



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

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4 September 2015

Memorandum No. MRC 15-15

For: College Secretaries and Graduate Coordinators of Academic Units

From:

Marilyn R. Canta, PhD
University Registrar

Subject: EVALUATION OF RECORDS OF GRADUATING STUDENTS DURING THE
PENULTIMATE SEMESTER & SCHEDULE OF APPEALS

Please be reminded to comprehensively evaluate the records of graduating students during the penultimate (second to the last) semester of their stay in the University. This is to give them ample time to address their deficiencies, should there be any. Moreover, this will also give the Committee on Student Admissions, Progress and Evaluation (CSAPG) sufficient time to deliberate on appeals, if any, related to their graduation.

Concerning matters from previous semester/s, appeals, if any, should be submitted to the Colleges for evaluation, and subsequently, if necessary, to the OUR. These should be filed as scheduled to avoid last-minute deliberations on appeal cases.

Please note the following schedule of appeals for students graduating in the 2nd semester 2015-2016:

October 30	Deadline for submission of appeals to Colleges (for the Colleges to evaluate at their level)
November 16	Deadline for submission of appeals to the OUR (if deemed appropriate by the College)
November 27	Release of results on appeals (for cases submitted to the OUR as scheduled)

We reiterate that all parties must AVOID submitting any appeal at the very LAST semester when the student is graduating.

Thank you for your compliance.