



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

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06 April 2015

MEMORANDUM ECA NO. 15-15

TO: College Secretaries

THROUGH: The Dean

FROM: 
EVANGELINE C. AMOR, Ph.D
University Registrar

SUBJECT: Guideline on appeal for CSAPG on Graduating with honors despite underloading

At its 03 March 2015 meeting, the CSAPG resolved that any appeal concerning graduation with honors despite underloading are subject to the following guidelines:

1. Appeals must be evaluated by the Department, then acted on by an appropriate body such as the College Assembly before being endorsed to the CSAPG;
2. Students underloaded in their last two semesters may be allowed to graduate with honors only if based on their curriculum, there are no more courses that can be enrolled in as supported by an appropriate certification to this effect; and
3. Proper documentation of underloading should be made during the underloaded semester.

For your information and guidance please.

Thank you very much.