



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

Phone 981-8500 ext. 4551, 4552, 4553 / 927-6084 * P.O. Box 161, Diliman, QC 1101 * email: our@upd.edu.ph

23 June 2017

OUR MEMORANDUM MRC NO. 17-18

FOR: COLLEGE SECRETARIES AND GRADUATE PROGRAM COORDINATORS

FROM: 
MARILYN R. CANTA, PhD
University Registrar
Member-Secretary, UC CSAPG

SUBJECT: PENALTY COURSES

Please be reminded of the rule for penalty courses for graduate students: *"the student granted an extension shall take additional units of graduate courses credited to his/her discipline or area during the extension period at the rate of three (3) units for every two (2) years or fraction thereof"* (2003 UPD Faculty Manual, page 294 & 295).

The additional units of graduate courses means "additional graduate courses not yet taken" not "additional units of the same course already taken."

Please be guided accordingly.

Thank you very much.