAT results
 5. *Release of Results.* The list of successful applicants shall be released by the units offering the AA program. No announcement shall be made by the OUR.
 6. *Issuance of a University Admission Slip (UAS).* The College, through the College Secretary, shall inform the successful applicants about the necessary documentary requirements for the issuance of the UAS. This includes the following:
 - Accomplished student directory;
 - Medical certificate from the UP Diliman Health Service (UHS);
 - Original copy of Philippine Statistics Authority (PSA) Birth Certificate; and
 - Original copy of Marriage Certificate (if married)
 - Additionally, the OUR shall request the following:
 - High School Card (F138) and
 - Certificate of Graduation or Certified copy of Senior High School Diploma
- The student shall submit the documents to the College, to be evaluated by the College SREs. The College shall notify the applicants of their admission status by providing a College Admission Slip, which must be submitted to the OUR along with the other documentary requirements. After evaluation from the OUR, the University Admission Slips of all successful applicants shall be sent to the College. Newly admitted AA students shall receive their temporary CRS account.
7. *Additional requirements for foreign students.* If the medium of instruction at the previous school is not English, the successful applicant must also submit an official Test of English as a Foreign Language (TOEFL) score report IBT161 / CB173 / PB500 or International English Language Testing System (IELTS) 5.5 or a certification that English is the medium of instruction signed by the Head of School. Additionally, a study permit from the Office of International Linkages Diliman (OIL Diliman) is required.
 8. *Submission of High School Transcript.* The Official High School Transcript (F37 Grades 7 – 12) with remarks “Copy for UP Diliman” and includes the date of graduation and Learner Reference Number must be sent to the OUR in a sealed envelope.
 9. *Registration.* Once the student receives their temporary CRS account, they may already enlist in the program through the guidance of a program adviser assigned by the home unit.

Section 3. Admissions to Graduate Programs

A. Basic Information

All graduate programs of the University, including both Master's and Doctoral degrees, are administered by the Colleges/Institutes offering these programs. Admission requirements are set by the colleges and units.

B. Academic Qualifications

An applicant for admission to a **master's program** must be a holder of a bachelor's degree or its equivalent from any recognized academic institution, as determined by the unit.

An applicant for admission to a **PhD program** must be a holder of a master's degree or its equivalent from any recognized academic institution, as determined by the unit.

An applicant for admission to a **straight PhD program** must be a holder of a bachelor's degree or its equivalent from any recognized academic institution, as determined by the unit.

An applicant for admission to **PhD by Research program** must be a holder of a Master's degree from a recognized institution, as determined by the unit

C. General Requirements

1. The applicant must submit a duly accomplished admission application form
2. The applicant must pass the admission requirements determined by the unit, which may be in the form of:
 - Minimum GWA
 - Exam, interview, etc., and/or
 - Evidence of at least one research/creative output
3. At least two (2) recommendation letters from any of the following:
 - Immediate supervisor,
 - Expert in the field familiar with the applicant's work, and/or
 - Former professor of the applicant.
4. Requirements prescribed by the University
 - Original and certified true copy of PSA birth certificate
 - Copy of marriage certificate
 - For change of name requests, an original copy of the marriage certificate must be submitted.
 - Original and certified photocopy of the OTR for undergraduate and graduate work in English language (with notation copy and explanation of the grading system used)
 - University health clearance and/or medical certificate
 - Non-refundable application fee
 - Recent 2x2 photos (number of copies varies)
 - Certificate of Transfer credentials
5. Additional Requirement for International Students
 - Proof of Language Proficiency and/or Filipino proficiency shall be required of students whose native language is not English or Filipino, unless they graduated from institutions where the medium of instruction is English or Filipino. A TOEFL score of at least 500 in the paper-based test, or at least 173 in the computer-based test, or at least 61 in the IBT, or a score of at least 5.5 in the IELTS, or a certification from a duly authorized unit of the University shall be required. For proficiency in Filipino and other Filipino Languages, a certification shall be required from a duly authorized unit of the University [1126th BOR Meeting: 26 November 1998; amended at 1296th BOR Approval: 27 February 2014].

- Enrolment Permit from OIL Diliman
- Authenticated OTR with remarks “Copy for UP Diliman” in a sealed envelope (to be submitted within the semester)

D. Procedure

1. Each application shall be submitted to the appropriate Graduate Studies Office (GSO)/Committee and referred to the head of the College/Unit concerned for evaluation. Applications for a System program shall be submitted to the appropriate body in the autonomous unit where the System program is being offered

2. New graduate students (Master’s and Doctoral) must submit the following documents to the GSO of the College / Institute:

- Filled-out student directory with photo
- Medical certificate from the UP Diliman Health Service (UHS)
- Plan of Study (to be filled out by the Program/Registration Adviser)
- Original Copy of PSA Birth Certificate
- Original Copy of PSA Marriage Certificate (if married)
- Original Copy of Honorable Dismissal/Transfer credential (if transferring from another school/university)
- Official Transcript of Records (OTR)
- Permit to Transfer (if previously enrolled in another graduate program within Diliman)

For foreign students:

- Official TOEFL Score Report IBT61/CB173/PB500 or IELTS 5.5 (if medium of instruction is not English) or Certification that English is the Medium of Instruction signed by the Head of the School
- Enrolment Permit from OIL Diliman
- Authenticated OTR with remarks “Copy for UP Diliman” in a sealed envelope (to be submitted within the semester)

3. The GSO SREs shall evaluate the documents.

4. Upon validation, the GSO shall notify the applicants of their admission status by providing a College Admission Slip, which must be submitted to the OUR along with the other documentary requirements.

5. After evaluation from the OUR, the University Admission Slips (UAS) of all successful applicants shall be issued to the students through the College. Newly admitted graduate students shall receive their temporary CRS account and proceed with the enlistment and enrollment.

Section 4. Admissions to Minor Programs

[Board of Regents at its 1342nd meeting, held on 1 March 2019]

A. Basic Information

1. A Minor Program (MDP) is a coherent course of study that experts in the field have determined as either a subfield in the major discipline or an area of specialization from other academic units or academic cluster. In UP Diliman, Minor Programs may be:
 - a subfield in the major field taken within the Home Unit
 - an area of specialization taken outside the Home Unit
2. A Minor Program is developed and offered by any academic unit from among existing major degree programs or areas of concentration. It is an optional program with the following prescribed units, including prerequisites as specified by the offering unit:
 - within the Home Unit: a minimum of 12 units and a maximum of 24 units
 - outside the Home Unit: a minimum of 18 units and a maximum of 21 units
3. The courses, in the form of electives, should be within the normal length of the program as specified in the curriculum. The number of units of these courses, in the form of elective courses, should be within the existing total number of academic units prescribed for the undergraduate degree program.
4. Students can be admitted to Minor Programs through an application process that involves the Home Unit and the Minor-offering Unit, with the following general requirements, which may be known at the point of admission to the University:
 - Completion of at least two semesters of residency
 - Good academic standing or a General Weighted Average (GWA) grade identified by the Home Unit
 - Endorsement by the Home Unit
 - A student shall only be given one endorsement to enroll in a Minor Program throughout the duration of the bachelor's degree.
 - Acceptance by the Minor-offering Unit
 - The admission requirements may include a test of specific talent, skill, or theory.
5. The Minor-offering Unit must regularly inform the OUR, through the SRE's, regarding the admission of students in the Minor Program.
6. After successful completion of the Minor Program, the Minor-offering unit must inform the Home unit through a certification about the student's progress. Upon the recommendation of the Home Unit, the Minor Program will be reflected in the student's transcript of records and certificate of graduation.

7. As of Academic Year (AY) 2025 - 2026, the following are the Minor Programs offered at UP Diliman [<https://our.upd.edu.ph/files/degprog.pdf>]

Offering Unit	Minor Program
College of Education https://educ.upd.edu.ph/minor-programs/	Minor in Alternative Learning System
	Minor in Art Education
	Minor in English Language Education
	Minor in Filipino Language Education
	Minor in Health Education
	Minor in Literacy Education
	Minor in Mathematics Education
	Minor in Professional Education
	Minor in Science Education
	Minor in Social Studies
	Minor in Special Education
Department of Speech Communication and Theatre Arts, College of Arts and Letters https://www.dscta.kal.upd.edu.ph/minorprograms	Minor in Applied Theatre and Performance
	Minor in Theatre and Performance Praxis
	Minor in Rhetoric and Interpersonal Communication
Department of Studio Arts, College of Fine Arts https://sites.google.com/up.edu.ph/upcfa-dsa-academic-programs/academic-programs/minor-programs?authuser=0	Minor in Ceramics Techniques
	Minor in Printmaking Techniques
Institute of Mathematics, College of Science https://math.upd.edu.ph/programs/minor-in-mathematical-foundations-and-methods	Minor in Mathematical Foundations and Methods

B. General Functions of the Minor-Offering Unit

1. Develop and offer Minor Programs from the existing undergraduate courses upon the approval of the University Council.
2. Determine the prescribed courses or provide a list of courses which the students can choose from to be credited towards the student's Minor Program of a minimum of 12 units and a maximum of 24 units for Option A, or a minimum of 18 units and a maximum of 21 units for Option B, in both cases including prerequisites.
3. Name the Minor Program as it sees fit. The title of the Minor Program can either be a theme or a discipline. For example, "Minor in Biological Structures and Systems" or "Minor in Biology" may be used [Summary of Decision of the UP Diliman Committee on Minor Programs, 16 January 2018]. Such name shall not be changed within ten (10) semesters from the most recent implementation.
4. Ensure that the program name does not resemble another degree program or combination of degree programs, and the courses included shall always be from the approved undergraduate degree programs.
5. Review specific courses included in the minor program every five (5) years with the approval of the UC Curriculum Committee (CC).
6. Enter into an agreement with a Home Unit as part of Minor Programs, and commit to offer the prescribed courses, subject to demand in order for students to complete their Minor Programs

within the prescribed number of years for their Bachelor's programs

7. Determine the number of slots for the Minor Program.

C. General Functions of the Home Unit

1. Advise the student on the appropriate Minor Program that the student will pursue, subject to acceptance of the Minor-offering Unit, and adopt the Program of Study for Minor Program including consultation with, and conform by the student.
2. Enter into an agreement with the Minor-offering Unit to endorse students for admission into Minor Programs.
3. Ensure that the Minor Program is within the normal length of the bachelor's program as specified in the curriculum
4. Inform its students of the availability of Minor Programs upon their admission to the University of the Philippines, emphasizing that the said program is optional.
5. Coordinate and formally inform the Minor-offering Unit the number of students enrolling in the prescribed courses at least one semester before registration.
6. Implement policies, guidelines, admission, and retention rules of the Minor Programs.
7. Monitor student progress in the Minor Program.
8. Recommend the graduation of students with Minor Program.

Section 5. Admissions through the VAAS Program

A. Basic Information

For student athletes, the VAAS, administered by the Office for Athletics and Sports Development (OASD), allocates slots to exemplary applicants who may not have taken or passed the UPCAT, after a rigorous process of tryouts and deliberation of the VAAS Committee. VAAS students are required to represent the university in national or international sports competitions to maintain their status as UP students.

B. General Requirements

Colleges or departments may set additional requirements for admitting VAAS applicants into their programs, which may include an exam, interview, talent test, or other forms of evaluation to assess their qualifications and suitability for the program.

Section 6. Admission of Foreign Students

A. Basic Information

1. As per Memorandum No. ACM 2017 – 09, dated 4 July 2017, a foreign or Filipino applicant who has graduated or is graduating from a secondary school/home school abroad (i.e., international applicant) and has not enrolled in college may apply for automatic admission. The rationale for this policy is that it would be challenging and costly for foreign or Filipino applicants abroad to take the UPCAT in the Philippines. However, international applicants may apply for automatic admission only if they meet certain requirements stated (See Section 6 Part B).

2. Filipino applicants in the Middle East (except for Filipino students from Philippine high schools in the Middle East) are not covered by this policy because the UPCAT is administered in six testing centers in that region. Students who come from international schools in the Philippines are also not covered by the policy as the University has numerous testing centers nationwide.
3. The policy does not question the quality of international schools located in the Philippines. It only supplements the general UP admissions policy that Filipino and foreign graduates of local high schools “may be admitted as freshmen into the University based on their performance in the UPCAT” (798th BOR meeting, 27 August 1970).

B. General Requirements

1. International applicants may apply for automatic admission into a degree program with available slots without taking the UPCAT, subject to the following general requirements:
 - **Completion of high school program** in the country where they had secondary education (including the completion of a one or two-year pre-university education in a country where such a prerequisite for admission to a bachelor’s program and
 - **Qualifications for college admission** by any of the following national or international foreign administered examinations: the Scholastic Aptitude Test (SAT), General Certificate of Education (GCE), or the International Baccalaureate Diploma (IB), or other equivalent examinations approved by UP.

- SAT: minimum total score of 1270 (620 in Math and 650 in Evidence-Based Reading and Writing), should not have been taken more than four years before application; or
 - GCE: 2 ordinary (O) level passes and 3 advanced (A) level passes; or
 - International Baccalaureate (IB) Diploma
 - **Proof of proficiency in the English language**, in the case of applicants whose native language or medium of instruction in the secondary school is not English
 - a minimum score (500 if paper-based or 173 if computer-based) in the Test of English as a Foreign Language (TOEFL); or
 - a minimum score of 5.5 in IELTS
2. Applications through automatic admission of international applicants must be submitted to the respective Office of the University Registrar of the constituent university of choice. Only properly accomplished application forms with all the requirements listed below will be processed.

- accomplished Undergraduate Admission Application Form
- a non-refundable application fee of PHP150 for resident foreign students and USD30 for non-resident foreign students in the form of a money order, cashier's or manager's check payable to the University of the Philippines;
- official transcript of records from each high school and college attended and official examination certificates, if any—one (1) OTR and three (3) photocopies.

For evaluation purposes, photocopies of records may be accepted, provided they are properly authenticated by the

school or by the Department of Education, or by duly designated authorities in the country of the applicant. Final admission will be subject to verification of documents submitted against original copies of credentials. Certified English translations should also be submitted, when necessary.

Applications accompanied by photocopies of academic records not properly authenticated will not be processed.

- official TOEFL/IELTS results (if English is not the medium of Instruction in previous University)

Other additional and special admission requirements may be imposed by the University and the head of the College/unit or Graduate Office/Committee concerned.

3. Credentials filed in support of the application become the property of the University of the Philippines and will not be returned to the applicant.

4. Foreign students enrolled in undergraduate programs are required to take and pass Fil 3 and Fil 4, as approved by the BOR at its 1398th Meeting on 27 March 2025.

[Memorandum SDJ 25-015: Implementasyon ng Filipino 3 at Filipino 4 bilang mga Kailangang Pantulay na Kurso (Required Bridging Courses) para sa mga Regular na Internasyonal na Mag-aaral sa UP Diliman simula Akademikong Taon 2025-2026]

C. Other information on Automatic Admissions

1. UP College Admission Test (UPCAT)

- Filipino or foreign graduates from accredited high schools abroad may take the UPCAT if they are unable to satisfy the requirements for automatic admission. They must follow the same UPCAT application process with the required supporting documents as all other applicants, and pay the non-refundable application fee (US\$50.00 for non-resident foreign applicants).
- If the applicant takes the UPCAT but does not qualify, they can no longer be admitted under automatic admission. The student has the option to enter UP as a transferee after satisfying transfer requirements of UP.

2. Deferment of Enrolment

A qualified New First Year (NFY) applicant who, for a valid reason, cannot enroll during the semester originally applied for may apply for deferment of enrollment to the succeeding semester by writing to the University Registrar. Such applicants must not have taken any academic college subject prior to enrollment.

D. Foreign Transfer Students

[<https://upd.edu.ph/foreign-transfer-students/>]

1. The general requirements are as follows:

- Must have taken and completed at least 33 academic units outside the University
- Must satisfy the GWA requirement of the University of an absolute minimum GWA of 2.00 in all

academic units taken outside the University;

- Will have to complete in the University not less than 50% of the units required for his program, 75% if running for honors
- If transferring to a second degree, he must complete all professional courses and all third and fourth year subjects
- The quota set by the Dean of the college concerned has not been filled up

2. A College may require a higher weighted average than that prescribed above. The University accepts transferees every first semester of the academic year.

3. A TOEFL score of 500 (if paper based), or 173 (if computer based), or 61 (if Internet based) is also required of an applicant whose medium of instruction in school/s previously attended is not English.

4. If the applicant is transferring from another Philippine school, he should secure a permit to transfer from the Commission on Higher Education (CHED).

5. Only properly accomplished application forms with all the requirements will be processed.

Section 7. Juris Doctor

A. Basic Information

1. The JD program entails a study of general principles and basic theories of law as an intellectual discipline, as well as a systematic and analytical examination of the specific codes and statutory enactments in force in the Philippines, together with interpretative court decisions and other pertinent materials.

Closely studied are the civil law basis of most private laws of the country and the common law concept embodied in the public laws and derived particularly from Anglo-American jurisprudence. Consequently, the materials of study are textbooks, statutes, cases, and other authoritative works on law and jurisprudence.

B. The UP Law Aptitude Examination (LAE) Requirement

1. The applicant must successfully pass the UP LAE, composed of objective tests designed to measure certain abilities and skills necessary for the study of law at the UP College of Law.
2. Applicants will be assessed for admissions on the basis of both the UP LAE results, their academic performance, and other considerations determined by the College.
3. The UP LAE is administered by the UP College of Law once every year. All inquiries must be directed to the College.
4. Holders of graduate degrees are not exempted from taking the test.
5. A qualified applicant who passes the UP LAE may be required to undergo and pass the interview to be admitted.

C. Other Information on Juris Doctor Admission

1. Following the provisions of the amended section of Section 6, Rule 138 of Bar Matter No. 1153, the pre-law degree required is a bachelor's degree in arts or sciences, without any required major or fields of concentration. Additionally, there

are no more minimum number of earned units on specific subjects. This is applicable starting 1st semester of A.Y. 2025 - 2026.

2. No student shall be admitted to the College unless the Committee on Student Admissions recommends their admission. The College has a "no deferment" policy. Those admitted to the College but do not enroll or enroll in the first semester but drop all courses will have to retake the UP LAE.
3. Only those who are employed full-time are permitted to enroll in the evening classes. Proof of employment must be submitted every term, during the registration period.

Section 8. Special Exams for Course Crediting

A. Advanced Placement Examination (APE)

1. APE is offered before the registration of the First Semester of every academic year to University of the Philippines Diliman freshmen qualifiers with Chem 16/ Chem 16.1/ Math 21 in their program.
2. APE is optional and may be taken by incoming New First Year (NFY) students who have sufficient and strong background in the covered topics. A student who passes the APE saves time because they need not enroll in Chem 16/ Chem 16.1/ Math 21 during the regular semester.
3. Incoming NFYs who completed high school chemistry may take the APE for Chem 16/Chem 16.1. The student will be given 3 units credit for Chem 16 and 2 units for Chem 16.1 upon passing the APE exam. APE in Chem 16/ Chem 16.1

is administered by the Institute of Chemistry (ICChem). All inquiries must be directed to the Institute.

- Incoming NFYs who have taken Basic Calculus from Senior High School may take the Advanced Placement Examination (APE) for Math 21 (Elementary Analysis I). Incoming NFYs who have not taken Basic Calculus from Senior High School need to pass the Math 20 Validation Exam in order to be eligible to take the Math 21 APE. The student will be given 4 units credit for Math 21 upon passing the APE exam. APE in Math 21 is administered by the Institute of Mathematics (IMath). All inquiries must be directed to the Institute.
- Topics Covered in Chem 16:* Matter: Properties, Composition & Changes it Undergoes; Quantum Theory & Atomic Structures; Electron Configuration & Chemical Periodicity; Chemical Bonding; Molecular Geometry & Bonding Theories; Stoichiometry, Chemical Equations & Chemical Reactions; Thermochemistry; Liquids, Solids & Phase Changes; Gases; Solutions; Acids and Bases; Changes in the Nucleus. The student must pass the written examination in Chem 16 before being allowed to take the practical examination for Chem 16.1.
- Topics Covered in Math 21:* Elementary Analysis I: Limits and Continuity; Derivatives of Algebraic and Transcendental Functions (Exponential, Logarithmic, Trigonometric, Hyperbolic, and their Inverses); Applications of Derivatives; Antiderivatives and Definite Integrals; Fundamental Theorem of Calculus; Applications of the Definite Integral

B. Math 20 Validation Exam

- The Validation Exam for Math 20 (Precalculus: Functions and their Graphs) is an examination given to incoming NFYs who have not taken Basic Calculus from Senior High School. This examination is optional and may be taken by NFYs admitted to degree programs requiring Math 21.
- Topics Covered:* Precalculus: Functions and their Graphs. Equations and inequalities; Two dimensional coordinate system, graphs of equations; Conic sections; Functions and their graphs; Trigonometric functions and trigonometric identities; Inverse trigonometric functions; Solutions of triangles; Polar form of complex numbers
- The Validation Exam is administered by the Institute of Mathematics. All inquiries about it must be directed to the Institute.

C. Proficiency Examination in Physical Education (PEPE)

- The 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 advanced units in PE. Students who pass 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 every semester.

3. Proficiency examinations may be taken in the following areas:

- Team sports: baseball, basketball, floor ball, futsal, soccer, softball, touch rugby, volleyball
- Individual sports: ten-pin bowling, 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 dance, tap dance, ballroom dances
- Aquatics: skin diving, swimming
- Fitness: aerobics, running, walking
- Theory: PE 1
- Alternative activity: sports wall climbing

4. PEPE is administered by the College of Human Kinetics (CHK). All inquiries about it must be directed to the College.

D. Bridge Course

1. A bridge course is a preparatory course usually taken by incoming New First Year or First Year students, as tagged by the Office of Admissions (OAdms).
2. Bridge courses are ideally taken during the student's first semester in the University. They are additional units on top of the students' required units in their curriculum.
3. Students who perform below a certain cut-off in UPCAT Math and/or English proficiency and comprehension sub-tests shall enroll in Practical Mathematics (Math 2) and/or Basic College English (English 1). [1167th BOR Meeting: 30 January 2003]

Section 9. Computerized Registration System (CRS)

A. Basic Information

The Computerized Registration System (CRS) allows UP Diliman enrollees, faculty, and staff to access records online. It includes features for creating and updating student records during and after admission, encoding of new course offerings, submission of class schedules, pre-enlistment, registration, change of matriculation, dropping, online submission of grades, online viewing of grades, automated assessment of fees, tagging of scholarship/privileges (UP faculty/employees and dependents), encoding of ineligibilities and accountabilities, students' evaluation of teacher, management of enlistment priority, online advising, and generation of reports.

B. Access

To access the CRS, students must have a DilNet account (@upd.edu.ph) or a UP Mail account (@up.edu.ph). Every student in UP Diliman is entitled to a DilNet account or a UP Mail account. Both accounts can be used to access UVLe, pages.UPD, UPD Webmail, student modules of CRS like pre-enlistment system and grades viewing, and others. Students must have their DilNet account or UP Webmail username (i.e. jadelacruz) and their password to be able to access these sites.

Every student is also entitled to a free UPD Webmail account (i.e. juan.dela_cruz@upd.edu.ph), which can be used for email. Students may visit the UPD Computer Center from 9:00-11:00 A.M. and 2:00 - 4:00 P.M. to request a UPD Webmail account.

Students must present their UP student ID and Form 5 or any valid ID (e.g., driver's license, passport, etc.).

The UP Mail (@up.edu.ph) is an email service available to all currently enrolled UP students and employed faculty and staff [whether regular, contractual or Individual Contract of Service (ICS)], and offices in partnership with Google.

To request a UP Mail account, the requester must send an email to the UPD Computer Center and complete an online form. The UP Mail account credentials will be sent directly to the requester's personal email address provided in the form.

Section 10: Pre-enlistment

A. Pre-enlistment is a period in an Academic Year when students are requested to sign up for their chosen classes under the supervision of the program adviser. It typically begins four to six weeks before the registration period of a forthcoming semester. In the first semester, incoming new first year students and first year students are asked to pre-enlist through the help of their home units. This is typically scheduled two to four months before registration.

Prior to the call for pre-enlistment, academic units must upload the offered courses on the CRS. The academic unit is responsible to list down all information regarding the courses offered to avoid confusion among students and program advisers.

Information about the course to be posted include:

1. The Class Code
2. The Course and its Section

3. Credits
4. Schedule
5. Name of Instructor
6. Room
7. Prerequisites
8. Stipulation (if applicable)
9. Academic Field Activities (if applicable)
10. Restrictions

The schedule for pre-enlistment is announced by the Office of the University Registrar (OUR) via an official memorandum, which is then disseminated to all College Secretaries and Graduate Program Coordinators. It is expected that the memorandum shall be cascaded to the Department Chairs and Program Advisers. The same memo is posted on the official website of UP Diliman and the OUR. It shall also be uploaded on the CRS.

To pre-enlist, the students must have access to their CRS account.

B. General Notes on Pre-enlistment

[based on <https://crs.upd.edu.ph/downloads/Pre-enlistment%20Mechanics.pdf> and <https://crs.upd.edu.ph/faq>]:

1. *Maximum number of classes to pre-enlist.*
Students can add up to 20 classes to the list of their desired classes.
2. *Classes are not automatically granted.*
Classes selected by students are not automatically granted. Students must wait for the batch processing (more commonly known as the batch run) to see if they are granted a slot in these classes.
3. *Random Assignments of Class Slots.*
Class slots are assigned / granted randomly. As such, if a class has 25 slots and the demand is 100, a student's chance to get into that class is 25/100 or 1 in 4.

4. *Priority Status During Pre-enlistment.*

The only way for a student to get a better chance of securing a slot in a class is to be given pre-enlistment priority status. Priority status is given to new first year students, graduating students (i.e., those in their final semester), and registration assistants. Other students with priority status include those admitted to the Varsity Athletics Admission System (VAAS) program, the Honorific Award for Student Performing Arts Group (HASPAG) scholars, recipients of the Iskolar ng Bayan Scholarship Program, and Persons with Disability (PWD). The pre-enlistment priority status is displayed on the first screen when students log in. If the student's status is "REGULAR" and the student thinks they should have a higher priority, they have to request their home unit to have it changed/updated.

5. *Low Priority Status.* Students who did not accomplish the Student Evaluation of Teacher (SET) in the previous semester will be tagged as low priority.

Not cancelling any pre-enlisted course on a semester/term that the students will not be enrolling may also result in a lower priority tagging during the next pre-enlistment period.

6. *Ranking of Enlisted Courses.* The ranking feature allows the students to indicate their preferred classes, primarily for resolving conflicts and avoiding excess units. However, this does not guarantee that students would get a better chance of getting a slot in a class that they ranked higher than those who ranked the same class lower.

7. *Conflict.* There are two types of class conflict: overlapping schedules and same subjects. Since this pre-enlistment module allows the student to add up to 20 desired classes, there may be instances when the student is selected for slots in conflicting classes during the batch run. In such cases, the system will check the class rankings specified by the student and automatically cancel the slot in the lower-ranked class to retain the slot in the higher-ranked class.

8. *Maximum number of units that can be granted.* During regular terms, the batch run grants up to 21 units for Undergraduate students, and up to 12 units for Graduate students. For the Midyear, the batch run grants up to 8 units for Undergraduate students, and up to 6 units for Graduate students.

9. *Maximum number of PE classes that can be granted.* The batch run can grant up to two (2) PE classes to Graduating students, and one (1) PE class to all other students.

10. *Enlisted subject not granted.* Generally, granting slots during the pre-enlistment run is done randomly, so students may not get their desired subjects due to statistical probability and, more importantly, because there are not enough slots to meet the demand for pre-enlisted classes. This is often the case with GE, PE, and other service courses. The students must contact the offering unit directly for questions regarding additional classes or slots.

11. *Cannot pre-enlist in a selected courses.* Some classes are restricted only to certain students for legitimate and other valid reasons. Students must contact the offering unit for any question(s) regarding class restrictions.

12. Cancellation of (pre-)enlistment. If there is another batch run of pre-enlisted courses, cancellation of course enlistment may be done through the Pre-enlistment Module before the next run. If all batch runs have already concluded, the student must contact the unit offering the course during the registration period to have it cancelled.
13. Pre-enlisted but no longer enrolling. Students who have successfully enlisted subjects but no longer plan to enrol must immediately inform their program adviser and/or the unit offering the classes, and have the enlisted units cancelled.
14. Ineligible to enroll. Students tagged ineligible to enroll for various reasons (e.g., accountability from the University Library, failure to return an equipment borrowed from a laboratory, inability to fulfill a program requirement, among others) may still pre-enlist. However, they cannot enlist in classes during the registration period until they become eligible to enroll.
15. From ineligible to eligible to enroll status. Ineligibility tags are continuous. Once students are tagged ineligible, it will carry over to succeeding semesters/terms unless they have it removed. To be eligible, the students must have the ineligibility tag removed before the registration period. They must contact the unit(s) that has tagged them since only they have the authority to lift it.
16. On Available Slots, Demand, and Total Slots. The Available Slot and Total Slots fields on CRS are always updated real time, even between and after batch runs. However, the Demand field only applies during

the pre-enlistment period, and reverts to zero after each run.

Section 11. Registration Period

A. Basic Information

1. The Registration Period is conducted online through the CRS. The students' home unit must assign program/registration advisers (hereafter referred to as advisers) to the students.
2. Students must contact their home units directly to know their assigned advisers. They must reach out to their respective advisers on or before the registration period for the new semester of the academic year.
3. The home unit ideally schedules pre-advising sessions between the advisers and the advisees. Pre-advising may be conducted face-to-face or online via CRS or email.
4. All students are required to have accomplished all registration steps to be officially registered in the semester/term.
5. Only students who are officially registered can attend the classes they are enlisted in. 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. [*Faculty Manual Section 11.5*]

B. Responsibilities of the Program / Registration Advisers During Registration Period

1. *Familiarization with the curricular program.* The advisers are expected

to be well-acquainted with the curricular programs of the students they advise. They must have a thorough understanding of the program checklist as well as the courses offered by their home unit, including the prerequisites and corequisites of the courses. Program/Registration Advisers should also be familiar with the GE courses their advisees must take, including both required GE courses and GE electives listed in the program checklist. Additionally, advisers must be familiar with the list of possible non-major electives, including their prerequisites and corequisites, their advisees may take.

2. *Monitoring the progress of the students.*

The Program/Registration Adviser must monitor the progress of the student (e.g., noting the grades of the student from the previous semester). Ongoing monitoring is crucial to the students' progress during their stay in the program. The students must be informed of their scholastic standing and be guided accordingly. The adviser must provide recommendations on settling accountabilities, lifting probation, removing a grade of "4.00" and "INC", and suggesting the appropriate number of units to take per semester based on the curriculum checklist.

3. *Ensuring courses enlisted follow the approved curriculum checklist.* Although the students are asked to choose the courses that they intend to take during the semester, the adviser must check all enlisted courses by the student to ensure that these are appropriate and within the checklist of the student's program.

4. *On enlisting courses with corequisites and prerequisites.* For required courses with corequisites and prerequisites,

the advisers should ensure that the co-requisite is enlisted simultaneously with the course, and the prerequisite has already been completed by the student

5. *On "Consent of Instructor" (COI).* If students wish to take a course that has Consent of Instructor (COI) as a prerequisite, the Program/Registration Advisers must remind the students to request a certification (formalizing the consent of the instructor) from the faculty teaching that course. Students should not be allowed to enroll in courses that have prerequisites, unless it is officially indicated in the approved syllabus that the course may be taken via COI, and that the faculty teaching it approves the students' enlistment through a certification.

Some academic units use a COI form in lieu of a certification. The COI form or certification will not be submitted to the OUR. However, advisers must have a copy of this document for record-keeping purposes, as this may be used as an important supporting document should certain issues arise in the future.

6. *On enrolling in courses outside the curriculum.*

[based on the 74th UC Meeting: 17 April 2001]

- Enrollment 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 their curriculum.

- The student may enroll in one (1) or two (2) courses outside the curriculum per semester as long as the total load does not exceed 21 units per semester.
- Enrollment shall be endorsed by the program adviser and approved by the Department Chair/Institute Director.
- Enrollment in subjects outside of the curriculum in preparation for shifting may be allowed subject to conditions stated in the Primer Part III Section 15.
- The student must be informed by the Program/Registration Adviser of the consequences of enrolling in courses outside of the curriculum, such as heavier academic load and possible delay in graduation.

C. Advising Period

1. *Advising via CRS.* Advising is conducted online via the CRS module *Online Advising*. Advisers must have access to the Enlistment / Registration module of the CRS. All advising shall be conducted through the module. The head of unit must submit the names and the DilNet or UP Mail accounts of all program advisers to the OUR through the CRS to be provided access to the said module.
2. *Using the Registration Module.* During the advising period, advisers may access the pre-advising activities of their advisees by entering their respective student numbers. Once the student's profile is loaded after entering the student number, the program adviser must click "Advise Student" to view all relevant information about the student's enlistment. Alternatively, for post-advising, the program adviser may

bypass entering the student number by clicking "View students for post-advising." All students of the academic unit for post-advising are listed in the page. Advisers must only select their advisees

3. *Student Information on the Registration Module.* The following are the relevant information that appear on the online advising page of a student:

- Student information. Student number, name of student, degree program of the student, pre-enlistment priority status, registration priority status, academic eligibility, accountability status, enrollment status.
- Enlisted classes of the student. Both the advisers and the students must note that classes which are part of a block cannot be enlisted individually; thus, if the student opts to be part of a block, the student must be enlisted in all of the classes in the block. If the student wishes to enlist in a class that is part of a block but not the block itself, the student must request to the unit that created the block to either increase the non-block slots, or to remove that class from the block.
- Adviser Remarks space where communications between the adviser and the advisee take place
- Advised courses (including the status of the advised courses, course name, course title, the person who advised to take the course, and action to add or remove courses)
- Set as post-advised button

- Academic delinquencies and accountabilities box (including reason for delinquency/ies, status, date of clearing the delinquency/ies, person who cleared the delinquency/ies, general guidelines and information regarding delinquencies and accountabilities).
4. *Online Advising.* When advising, the adviser must use the “Add Remarks” or “Search Subject to Add” button in giving remarks or advising the student on what course/s to enlist or remove.
 5. *Accidental cancellation of classes.* The adviser cannot restore cancelled classes under the Registration mode. The only way to restore accidentally cancelled classes is to have the affected student re-enlist them.
 6. *Set as Post-Advised.* Advisers must only click the “Set as Post-advised” only after the student has complied with all the requirement/s advised to them. Clicking the “Set as Post-advised” button shall reflect the name of the adviser on the student’s Form 5, which has the same effect as an electronic signature. Once this button is clicked, the student’s enlistment/s shall be validated (if not yet validated) and the student may proceed to the assessment and printing of Form 5.
 7. *Additional note for advisers of New First Year Students and Transferees.* Students required to take Math 21 must have passed any of the following: (1) High School Basic Calculus from the STEM or equivalent strand of K-12; (2) the Validation Examination for Math 20 (Precalculus: Functions and their Graphs) administered by the UPD Institute of Mathematics; or (3) Math 20 as a non-credit course.
 8. *Enlistment Locking and Post-advising.* The advisers must inform their advisees to click the “lock enlistment” button after finalizing their enlistment. This shall enable them to queue for the online post-advising. Note that once the students locked their enlistment, they cannot add or cancel subjects anymore.
 9. *Post-advising.* It is important to post-advise students on time. **Post-advisement is a key requirement** for the University to request the Commission on Higher Education (CHED) to remunerate its allocation or share from the Republic Act 10931 or the Universal Access to Quality Tertiary Education Act.
 10. *Additional information: change of matriculation.* Once post-advised, the students may no longer unlock their enlistment. The students must be informed that for Change of Matriculation (CoM), they must contact their home units first for CoM validation before going back to their adviser for post-advising.

D. Waitlisting Mechanism

The Online Waitlisting in the Student Registration module allows students to waitlist for a slot in a desired class online. This is an extension of the Pre-enlistment Module.

1. General Waitlisting

During the General Waitlisting period, all classes are open for waitlisting. Students may waitlist in any class they wish to be enlisted in. Once the General Waitlisting period ends, the respective offering units shall process the waitlist applications.

- Classes selected in this module are not automatically granted. The student must wait for

the offering unit to process the waitlists to see if a slot is granted in the waitlisted classes.

- Granting of class slots is the prerogative of the offering unit. The unit may choose to allocate slots to the waitlisted students through various methods such as “random assignment” for equality or “priority by student type” for equity. Students must contact the offering/enlisting unit for any question(s) on how and when the units shall process the waitlists.
- A student may waitlist in any class and in multiple sections of the same course. The student can waitlist in a course that conflicts with an already granted course obtained through pre-enlistment, except if it conflicts with an enlisted block. In this case, the student shall receive a warning that if the waitlisted course is granted, it shall automatically cancel the obtained course through pre-enlistment that conflicts with the newly granted waitlisted course. The student can cancel classes using this module until the start of regular registration. During regular registration, the student must contact their assigned program adviser or the offering unit to cancel the enlisted slots.
- If the student is granted a slot in a course for which they have waitlisted in multiple sections, all other waitlist applications for that course are automatically cancelled.
- If the student has waitlisted in several classes in a specific time slot (e.g., TTh 1-2:30 pm) and is granted a slot in one of these classes, all other waitlists for classes that conflict with the newly granted class shall also be cancelled.
- There are no rankings during waitlisting since enlistment processing is decentralized to the

respective academic units. Hence, the student’s least desired class might be granted if that class is processed before their most desired class.

- A single waitlist shall be maintained for a block set of classes.
- It is recommended that the student applies for waitlist slots as a way of informing the offering unit of the demand for additional slots in each course and its corresponding time schedule. This serves as a “petition list.”

2. Department Waitlisting

After the General Waitlisting period until the deadline of CoM, it is the discretion of the offering unit to open individual waitlist queues for specific courses.

- A student can waitlist for any open class. Once the waitlist is closed, the student cannot apply anymore. However, the offering unit may choose to reopen a closed waitlist at their discretion.
- The student is encouraged to check the remarks section of the class he/she wishes to waitlist in to know when to check CRS for updates. For queries on waitlist processing, the student must contact the offering unit directly.
- The unit may choose to reset its waitlists on a regular basis, which will cancel all current waitlist applications. In this case, the student may see the cancelled classes under Cancelled Waitlists. If the waitlisting is reopened, the student may waitlist in the class again for a chance to be granted a slot.

E. Change of Matriculation (CoM)

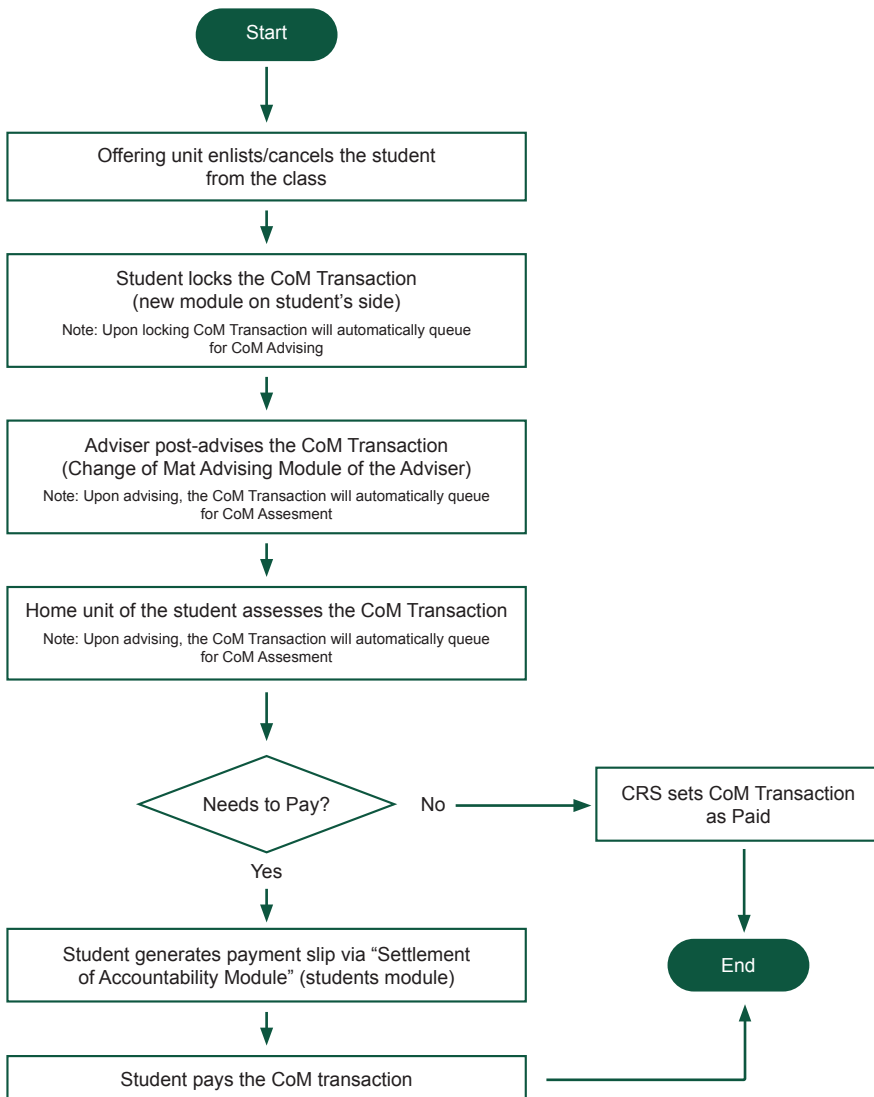
Change of Matriculation (CoM) refers to the addition and/or cancellation of a class and/or change of section after a student has officially registered. It is processed online. No change of matriculation shall be allowed after one (1) week of regular class meetings as per the revised UP Code: Art. 353 as amended at the 232nd UC Meeting on 04 May 1967 and the 861st BOR Meeting on 29 May 1975.

Refund involving CoM may be requested at the Admission and Registration Section (ARS) of the

OUR, and may be considered for the following reasons:

- Student was ill-advised;
- Student lacks the prerequisite for the subject;
- Student’s class schedules are in conflict; or
- The class was dissolved.

The Change of Matriculation(CoM) process/flowchart is outlined here: <https://our.upd.edu.ph/files/announce/newcom.pdf>



E. Officially Registered

A student must be officially registered to receive credit for course work. Officially registered means that the student has already completed all the processes involved in registration up to payment of fees. A student is officially registered if the student has duly matriculated (as adopted from UP Diliman; 20 March 1978; 682nd UPD EC Meeting, 01 June 1978; 683rd UPD EC meeting).

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 OUR, and a duplicate copy is provided to the student's home unit's College Secretary Office for undergraduate level or Graduate Program Coordinator Office for graduate level.

F. Withdrawal of Enlistment

<https://crs.upd.edu.ph/downloads/wdrawalofenrollment.pdf>

1. Due to recurring problems encountered when students are granted class slots during the Preenlistment process but do not proceed with enrollment, the OUR is implementing new mechanics to formalize the Withdrawal of Enlistment, effective First Semester AY 2014-2015.
 - If a student is granted classes during the Preenlistment process then decides not to push through with the enrollment, he/she is required to indicate his/her Withdrawal of Enlistment through the "Withdraw Enlisted Classes" button in the View Mode (i.e., mode after the second batch run)

of the Preenlistment Module.

- The "Withdraw Enlisted Classes" button, when clicked, will cancel all classes granted during the Preenlistment and there will be no facility to undo the cancellations.
- The Withdrawal of Enlistment facility will be available only until the end of the registration period, after which, the student who has been granted classes during the Preenlistment and/or has enlisted through the enlistment centers during the enlistment period and has not withdrawn his/her enlisted classes will be deemed as having the intention to enroll for the term for which the classes in question were granted.

2. During non-optional terms (i.e., First Semester and Second Semester), a student who indicates his/her Withdrawal of Enlistment is still required to undergo the LOA procedures in order not to be deemed as on AWOL.

G. Free Tuition

UP Diliman shall implement RA No. 10931 known as the Universal Access to Quality Tertiary Education Act of 2017 and its Implementing Rules and Regulations (IRR) that was approved and signed on 22 February 2018.

The IRR may be viewed at <https://unifast.gov.ph/assets/pdf/guidelines/IRR10931.pdf>

H. Voluntary Opt-Out of Free Tuition

A student who opts out of free tuition is no longer eligible for Free Tuition and OSF during the semester. Once the form is submitted and accepted by the ColSec, the student waives the availment of Free Tuition and OSF for that semester. The student shall be

assessed using the applicable tuition and OSF rates. Students may opt out during the registration period only. Inquiries about the Voluntary Opt-Out of Free Tuition may be addressed to the OUR (Admission Guide, 2022 – 2023).

I. Voluntary Contribution

UP Diliman students may voluntarily contribute any amount to the university by accomplishing the Voluntary Contribution Form. After submitting a duly accomplished Voluntary Contribution Form, the student will give the contribution to the university through the Cash Office. The form is available at the Office of the University Registrar and the student's respective Office of the College Secretary (Admission Guide, 2022 – 2023).

J. Deferment of Enrollment

Deferment of enrollment is allowed for only one year. New First Year (NFY) students who will not enroll during the first semester of the Academic Year must write a letter of deferment addressed to the University Registrar. However, the applicant must confirm their interest in studying at UP by accepting the slot offered to assure the student they can enroll upon their return from deferment (Admission Guide, 2022 – 2023).

Section 12: Advanced Credits

[Revised UP Code: Art. 359-366; Art. 362 & 363; 2003 Faculty Manual p. 217]

A. General Information

Advance credit refers to determining if a course taken at a different institution can be credited and recognized as equivalent to another course in the University where the student is currently enrolled.

1. The admission of transfer students shall be on probation basis until all subjects taken outside the University have been validated or repeated.
2. An admitted transfer student must request validation of all courses offered for advanced credit, up to 18 units per semester, within a period not exceeding three (3) semesters from the date of admission. Failure to comply with this requirement would mean the cancellation of registration privileges (Revised UP Code: Art. 359-e p.91).
3. An admitted transfer student may not be allowed to enroll in a subject or subjects if the prerequisites taken elsewhere have not been validated or repeated in the University.
4. Any or all of the above may be waived in exceptional cases upon the recommendation of the Committee on Admission (in units where admission of students is passed upon by this committee) or by the Dean/Director concerned, upon approval of the UPD Chancellor. An exceptional case is defined by the accepting college and must be justified through a formal letter addressed to the UPD Chancellor.
5. A student transferring from any recognized institution (e.g. accredited by CHED for ladderized programs) who possesses an Associate in Arts (AA) or its equivalent of sixty-six (66) units of work may be enrolled without taking validation exams. Before a student is allowed to major in any discipline, the major discipline may prescribe as additional courses up to 18 units of general education courses and/or preparatory courses for the major. Candidates for a

second baccalaureate degree will be required to take a written examination (*Revised UP Code: Art. 360 p.91*).

B. Guidelines

1. Application for advanced credit must be submitted using the prescribed form to the University Registrar or to the Dean/Director of the college or school which offers the course for which advanced credit is applied.
2. 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.
3. 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 a fee per subject [*Revised UP Code: Art. 362 p.92 as amended at the 861st BOR Meeting on 29 May 1975 and the 966th BOR Meeting on 29 March 1984*].
4. Advanced standing may also be granted by the University Registrar to students who have graduated from an institution recognized by the University Council for subjects listed in the course or courses duly recognized. Advanced 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 advanced credit [*Revised UP Code: Art. 363 p. 92 as amended at the 861st BOR Meeting on 29 May 1975*].

5. The decision to grant advanced 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 [*Revised UP Code: Art. 363 p. 92*].
6. Each college or school may promulgate rules for the admission of transfer students and the granting of advanced credit, provided they are not inconsistent with the general rules set by the University Council [*Revised UP Code: Art. 366 p. 93*].

Section 13: Prerequisites

A. General Information

1. Prerequisites are subjects the student must have taken and passed before enrolling in a particular course
2. Course prerequisites, as approved by the BOR, must be strictly followed
3. In meritorious cases, students who have previously enrolled and fully attended a course that is a prerequisite to another may be allowed to enroll in and attend the latter course for credit, without having passed or earned credit for the prerequisite course. Permission shall be granted only upon the application of the student

B. Guidelines on Waiving of Prerequisites

1. The application shall be accompanied by certifications from:
 - a) the student's instructor in the prerequisite course, confirming that the student fully attended the course;
 - b) the department; and
 - c) the VCSA, affirming that the student's failure to pass or earn credit in the prerequisite course was not due to disciplinary action.

2. Each college shall be authorized to grant permission and shall act through a Dean's committee, which shall determine the merit of the application. The said committee shall include the ColSec.
3. A student granted permission under these rules is required to enroll in the prerequisite course simultaneously with the course to which it is a prerequisite, or immediately in the next semester.

Section 14: Co-requisites

Co-requisites refer to subjects required to be taken at the same time within a semester. Courses approved by the BOR as corequisites must be strictly followed.

If a student receives a failing grade (5.00) or drops (DRP) the corequisite course, the student must re-enroll and pass the affected course in the immediately succeeding semester or in the soonest semester when the course is offered.

Section 15: Substitution

[Revised UP Code: Art.354-358]

A. General Information

1. Substitution of subjects must be based on at least one (1) of the following conditions:
 - The 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 a conflict of schedule between a required subject and another required subject
 - The required subject is not offered

2. Except for the GE subjects with permanent substitutions approved by the University Council, GE subjects cannot be substituted

B. Information on the Petition for Substitution

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

C. Other Important Guidelines

1. 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.
2. No substitution shall be allowed for any subject prescribed in the curriculum in which the student has failed or received a grade of "5.00," 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.
3. All applications for substitution shall be acted upon by the Dean/Director. In case the Dean's decision differs from the recommendation of the adviser and the head of the department concerned, the student may appeal to the VCAA, whose

decision shall be final.

Section 16: Certification of Course Equivalence

A. General Information

1. A Certification for Course Equivalence must be secured and submitted if :
 - the student enrolls in a course deemed as equivalent to meet prerequisite requirements of courses with */equiv* in the BOR-approved syllabus
 - the student wishes to credit courses taken in an educational institution abroad during their exchange program
2. A student may apply for a Certification for Course Equivalence to have a course credited, which meets the minimum learning competencies and units equivalent to those of the course prescribed in their curriculum. The course must have been taken and passed in a Higher Education Institution.
3. The grades for courses deemed as equivalent shall not be counted towards the computation of the CWA.

B. Guidelines

1. The student must fill out the Certification for Course Equivalence Form and secure the recommending approval of their Program Adviser and the Department Chair / Director of their program for their application
2. The student must request the Department offering the prescribed course to assess if the course taken may be deemed an equivalent. The Department may delegate evaluation

to a faculty member handling the course to review the syllabus of the course being evaluated. The recommending approval of the Department must be secured to proceed with the application.

3. The student must submit the Certification for Course Equivalence Form to the Office of the College Secretary, subject for verification. Upon evaluation, successful application will be approved by the Dean.



PART III: STUDENT PROGRESS

Section 1. Academic Load of Students

A. Undergraduate

1. The maximum academic load is eighteen (18) non-laboratory units or twenty-one (21) units including laboratory, except in programs where the prescribed load for the semester is more than eighteen (18) units. However, graduating students with good academic records (GWA of 2.00 or better, with no INC and DRP) may be permitted to enroll up to 24 units per semester in their last year. For the midyear term, the regular load is six (6) units, but in justifiable cases (e.g., graduating status, seasonality of courses, course offered as prerequisite), the Dean may allow enrollment of up to (9) units (Revised UP Code: Art. 340-341 p.86)
2. Students who are candidates for graduation with honors must have completed at least fifteen (15) units of credit each semester/term, or the standard load prescribed by their curriculum in cases where it is less than fifteen (15) units. Exceptions may be made for justifiable reasons (Revised UP Code: Art. 414 as amended at the 884th BOR: 31 March 1977).
3. To justify underloading in relation to application for graduation with honors, students must submit the following pertinent documents to the OUR through the Office of the College Secretary (OCS):
 - For physical and mental health reasons: a medical certificate to be confirmed by the University Health Service

- For unavailability of courses: a certification from the program adviser and a copy of class schedule
- For employment, copy of certificate of employment and payroll papers, which include details such as the duration of employment
- For graduating students with no more courses to take based on their approved curriculum: a certification from the program adviser that there are no remaining subjects required for graduation, endorsed by the Department/Institute and College

These documents must be submitted during the semester of underloading. It is the responsibility of the student to provide meritorious justification for underloading and to establish beyond reasonable doubt the veracity of the cause(s) of underloading.

4. Filing for underloading is online via CRS.

B. Graduate

1. Full-time students may take the regular load of nine (9) to twelve (12) units per semester or eight (8) to ten (10) units per trimester. During the midyear term, the regular load is 6 units.
2. No graduate student employed full-time shall be allowed to enrol in more than 10 units per semester, unless they have prior approval from the head of the graduate program in their home unit.

Section 2. Cross-Registration

A. General Principles

1. Cross-registration refers to enrollment in an academic unit outside the Home Constitutive Unit (HCU) to which the student belongs. The enrollment of cross-registrants is subject to the approval of the Deans through the College Secretaries of the home unit and the accepting faculty/college/university
2. To facilitate cross-registration while waiting for the interoperability of the different registration systems of the CUs, the Host OUR shall send the list of cross-registrants to the Home CU of the students at the start of each semester, one month after the start of classes. Once grades are available, the Host OUR shall transmit the list of cross-registrants and their grades to the Home CUs within two weeks from the deadline of grade submission
3. Courses taken in a foreign university during student mobility may be credited but will not be included in the computation of the Curriculum Weighted Average Grade (CWAG)/GWA. For more information on Student International Mobility, please refer to the BOR-approved proposal for the enhancement of the student international mobility (approved by the Board of Regents at its 1352nd Meeting: 30 July 2020)

B. Categories of Cross-Registrants and Governing Guidelines on Cross-Registration [Revised UP Code: Art. 333-336 pp. 83-84]

1. 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

2. 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

3. Registration in UP Diliman of a student from another UP Constituent University (CU)

- 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

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

The University shall not credit 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 their authorized representative, specifying the subjects authorized

5. 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 their Dean, Director, or Registrar. The permit shall state the total number of units for which the student is registered and the subjects they are authorized to take in the University

Section 3. Classification of Students

A. Regular Student

1. A *regular undergraduate student* follows an organized program of study and complies with requirements that lead to the bachelor's degree or undergraduate diploma or certificate. The student carries the full semester's load prescribed by their respective curriculum and is classified as freshman (New First Year and First Year), sophomore, junior, or senior. [*Revised UP Code: Art. 338 p. 85*]

- A *New First Year* is a student who has not finished the prescribed subjects of the first year of their curriculum, or has finished only or less than 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 their curriculum, or has finished not less than 25 percent (25%), but not 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 their curriculum, or has finished not less than 50 percent (50%), but not 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 their curriculum, or has finished not less than 75 percent (75%) of the total number of units required in the entire course.

2. A *regular graduate student* follows an organized program of study and complies with requirements that lead to a master's or a doctoral degree. The student may be enrolled either part-time or full-time
[Revised UP Code: Art. 338 p. 85]

3. A *regular diploma/certificate student* admitted to a graduate program, which may lead to a master's degree, follows an organized program of study and complies with requirements. [General Rules for Graduate Programs, 1126th BOR meeting on 26 November 1998; UPD Exec. Com. meeting on 19 June 2002]

An *irregular student* is a student registered for formal credit but who carries less than the full load prescribed by their curriculum in a given semester.
[Revised UP Code: Art. 337 p. 85]

B. Non-regular Student

1. Non-degree Student with Credit

- A non-degree student is a student enrolled for credit but does not follow an organized program of study.
- The student is either a degree holder or an undergraduate student not currently enrolled in any other institution of higher learning who satisfies appropriate requirements for admission to the University at the undergraduate and/or graduate levels.
- The student 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 (UR).
- Since the student does not follow any organized program of study, a non-degree student is not a prospective candidate for graduation for any degree in the University.

2. Non-major with Credit

[1067th BOR Meeting on 07 July 1993; 67th UC Meeting on 08 December 1999]

- A non-major is a student dismissed from their respective college, but not from the University, for failure to meet the retention requirements including grade point average or number of units passed
- The student shall be assessed and counseled by the OGC.
- A student can be a non-major for only one year, during which time the student is expected to seek admission to another college. Advising shall remain with the

respective college, through the College Secretaries, until the student has transferred to another college.

- Units earned as non-major can be credited towards the new degree program to which the student will be admitted

3. *Cross-registrant with Credit*

A *cross-registrant* is a student who enrolls in a unit in UP Diliman for a specific period, but is primarily enrolled in their home unit 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 Dean of the home college/unit and of the accepting college/unit, and the University Registrar of UP Diliman and of the accepting university/institution on a semestral basis.

[Revised UP Code: Art. 333-334 p. 84]

- A *partial cross-registrant* is a student who has an approved permit to cross-register for at least one course, but the majority of their coursework remains at the home unit/institution.
- A *full cross-registrant* is a student who has an approved permit to enrol all of their academic coursework for a regular term at a host institution, with no concurrent enrollment in courses at their home unit/institution during that term.

4. *Special Student without Credit*

[Revised UP Code: Art. 337-c p. 85]

- A *special student* is a student who is not earning formal academic credit for coursework but is enrolled in courses for enrichment purposes or future academic plans.

- A student who does not fully satisfy the entrance requirements may still be admitted as a special student and enroll in subjects for which, in the assessment of the course instructor and upon the endorsement of the College Dean, the student has the necessary background knowledge to pursue.
- A student shall not be allowed to enroll for more than nine (9) units each semester or to register for more than two (2) years, except by special permission of the Dean.
- A student shall not earn formal academic credit for the subjects completed. However, their work may be reported as “S” (Satisfactory) or “U” (Unsatisfactory) at the end of the semester (138th UC Meeting: 11 September 1937).
- A special student pays the same fees as regular students. They may register at any time without 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.

Section 4: *Credit Unit*

<https://upd.edu.ph/admissions/academic-information/>

- A. The unit of credit is the semester hour. Most classes taught at the University meet three (3) hours a week, which totals to forty-eight (48) clock hours of instruction equivalent to three (3) units of credit.
- B. Each unit of credit is at least sixteen (16) semester-hours of instruction in the form of lecture, discussion, seminar, tutorial, or recitation or in any combination of these forms.

C. Laboratory work, field work, or related student activity is credited one (1) unit for at least thirty-two (32) semester hours.

Section 5: Class Schedule

A. A three-unit course is equivalent to a three-hour class period per week. Classes are usually scheduled Tuesdays and Thursdays (TTH), Wednesday and Fridays (WF), with one and one-half (1 ½) hours per meeting.

B. Some three-unit courses that include laboratory or studio meetings are held Tuesdays-Wednesdays-Thursdays-Fridays (TWHF) with one (1) hour per meeting. Classes may also be offered on Mondays or Saturdays with three (3) hours per session.

C. For integrated six-unit courses, classes are usually scheduled Tuesdays-Wednesdays-Thursdays-Fridays (TWHF) with one and one-half (1 ½) hours per meeting, for a total of 6 hours per week.

D. As a rule, classes should be dismissed at least ten (10) minutes before the end of the official class period, with an option to extend it to 15 minutes for students who may need more time to get to their next class. The last class (e.g., 5:30 – 7:00 pm for undergraduate classes) is not covered by this rule (EC Meeting: 08 August 2001).

E. The section is determined by the day and hour the class is held. The codes for the class schedules considering the class period are as follows:

Day	Code	Period	Code
Monday	M	7:00 – 8:30 am	Q
Tuesday	T	8:30 – 10:00 am	R
Wednesday	W	10:00 – 11:30 am	U
Thursday	H	11:30 – 1:00 pm	V
Friday	F	1:00 – 2:30 pm	W
Saturday	S	2:30 – 4:00 pm	X
		4:00 – 5:30 pm	Y
		5:30 – 7:00 pm	Z

Thus, a class held 7:00-8:30 a.m. on Tuesdays and Thursdays shall have the section code THQ; while a class held at the same time on Wednesdays and Fridays shall have the section code WFQ. For classes with multiple sections scheduled at the same time (parallel sections), the same day/time code shall be used, but shall be numbered to differentiate one section from another (e.g., THQ-1, THQ-2, etc.).

Section 6: Attendance

[Revised UP Code: Art. 346]

A. General Information

- Attendance is an indicator of a student's engagement that helps the course instructor monitor their progress and provide appropriate feedback.
- The allowable absences for students—whether excused or unexcused— shall be limited to 20% or less of the total hours of the required synchronous activities allotted for the course. If a student exceeds this limit, they shall be dropped from the subject. A faculty

member may establish a longer attendance requirement to address specific needs.

3. If the majority of the absences is excused, a student shall not be given a grade of 5.00 upon being dropped from the subject (often referred to as “forced drop”). However, if the majority of the absences are unexcused, the student shall be given a grade of 5.00 upon being dropped.
4. Time lost due to late enrollment shall be counted as absences.

B. Certificate of Illness

[based on the 682nd EC Meeting on 20 March 1978; 683rd EC Meeting on 01 June 1978]

1. Students who are absent from classes due to illness are required to get excuse slips from the University Health Service (UHS). These certificates are issued to students who consulted at or were confined in the UHS facility.
2. Students who were attended to in a medical facility outside of the UHS, resulting in absences from classes, must secure a medical certificate from the UHS within three days after the absences have been incurred.

Section 7: General Education Program

A. UP General Education (GE) Principles

[Memorandum OVPAA No. 2016 – 16, dated 5 February 2016]

Based on an analysis of national and international developments affecting the Philippine higher education system, including the continuing trend towards specialization and the need to enable students to effectively address increasingly complex issues

and challenges in the 21st century, the framework affirms that the UP GE program must be liberal, holistic and integrative in orientation, developing not only measurable skills or competencies but, equally important, the capacity for and capabilities in critical and creative thinking and action.

The UP GE program reflects and promotes the loftiest principles at the core of a UP education, going beyond inculcating habits of thought and ways of perceiving to developing the ideals of humanism and nationalism (pagiging makatao at pagiging makabayan). The UP GE program is a transformative education, enabling and encouraging students to take creative and constructive action that contributes to the improvement of their community, the nation, and the world, based on a strong sense of their cultural and historical identity as well as a sense of a shared humanity.

B. The UP Diliman 2017 General Education Program (GEP 2017)

The UP Diliman 2017 General Education Program, implemented since the first semester of AY 2018-2019, is a set of core, program-prescribed, and elective GE courses that provides students with knowledge and competencies that will broaden intellectual and cultural horizons, hone critical and creative thinking, develop a passion for learning and scholarship, cultivate a high sense of intellectual and moral integrity, and foster a commitment to nationalism and social justice. [40th UPD GE Committee Meeting on 14 June 2019]

All UPD students must take 21 to 45 units of GE courses, consisting of 21 units of core courses and 0 to 24 units of prescribed and elective courses, depending on the program. [Recommendation by the UPD Executive Committee on 13 February 2017, approved by the University Council at its 142nd Special Meeting on 20 March 2017]

The Diliman-21 GE core courses are the following:

1. ARTS 1 – Critical Perspectives in the Arts
2. Fil 40 – Wika, Kultura, at Lipunan
3. Eng 13 – Writing as Thinking / Speech 30 – Public Speaking and Persuasion*
4. STS 1 – Science, Technology and Society / DRMAPS – Disaster Risk Mitigation, Adaptation, and Preparedness Strategies*
5. Soc Sci 2 – Social, Economic, and Political Thought / Soc Sci 1 – Foundations of Social Science*
6. KAS 1 – Kasaysayan ng Pilipinas
7. Philo 1 – Philosophical Analysis

* If one is taken, the other may be program-prescribed.

** GE Math will be prescribed in programs without any other Mathematics course.

C. GE Course Offerings

The updated list of GE courses is published in the UPD General Education Center Website (<https://gec.upd.edu.ph/>) As of 11 May 2023, UP Diliman currently offers 62 GE courses.

Section 8: Dropping of Courses

[Revised UP Code Article: 350 – 351]

A. General Information

1. A student may drop a course by completing UP Form 26 (Dropping Form) before three-fourths ($\frac{3}{4}$) of the hours prescribed for the current semester/term have elapsed
2. If dropping is initiated after the middle of the semester/term, the course instructor must indicate the class standing of the student at the time of dropping as either “Passing” or “Failing”, solely for administrative guidance
3. The dropping application must be endorsed by the adviser and approved by the Dean before Form 26 is printed by the student’s home unit. Form 26 must be before proceeding for payment
4. The student may cancel the application for dropping before Form 26 is printed by the home unit. The course instructor may withhold consent for the dropping application, in which case, the dropping application shall be terminated
5. Dropping transactions that remain unpaid after the prescribed deadline shall be considered invalid
6. Any college may enact special rules on dropping courses to address specific needs, provided that said rules do not have the effect of relaxing the preceding general regulations

B. General Procedures and Guidelines

1. *Dropping Application via CRS.* A student who wishes to drop a course must submit an application for dropping on or before the set

deadline via the Dropping module of the CRS.

2. *Instructor's Consent.* The course instructor/s must submit their consent for the dropping application to progress via the Instructor's Consent module in CRS. The instructor/s may choose to withhold their consent, in which case the dropping application shall be terminated.
3. *Advising For Dropping.* The designated program adviser from the student's home unit must indicate that the student has been duly advised about his dropping plans via the Advising for Dropping module in CRS.
4. *Dropping Approval.* The Dean has designated the College Secretary to approve the dropping application. The application must be approved by the College Secretary through the Dropping Approval module in CRS.
5. *Payment.* The student must proceed to the Cashier's Office to pay the dropping fee, or create a payment slip and pay online. All dropping applications must be paid on or before the set deadline for dropping. Unpaid dropping applications will be disregarded by the system during grades submission period.
6. *Canceling a Dropping Application.* A student may cancel unpaid dropping applications anytime. Canceling an application cannot be undone. However, a student may submit another dropping application should they decide to proceed with dropping the course.
7. *Withholding Consent.* Once the course instructor withholds their consent for a dropping application, it is considered terminated. If the course instructor later on decides

to allow the student to drop the course (agreement done outside of the system), the student may submit another dropping application.

Section 9: Residence

- A. Students who have finished all their course work and are just working on their thesis may enroll for residence. Students who are not enrolled in any subject but who want to complete an INC or remove a grade of 4.00 must also enroll for residence. Registration for residence should be done within the semester/term. [*Revised UP Code: Art. 408 as amended at the 1082nd BOR Meeting on 16 December 1994*]
- B. No student shall be graduated from the University system unless the student has completed at least one year of residence work which may, however, be extended for a longer period. The student must have been in residence in the semester of graduation. [*Revised UP Code, Art. 408 as amended at the 1359th BOR Meeting on 25 March 2021*]
- C. 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 in the semester of graduation. [*Revised UP Code, Art. 408 as amended at the 1359th BOR Meeting on 25 March 2021*]
- D. Students who enroll in residence before their terminal semester are considered to be underloaded, which disqualifies them from graduating with honors.

Section 10: Leave of Absence

A. General Information

1. A student who does not intend to enroll in a semester may apply for a LOA. This also applies to a student currently enrolled and who intends to withdraw from the remainder of the semester. A student on LOA does not sever their ties with the University.
2. Students with accountabilities may apply for LOA, but their applications cannot be approved until their accountabilities have been settled or waived.
3. The LOA may be approved for a period of one (1) year, and may be renewed for at most another year (Revised UP Code: Art. 401). Students may only apply for LOA for a maximum of two (2) years, aggregated, throughout their entire stay in the University.
4. The LOA shall not be counted towards the Maximum Residency Rule (MRR) for both undergraduate and graduate students. Students who are already granted extension of MRR cannot anymore apply for LOA.
5. If a LOA application is submitted during the second half of the semester, the course instructor/s must indicate the student's class standing as either "Passing" or "Failing" at the time the application is made. The leave of absence application will not be approved without this information, but class standing shall not be reflected in the official Report of Grades.
6. If a LOA application is submitted after three-fourths ($\frac{3}{4}$) of the total number of hours prescribed for the course has already elapsed, the course instructors may submit a grade of 5.00 if the student's class standing at the time of LOA application is below 3.00 [Revised UP Code: Art. 402].
7. No leave of absence shall be granted during the semester within two (2) weeks before the last day of classes.
8. If a student's inability to continue classes is due to health issues or other justifiable reasons, the absences during this period shall be considered excused. In such cases, the students shall be required to present an excuse slip validated by the University Health Service to the faculty members concerned.
9. A student returning from LOA must formally express their intention to enroll by writing to the University Registrar through their home unit's College Secretary. The latter shall write the remarks "From LOA" on the student's Form 5.
10. A student on LOA must be readmitted before the approved period ends; otherwise, they shall be considered AWOL.
11. A student who withdraws from the semester without an approved LOA application shall be considered "absent without leave" (AWOL), and shall have their registration privileges curtailed or entirely withdrawn [Revised UP Code: Art. 403].
12. The authority to readmit a student from AWOL is delegated to the University Registrar (UR).

B. General Procedures and Guidelines

1. *Submit LOA Application.* Students must apply for LOA using the Application for LOA module of the CRS, and must submit their application on or before the set deadline. Any unpaid LOA application may be cancelled any time. The student shall be considered officially on leave upon the completion of the process.
2. *Submit Class Standing.* If the application is submitted before the midterm date (or the equivalent date for the term), the faculty member shall not be required to submit the student's class standing. However, if the application is submitted during or after this date, the faculty member must submit the class standing of the student via the Student Standing module of the CRS for the student's LOA application to proceed.
3. *Student Advising.* The student must then secure their program adviser's approval via the LOA Advising module of the CRS for the application to proceed.
4. *Department Endorsement.* The official representative of the Department (the Chair or the Undergraduate/ Graduate Program Coordinator, whichever is applicable) must endorse the LOA application via the LOA Department Endorsement module of the CRS.
5. *College Approval and Printing of LOA Form.* The Dean must endorse the LOA application via the LOA Approval module of the CRS. Thereafter, the student must request their home college to print their approved LOA application. The college reserves the right to approve or disapprove the student's application.

6. *Payment.* The student must pay the LOA fee at the UP Cash Office or other available official channels. The student is officially on leave once the fee is paid. Students with approved LOA extension are not required to pay, but must submit their signed applications to the OUR for them to be tagged as paid.

C. Other Information

1. It is the responsibility of the student to inform their instructors and home unit of their intention to be officially on leave.
2. Students who are minors must submit to their college a letter of assent (addressed to the Dean) signed by their parents in order for their LOA applications to be approved. The letter must have the recommendatory approval of the ColSec
3. Students officially on leave cannot participate in registration activities (e.g., pre-enlistment, e-prerog, change of matriculation, dropping). They must be readmitted before they can register again.
4. Students with lapsing 4.0 and/or INC grades who are officially on leave will not be able remove or complete these grades unless they are readmitted.
5. The following students cannot apply for LOA:

Students with unpaid classes

- Unpaid classes must be paid or cancelled before applying for LOA
- *Students with unfinished CoM applications*
Ongoing CoM applications must be completed or cancelled before applying for LOA

- *Students with unpaid dropping applications*
Unpaid dropped classes must be paid or cancelled before applying for LOA
- *Students with unpaid Residency applications*
Ongoing Residency applications must be paid or cancelled before applying for LOA
- Students who are granted extension of MRR
- Academically ineligible students

Students with academic delinquencies who did not apply for readmission and not yet readmitted, students on AWOL, non-major students who need to appeal for extension of non-major status, and students who did not register in the previous semester must be readmitted before applying for LOA.

Section 11: Final Grades

A. General Information

A final grade refers to the grades of 1, 1.25, 1.5, 1.75, 2, 2.25, 2.5, 2.75, 3, and 5 [Art. 369, Revised UP Code]

B. Equivalent Adjectival Grade

1	Excellent
1.25	Excellent
1.5	Very Good
1.75	Very Good
2	Good
2.25	Good
2.5	Satisfactory
2.75	Satisfactory
3	Passing
5	Failing

C. Conditional Failure or Incomplete

Grades of “4” (Conditional Failure) and Inc (Incomplete) are not final grades, as they can be changed within the prescribed one (1) academic year of removal or completion period. The general principles based on the Revised UP Code Art. 369 are outlined below.

- Grade of “4”

A grade of “4” means conditional failure. It shall be changed by passing a reexamination or upon successful repetition of the course.

If the student passes the reexamination, they will receive a grade of “3”. If they fail, they will receive a grade of “5”. Only one reexamination is allowed per course, which must be taken within the prescribed time.

If a student does not remove the grade of “4” within the prescribed one-year removal period, it shall be automatically changed to “5”. The student may earn credit for the course only by repeating and passing it.

If a student re-enrolls in the course within one (1) year after they obtained a grade of 4.00, the grade of 4.00 shall remain a 4.00 (i.e., the grade of 4.00 shall not be removed; it shall be included in the computation of grade averages). It shall not be converted to a 5.00 even after the prescribed one (1) year period.

A grade of “4” given for the first semester of a two-semester course shall be converted to a grade of “3” if the student passes the second semester of the same course within the same academic year. If the student fails the second semester,

the “4” from the first semester will be changed to a grade of “5”.

The Office of the University Registrar shall generate a list of un-removed grades of “4” and send the list to the department chairs/institute directors for feedback. The department chairs/institute directors shall return the signed and updated list to the OUR and the University Registrar will change the grades from “4” to “5” based on the list [1310th BOR Meeting on 27 August 2015].

- **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 for the course 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.

Completion of the “Inc” must be done within the prescribed time by passing an examination or meeting all the requirements for the course, after which the student shall be given a final grade based on their overall performance. A course with an INC may not be re-enrolled within the prescription period.

D. Qualitative Grades

1. Some courses are graded as follows:

- P - Pass (985th BOR Meeting: 28 February 1968)
- F - Fail

2. The work of special students or students on audit may be reported

at the end of the semester as “S” (Satisfactory) or “U” (Unsatisfactory) [138th UC Meeting: 11 Sept. 1937].

3. The qualitative grades will not be used in computing GWA, but will be used only to break a tie in the ranking of students [32nd UPD UC: 14 August 1993].

Section 12: Grade Averages

Grade averages are computed to monitor student progress or scholastic standing at particular periods of their 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) and subjects taken outside of the curriculum for enrichment purposes
- **Curriculum Weighted Average (CWA)** is used as the basis for evaluating the 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 for CWA is based only on courses taken by the student within their approved Program

of Study, but includes those taken in compliance with Residence Rules, if applicable.

For purposes of graduation with honors, the Weighted Average Grade (WAG) is used. Computation is based on all the grades in all courses prescribed in the curriculum, including courses that qualify as electives.

Section 13: Rules on Scholastic Standing

A. Good Scholastic Standing

1. A student is considered in good scholastic standing if, at the end of the semester, they obtain a grade of “3” or higher in at least 75% of the total academic units in which they are registered.
2. However, colleges/units may impose additional rules on good scholastic standing such as a minimum grade average or required number of units passed per term/year, but should not supersede university rules.

B. Scholastic Delinquency [Revised UP Code Art. 389]

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

1. Warning

Students who obtain final grades below “3” in 25% to 49% of the total academic units in which they are registered by the end of the semester will be issued a warning by the Dean to improve their performance.

2. Probation

Students who obtain final grades below “3” in 50% - 75% of the total academic units in which they are registered by the end of the semester shall be placed on probation for the succeeding semester, and their load shall be as determined by the Dean.

Probation status may be lifted if the student obtains grades of “3” or better in more than 50% of the units in which they receive final grades in the following semester.

3. Dismissal

By the end of the semester, students who obtain final grades below “3” in at least 76% of the total academic units in which they are registered shall be dropped from the rolls.

Students on probation who again fail in 50% or more of the total academic units in which they are registered by the end of the semester shall be dropped from the rolls of their college or school subject to the following [Revised UP Code: Art. 390]:

- Students dismissed from one college shall not be ordinarily admitted to another unit of the University unless, in the opinion of the Vice Chancellor for Student Affairs, their natural aptitude and interests qualify them for a different field of study. In such cases, they may be allowed to enroll in a college or department that is better suited to their abilities. [Revised UP Code: Art. 391]
- Students who were dismissed in accordance with the rules on Dismissal, and again fail

to maintain good scholastic standing in their new college or department, shall not be eligible for readmission to any college of the University

4. Permanent Disqualification

Students who obtain final grades below “3” in 100% of the academic units in which they are registered by the end of the semester shall be permanently barred from readmission to any college of the University [Revised UP Code: Art. 392].

Permanent disqualification does not apply in cases where the faculty certifies that the grades of “5” were a result of the student’s unauthorized dropping of the subjects, rather than poor scholarship. However, if the unauthorized withdrawal takes place after the midterm period and the student’s class standing is poor, their grades of 5.00 shall be counted for the purpose of this scholarship rule. The Dean shall attend to these cases on their individual merits in 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 [Revised UP Code: Art. 393].

The authority to readmit a student from permanent disqualification is delegated to the Vice Chancellor for Academic Affairs. [OVPAAMemorandum 2024-35A]

C. Other Information

1. For purposes of scholastic standing, a grade of “Inc” is not included in the computation. The final grade shall be included in the

computation during the semester when the completion is made [Revised UP Code: Art. 394]. The grade of “4” shall be counted until it is removed. Once removed, only the final grade of “3” or “5” shall be counted [69th UC Meeting on 21 June 2000; President’s Approval on 14 March 2001].

2. Required courses that a student has failed shall take precedence over other courses in their succeeding enrollment [Revised UP Code: Art. 395].
3. In colleges or schools where the weights of the courses are not expressed in terms of units, the computation shall be based on their respective equivalent [Revised UP Code: Art. 396].
4. No readmission of dismissed or disqualified students shall be considered by the Deans and Directors without the favorable recommendation of the University Guidance Counselor. If the action of the Dean or Director conflicts with the recommendation of the University Guidance Counselor, the case shall be elevated to the Vice Chancellor for Academic Affairs, whose decision shall be final [Revised UP Code: Art. 397].

Section 14: Shifting to Another Undergraduate Degree Program
[74th UC Meeting on 17 April 2001; 76th UPD UC on 12 December 2001]

- A. Shifting refers to the change of a student’s major or degree program within UP Diliman.
- B. Students may be allowed to shift only after they have completed at least thirty (30) units in their first

program, subject to compliance with the admission requirements of the new program. Specific requirements for shifting are decided by the departments, which typically include a CWA that is deemed satisfactory by the unit, an examination (oral or written), an interview, a talent test, and/or portfolio.

C. The Curriculum Weighted Average (CWA) will be used as the basis for evaluating the student's admission into the program they intend to shift to. The CWA computation includes only the grades in courses that will be credited into the new program. This will be applied to regular students and non-majors shifting to a new program. Existing rules on the computation of GWA for graduation, including graduation with honors, shall apply.

D. Enrollment in courses not prescribed in the student's curriculum may be allowed if a student intends to shift, subject to the following guidelines:

1. Students must formally communicate their intention to shift by writing to the Department Chair/Institute Director of the home unit. They must shift within one (1) year, subject to compliance with the admission requirements of the admitting unit.
2. Regular students with good academic standing may request for Voluntary Shifting Out (VSO) status to be allowed to take courses outside their current curriculum. Some colleges do not allow New First Year and First Year students to take courses outside their current program of study.

3. If a student is unable to shift within one (1) year, they shall follow the curriculum of the original degree program. They may also apply for extension of VSO status. This must be endorsed by the Department/Institute, subject to the Dean's approval.

4. The program adviser shall inform students of the consequences of enrolling in courses outside the curriculum, like added burden on academic load and possible delay in graduation.

Section 15: On Student Mobility

[OVPA Memorandum No. 2022-45 dated 28 March 2022]

- A. On its 1351st meeting on 21 May 2020, the BOR approved the UP System Academic Credit Transfer System (UP ACTS) to enable recognition of credits gained by the students while studying abroad and to facilitate the transfer of credits earned in UP by international students to their home institution. The UP ACTS adopted the University Mobility in Asia and the Pacific Credit Transfer System (UCTS), which uses the concept of Asian Academic Credits (AACs) in which one academic credit = 38-48 hours of student workload, including 13-16 hours of academic instruction.
- B. The UCTS accepts a range of teaching hours and student workload as equivalent in calculating credits earned, enabling the transfer of credits between higher education institutions.

C. A conversion table of the AACs with other major credit transfer systems outside Asia is presented below:

Nation/region (name of credit [transfer] system), and number of countries and territories	Proposed credit conversion with 1 AAC credit	Equivalency in student workload	Teaching/ contact hours
ASIA (AACs) (at least 24 countries and territories)	1 AAC credit	28 to 48 hrs	13 to 16 hrs
The United States (2/3 of institutions)	1 credit	45 hrs	15 hrs
Europe and neighboring countries (47 countries)	1.5 CTS ECTS points	37.5 to 48 hrs	-
England, UK (CATS)	3.0 CATS points	1 ECTS = 2 CATS points (however, 1 CATS = 10 hrs)	-
Latin America (CLAR) (18 countries)	1.5 CLAR credits	37.5 to 48 hrs	-
Middle East (ANQAHE) (15 countries)	1 credit	45 hrs	-

Note: AACs = Asian Academic Credits; CATS = Credit Accumulation and Transfer Scheme; CLAR = Latin American Reference Credit; ECTS = European Credit Transfer and Accumulation System; ANQAHE = Arab Network of Quality Assurance in Higher Education.

Section 16: Other Policies

A. Transfer from a baccalaureate program to pre-baccalaureate program

There is no minimum number of academic unit requirements as long as the transferee satisfies the grade requirement of the program.

B. Operationalization of the word ‘taken’ in Article 414 or the Revised University Code

The operationalization of “taken” in determining a student’s underloading in Article 414 of the Revised University Code is “courses taken with final grades.”

C. Removal Period.

The operationalization of the ‘end of the third regular period’ clause in

Art 378 is one (1) academic year after the grade of “4” was incurred.

D. On Determining a Student’s Scholastic Standing.

In determining a student’s scholastic standing, the decision tree attached to the revised academic policy approved by the BOR at its 1379th meeting on 3 April 2023.

E. Submission of Grades.

The deadline for the submission of grades should not be later than seven (7) days after the last day of the examination period. For the Midyear term, grade submission should not be later than three (3) days after the last day of the examination period. [Revised Article 372, dated 3 April 2023].

In line with the University's directive for digital transformation, the hard copy printing, signing, and submission of UP Form 13 Official Report of Grades from each class section, generated from CRS's Grade Submission Module is no longer required starting First Semester 2025–2026. However, all grade submissions are still to be processed via CRS's Grade Submission Module on or before the grade submission deadline [Memorandum No. ERJ 2025].

F. Deadline for completion of deficiencies for graduating students.

All candidates for graduation must have their deficiencies settled and their records cleared by the end of their last semester in their current degree program. [Revised Article 407, dated 3 April 2023].





PART IV: GRADUATION

Section 1: General Information

A. University Graduation and General Commencement Exercises

1. The General Commencement Exercises is a ceremony held once a year, where candidates for graduation are conferred their respective degrees upon completion of all degree program requirements and other requirements prescribed by the University.
2. Participating in the General Commencement Exercises is different from graduating. Students can graduate at the end of any semester/term. The General Commencement Exercises of the University refer to the ceremonial conferment of degrees, where the Deans/Directors present their respective Colleges' candidates for graduation to the UPD Chancellor. The UP President shall be the final and conferring agent of all degrees to the graduates.
3. Only students who have completed all degree program requirements and were duly endorsed by their respective colleges and recommended by the UC may attend the General Commencement Exercises. Endorsement via a referendum may be granted to cleared students and must come from at least 50% + 1 (majority) of the regular faculty.
4. Attendance at the General Commencement Exercises is optional. The final list of attendees must be submitted by the respective deans or their duly designated representatives within the prescribed period, ideally at least ten (10) days before the commencement exercises [Art. 418; 793rd BOR meeting on Apr. 7, 1970].

5. When students apply to graduate, the Office of the College Secretary and the Office of the University Registrar check and certify that all program requirements have been satisfied. Once approved, the degree shall be displayed on the student's transcript and diploma. Official graduation involves the endorsement of the College through a Faculty Assembly, the recommendation of the University Council, approval of the President, and the confirmation of the BOR.

faculty of their respective colleges through the College Assembly / Faculty Assembly after having satisfied all academic and other requirements for graduation.

4. All candidates for graduation must settle any deficiencies and clear their records no later than five (5) weeks before the end of their final semester/term, except for courses in which the student is currently enrolled [Revised UP Code: Art. 407].

B. Application for Graduation

1. Students must submit an official application for graduation to the Office of the Dean of their respective colleges, through the Office of the College Secretary (OCS) (for undergraduate students) or the Graduate Studies Office (GSO) (for graduate students). The OCS and GSO shall announce the period for filing of application for graduation, which is ideally before the student's last semester in the University.

2. Within the first three (3) weeks after the start of classes each semester/term, the Dean/Director, through the ColSec and GPC, shall submit to the UR a list of candidates for graduation at the next commencement.

3. The UR, in consultation with the OCS and GSO, shall review the candidates' academic records to determine whether any candidate in the submitted list has any deficiency and whether all other requirements for graduation have been met. If there is any question regarding a candidate, their name should not be removed from the list of candidates for graduation, but a footnote should be made. Candidates shall be recommended for graduation by the

5. A candidate for graduation who began studies under an old curriculum that has already been revised shall be governed by the following rules [Revised UP Code: Art. 405]:

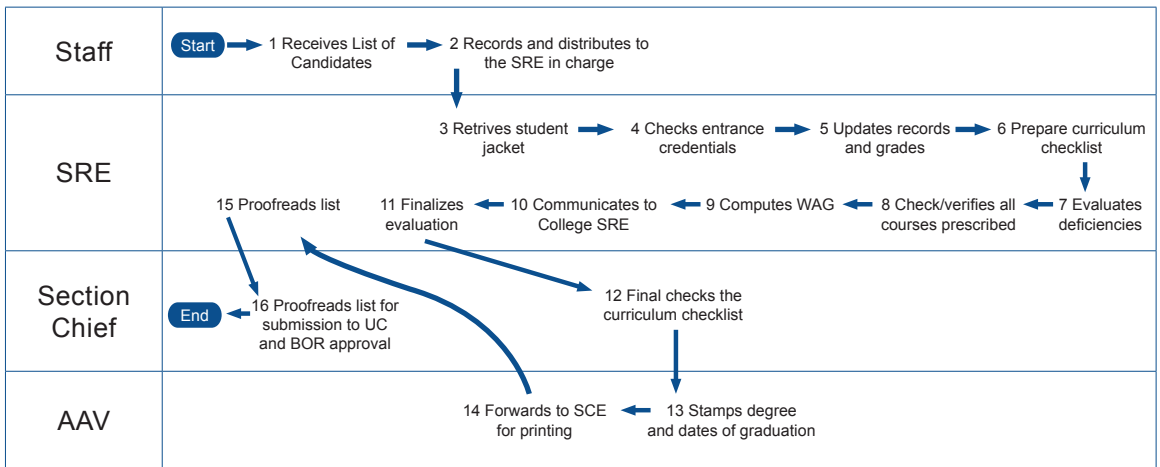
- Students who have completed all the curriculum requirements but did not apply for, or were not granted, the corresponding degree or title shall have their graduation approved as of the date they were originally eligible to graduate.

- Students who have completed all the curriculum requirements except for two (2) to three (3) required courses shall follow one of the curricula in effect from the time they first enrolled at the University to the present.

- Ten (10) weeks before the end of a semester/term, the University Registrar shall provide the OCS and GSO the complete list of qualified candidates for graduation for that semester/term [Revised UP Code: Art. 406 as amended at the 790th BOR Meeting on 19 December 1969 and the 861st BOR Meeting on 29 May 1975]

C. The Role of SREs in the Preparation of List of Candidates for Graduation

1. The SREs at the College level are expected to:
 - prepare the tentative list of candidates for graduation
 - process applications for graduation;
 - submit the list of candidates for graduation to the Office of the University Registrar and
 - process clearance applications
2. The SREs at the OUR level are expected to review the list of candidates for graduation submitted by the College SREs, and flag students who have deficiencies.
3. The process involves 15 steps illustrated in the figure below.



- **Step 1:** Staff *receives* (soft and hard copy) and records List of Candidates for Graduation from the college
- **Step 2:** Staff *distributes* the list to SRE in-charge
- **Step 3:** *retrieves* student jackets of candidates for graduation
- **Step 4:** SRE *checks* entrance credentials for graduating students
- **Step 5:** SRE *updates* records and grades through CRS
- **Step 6:** SRE *prepares* curriculum checklist and *evaluates* deficiencies of the students
- **Step 7:** SRE *checks* and *verifies* all courses prescribed in the curriculum that have been taken and for which a graduating student has earned credit
- **Step 8:** SRE *computes* Weighted Average Grade (WAG) of candidates for graduation to determine graduation with honors
- **Step 9:** SRE *communicates* to college SRE on deficiencies of graduating students
- **Step 10:** SRE *finalizes* evaluation and *forwards* records of students who completed all academic requirements :for graduation to Section Chief
- **Step 11:** Section Chief *does* the final checking of curriculum checklist
- **Step 12:** Section Chief *forwards* student jacket to Administrative Assistant V (AA V) for stamping of degree and date of graduation
- **Step 13:** AA V *forwards* student jacket to SCE for preparation and printing of list of Graduates for proofreading

- **Step 14:** SREs *proofreads* the list (per College)
- **Step 15:** Section Chief *proofreads* list of graduates for submission to UC and BOR approval

Section 2: The College Recognition Rites

- A. The College Recognition Rites is an official ceremony where the College Dean recognizes students for successfully completing the requirements of their respective degree programs, along with other achievements and awards earned during their time in the program. During the ceremony, the College Dean presents recognitions such as alumni-sponsored awards, the best undergraduate thesis, the best master's thesis, and the outstanding dissertation award. Additionally, all honor students will receive their medals from the Dean and the ColSec.
- B. The Office of the College Secretary (OCS) is in charge of the preparation for the College Recognition Rites, through an ad hoc committee appointed by the College Dean. The schedule varies from one college to another. It may be held before or after the University Graduation and General Commencement Exercises.
- C. The College Recognition Rites is not the official graduation ceremony of the University. Degrees are not conferred during the recognition rites.

Section 3: Computation of the Weighted Average Grade

- A. The CRS curriculum checklist provides a computation of the student's Weighted Average Grade (WAG), which is based on all the grades in all courses prescribed

in the curriculum, including all courses that qualify as electives.

- B. To ensure the accuracy of the list of students graduating with honors, the SREs verify each candidate's WAG.

Section 4: Graduation with Honors

[Art 410, amended at the 958th BOR meeting on 24 February 1983; Art. 412 – 414, amended at the 884th BOR meeting on 31 March 1977]

A. Minimum Requirements

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

B. Grade Requirements

1. Students who complete their degree program requirements with the following Absolute Minimum WAG shall be graduated with honors: Summa cum laude 1.20, Magna cum laude 1.45, Cum Laude 1.75.
2. 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 WAG:
 - For non-shiftees, the required number of free electives will be considered in chronological order
 - For shiftees, the free electives to be considered shall be selected according to the following order of priority:

- Free electives taken in the program where the student is graduating will be selected in chronological order
- Free electives taken in the previous program that qualify as free electives in the program where the student is graduating will be selected in chronological order
- Prescribed courses taken in the previous program qualify as free electives in the program where the student is graduating will be selected in chronological order
- The stipulations stated above apply only to free electives (courses numbered 100 and above), and not to GE electives.

3. Courses credited as satisfied by the UC CSAPG through appeal shall be excluded from the WAG computation.

C. Appeal for Graduating With Honors Despite Underloading

1. Graduating with honors despite underloading may be justified for the following reasons:

- Physical and mental health reasons;
- Unavailability of courses;
- Employment; and
- No more courses to take in the semester when they are expected to graduate

2. As stipulated in Part 3, Section 1 of this Primer, pertinent documents must be submitted to the Office of the University Registrar (OUR), through the Office of the College Secretary, during the semester of underloading.

3. To process the appeal, these procedures must be followed:

- The student shall write a letter of appeal addressed to the Chair of the UC CSAPG through channels. Supporting documents must be attached to the appeal
- The student must seek favorable endorsement from the department (channels of endorsement may include the program adviser and/or undergraduate program coordinator, department UC CSAPG, and the department chair. The department then forwards the appeal to the OCS, to be reviewed and endorsed by the ColSec and the Dean/Director.

- The Office of the College Secretary must ensure that all endorsing bodies have signed the appeal. If all endorsements are complete, the Office of the College Secretary shall forward the appeal to the Office of the University Registrar within the prescribed period. Late submissions shall be accepted, but the UC CSAPG has the discretion to include them in the scheduled session. If the UC CSAPG decides not to include the late submission, the appeal shall be returned to the home unit with a note to resubmit it in the next session.

- The UR shall forward the appeal to the UC CSAPG
- The UC CSAPG shall deliberate and act on the appeal
- The OUR shall inform the college of the decision of the UC CSAPG

- The OCS shall inform the student and the department of the decision
- The OUR and College SREs must record the UC CSAPG-approved appeal to graduate with honors despite underloading.

D. Graduation with Honors for Second Degree

[Based on Memorandum ECA No. 15 – 13, dated 6 April 2015]

1. For students who earned their first degree at UP, grades in all courses prescribed in the curriculum, including subjects taken and credited in the first degree (e.g., GE courses), shall be included in the computation of the weighted average grade.
2. For students who earned their first degree in another university, taking courses outside the curriculum is not allowed to complete the 75% requirement in the program. However, they may opt to retake GE courses, which are eligible for advance credit to comply with the 75% requirement.

E. Ineligibility to Graduate with Honors

[Revised UP Code: Art 410. amended at the 958th BOR Meeting on 24 February 1983]

1. Students with an academic underload shall not be eligible for honors, except when such underloading is duly justified and the required supporting documents are submitted within the same semester in which the underloading occurred.
2. 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. Students with pending cases shall be considered eligible until a decision has been made.

3. 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 with pending cases shall be considered eligible until a decision has been made.

Section 5: Academic Costume

A. Description of the Academic Costume

1. 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 *[72nd UC meeting on 6 December 2000; EC meeting on 21 February 2001; 73rd UC meeting on 28 February 2001]*
2. The *Sablay* is a part of Filipino attire that symbolizes the appreciation of indigenous culture, which is the root of our nationalism. The word *Sablay* refers to a type of indigenous garment that is simple yet elegant in form, loose-fitting, and adorned with gold. The word “sablay” is also a verb that means

placing a valued object, like a piece of cloth or garment, upon one's shoulder, signifying respect and reverence for the item. The *Sablay* was inspired by the *malong*. It is distinctive and suitable for formal celebrations, such as graduation ceremonies. It suits well with formal Filipino attire like the *barong*, long gown, or *kimona*. The colors maroon and green are the colors of the University, and the color gold symbolizes the high standards of knowledge and ideals that the University promotes. The University's acronym, UP appears as a symbol on the *Sablay*, based on the baybayin for U and P. The design resembles a newly sprouted plant, called "ukkil" or "ukit," symbolizes the artistic Filipino culture and care for nature. Geometric designs like the zigzag and diamond are common decorations found in the tools and materials used by native Filipinos from Batanes to Tawi-Tawi. The arrangement of these designs is continuous and repetitive, representing the interconnectedness of the community and the channel of culture and knowledge.

3. The concept for the *Sablay* was written by Prof. Abraham Sakili [*Ang Sablay, 2002 Commencement Program, UP Diliman Information Office*]

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, maluwa 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 katangi-tangi 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.

B. When to Wear the Sablay

1. As the official academic costume of the University, due respect should be given to the *Sablay*. It should be used only during academic functions and activities such as:
 - Recognition Programs
 - Commencement Exercises
 - Investiture of Chancellors and Presidents
 - Awarding of Honoris Causa

- Other academic activities requiring the academic costume
- Official photo taking

2. 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].

C. Who may Wear the *Sablay*

1. During the Commencement Exercises, candidates for graduation initially wear the *Sablay* over the right shoulder. After the President has conferred the degree, it is moved from the right to the left shoulder without being taken off. [University of the Philippines System Office of the Secretary of the University 2005 Handbook on Protocol in the University of the Philippines 1.6.2].

2. Faculty members who are not UP graduates are authorized to wear the *Sablay*. The use of *Sablay* during UP's commencement exercises is mandatory for all faculty members. [1315th BOR Meeting on 26 February 2016].

3. On its 1315th Meeting held on 26 February 2016, the Board of Regents approved the following academic costumes recommended by the *Sablay* Committee:

- Board of Regents (*Sablay* + Yoke + Medallion)
- Officials (*Sablay* + pin)
- Faculty (with panel according to college/discipline color)
- Students (*Sablay* + use of pins to distinguish the degree levels attained)

<https://osu.up.edu.ph/wp-content/uploads/2022/04/1315.FINALE.pdf#page=25>

D. What to Wear with the *Sablay*

<https://our.upd.edu.ph/acad.php>

1. Formal clothing should be worn with the *Sablay* as a sign of respect for the official academic costume and to preserve the solemnity and dignity of the occasions when it is worn. During the commencement exercises, the following dress code must be observed.

- For individuals wearing the *Sablay* with a dress, the color should be ecru, beige, or cream. The dress is ideally with sleeves, or if sleeveless, must be paired with a shawl or bolero. The dress length should be any length below the

knee up to the ankle. Formal shoes are recommended. Jewelry should be kept to a minimum, preferably limited to earrings and a necklace only

- For individuals wearing the *Sablay* with *barong* and pants, the color of the *barong* top should be ecru, beige, or cream. The pants, socks, and shoes should be black
- *Sablay* Length should be mid-thigh for aesthetic and practical purposes, allowing for movement

- Paraphernalia such as College pins and hood may be worn with the *Sablay* during the College Recognition Rites but not during the General Commencement Exercises when only the UP pin is recommended
- The *Sablay* should not be worn with a hat.



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 (AY)	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 (CoM)	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 (CWAG)	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 (CWA)	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
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

^a Source: UPD General Catalogue, 2004-2010

GENERAL WEIGHTED AVERAGE (GWA)	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"
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 (S1)	A student who changed his/her degree program or major within the college

SHIFTEE 2 (S2)	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
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 (APE)	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
PROFICIENCY EXAMINATION IN PHYSICAL EDUCATION (PEPE)	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
SECOND DEGREE	Student who has successfully completed a degree program can pursue another degree within the same level
TRANSCRIPT OF RECORDS (TOR) CURRENTLY OFFICIAL TRANSCRIPT OF RECORD (OTR)	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
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

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

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

No.	College	College Secretary
1	AIT	Prof. Edieser DL. Dela Santa
2	CA	Prof. Nappy L Navarra
3	CAL	Assoc. Prof. Marlon James S. Sales
4	CFA	Assoc. Prof. Jamel Joseph A. Obnamia
5	CHE	Asst. Prof. Maria Fema S. Aquino
6	CHK	Assoc. Prof. Alberto L. Dimarucut
7	CMC	Prof. Violeda A. Umali
8	CMu	Prof. Maria Christine M. Muyco
9	COE	Prof. Louis Angelo M. Danao
10	CS	Prof. Eizadora T. Yu
11	CSSP	Assoc. Prof. Apryl Mae C. Parcon
12	NCPAG	Asst. Prof. Zita Concepcion P. Calugay
13	SE	Prof. Jonna P. Estudillo
14	SLIS	Asst. Prof. Elijah John F. Dar Juan
15	SOLAIR	Asst. Prof. Rosalio A. Aragon, Jr., LI.B., MAEd
16	STAT	Assoc. Prof. Imogene F. Evidente
17	SURP	Prof Karen Ann B. Jago-on
18	UPDEPPO	Asst. Prof. Tito Antonio A. Ofilada Jr.
19	VSB	Asst. Prof. Josel Richa Ann D. Rivera

No.	College	GPC
1	AC	Prof. Joefe B. Santarita
2	AIT	Assoc. Prof. Reil G. Cruz
3	UPSA	Assoc. Prof. Lee Anthony M. Neri
4	CA	Asst. Prof. Marie Edraline B. Belga
5	CAL	Assoc. Prof. Vina P. Paz
6	CEd	Asst. Prof. Frances Olivia M. Magtoto
7	CFA	Asst. Prof. Jose Manuel L. Sicat
8	CHE	Asst. Prof. Lester John C. Lim
9	CHK	Asst. Prof. Marie Eloisa D. Ulanday
10	CIS	Dir. Ramon Guillermo
11	CMC	Asst. Prof. Ma. Ivy A. Claudio
12	CMu	Asst. Prof. Jocelyn Timbol-Guadalupe
13	COE	Prof. Jhoanna Rhodette I. Pedrasa
14	CS	Assoc. Prof. Ma. Nerissa M. Abara
15	CSSP	Assoc. Prof. Jem R. Javier
16	CSWCD	Assoc. Prof. Paul Edward N. Muego
17	IIS	Asst. Prof. Darwin J. Absari
18	LAW	Asst. Prof. Michelle San Buenaventura-Dy
19	NCPAG	Prof. Erwin Gaspar A. Alampay
20	SE	Assoc. Prof. Laarni C. Escresa-Guillermo
21	SLIS	Asst. Prof. Mark Anthony A. Santos
22	SOLAIR	Asst. Prof. Verna Dinah Q. Viajar
23	STAT	Asst. Prof. Gian Louise A. Roy
24	SURP	Asst. Prof. Carmelita Rosario Eva U. Liwag
25	TMC	Dir. Edison D. Cruz
26	UPDEPPO	Asst. Prof. Rosanne Marie G. Echivarre
27	VSB	Prof. Erik Paolo S. Capistrano

HARMONIZED POLICIES AND FORMS



Harmonized Undergraduate Policies

<https://our.upd.edu.ph/ugpolicy.php>



Harmonized Graduate Policies

<https://our.upd.edu.ph/gradpolicy.php>



Harmonized Forms

<https://our.upd.edu.ph/harmonized.php>

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