



17 May 2024

MEMORANDUM RQB 2024-10

For: College Secretaries & Graduate Program Coordinators

From:  ROWENA QUINTO-BAILON, PhD
University Registrar

Subject: Evaluation of student records

In line with the evaluation of student records, please be reminded of the following:

1. OUR Memorandum No. MVPLO 2022-03 that states:

"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."

2. OUR Memorandum No, MRC 15-18 that states:

"To avoid last minute CSAPG appeals, kindly check on the following:

- a. Pending admission requirements (such as TOEFL, Form 137, OTRs)
- b. Degree program requirements:
 - GE courses
 - Core and major courses
 - Prerequisites
 - Courses taken more than once (approved by BOR)
 - Electives (e.g. not in the list of those recommended in the checklists)
 - PE (e.g. for transferees, whether they have been validated during the prescribed period)
 - Courses mandated by law: PI 100, NSTP (e.g. not taken as prescribed by the NSTP Office)
 - Language examinations
 - Comprehensive examinations
 - Additional courses for graduate students who exceeded the MRR requirement
 - Thesis/Dissertation proposal defense
 - Thesis/Dissertation defense
 - Bound copies of thesis/dissertation

- c. Course equivalencies:
 - GE courses taken in other UP units vis-à-vis those taken in UPD
 - Courses which may have the same number and title/description, but with different number of units (e.g. may result from revisions in curriculum)
 - Courses taken for advance credit
 - d. Course substitutions
 - e. Residence requirements
 - 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
 - f. Academic Load per semester
 - Justification of underloading
 - g. Accountabilities and other ineligibilities
3. Review UPD Academic Calendar for pertinent dates and deadlines. Request/appeal submitted beyond the deadline will be included in the next meeting agenda.

For compliance and guidance.

Thank you for your continued cooperation and support.