10 April 2015

MEMORANDUM ECA 15-21

TO: OUR Section Heads

FROM: Evangeline C. Amor, Ph.D.
           University Registrar and UC CSAPG Member-Secretary

SUBJECT: **2014 UC CSAPG WORKSHOP RESOLUTIONS**

At its meeting on 06 March 2015, the University Council Committee on Student Admissions, Progress, and Graduation (CSAPG) affirmed the following resolutions of the 2014 CSAPG Workshop:

1. *Transfer Students.* Courses taken in UP Diliman can be counted to comply with the 33 units requirement and GWA computation for UPCAT qualifiers who were granted honorable dismissal, and reapplied to UP Diliman as a transferee if they had good records in UP before being honorably dismissed. Students honorably dismissed under the Certificate program may be readmitted provided they are admitted in the same program. Students honorably dismissed under the VAAS program may be readmitted so long as they are readmitted by the VAAS program.

2. *Entrance Credentials of Transfer Students.* Effective 1S 2015-2016, students will only be given one year to comply with their entrance credentials. After which, the student would be ineligible to enroll. All ineligibilities because of entrance credential beyond one year will be elevated to the CSAPG and no enrollment will be allowed without CSAPG's approval. Hence, all units should be mindful of the deadline for submission of appeals to the CSAPG.

3. *Shiftees in the Graduate Program.* Graduate students shifting to another graduate program should seek a Permit to Transfer from the previous program. Changing of majors/specialization does not need a Permit to Transfer.

4. *CHED Accelerated Teacher Education Program.* Considering that some Bachelor programs are not necessarily four-year degree courses, the CSAPG recognizes the Commission on Higher Education's Accelerated Teacher Education Program as a Bachelor program.

5. *Admission to Master's Program.* Graduate students who are required to take undergraduate course/s may be admitted as non-degree student first. All graduate students with scholarships categorized under the non-degree status may be given a certification that the non-degree status is prerequisite to his/her admission to the Master's Degree Program.

6. *Dropping.* DRP fully processed and consummated are deemed submitted. DRP deemed submitted will be reflected in the student's record by the OUR-CRS. The DRP grade will be "frozen" to prevent possible changes and DRP grade will be reflected in the student's Transcript

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of Records. If the faculty does not give consent to dropping, an appeal may be made to the UC CSAPG through channels.

7. *Readmission.* The Committee reaffirmed its resolution to continue the present mechanism for students readmitted from AWOL. However, the Committee clarified that students cannot be readmitted to a degree that is no longer offered.

8. *Grade Submission.* A grade of "4" shall be automatically converted to a grade of "5" if the student does not remove the "4" within the prescribed one-year period through re-examination or if the student does not re-enroll within that year. The University Registrar will generate a computerized report of grade indicating the grade of "5" and inform the faculty member concerned. If the faculty member is unable to receive the copy of the report, the Department Chair/Institute Director will do so in his/her behalf. To compute weighted average, the "4" is included until the one-year prescription period is over. After the period has lapsed, the grade of "5" or the grade when the subject is   re-enrolled is included (UC approved, 16 February 2015)

9. *Basis for waiver of Extension and MRR.* Approval of extensions beyond the regular period of completion is under the College purview, while approval of waiver of MRR is within the CSAPG level. Appeals to waive MRR should be supported by the following documents:
   - For students under thesis/dissertation track: approved thesis/dissertation proposal, documentation of five years extension, plan of study, copy of approval of extension, College basis for approval.
   - For students under non-thesis track: completion of terminal exam/requirement, documentation of five years extension, plan of study, copy of approval of extension, College basis for approval .

10. *Graduation with honors despite underloading*
    All appeals for graduation with honors despite underloading are subject to the following:
    - appeals should not be unilaterally evaluated by the College Secretary. It should be evaluated first by the Department, followed by the College before being elevated to the CSAPG;
    - students underloaded in their last two semesters may be allowed to graduate with honors only if there are no more courses that can be enrolled in. Colleges must attach a certification that no course was available during the underloaded semester;
    - proper documentation for underloading should be made during the underloaded semester; and

11. *Graduation with honors of second degree holders.* GWA Computation of second degree holders, whose first degree was taken in another school, will be based on the 75% resident credit of the degree program. For second degree holders whose first degree was taken in UP, all the courses taken in UP that fulfill the curriculum will be included in the computation of GWA. The Committee noted that the new rule will apply to ongoing graduating students. The Committee will deliberate on a case to case basis appeals that were affected by the transition.

12. *Operationalization of withdrawal of degree*
    For student whose degree was withdrawn, diploma issued should be returned to OUR RMAS. College will be requested to withdraw the submitted dissertation from the library and the national library.

Please be guided accordingly.

Thank you very much.

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