



UNIVERSITY OF THE PHILIPPINES DILIMAN

*Office of the University Registrar*

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4 September 2015

Memorandum No. MRC 15-18

For: All Student Record Examiners

THROUGH: The College Secretaries and Graduate Coordinators of  
All Academic Units

From:

Marilyn R. Canta  
University Registrar

Subject: Checklist of items for evaluation of records of graduating students

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In line with the evaluation of records of graduating students during the penultimate (second to the last) semester of their stay in the University, may we provide you with this list of the most common items for checking to avoid last minute deliberations on appeal cases by the CSAPG?

1. Pending admission requirements (such as TOEFL, Form 137, OTRs)
2. Degree program requirements:
  - GE courses, including Philippine Studies requirement
  - Core and major courses
  - Electives (eg, not in the list of those recommended in the checklists)
  - PE (eg, for transferees, whether they have been validated during the prescribed period)
  - Courses mandated by law: PI 100, NSTP (eg, not taken as prescribed by the NSTP Office)
  - Language examinations
  - Comprehensive examinations
  - Penalty courses
  - Thesis/dissertation proposal defense
  - Thesis/dissertation defense
  - Bound copies of thesis/dissertation
3. Course equivalencies:
  - GE courses taken in other UP units vis-à-vis those taken in UPD
  - Course offerings which may have the same number and title/description, but with different number of units (eg, may result from revisions in curriculum)

- Courses taken for advance credit
4. Course substitutions
  5. Residence requirements
    - For students coming from AWOL
    - For transfer students
    - For transfer students who may be graduating with honors
    - For 2<sup>nd</sup> degree students who may be graduating with honors
    - For students who have exceeded the maximum residence requirement
    - For students who completed/removed grades but were unable to file for residence during the period when they fulfilled their deficiencies
  6. Academic load per semester
    - Justification of underloading
  7. Accountabilities and other ineligibilities