



UNIVERSITY OF THE PHILIPPINES DILIMAN

*Office of the University Registrar*

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11 August 2016

MEMORANDUM NO. MRC 2016-24

FOR: ALL CONCERNED

FROM:

Marilyn R. Canta, PhD  
University Registrar

SUBJECT: **REVISED SCHEDULE FOR PROCESSING APPLICATIONS FOR GRADUATION, AY 2016-17**

Please be informed of the revised schedule for processing applications for graduation for AY 2016-2017. This supersedes previously announced deadlines. Below, we note the important items from the *Faculty Manual* (11.20) and the schedules related to these:

Faculty Manual provision	Remarks
"Students must file a formal application as candidates for graduation with the office of the Dean of their respective colleges. They shall be recommended for graduation by the faculty of their respective colleges after having satisfied all academic and other requirements for graduation.	In addition to this, a College may tag students who are potential candidates for graduation during their penultimate semester and inform them of the need to formalize their application for graduation. <b>Deadline for students to file application for graduation for those graduating as of the end of:</b> 1st sem 2016-17: <b>23 August 2016</b> 2nd sem 2016-17: <b>31 January 2017</b>  Note: Date when the Faculty Assembly meets to recommend the graduation of students to be scheduled by the College.
"During the first 3 weeks after the opening of classes each semester, each Dean or the duly authorized representative, shall certify to the University Registrar a list of candidates for graduation at the next commencement...	<b>Deadline for Colleges to submit tentative list of graduating students:</b> For 1st sem 2016-17: <b>30 August 2016</b> For 2nd sem 2016-17: <b>7 February 2017</b>

<p>“10 weeks before the end of the semester, the University Registrar shall publish a complete list of duly qualified candidates for graduation for that semester.</p>	<p><b>Deadline for the OUR to provide list of duly qualified candidates for graduation:</b>  For 1st sem 2016-17: <b>28 October 2016</b>  For 2nd sem 2016-17: <b>12 April 2017</b></p>
<p>“All candidates for graduation must have their deficiencies made up and their records cleared not later than 5 weeks before the end of their last semester...</p>	<p><b>Deadline for graduating students to clear their deficiencies:</b>  For 1st sem 2016-17: <b>2 December 2016</b>  For 2nd sem 2016-17: <b>19 May 2017</b></p>
<p>“Those who had completed all the requirements of the curriculum but did not apply for, nor were granted, the corresponding degree or title shall have their graduation approved as of the date they should have originally graduated.”</p>	<p>Eg, A student who did not file for graduation during the 1st sem 2016-17 will be considered, upon application, for graduation in the following semester (2nd sem 2016-17), but with the note: “As of 1st semester 2016-17”.</p>

For your guidance.