

ACADEMIC LOAD

Undergraduate

Academic Unit Requirements

For undergraduate students, 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 very good academic records may be permitted to carry a heavier load in their last year. During the summer session, the normal load is six (6) units, but in justifiable cases, the Dean may allow enrollment of up to (9) units (*Revised UP Code: Art. 340-341 p.86*).

Students who are candidates for graduation with honors must have taken during each semester/trimester/ quarter not less than fifteen (15) units of credit or the normal load prescribed in the curriculum in cases where such normal load is less than fifteen (15) units, unless the lighter load was due to justifiable causes such as health reasons, the unavailability of subjects needed in the curriculum to complete the full load, or the fact that the candidate is a working student (*Revised UP Code: Art. 414 as amended at 884th BOR: 31 March 1977*).

To justify underloading, the submission of pertinent documents to the Office of the University Registrar through the Office of the College Secretary is required as follows:

- 1) for health reasons—medical certification to be confirmed by the University Health Service;
- 2) for unavailability of subjects—certification by the adviser and copy of schedule of classes;
- 3) for employment—copy of payroll and appointment papers indicating, among others, the duration of employment.

It is the responsibility of the student to establish beyond reasonable doubt the veracity of the cause(s) of underloading. It is required that documents submitted to establish the cause(s) of the light loading must be sworn to.

THESE DOCUMENTS MUST BE SUBMITTED DURING THE SEMESTER OF UNDERLOADING.

Graduate

On the graduate level, full-time students are allowed the normal load of 9-12 units per semester or 8-10 units per trimester. During the summer session, the normal load is 6 units.

No graduate student employed on a full-time basis shall be allowed an academic load of more than 10 units in any semester, unless s/he has the prior approval of the head of the graduate unit to which s/he belongs.