



UNIVERSITY OF THE PHILIPPINES DILIMAN

*Office of the University Registrar*

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21 September 2022

OUR Memorandum No. MVPLO 2022-03

To: College Secretaries & Graduate Program Coordinators

From:   
MARIA VANESSA B. LUSUNG-OYZON, PhD  
University Registrar

Subject: **Timely and thorough evaluation of student records**

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It is important to note that the number of CSAPG appeals have increased in the past semesters. To avoid any delays in the progress and graduation of students, Colleges/Units are reminded to thoroughly evaluate records of students who have finished not less than 50 percent (50%) nor more than 75 percent (75%) of the total number of units prescribed or required by the curriculum they follow. This will give students enough time to resolve their deficiencies and/or ineligibilities and to be spared from going through the appeals process.

Also, kindly review the UPD Academic Calendar and be familiar with key dates and deadlines.

Thank you for your usual cooperation and support.