

REGULAR REGISTRATION

“REGISTRATION”

“Registration is usually scheduled during the first week of June for the first semester, and of November for the second semester. Advance registration for first semester is usually scheduled in May for incoming freshmen.

A student must be officially registered in order to receive credit for course work. “Officially registered” means that the student has already gone through all the processes involved in registration up to payment of fees. Upon payment of fees, the student’s official registration form (UP Form5 which is a record of classes for which the student has enrolled) is stamped “REGISTERED” to indicate official registration. The Form 5 is filed with the Office of the University Registrar.

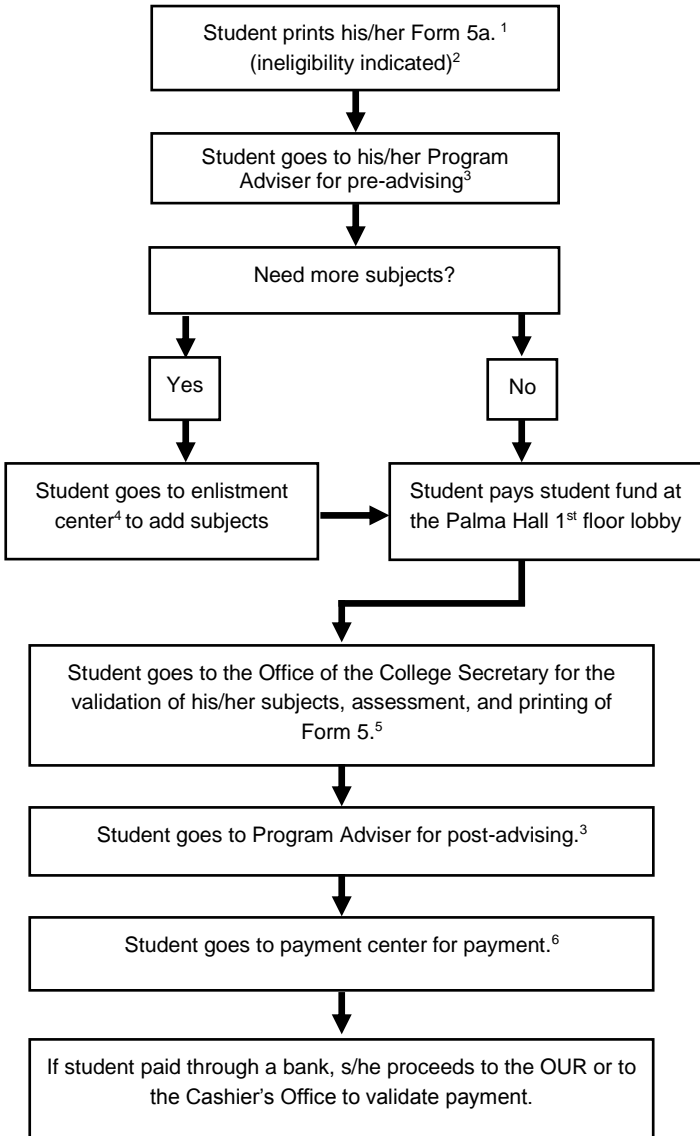
No student shall be registered in any subject after one (1) week of regular class meetings have been held, unless the Dean, on the basis of his/her scholastic record, permits his/her registration;

Provided, further, that special students may register at any time without the payment of the fine for late registration subject to other regulations of the University. Students may register for particular subjects within a

semester when permissible under the system of instruction adapted by the college or school.

No person who has not been duly matriculated may be admitted to the classes. In exceptional cases, the University Registrar may, on the recommendation of the Dean concerned, authorize the admission of a visitor to a class for not more than five (5) sessions.”

(Source: UPD General Catalogue 2004-2010, pages 11-12)



1. Student may prints own Form 5A or print at college designated office.
2. If ineligible, student clears deficiency/ies with concerned unit first.
3. Student proceeds to respective department, if applicable.
4. Refer to list of enlistment rooms.
5. Foreign Students/Students with Scholarships/UP Employees /UP Employee Dependents: Proceed to OUR-ARS for Assessment and Printing of Form 5.
6. Payment Centers: UP Cashier's Office; OUR-3rd floor; Landbank; DBP: Payment can be in the form of Cash or Manager's Check.

“NATIONAL SERVICE TRAINING PROGRAM (NSTP)”

“The National Service Training Program Act of 2001 (R.A. 9163) was enacted in response to public clamor for reforms in the Reserve Officers Training Corps (ROTC) Program. This act *affirms that the prime duty of the government shall be to serve and protect its citizens. In turn, it shall be the responsibility of all its citizens to defend the security of the State; thus, the government may require each citizen to render personal, military or civil service. In the pursuit of these goals, the youth shall be motivated,*

trained, organized, and mobilized in military training, literacy, civic welfare, and other similar endeavors in service to the nation.

The NSTP is a program aimed at enhancing civic consciousness and defense preparedness in the youth by developing the ethics of service and patriotism while undergoing training in any of its program components. Its various components are specially designed to enhance the youth's active contribution to the general welfare of the nation.

All male and female students enrolled in any baccalaureate or in at least two (2)-year technical/vocational or associate courses are required to complete the equivalent of two (2) semesters of any one of the NSTP components listed below as a requisite for graduation:

- 1) Reserve Officers' Training Corps (ROTC)*
- 2) Literacy Training Service (LTS)*
- 3) Civic Welfare Training Service (CWTS)*

Under the NSTP law, state universities are required to offer ROTC and at least one other NSTP component. Furthermore, for NSTP courses, schools may collect not more than 50% of the current basic tuition.

Students who finished all their academic requirements on or before the Second Semester of AY

2001-2002 but who were not graduated because they lacked the required ROTC subjects may be graduated as of Second Semester 2001-2002, after application for graduation and without the required one-year residence prior to graduation.”

“INSURANCE FOR NSTP STUDENTS”

“Insurance is required under the NSTP law. The University has pre-qualified insurance providers for students enrolled in NSTP courses; thus, students taking NSTP courses will be assessed for insurance.”

(Source: UPD General Catalogue 2004-2010, p. 13)

“IV. NSTP COURSES FOR SOPHOMORES”

“All students are to take NST Courses on their Sophomore Year. The NST course may only be taken by sophomores, who will be in a better position to make choices on their preferred community programs for their fieldwork. Freshmen will be given time to adjust to the demands of university life on their first year on campus.”

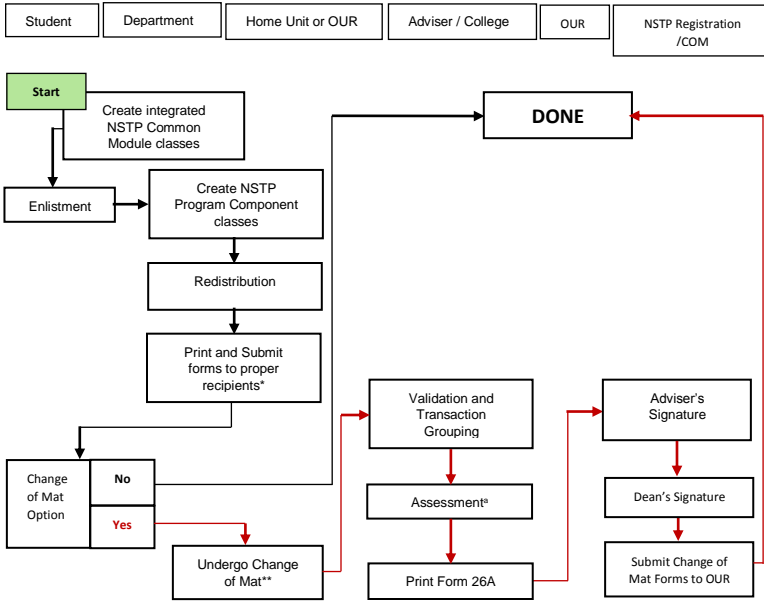
Additional guidelines:

“e) The Committee decided on the following additional guidelines for the Program:

- Since the NSTP will be designed and implemented by the Colleges, once students have started taking their first NSTP course in one college, they must finish the second course in the same college. This rule will not apply to students who opt to take Military Science as their NSTP course (as per 10 October 2002, NSTP Committee meeting).”*

(Source: Guidelines for Implementing the National Service Training Program (NSTP) in UP Diliman, p. 1)

NSTP Registration and Change of Matriculation (COM) Procedures (Effective First Semester A.Y. 2013-2014)



Notes:

1. **Creation of NSTP Common Module Generic Classes.** Units are required to make integrated NSTP Common Module and NSTP Generic classes (aka NSTP in Class Submission Module).
2. **Enlistment.** Enlist an integrated NSTP Generic and NSTP Program Component classes (ROTC/CWTS/LTS) after the 25-hour common module. This date will be announced accordingly.

Should the student choose to undergo the change of Mat, regular change of Mat will be waived.

After the change of mat process is complete, all forms must be submitted to window 4 of the ARS, OUR.

** The Class Redistribution Form (Form 26-1) is **required** to be submitted to the College Secretary, RMAS, OUR, Instructor and the student. Please note that all forms will require the signatures of all affected students.*

***It is strongly advised that the student must find an NSTP Component class to move to before undergoing the Change of Matriculation process.*

^a Students with Scholarships must have their Change of Mat transactions assessed at the OUR.

“CROSS-REGISTRATION”

“Cross-registration refers to enrolment in another academic unit outside the home unit. It may fall under any of the following categories:

- 1. Registration of a UP Diliman student in another academic unit within UP Diliman*
- 2. Registration of a UP Diliman student in another UP Constituent University*
- 3. Registration in UP Diliman of a student from another UP Constituent University*
- 4. Registration of a UP Diliman student in an institution of higher learning outside of the UP System*

5. *Registration in UP Diliman of a student from another institution of higher learning outside of the UP System*

Cross-registration shall be governed by the following guidelines:

1. *Registration of a UP Diliman student in another academic unit within UP Diliman*
 - a. *Must have the permission of the Deans of the home and accepting units*
 - b. *Total number of units of credit for which a student may register in two (2) or more colleges in the University shall not exceed the maximum allowed by the rules on academic load*
2. *Registration of a UP Diliman student in another UP Constituent University*
 - a. *Must have the permission of the Deans and Registrars of the home and accepting units*
 - b. *Total number of units of credit which a student may register in two (2) or more colleges in the two (2) Universities shall not exceed the maximum allowed by the rules on academic load*

3. *Registration in UP Diliman of a student from another UP Constituent University*
 - a. *Must have the permission of the Deans and Registrars of the home and accepting units*
 - b. *Total number of units of credit for which a student may register in two (2) or more colleges in the two (2) Universities shall not exceed the maximum allowed by the rules on academic load*

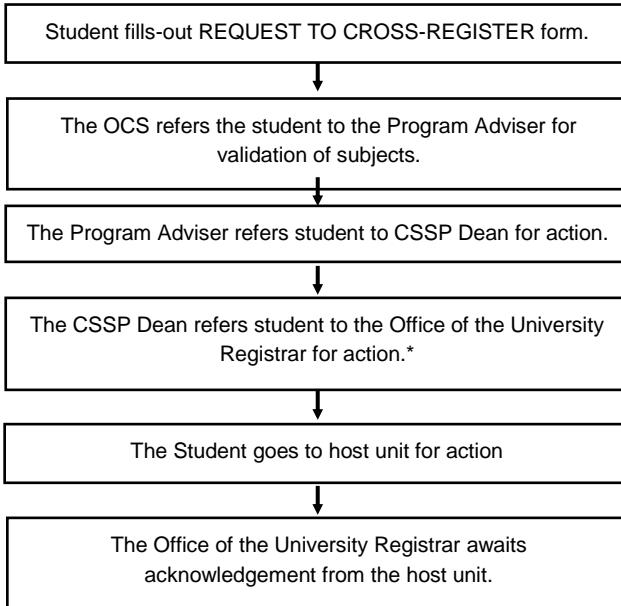
4. *Registration of a UP Diliman student in an institution of higher learning outside of the UP System*

The University shall give no credit for any course taken by its student in another university, college, or school unless taking of such course was expressly authorized by the Chancellor upon the recommendation of the Dean concerned. The authorization shall be in writing, to be recorded by the University Registrar or by his/her representative, and shall specify the subjects authorized.

5. *Registration in UP Diliman of a student from another institution of higher learning outside of the UP System*

No student registered in any other institution shall be admitted into the University without a written permit from his/her Dean, Director or Registrar. The permit shall state the total number of units for which the student is registered and the subjects that s/he is authorized to take in the University.”

(Source: UPD General Catalogue 2004-2010, pp 12-13)

“REQUEST TO CROSS-REGISTER”

****For cross-registration outside the UP System, the Office of the University Registrar refers student to the Office of the Vice Chancellor for Academic Affairs/Office of the Chancellor for action***

RULES ON SCHOLASTIC STANDING

“Good Scholastic Standing”

A student is in good standing if at the end of the semester s/he obtains a grade of ‘3’ or higher in at least 75% of the total number of academic units in which s/he is registered.

Scholastic Delinquency

The university rules allow each College or School shall approve suitable and effective provisions governing undergraduate delinquent students, subject to the following minimum standards:

1. *Warning* – Students who obtain grades at the end of the semester below “3” in 26% - 49% of the total number of academic units in which they are registered shall be warned by the Dean to improve their work;
2. *Probation* – Students who, at the end of the semester, obtain final grades below “3” in 50% - 75% of the total number of academic units in which they are registered shall be placed in probation for the succeeding semester and their load shall be limited to the extent to be determined by the Dean.
3. *Dismissal* – Students who, at the end of the semester, obtain final grades below “3” in at least 76% of the total number of academic units in which

they are registered shall be dropped from the rolls of the college or school.

- a. Students on probation, in accordance with 2) above, who fail again 50%-75% or more of the total number of units in which they are registered shall be dropped from the rolls of their college subject to the following:
 - i. Students dropped from the college shall not ordinarily be admitted to another unit of the University unless, in the opinion of the Vice Chancellor for Student Affairs, their natural aptitude and interest may qualify them in another field of study in which case they may be allowed to enroll in the proper College or Department.
 - ii. Students who were dropped in accordance with the rules on "Dismissal" and again fail so that it becomes necessary to drop them, shall not be eligible for readmission to any college of the university.
4. *Permanent Disqualification* – Students who, at the end of the semester, obtain grades below "3" in 100% of academic units in which they are

registered shall be permanently barred from readmission to any college of the university.

Permanent disqualification does not apply to cases where, on the recommendation of the faculty members concerned, the faculty certifies that the grade of "5" were due to the student's unauthorized dropping of the subjects and not to poor scholarship. However, if unauthorized withdrawal takes place after the mid-semester and the student's class standing is poor, his/her grades of "5" shall be counted against him/her for the purpose of the scholarship rule. The dean shall deal with these cases on their individual merits in the light of the recommendations of the Vice Chancellor for Student Affairs; Provided, that in no case of readmission to the same or another college shall the action be lighter than probation.

Required courses in which the student has failed shall take precedence over other courses in his/her succeeding enrolment.

In colleges in which the weight of the courses is not expressed in terms of unit, the computation shall be based on their respective equivalents.

No readmission of dismissed or disqualified students shall be considered by the deans and

directors without the favorable recommendation of the University Guidance Counselor. Cases in which the action of the deans and directors conflicts with the recommendation of the University Guidance Counselor may be elevated to the Vice Chancellor for Academic Affairs, whose decision shall be final.”

(Source: UPD General Catalogue 2004-2010, p. 29)

MAXIMUM RESIDENCE

“The Maximum Residence Rule (MRR) states that students who fail to finish the requirements of a degree program of any college within a prescribed period of actual residence shall not be allowed to register further in that college. Under meritorious cases, extension of residency may be granted. The faculty of each college shall designate the approving authority for such extensions. Each extension granted shall be reported to the Chancellor through the Vice Chancellor for Academic Affairs.

Undergraduate Students

The MRR states that students who fail to finish the requirements of a course of any college within a period of actual residence equivalent to 1 ½ times the normal length of the course concerned shall not be allowed to register further in that college.

Thus, the prescribed years to finish a degree program for the undergraduate level are as follows:

| Program | Number of years allowed by MRR |
|----------------------|---------------------------------------|
| Two-Year Certificate | 3 |
| Four-Year Diploma | 6 |
| Four-Year Bachelor's | 6 |
| Five-Year Bachelor's | 7 ¹ / ₂ |

However, *Article 243* of the *Revised University Code* should be taken into account implementing the MRR for faculty, officers, and employees of the University which states that "Members of the faculty, officers, and employees, shall have the privilege of enrolling in the University for not more than nine (9) units at the undergraduate level or six (6) units at the graduate level a semester at reduced rates in courses that shall be beneficial to their regular work in the University or in the career development, subject to approval of the chancellor or his/her authorized representative. In the case of non-teaching personnel the courses shall be taken after office hours."

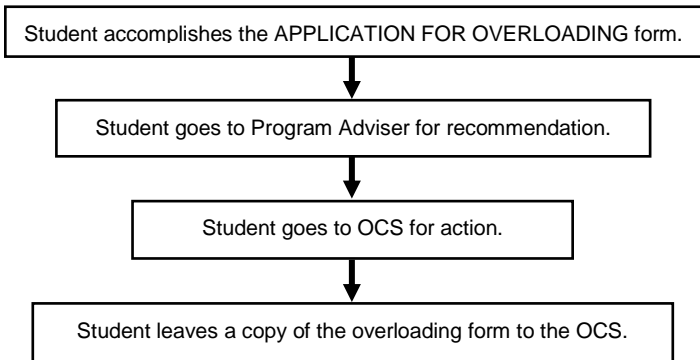
(Source: UPD General Catalogue 2004 – 2010, p. 30)

APPLICATION FOR OVERLOADING

“ACADEMIC LOAD, Undergraduate, Academic Unit Requirements”

“For undergraduate students, the maximum academic load is 18 non-laboratory units, or 21 units including laboratory, except in programs where the prescribed load for the semester is more than 18 units. However, graduating students with very good academic records may be permitted to carry a heavier load in their last year. During the summer session, the normal load is 6 units, but in justifiable cases, the Dean may allow enrollment up to 9 units.”

(Source: UPD General Catalogue 2004 – 2010, p.13)



APPLICATION FOR UNDERLOADING

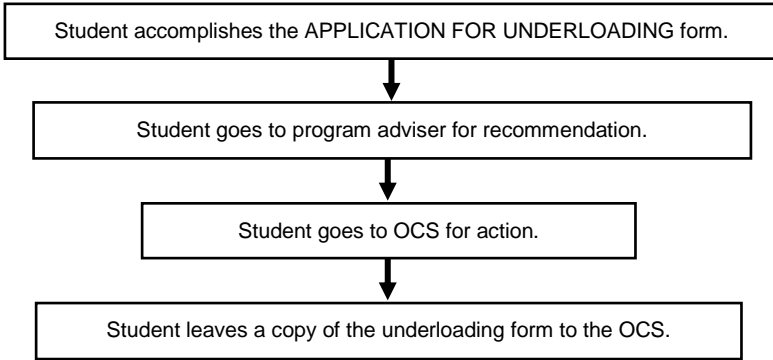
Students who are candidates for graduation with honors must have taken during each semester/trimester not less than 15 units of credit or the normal load prescribed in the curriculum, unless the lighter load was due to justifiable causes such as health reasons, the unavailability of courses needed in the curriculum to complete the full load, or the fact that the candidate is a working student.

To justify underloading under the following conditions, the submission of pertinent documents is required:

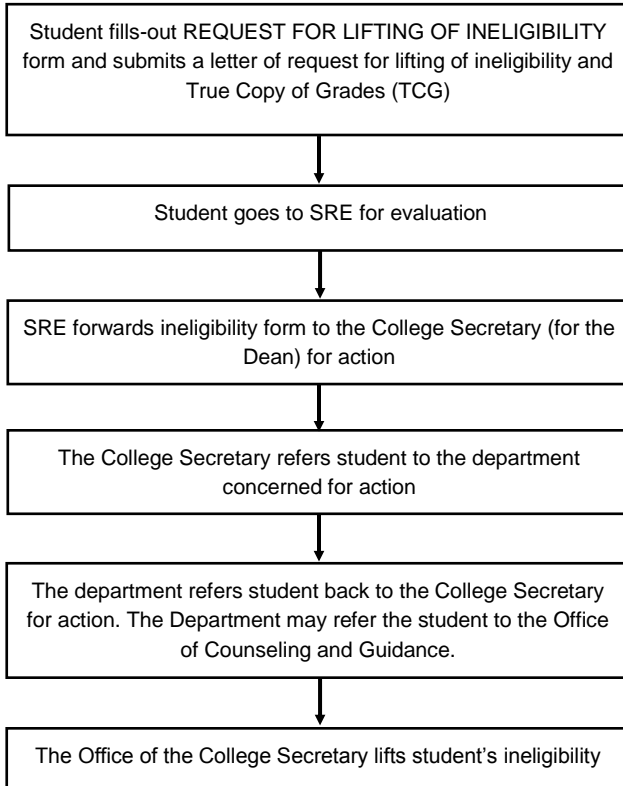
- 1) Health reasons - medical certificate from the University Health Service
- 2) Unavailability of courses - certification by the major adviser and copy of schedule of classes
- 3) Employment - copy of payroll and appointment papers indicating among others duration of employment

It is the responsibility of the student to establish beyond reasonable doubt the veracity of the cause(s) of his/her light loading. It is required in this connection that documents submitted to establish the cause(s) of the light loading must be sworn to. **THESE DOCUMENTS MUST BE SUBMITTED DURING THE SEMESTER OF UNDERLOADING."**

(Source: UPD General Catalogue 2004 – 2010,p. 31-32)



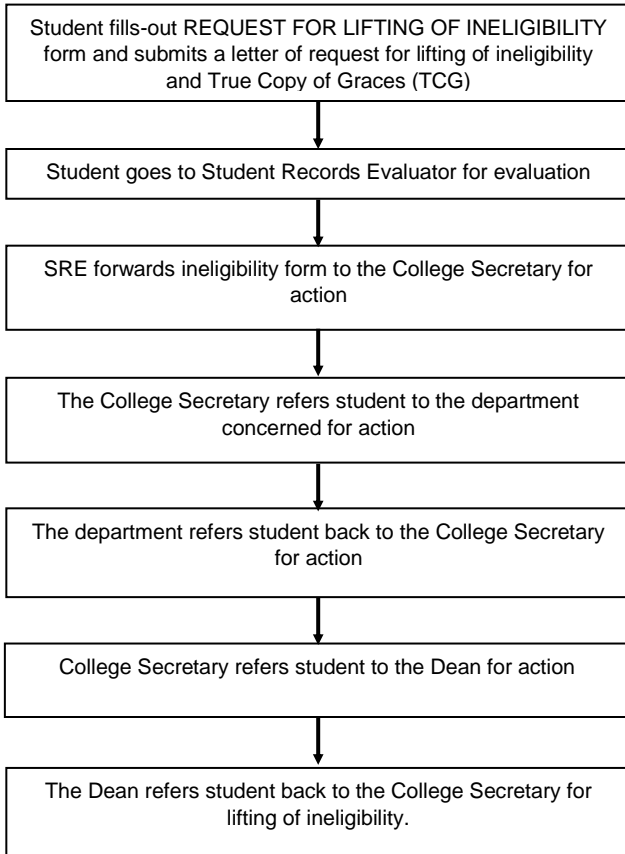
REQUEST FOR LIFTING OF INELIGIBILITY (PROBATION/NON-COMPLIANCE WITH DEPARTMENT/COLLEGE RULES AND CONDITIONS)



Scholastic Deficiency: PROBATION (“Students who, at the end of the semester, obtain final grades below ‘3’ in 50% - 75% of the total number of academic units in which they have final grades shall be placed on probation for the succeeding semester and their load shall be limited to the extent to be determined by the Dean. Probation may be removed by passing with grades of ‘3’ or better in more than 50% of the units in which they have final grades in the succeeding semester.”)

(Source: UPD General Catalogue 2004-2010, p. 29)

REQUEST FOR LIFTING OF INELIGIBILITY (NON-COMPLIANCE WITH COLLEGE CONDITIONS)



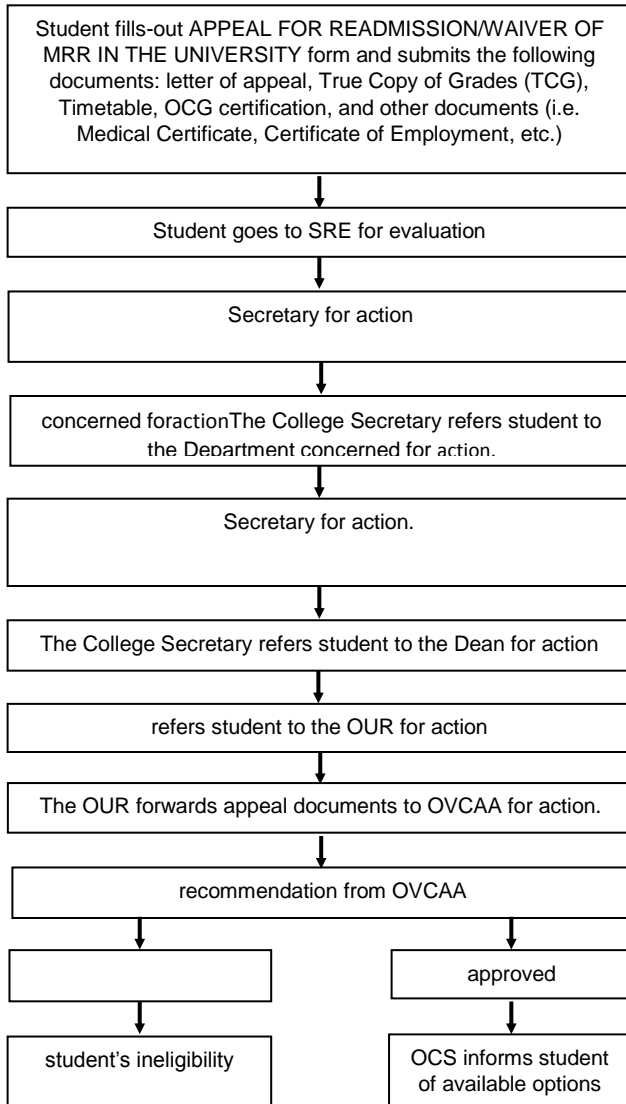
**APPEAL FOR READMISSION/WAIVER OF MRR or
EXTENSION OF RESIDENCE IN THE UNIVERSITY
(DISMISSED STATUS, MRR)**

Scholastic Delinquency: DISMISSAL (“Students who, at the end of the semester, obtain final grades below ‘3’ in at least 76% of the total number of academic units in which they receive final grades shall be dropped from the rolls of the college or the school.”)

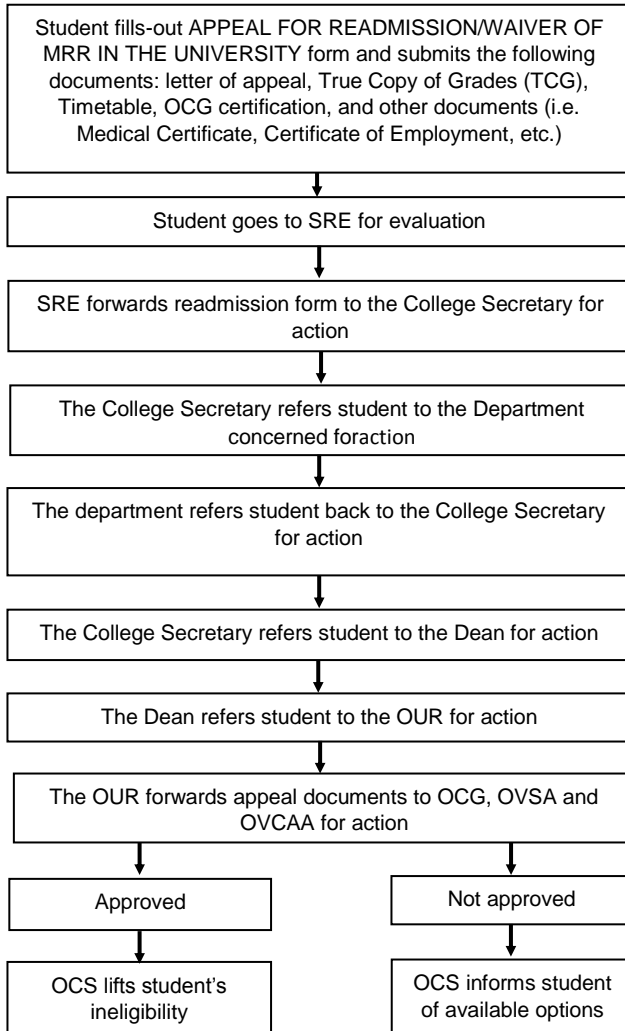
(Source: UPD General Catalogue 2004-2010, p. 29)

Student’s Status: MRR [“The Maximum Residence Rule (MRR) states that students who fail to finish the requirements of a degree program of any college within a prescribed period of actual residence shall not be allowed to register further in that college.”]

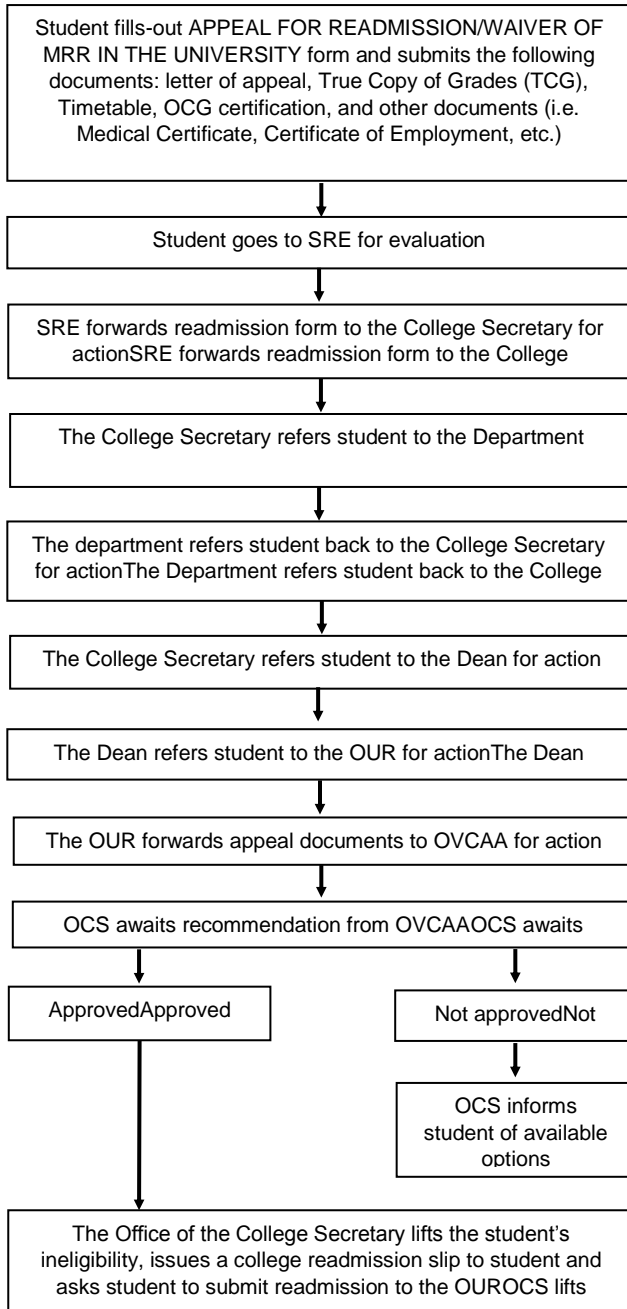
(Source: UPD General Catalogue 2004-2010, p. 30)



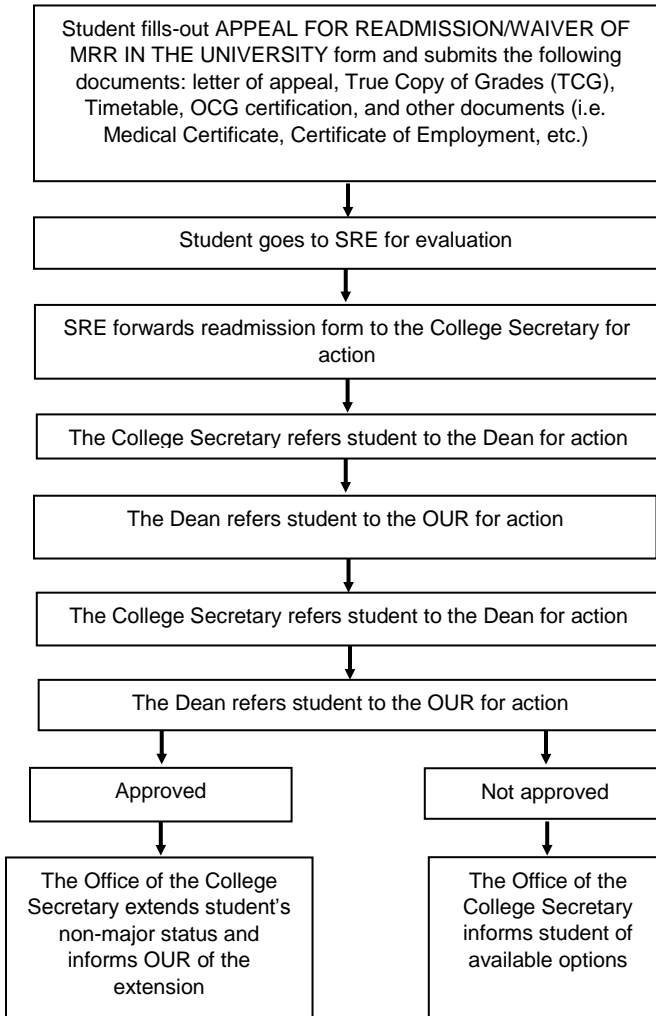
APPEAL FOR READMISSION/WAIVER OF MRR IN THE UNIVERSITY (PERMANENT DISQUALIFICATION)



APPEAL FOR READMISSION/WAIVER OF MRR or EXTENSION OF RESIDENCE IN THE UNIVERSITY (AWOL)



APPEAL FOR READMISSION/WAIVER OF MRR or EXTENSION OF RESIDENCE IN THE UNIVERSITY (EXTENSION OF NON-MAJOR STATUS)



Student's Classification: NON-MAJOR ["Non-majors are students dismissed from their respective colleges, but not from the University, for failure to meet the retention requirements including grade point average or number of units passed.

Their supervision shall remain with their respective colleges, during which time they shall be advised by the College Secretaries, until they have transferred to another college. They shall also be assessed/counseled by the Office of Guidance and Counseling. However, students can be non-majors only for one (1) year, during which time, they are expected to seek admission to another college. Units earned as non-major can be credited towards the new degree program to which the student will be readmitted.”]

(Source: UPD General catalogue 2004 – 2010, p. 11)

REQUEST TO ENROLL IN SUBJECT/S NOT IN THE CURRICULUM

“Enrolling in Subjects Outside the Curriculum”

For enrichment purposes

Enrolment in subjects outside the curriculum for enrichment purposes may be allowed under the following conditions:

1. The student must be in good academic standing and up-to-date with the requirements of his/her curriculum;
2. The student may enroll in one (1) or two (2) courses per semester as long as the total load does not exceed 21 units per semester;
3. Enrolment shall be endorsed by the program adviser and approved by the Department Chair/Institute Director; and

4. The student must be informed by the registration/program adviser of the consequences of enrolling in courses outside the curriculum, like added burden on academic load and possible delay in graduation.

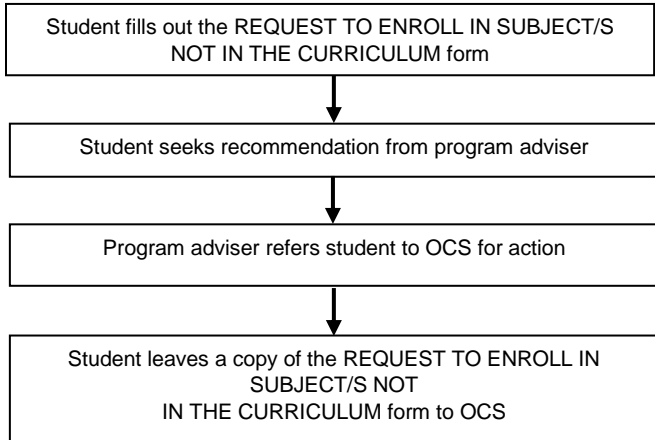
For shifting purposes

Enrolment in subjects outside of the curriculum in preparation for shifting may be allowed under the following conditions:

The student must indicate intention to shift by writing the Department Chair/Institute Director of the home unit;

1. The student must shift within one (1) year, subject to compliance with the admission requirements of the admitting unit;
2. If the student cannot shift within one (1) year, for whatever reason, the student shall follow the curriculum of the original degree program; and
3. The student must be informed by the registration/program adviser of the consequences of enrolling in courses outside of the curriculum like added burden on academic load, and possible delay in graduation.”

(Source: UPD General Catalogue 2004 – 2010, p.17)



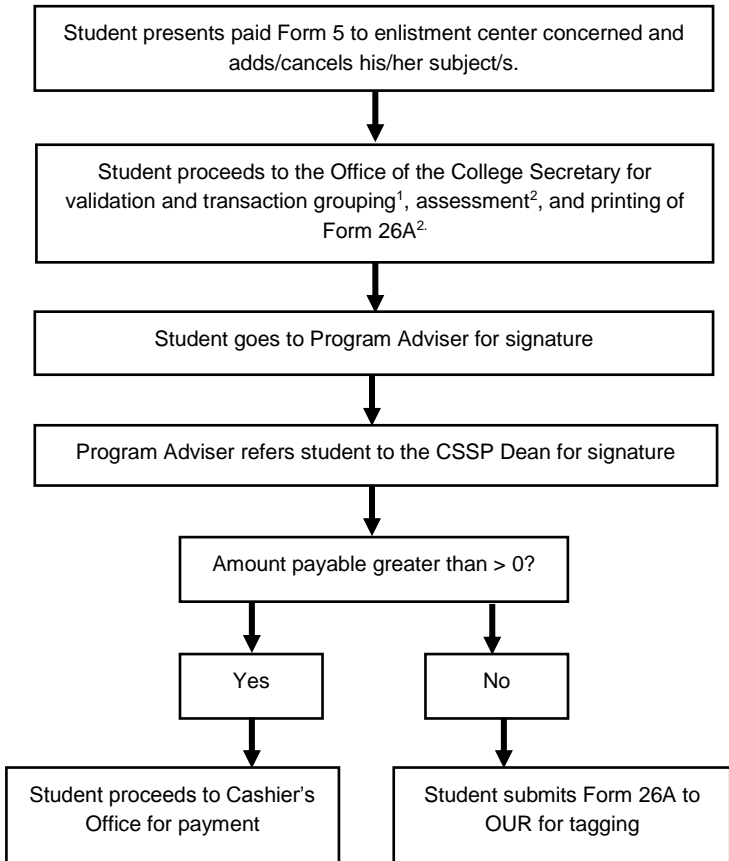
CHANGE OF MATRICULATION*

“Change of matriculation is the addition or cancellation of a subject/course or change of section after a student has been officially registered. Within the allowed period, a change of matriculation may be considered if:

- 1) Student was ill-advised;*
- 2) Student lacks prerequisite for the subject;*
- 3) Student’s class schedules are in conflict; or*
- 4) Class was dissolved.*

Changes in matriculation shall be effected by filling out Form 26A and must be recommended by the adviser and approved by the Dean. No change of matriculation to add a new subject shall be allowed after one (1) week of regular class meetings. Form 26A, after being duly accomplished, shall be submitted to the University Registrar for assessment, payment, and notation.”

(Source: University of the Philippines Diliman General Catalogue 2004-2010, p 12)



1. Classes obtained/cancelled may be grouped in one Change of Matriculation Form with a maximum of four (4) transactions per form.
2. Students with scholarships must have their Change of Matriculation transactions assessed and Form 26A printed at the OUR.

**based on the OUR Change of Matriculation Flowchart, with modifications*

“ATTENDANCE”

“When the number of hours lost by absence of a student reaches 20% of the hours of recitation, lecture, laboratory, or any other scheduled work in one (1) subject, s/he shall be dropped from the subject. However, a faculty member may prescribe a longer attendance requirement to meet special needs. If the majority of the absences are excused, a student shall not be given a grade of “5” upon being thus dropped (often referred to as “forced drop”); but if the majority of the absences are not excused, the student shall be given a grade of “5” upon being thus dropped. Time lost by late enrolment shall be considered as time lost by absence.”

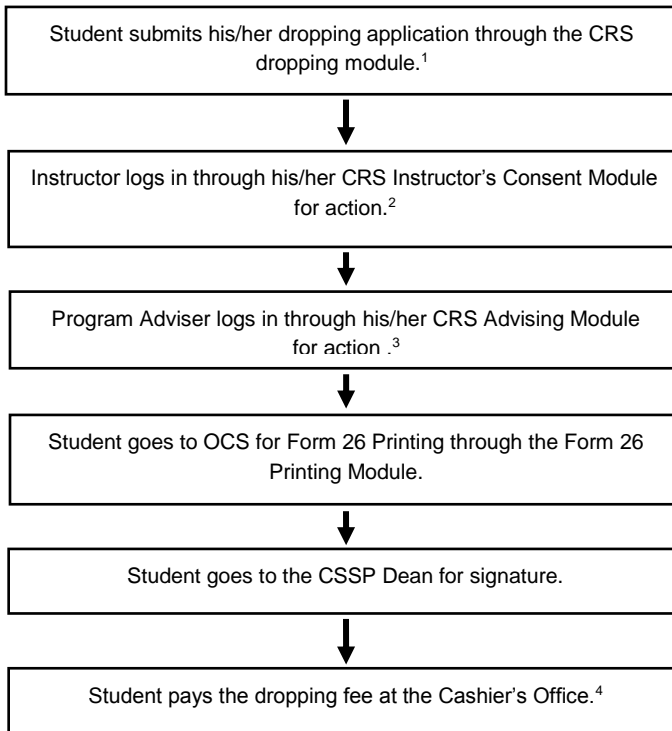
(Source: University of the Philippines Diliman General Catalogue 2004-2010, p 26)

APPLICATION FOR DROPPING*

“DROPPING OF SUBJECTS”

A student may, with the consent of the teacher and the Dean, drop a subject by filling out the prescribed UP Form 26 not later than $\frac{3}{4}$ of the hours prescribed for the semester/trimester/quarter term. A student who drops a subject without the approval of the Dean shall have his/her registration privileges curtailed or entirely withdrawn in the following semester. If a subject is dropped after the middle of the term, the faculty member concerned shall indicate the date and the class standing of the student at the time of dropping as either “Passing” or “Failing” solely for administrative guidance.

Any college may enact special rules on dropping of courses which would meet their particular needs; Provided, That said rules do not have the effect of relaxing the preceding general regulations.”



- 1. A student wishing to drop a course must submit an application for dropping on or before the set deadline. Any unpaid dropping application may be cancelled at any time by the student. A course is considered successfully dropped only when the student's application has completed the dropping process. A student may cancel his unpaid dropping application anytime. Canceling an application cannot be undone. A student may, however, submit another dropping application should he decide to proceed with dropping the course.*
- 2. The instructor(s) of the course will need to submit their consent in order for the dropping application to progress. The instructor(s) may choose to withhold*

their consent, in which case the dropping application will be considered terminated. Once the course instructor withholds their consent for a dropping application, it is considered terminated. If the course instructor later on decides to allow the student to drop the course (agreement done outside the system), the student may submit another dropping application.

- 3. At this stage, the designated adviser from the student's home unit must indicate that the student has been duly advised about his dropping plans.*
- 4. All dropping applications must be paid on or before the set deadline for dropping. Any unpaid dropping applications will be ignored by the system during the grades submission period.*

-based on the OUR Dropping Flowchart, with modifications

ONLINE APPLICATION FOR LEAVE OF ABSENCE

LOA Mechanics

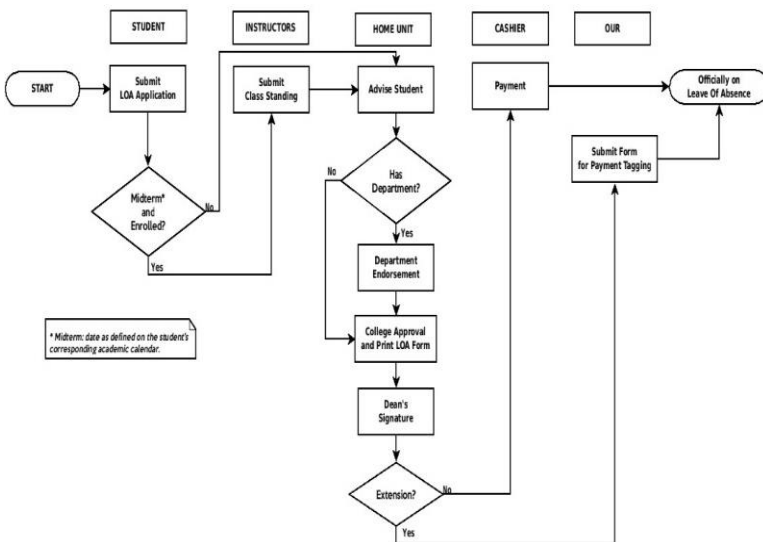
1. The following students cannot apply for LOA:
 - Students with unpaid classes, either obtained through the Batch Run or manual enlistment. Students must either pay or cancel these enlistments before applying.
 - Students with unfinished Change of Matriculation (COM) applications. Students must either finish or cancel their ongoing COM applications before they can apply for LOA.
 - Students with unpaid dropping applications. Unpaid drops must either be paid or cancelled before they can proceed with LOA.
 - Students with unpaid Residency applications. Ongoing Residency applications must be either paid or cancelled before applying for LOA.
 - Non-academically eligible students. They must first be readmitted before they can apply for LOA.
2. Students with accountabilities can still apply for LOA, although their applications cannot be

approved until their accountabilities have been settled or waived.

3. Undergraduate students need to submit a letter of consent from their parents to their college in order for their applications to be approved.
4. A student must pay the LOA fee (currently 150.00) in order to be considered officially on leave. Approved LOA extensions, however, are exempt from this fee.
5. Only a maximum of 1 year can be applied for LOA at a time. This translates to 2 consecutive terms for Regular and Spring Asia students, while 3 for MBA and MS Fin student.
6. A student can extend his/her previous LOA application for a maximum of 1 year. This clause above still applies for extensions.
7. Regular and Spring Asia students cannot apply for LOA for their Summer terms.
8. A student can only be continuously on leave for a maximum of two (2) years. This translates to a maximum of 4 terms for Regular and Spring Asia students, while 6 for MBA and MS Fin students.
9. A student on LOA needs to be readmitted on or before its approved period ends; otherwise, he/she would be considered AWOL.
10. Students officially on leave cannot participate in registration activities (e.g., preenlistment, e-

prerog, changemat, drops). They must be readmitted first before they can register again.

11. Students with lapsing 4.0 and/or INC grades who are officially on leave will not be able to complete or remove those grades. They must be readmitted in order for them to complete or remove their 4.0 or INC.
12. It is responsibility of the student to inform his/her instructors and home unit of the intention to be officially on leave.



1. **Submit LOA application.** A student wishing to be officially on leave must submit his/her application on or before the set deadline. Any unpaid LOA application may be cancelled any

time. The student is considered officially on leave upon completion of the whole process.

Module use: **Application for LOA**

2. Submit Class Standing. Instructors need to submit the standing of the student in order for his/her LOA applications to progress. **This is only required for enrolled students submitting applications during or after the midterm date (depends on the academic term type of student);** otherwise the student proceeds to the next step. **Module to use: Student Standing.**

3. Advise Student. The student must then secure his/her adviser's approval for the application to proceed. **Module to use: LOA Advising**

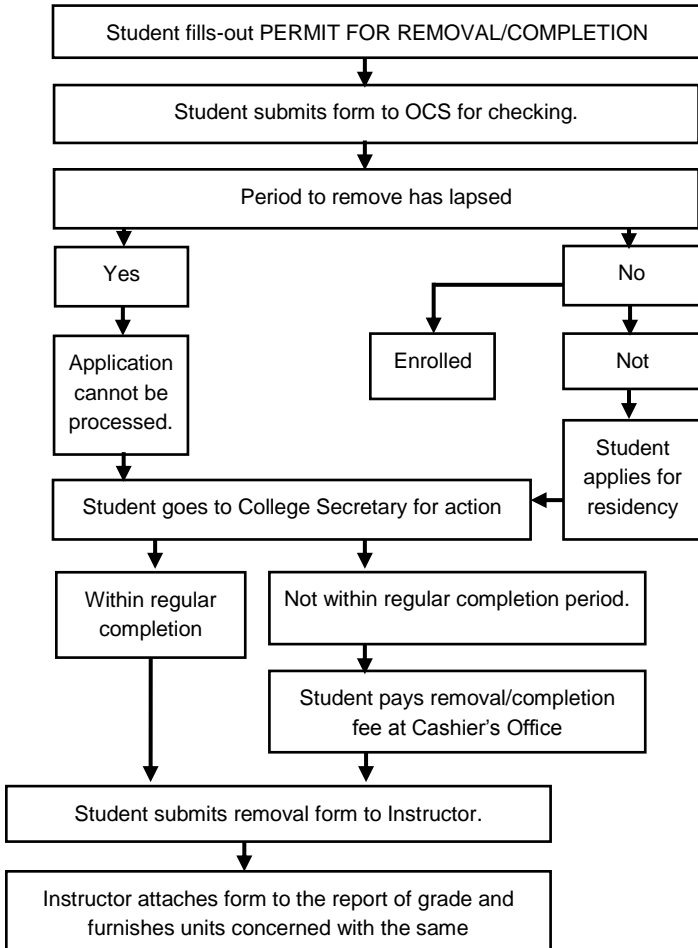
4. Department Endorsement. The student must then be endorsed by his/her Department Chair or UG/G Program Director, whichever is applicable. **This is only required for units with departments. Module to use: LOA Department Endorsement.**

5. College Approval and Print LOA Form. The student then goes to his/her college to have his LOA application granted and printed. The college reserves the right to approve or disapprove the student's application. **Module to use: LOA Approval and From Printing.**

6. **Dean's Signature.** The student must have his/her LOA application signed by the College Dean.

7. **Payment.** The student proceeds to the Cashier's Office to pay the LOA fee, currently at P150.00. The student is officially on leave once the fee is paid. **LOA extensions need not pay but must submit their signed applications to the OUR for them to tagged as paid.**

PERMIT FOR REMOVAL/COMPLETION EXAMINATION



REQUEST FOR CHANGE OF GRADE

Removal of “Incomplete” (“Inc”)

“Removal of the “Inc” must be done within the prescribed time of one (1) academic year by passing an examination of meeting all the requirements for the subject, after which the student shall be given a final grade on his/her overall performance.

There shall be a regular period for removing grades of “Inc” before the start of each semester. Such a grade may no longer be improved after the end of the third regular removal period immediately following the semester/term in which the grade was incurred. If a grade of “4” is received after removing an “Inc”, this must be removed within the remaining portion of the prescribed period for the removal of the original grade of “Inc”.

If the “Inc” is due to failure to take the final examination, the “Inc” may be removed without a fee under the following conditions:

- 1. Taking final examination during the regular examination period within the allowed period of one (1) year, if the subject in which a student got an “Inc” is included in the schedule of examination;*
- 2. Within the regular ten-day removal examination period preceding the registration in each semester;*

Provided, That the examination for the particular subject is taken at the time that it is scheduled; and

3. *Within the ten-day period preceding the Christmas vacation in colleges in which there is no inter-semester vacation; Provided, That the examination is taken at the time it is scheduled.*

Removal examinations may be taken at other times, subject to the next paragraph, on recommendation of the Dean and upon payment of the required fee.

Students who are not enrolled in any subject but who want to complete an "Inc" must enroll for residence. Registration for residence should be done during the regular enrolment period. Students shall pay the registration fee. If the "Inc" is to be removed by an examination, the students shall also pay the removal fee, if required."

Removal of the Grade of "4"

"There shall be a regular period for removing grades of "4" before the start of each semester. Such a grade may no longer be improved after the end of the third regular period immediately following the semester/term in which the grade was incurred (i.e., one (1) academic year). A grade of "4" received, after removing a grade of "Inc", however, must be removed within the remaining portion of the prescribed period for the removal of the original grade of "Inc".

The removal of the grade of “4” shall be governed by the following guidelines:

- 1. A grade of “4” can be removed ONLY by a removal examination taken within the prescribed time of one (1) academic year. If a student passes the re-examination, a grade of “3” is given, otherwise, a “5”. Only one (1) re-examination is allowed.*
- 2. A grade of “4” shall appear in the official transcript of records. For the computation of weighted averages, the grade of “4” is counted until it is removed which means that it shall be excluded from the computation once removed. Therefore, once removed, only the final grade of “3” or “5” is counted but the grade of “4” remains in the Transcript.*
- 3. A grade of “4” shall be converted to a grade of “5” if the student does not remove the “4” within the prescribed one-year period through re-examination or if the student does not re-enroll within that year. The faculty member concerned, upon being informed by the University Registrar that the prescribed period has lapsed will submit the Report of Grade indicating the grade of “5”. If the faculty member is unable to make the report, the Department Chair/Institute Director will do so in his/her*

behalf. To compute weighted average, the “4” is included until the one-year prescription period is over. After the period has lapsed, the grade of “5” and the grade in the re-enrolled class are counted.

- 4. If a student does not remove the grade of “4” within the prescribed time (which means that the “4” becomes a “5”), credit may still be earned by repeating and passing the subject.*
- 5. If a student re-enrolls in the course within one (1) year after s/he obtained a grade of “4”, the grade of “4” shall remain a “4” (i.e., grade of “4” shall not be removed; shall be included in the computation of grade averages). It shall not be converted to a “5” even after the prescribed one (1) year-period.*

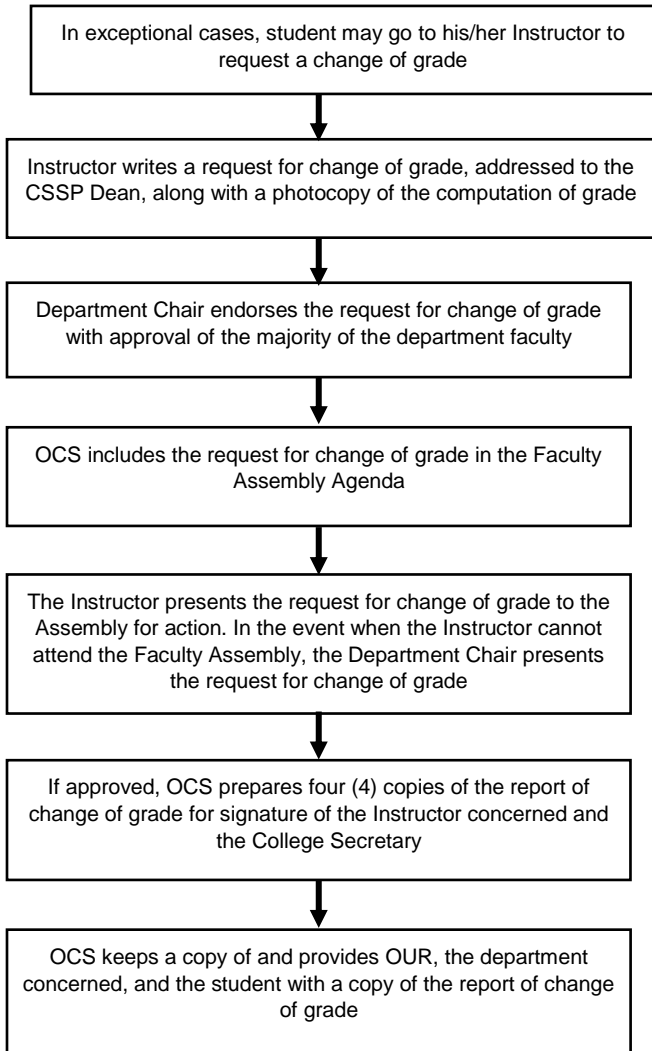
To compute weighted average, the grade of “4” and the grade when the subject is re-enrolled shall be included.

- 6. A student who earns a grade of “4” in the first of a two-semester course (a sequence of two (2) courses provided that the course are taken in two (2) semesters, one after the other) may be allowed to enroll in the next higher course. The grade of “4” given for the first semester work shall be converted to a grade of “3” if the student passes the second semester part of the course in the same academic year; if s/he fails,*

the grade of “4” received for the first semester work shall be converted to a grade of “5”. If the student gets a passing grade in the higher course, the grade of “4” will automatically become “3”.

- 7. Removal examinations may be taken at other times upon approval of the Dean and upon payment of the required fee.*
- 8. Students who are not enrolled in any subject but who want to remove a grade of “4” must enroll for residence. Registration for residence should be done during the regular enrolment period. Students shall pay the registration fee. In order to take the removal examination, the removal examination fee, if required, should be paid.”*

(Source: UPD General Catalogue 2004-2010, page 28)



“CHANGE OF GRADE”

“No faculty member shall change any grade after the Report of Grades has been submitted online/filed with the Secretary of the College or with the University Registrar. In exceptional cases, as where an error has been committed, the faculty member may request authority from the faculty of his/her college to make the necessary change. If the request is granted, a copy of the resolution of the faculty authorizing the change shall be forwarded to the Office of the University Registrar for recording and filing.

Notwithstanding the foregoing provision and to avoid any injustice, the grade on a final examination paper may be revised by a committee of the Dean of the College if it should clearly appear, on the basis of the quality of the scholastic record of the student, that such grade is the result of an erroneous appreciation of the answers or of an arbitrary or careless decision by the faculty member concerned. Should the change of grade on said paper affect the final grade of the student, the committee may request authority from the faculty of the college to make the necessary change in the final grade. The request for reconsideration shall be made within 30 days after the receipt of the final grade by the student concerned.

No student of the University shall directly or indirectly ask any person to recommend him/her to a

professor for any grade in the class record, examination paper, or the final Report of Grades. Any student violating this rule shall lose credit in the subject(s) regarding which such recommendation is made. The fact that a student is thus recommended shall be prima facie evidence that the recommendation is made at the request of the student concerned.

Students who have received a passing grade in a subject grade are not allowed re-examination for the purpose of improving their grade.”

(Source: UPD General Catalogue 2004-2010, page 28)

GRADUATION WITH HONORS

“Students who complete their courses with the following ABSOLUTE MINIMUM weighted average grade shall be graduated with honors:

| | |
|-----------------|------|
| Summa cum laude | 1.20 |
| Magna cum laude | 1.45 |
| Cum Laude | 1.75 |

Provided, That all the grades in all subjects prescribed in the curriculum, as well as subjects that qualify as electives, shall be included in the computation of the weighted average grade; Provided, further, That in cases where the electives taken are more than those required in the program, the following procedure shall be used in selecting the electives to be included in the computation of the weighted average grade:

1. For students who did not shift programs, the required number of electives will be considered in chronological order.
2. For students who shifted from one (1) program to another, the electives to be considered shall be selected according to the following order of priority:
 - a. Electives taken in the program where the student is graduating will be selected in chronological order.

- b. Electives taken in the previous program and acceptable as electives in the second program will be selected in chronological order.
- c. Prescribed courses taken in the previous program but qualify as electives in the second program will be selected in chronological order.

Students who are candidates for graduation with honors must have completed in the University at least 75% of the total number of academic units or hours for graduation and must have been in residence therein for at least two (2) years immediately prior to graduation.

In the computation of the final average of students who are candidates for graduation with honors, only resident credit shall be included.

Students found guilty of cheating/dishonesty shall be barred from graduating with honors, even if their weighted average is within the requirement for graduation with honors. Provided, further, that students who have been suspended for one (1) year or more due to conduct as defined in the Rules and Regulations on Student Conduct and Discipline; the Revised Rules and Regulations Governing Fraternities, Sororities and Other Student Organizations, and the Implementing Rules and Regulations of the Anti-Sexual Harassment Act of 1995 shall be barred from graduating with honors.

Students who are candidates for graduation with honors must have taken during each semester/trimester not less than 15 units of credit or the normal load prescribed in the curriculum, unless the lighter load was due to justifiable causes such as health reasons, the unavailability of courses needed in the curriculum to complete the full load, or the fact that the candidate is a working student.

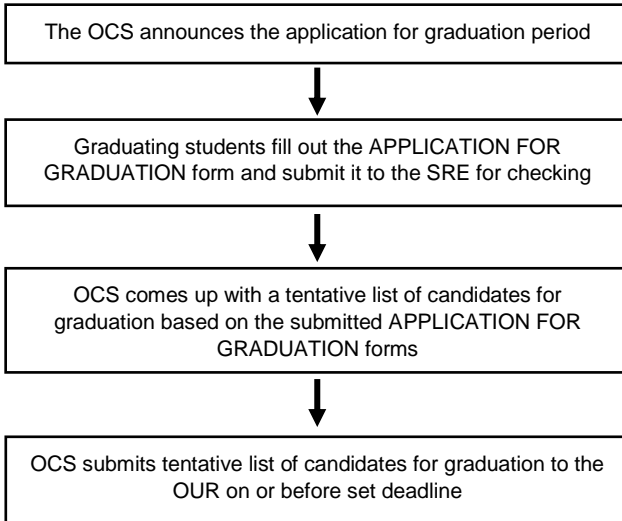
To justify underloading under the following conditions, the submission of pertinent documents is required:

1. Health reasons - medical certificate from the University Health Service
2. Unavailability of courses - certification by the major adviser and copy of schedule of classes
3. Employment - copy of payroll and appointment papers indicating among others duration of employment

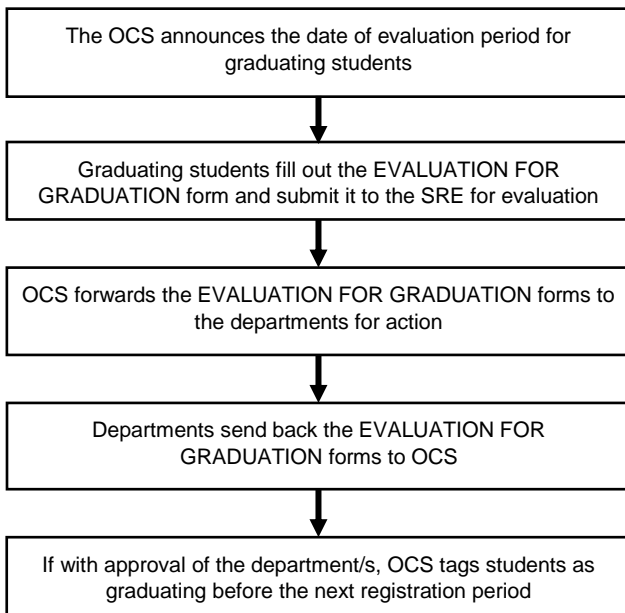
It is the responsibility of the student to establish beyond reasonable doubt the veracity of the cause(s) of his/her light loading. It is required in this connection that documents submitted to establish the cause(s) of the light loading must be sworn to. THESE DOCUMENTS MUST BE SUBMITTED DURING THE SEMESTER OF UNDERLOADING.”

(Source: UPD General Catalogue 2004-2010, pp. 31-32)

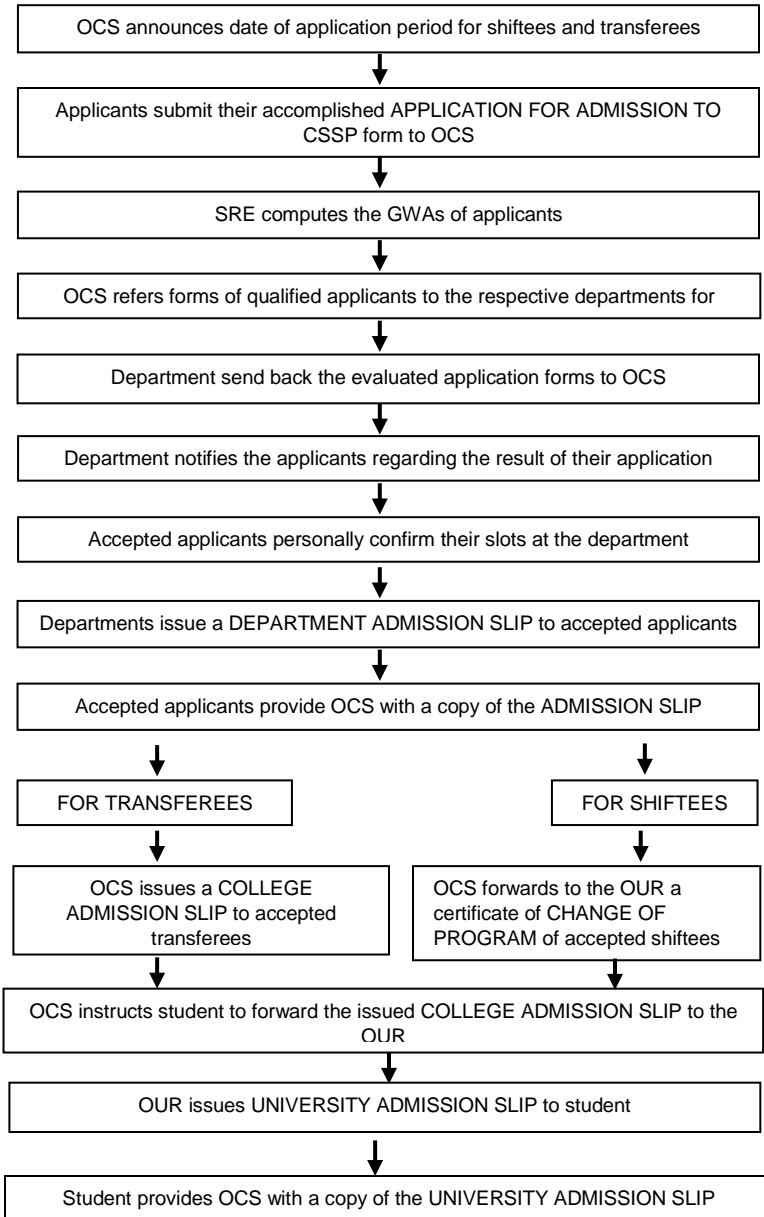
APPLICATION FOR GRADUATION



EVALUATION FOR GRADUATION



APPLICATION FOR ADMISSION TO CSSP



COLLEGE ADMISSION SLIP

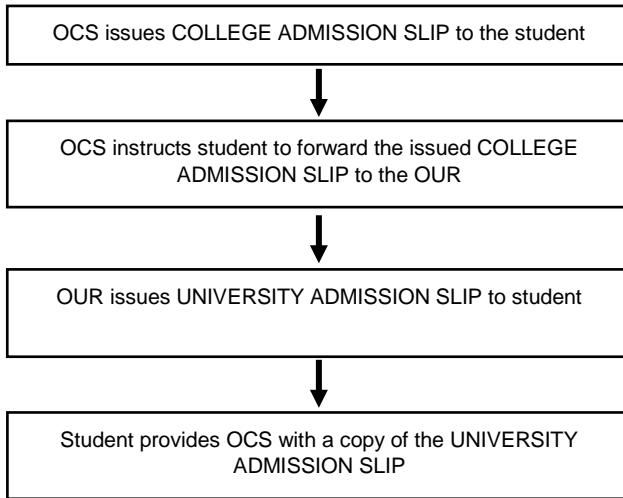
A COLLEGE ADMISSION SLIP is issued to the following students:

- a. New transfer from another school;
- b. Transferee from a UP Constituent Unit;
- c. Student on non-major status;
- d. UP graduate to enroll for a second degree;
- e. Old-returning from LOA; and
- f. Old-returning from AWOL.

Shiftees within UP Diliman will be issued a certificate of Change of Program.

Issuance of a COLLEGE ADMISSION SLIP is not a guarantee that a student has been admitted to the university unless admission is affirmed by the OUR. “The admitting unit/college sends to the Office of the University Registrar the list of applicants qualified for admission for a particular year. The OUR shall issue the admission slips to the qualified applicants.”

(Source: UPD General Catalogue 2004-2010, p. 7)



REQUEST FOR SUBSTITUTION OF SUBJECTS

“SUBSTITUTION”

“Substitution of subjects must be based on at least one (1) of the following conditions:

- 1. A student is pursuing a curriculum that has been superseded by a new one and the substitution brings the old curriculum in line with the new.*
- 2. There is conflict of hours between a required subject and another required subject.*
- 3. The required subject is not offered.*

Every petition for substitution must:

- 1. involve subjects within the same department; if not, the two (2) subjects concerned must be allied with each other*
- 2. be between subjects carrying the same number of units (or the substitute subject may have more number of units); and*
- 3. be recommended by the adviser and by the heads of departments concerned.*

Note: Except for GE subjects with permanent substitutions approved by the University Council. GE subjects cannot be substituted.

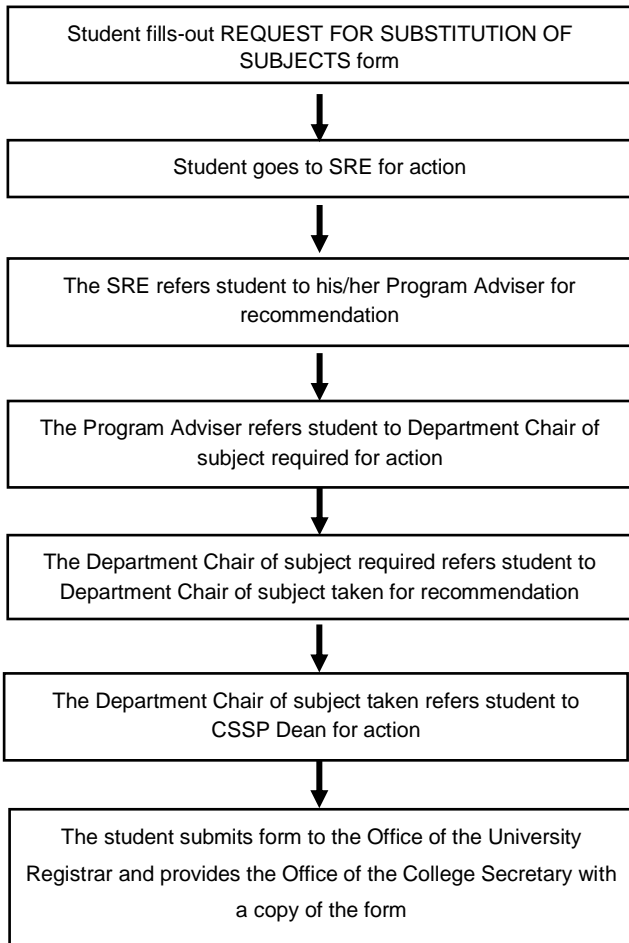
All petitions for substitution must be submitted to the Office of the Dean concerned before 12% of regular

class meetings have been held. Any petition submitted thereafter shall be considered for the following semester

No substitution shall be allowed for any subject prescribed in the curriculum in which the student has failed or received a grade of "5", except when in the opinion of the department offering the prescribed subject, or of the faculty in units without any departments, the proposed substitute covers substantially the same subject matter as the required subject.

All applications for substitution shall be acted upon by the Dean concerned. In case the action of the Dean is adverse to the recommendation of the adviser and the head of the department concerned, the student may appeal to the Vice Chancellor for Academic Affairs, whose decision shall be final."

(Source: UPD General Catalogue 2004-2010, page 1)



APPLICATION FOR ADVANCED CREDIT WITHOUT VALIDATION

“VALIDATION FOR ADVANCED CREDITS”

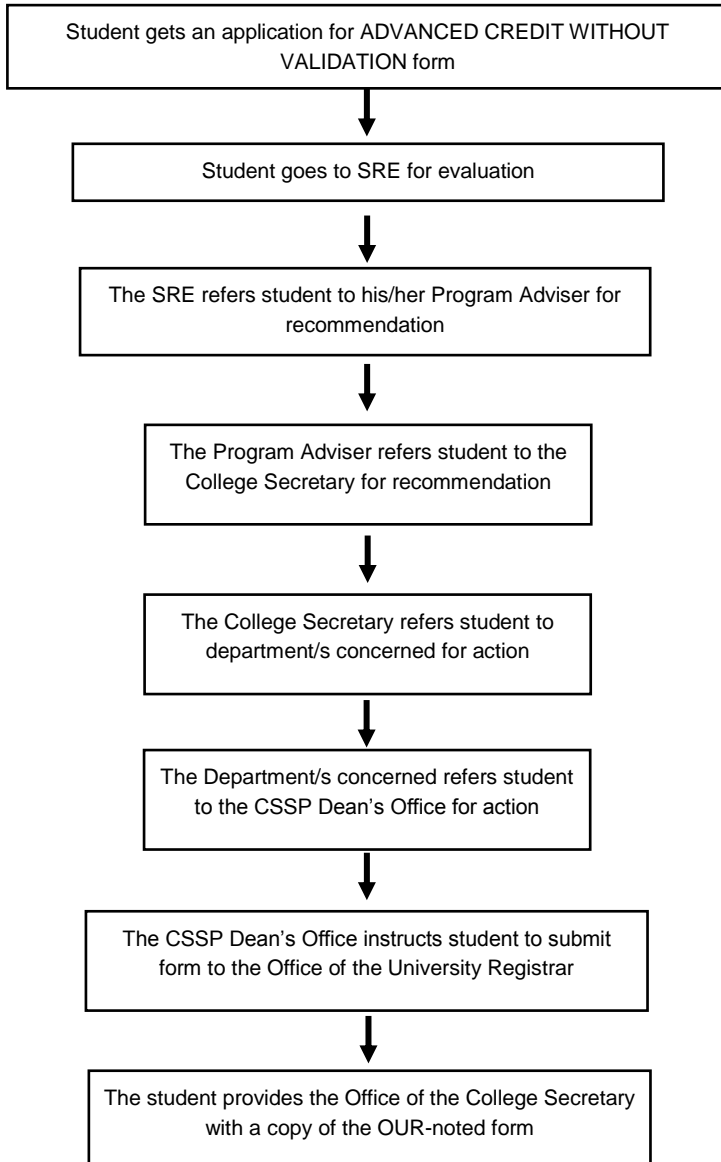
- a. *The admission of transfer students shall be on probation basis until such time s/he shall have validated or repeated all subjects taken outside the University according to the rule stated in the next succeeding paragraph.*
- b. *An admitted transfer student must validate all the courses s/he offering for advanced credit at the rate of 18 units a semester within a period not exceeding three (3) semesters from the date of his/her admission. Failure to comply with this requirement would mean the cancellation of his/her registration privileges.*
- c. *An admitted transfer student may not be allowed to enroll in a subject or subjects the prerequisites of which, taken elsewhere, have not been validated or repeated in the University.*
Any or all of the above may be set aside in exceptional cases upon the recommendation of the Committee on Admission in units where admission of student is passed upon by this committee or by the Dean of Director concerned, upon approval of the Chancellor.
- d. *Students transferring from any recognized institution who possess an Associate in Arts or its equivalent of*

66 units of work may be enrolled without validation. Before a student is allowed to major in any discipline, however, the unit may prescribe up to 18 additional units of general education subjects and/or preparatory subjects for the major.

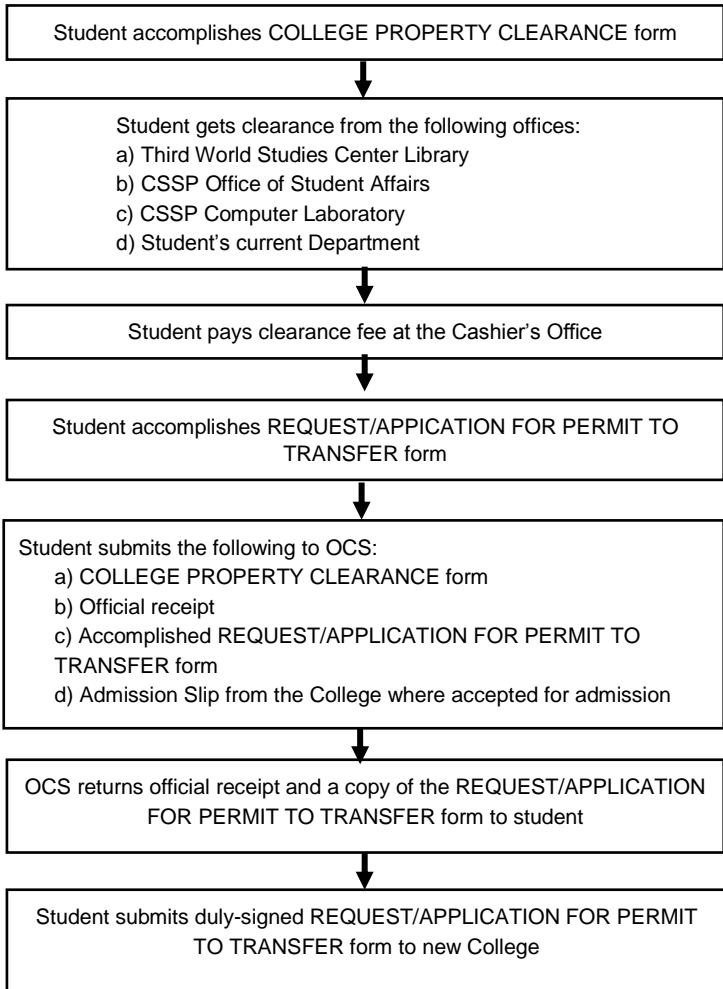
- e. Application for advanced credit should be made, using the prescribed form, to the University Registrar or to the Dean or Director of the college where they have been admitted. Validation tests begin two (2) weeks before the first day of registration of each semester and shall end one (1) week after the last day of registration. There is no fee for validation tests during this period. A validation test may be held outside of this period with the consent of the department or division Chair and approval of the Dean or Director and upon payment of the required fee per subject.*
- f. Advanced standing may also be granted by the University Registrar to students graduated from an institution recognized by the University Council for subjects listed in the course or courses duly recognized. Advanced credit for work constituting only part of courses recognized by the Council shall be awarded by departments of divisions concerned with the above provision on application for advance credit.*
- g. The decision to grant advanced credit for subjects which are completed in other institutions, but which have no equivalent in the University, shall rest on the faculty of the unit concerned.*

- h. Each college or school may promulgate rules for the admission of transfer students and the granting of advanced credit provided they are not inconsistent with the general rules set by the University Council.”*

(Source: UPD General Catalogue 2004-2010, p 7-8)



REQUEST/APPLICATION FOR PERMIT TO TRANSFER^a AND COLLEGE CLEARANCE^b

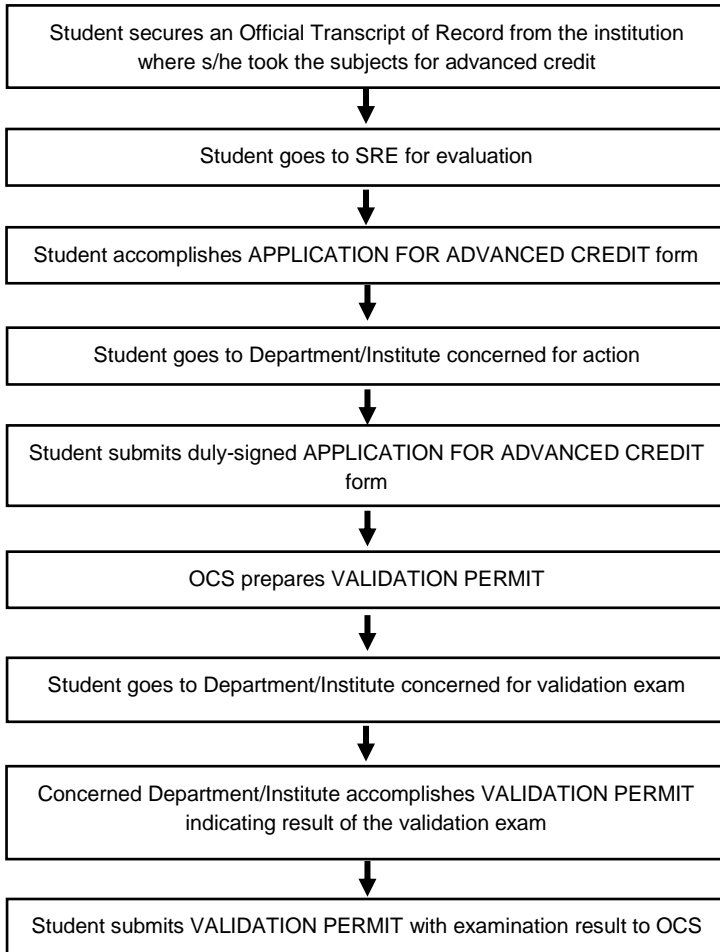


a. The REQUEST/APPLICATION FOR PERMIT TO TRANSFER is issued only to students shifting or transferring within UP units.

b. The COLLEGE CLEARANCE is different from the University Clearance issued by the Office of the

University Registrar (OUR) and does not clear a student from the University.

APPLICATION FOR ADVANCED CREDIT WITH VALIDATION



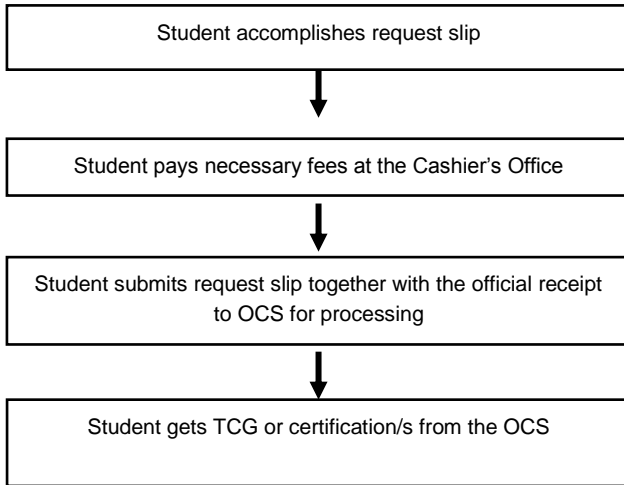
REQUEST FOR TRUE COPY OF GRADES (TCG)^a AND CERTIFICATIONS^b

“A True Copy of Grades (TCG) is issued by the College, usually for UP Campus use only. A Transcript of Records (TOR) is issued by the Office of the University Registrar (OUR). It is the Official Document of grades that is accepted by other schools and offices. It is more comprehensive because it reflects the course titles of all subjects taken.” (<http://our.upd.edu.ph/>)

Certifications issued by the OCS include the following: certificate of (non-)enrollment^a, certificate of candidacy, certificate of year level standing, certificate of remaining units, certificate of non-contract, certificate of ranking, certificate of General Weighted Average (GWA), and certificate of completion of degree requirements^b.

^aThe certificate of enrollment is based on Form 5s on file.

^bThe certificate of completion of degree requirements certifies that a student has satisfied all the academic and non-academic requirements of his/her degree program, and is different from the certificate of graduation issued by the OUR upon conferment of the UP Board of Regents (BOR).



College of Social Sciences and Philosophy
ACADEMIC RULES and GUIDELINES

Approved by The CSSP FACULTY ASSEMBLY
on June 23, 2004

**College of Social Sciences and Philosophy
DEPARTMENT of ANTHROPOLOGY**

**ACADEMIC RULES AND GUIDELINES for the BA
ANTHROPOLOGY PROGRAM**

ADMISSION

The following criteria shall govern the admission of students applying for the BA Anthropology program from other programs and/or other schools:

| Applicant to the Program | | Academic Units Earned | GWA |
|---------------------------------|---------------------|------------------------------|---------------|
| Shiftees | Within CSSP | 30-33 acad units | 2.0 or better |
| | Within UP Diliman | 30-33 acad units | 2.0 or better |
| Transferees | From other Up units | 30-33 acad units | 2.0 or better |
| | From other schools | 33 acad units | 1.5 or better |

Other Conditions:

Transferees and shiftees are given probationary status by the Department for one semester. Shiftees and

transferees are prohibited from shifting to other programs within UP Diliman for at least two semesters upon admission to the program. No grade of 5.0, 4.0, Inc., or DRP should be incurred by the students while on probationary status.

RETENTION

1. *Regular Students*: A student registered in the BA Anthropology program with good academic standing is given regular status by the Department.

In order to remain in the BA Anthropology program. All regular students

- a. Must not incur a grade of 5.0 in any two of the required Anthropology subjects.
2. *Probationary students*: The following students shall be given probationary status by the Department:

1. New shiftee
2. New transferee

The probationary status shall take effect for one semester only. Probationary students must have no INC, DRP, LOA, 4.0 and 5.0 for the duration of the probationary status.

DISMISSAL

The following students shall be automatically dismissed from the Department:

1. Probationary students who fail to meet the conditions governing probationary students.
2. Regular students who have incurred a grade of 5.0 in any Anthropology course.

GRADUATION

A student who has completed 129 academic units and passed all course requirements in the BA Anthropology curriculum, and has been cleared from any form of liability and accountability from the Department, College, and University is considered a graduate of the BA Anthropology Program.

College of Social Sciences and Philosophy
DEPARTMENT OF GEOGRAPHY

Academic Rules and Guidelines for the BS
GEOGRAPHY Program

ADMISSION

The following criteria shall govern the admission of students applying to the BS Geography Program from other programs and/or other schools.

| Applicant to the Program | Academic Units Earned | GWA |
|---|------------------------------|------------|
| Shiftees within CSSP within UP-Dilman Transferees From other UP units | 30 academic units | 2.6 |
| Transferees From schools outside the UP System | 33 academic units | 2.0 |

Other Conditions:

Transferees and shiftees are given probationary status by the Department and shall be governed by conditions for probationary students. They are required to sign a contract with the Department stating the conditions for shiftees and transferees, which includes, the conditions prohibiting them from shifting to other programs within UP Diliman for at least 3 semesters upon admission from the program.

RETENTION

1. *Regular Students:* The following BS Geography students shall be given regular status by the Department:

- a. Freshman UPCAT passers
- b. Continuing BS Geography students with good academic standing

The following academic rules shall govern all regular students in order to remain in the BS Geography Program. Regular students must:

- a. Enroll in at least academic units each semester
- b. Enroll in at least 3 units of major courses each semester

- c. Pass at least a total of 24 academic units each academic year
- d. Maintain a semestral GWA of 2.75 or better each semester

The above rules are waived for students graduating for the year upon presentation of certification of graduating students from the Office of the College Secretary.

2. Probationary students: The following BS Geography shall be given probationary status by the Department:

- a. Students who fail to meet the academic rules governing the regular BS Geography students.
- b. Students who, at the end of the semester, obtain final grades below 3.0 in more than 60% of the total academic units in which s/he is registered in
- c. New shiftee
- d. New transferee
- e. Students on delinquent status as assessed by the Office of the College Secretary

The issuance of probationary status may be waived for students with either 1) medical reasons or 2) financial reasons, only upon presentation of supporting documents and letter of appeal to the department Chairperson.

The probationary status shall take effect for one semester only.

The following conditions shall govern all probationary students in order to remain in the BS Geography Program. Probationary students must:

- a. Enroll in at least 15 academic units for the duration of the probationary status.
- b. Enroll in at least 6 units of major courses but not more than 18 units of major courses for the duration of the probationary status
- c. Pass all academic units registered in the semester.
- d. Maintain a semestral GWA of 2.75 or better.
- e. Have no INC, DRP, LOA, 4.0 and 5.0 for the duration of the probationary status.

DISMISSAL

The following students shall be automatically dismissed from the BS Geography Program:

- a. Probationary students (including shiftees, transferees and student with delinquent status) who fail to meet the conditions governing probationary students.

Dismissal may be waived for dismissable students, only upon presentation of supporting documents and letter of appeal to the Department Chairperson.

GRADUATION

A student who completed 145 academic units and passed all course requirements in the BS Geography curriculum, and has been is cleared from any form of liability and accountability from the Department, College and University is considered a graduate of the BS Geography Program.

**College of Social Sciences and Philosophy
DEPARTMENT OF HISTORY**

**Academic Rules and Guidelines for the BA History
Program**

ADMISSION

Admission of transferees and shiftees into the undergraduate program shall be governed by existing university and college rules. The following criteria shall govern the admission of students applying for the BA History Program from other programs and/or other schools:

| Applicant to the Program | Academic Units Earned | GWA | Slots available; other criteria |
|--|------------------------------|----------------------|--|
| Shiftees within CSSP within UP Diliman Transferees From other UP units | 30 units | 2.25 or higher | Only 20 slots |
| Transferees From schools outside UP System | 33 units | 2.0 or higher | Only 20 slots |

The GWA requirement may be waived by the Undergraduate Admission Committee if the applicant's grades in history subjects show that the student is interested in the study of history, and whose average in history courses should be no less than 2.25.

Transferees from other schools and universities must have earned at least 33 academic units and must have obtained a GWA of 2.0. The number of transferees from other schools and universities allowed to enter the History undergraduate program is 10 in one academic year.

Other Conditions:

Shiftees are accepted in the program on the following conditions: that they take fifteen units in their first semester in the program, of which 9 units shall be History courses and the remaining 6 shall be from other courses required in the program (in the succeeding semester, the student shall take a minimum of 18 units, all of these courses in the program); that their general average of all history courses shall not be lower than 2.25; that they shall pass all their courses in the first two semesters in the program, with no INC, DRP, 4.0 or 5.0; and they shall not be allowed to shift to another course in the two semesters.

Transferees are also subjected to the above conditions imposed on the shiftees.

Shiftees and transferees who do not meet the conditions above will be granted one more semester on the probation. If the student still does not meet the conditions, s/he will be dropped from the program.

RETENTION

1. *Regular Students*: Students in the BA History program in good academic standing are given regular status by the department. In order to maintain their regular status and to remain in the program, the following rules shall govern all students:
 - a. Enroll in the prescribed number of units every semester, as indicated in the curriculum, and shall pass at least 24 units per academic year.
 - b. Maintain a general weighted average of 2.25.
 - c. Follow the rules on the maximum residence (6 years).
2. *Probationary Students*: The following students are placed on probation:
 - a. New shiftees
 - b. New transferees
 - c. Students on delinquent status as assessed by the Office of the College Secretary
 - d. Those who fail to pass the required number of units stated above.

- e. Those who fail to meet the grade requirement stated above.

Students shall be on probation for one semester, after which the student's performance shall be evaluated by the department undergraduate committee.

DISMISSAL

A student who was put on delinquent status by the College may be readmitted into the undergraduate History program subject to conditions specified by the Department and the College. A student thus readmitted must register in 15 units, of which 9 must be in major courses. The student must pass sixty percent (60%) of the courses s/he enlisted, must not incur DRP, INC or 5.0 during the semester in which s/he is readmitted. The student shall retain a general weighted average of at least 2.25, with an average of at least 2.25 in the History courses taken.

Failure to meet these conditions may merit a final, last chance probation period.

GRADUATION

The undergraduate program in History offers a total of 141units:

Student shall graduate after completing the 141units as stipulated in the curriculum for the Bachelor of Arts in History. S/he must have been cleared from any form of liability and accountability from the Department, College, and University.

DEPARTMENT OF LINGUISTICS

College of Social Sciences and Philosophy

Academic Rules and Guidelines for the BA Linguistics Program

ADMISSION

The following criteria shall govern the admission of students applying for the BA Linguistics program from other UP Diliman programs and/or other schools:

| Applicant to the Program | Academic Units Earned | GWA | Slots available; other criteria |
|--|------------------------------|----------------|--|
| Shiftees within CSSP within UP Diliman | 30 academic units | 2.0 or higher | 20 Interview |
| Transferee from other UP units | 30 academic units | 2.0 or higher | 20 Interview |
| Transferees from schools outside the UP System | 33 academic units | 1.75 or higher | 20 Interview |

Other conditions:

1. Shiftees and Transferees are given probationary status by the Department for one academic year and shall be governed by the conditions for probationary students set by the College and/or the University
2. Shiftees and Transferees are prohibited from shifting to another program within UP Diliman for at least 2 semesters upon admission to the program.

RETENTION

1. *Regular Student:* A student registered in the BA Linguistics program with good academic standing is given a regular status by the Department. The following academic rules shall govern all regular students in order to remain in the BA Linguistics program. They must:

- a. For Plan A General conditions:
 1. Enroll in at least 15 units each semester
 2. Enroll in at least 3 units of major courses each semester
 3. Pass at least a total of 24 units each academic year
 4. Maintain a departmental cumulative GWA of :

- a. 1.75 or better in the Lingg 110 & 115 courses on their first year in the program
 - b. 2.0 or better in other Lingg courses
- b. For Plan B (Linguistics and Bahasa Indonesia/Malaysia)
1. Enroll in at least 15 units each semester
 2. Enroll in at least 6 units of major courses (Linguistics and Bahasa Indonesia/Malaysia) each semester
 3. Pass at least a total of 24 units each academic year.
 4. Maintain a departmental cumulative GWA of:
 - a. 1.75 or better in the Lingg 110 & 115 courses on their first year in the program
 - b. 2.0 or better in other Lingg courses and **B Ind/Mal courses**
- c. For Plan C (Linguistics and East Asian Languages - Japanese):
1. Enroll in at least 15 units each semester
 2. Enroll in at least 6 units of major courses (Linguistics and Japanese language) each semester

3. Pass at least a total of 24 units each academic year
4. Maintain a departmental cumulative GWA on:
 - a. 1.75 or better in the Lingg 110 & 115 courses on their first year in the program
 - b. 2.0 or better in other Lingg courses and Hapon courses

Those who fail to meet the above rules are given probationary status by the Department for one (1) semester.

2. *Probationary Students*: The following students are given probationary status by the Department:
 - a. Students who fail to meet the academic rules set by the Department
 - b. A student, who, at the end of the semester, obtains a final grade below 3.0 in more than 60% of the total academic units in which s/he is registered
 - c. Students on delinquent status as assessed by the Office of the College Secretary
 - d. New shiftees
 - e. New transferees

Probationary status shall take effect for one academic year only. The following conditions shall govern probationary students in order to remain in the BA Linguistics program. Probationary students must meet the following conditions:

- a. Enroll in at least 15 academic units each semester.
- b. Enroll in at least 3 units of major courses for the duration of the probationary status.
- c. Pass all academic units registered in the semester.
- d. Maintain a departmental average of 1.75 for Linguistics 110 and 115 and a cumulative average of 2.0 or better for other Linguistics courses.
- e. For Plans B and C, maintain a cumulative average of 2.0 or better for all Linguistics and Bahasa/Malaysia or Japanese Language courses.
- f. Have no INC, DRP, LOA, 4.0 or 5.0 for the duration of the probationary status
- g. Other conditions stipulated by the College and the University otherwise not specified.

Those who fail to meet the above conditions will be housed in the Department for no more than two (2) semesters until they find a new degree program.

DISMISSAL

The following students shall be automatically dismissed from the department:

1. Probationary students who fail to meet the conditions governing probationary students
2. As recommended by the College

READMISSION

Dismissal may be waived only upon the presentation of supporting documents and a letter of appeal to the Department Chair.

GRADUATION

A student who has completed and passed all the course requirements in the Linguistics curriculum, and has been cleared from any form of liability and accountability from the Department, College and the University, is considered a graduate of the BA Linguistics program.

College of Social Sciences and Philosophy
DEPARTMENT OF PHILOSOPHY

Academic Rules and Guidelines for the
BA Philosophy Program

ADMISSION

The following criteria shall govern the admission of student applying for the BA Philosophy program from other UP Diliman program and/or other schools:

| Applicant to the Program | Academic Units Earned | GWA ¹ | Slots/ Other Criteria |
|--|--|------------------|--|
| Shiftee Within CSSP Within UP Diliman Transferee From other UP units | At least 30 units Must have taken and passed at least 2 philosophy subjects | 2.0 or better | Slots may vary Interview and essay stating reasons for shifting Must complete in the dept. not less than 50% of the required units |

¹The College computation of GWA will be applied, but the number of DRPs will be considered

| | | | |
|---|---|-----------------------|---|
| <p>Transferees</p> <p>From other universities</p> | <p>33 academic units</p> <p>Must have taken and passed at least 2 Philosophy subjects</p> | <p>1.75 or better</p> | <p>Slots may vary</p> <p>Interview and essay stating the reasons for shifting</p> <p>Must complete in the dept. not less than 50% of the required units</p> |
|---|---|-----------------------|---|

Other Conditions:

The applicant's ranking in the short list must fall within the quota set by the Department and the available slots for that academic year.

RETENTION

1. *Regular Students:* Students in the BA Philosophy program in good academic standing are given regular status by the Department. The following rules shall govern all regular students in order to remain in the BA Philosophy program:

- a. Must earn at least 24 units per Academic Year.
 - b. Must not incur a grade of 5.0 in any two (2) required Philosophy subjects.
2. *Probation Students:* Students who fail to meet the requirements for retention are placed on probation. Those who fail to earn at least 24 units per AY will be put on 1st Probation under the following conditions:
- a. Must enroll in 15 units only (at least 3 units in Philosophy) in the immediately succeeding semester.
 - b. Must pass at least 50% of the total number of academic units to lift the probation. (INCs must be completed and 4.0s removed within the semester)
 - c. If the student fails to meet the above conditions for 1st Probation, s/he must put in writing his/her request for 2nd Probation.

Students on 2nd Probation are given the following conditions:

- a. Must enroll in only 15 units (at least 3 units in Philosophy) in the immediately succeeding semester.
- b. Must pass all 15 units to lift the probation. (INCs must be completed and 4.0s removed within the semester)

DISMISSAL

The following conditions lead to the dismissal of a student from the BA Philosophy program:

- a. Failure to meet the conditions for the 2nd Probation,
- b. Incurring a grade of 5.0 in any two of the required Philosophy subjects.

However, those who fail to meet these conditions in their last semester shall be retained in the program and will be allowed to complete it.

READMISSION

Any student who was dropped from the program can no longer apply for readmission. Only students whose request for 2nd Probation (that was granted), but failed to enroll in the succeeding semester (i.e. took an LOA) can be considered for readmission under the following conditions:

- a. Must enroll in only 15 units (at least 3 units in philosophy)
- b. Must pass all 15 units. (INCs must be completed and 4.0s removed within the semester)

- c. If the student fails to meet the above conditions s/he is automatically dropped from the BA Philosophy program.

GRADUATION

Students who have completed the 132 academic unit requirement of the BA Philosophy program will be recommended for graduation. S/he must have been cleared from any form of liability and accountability from the Department, College, and University.

**College of Social Sciences and Philosophy
DEPARTMENT OF POLITICAL SCIENCE**

**Academic Rules and Guidelines for the BA and the
BA-MA Political Science Program**

ADMISSION

The following criteria shall govern the admission of students applying for the B.A. Political Science program from other UP Diliman programs and/or other schools:

| Application type | Academic Units Earned | GWA ¹ | Slots/Other Criteria |
|--|---|------------------------------------|---|
| Shiftee | At least 30 units with 6 Political Science units (Pol Sci 11 and 14) | 2.0 or better | 20 slots available based on GWA ranking |
| Transferee From other UP units From other Universities | At least 33 units With 6 Political Science units (Pol Sci 11 and 14) | 2.0 or better 1.5 or better | 20 slots available based on GWA ranking |

¹The College computation of GWA will be applied, but the number of DRPs will be considered

Other Conditions:

Transferees and shiftees are placed under probation by the Department for one (1) semester. If they achieve a semestral average of 2.0 or better during that semester, they will be fully accepted into the Program. Otherwise, they will be covered by the rules governing all probationary students.

RETENTION

1. *Regular Student:* A student registered in the BA Political Science program with good academic standing is given regular status by the Department.

The following academic rules shall govern all regular students in order to remain in the BA Political Science Program. They must:

- a. Enroll in at least 15 units each semester
- b. Pass at least a total of 24 units each academic year (following the College minimum)

Those who fail to meet the above rules are put on probation by the Department for one (1) semester.

2. *BA-MA Honors Student*: A student who at the end of his/her sophomore year meets the following qualifications:

- a. garnered a GWA of 1.75 or better
- b. enrolled in at least 15 units each semester
- c. received no grade of 4.0 or 5.0 in any academic subject
- d. passed a qualifying exam

will be eligible to enroll in the BA-MA Honors program beginning his or her junior year. For a student who enrolls in the Honors program, s/he must meet the following requirements to remain in the program:

- a. maintain a GWA of 1.75 or better
- b. enroll in at least 18 units per semester
- c. not incur a grade of 4.0 and 5.0 in any academic subject

Those who fail to meet the above rules will revert to the regular BA program of the Department and will be subject to the rules covering regular students.

3. *Probationary Students*: The following students shall be placed under probation by the Department:

- a. Students who fail to meet the academic rules governing regular students
- b. Students on delinquent status as assessed by the Office of the College Secretary

- c. New shiftees
- d. New transferees

In order to remain in the program, students under probation must:

- a. Enroll in not more than 15 academic units in the immediate succeeding semester
- b. Pass all the academic units registered in the said semester (earning a semester average of 2.0 or better for shiftees and transferees)
- c. Earn no less than 24 units for the academic year covered by the probation period.
- d. Have no INC, DRP, LOA and failing grade (i.e., 4.0 and 5.0 for the duration of their probation).

Failure to meet the above conditions, depending on the gravity of the case, will lead to automatic dismissal.

DISMISSAL

The following students shall be automatically dismissed from the Department:

1. Probationary students who fail to meet the conditions governing probationary students.
2. Other conditions (e.g. cheating, plagiarism, etc. subject to University rules).

READMISSION

Dismissal may be waived for the following reasons:

1. Medical
2. Financial

Supporting documents and a letter of appeal to the Department Chair must be submitted.

GRADUATION

A student who has completed and passed all course requirements in the BA Political Science curriculum, and has been cleared of any form of liability and accountability with the Department, College, and University is considered a graduate of the BA Political Science Program.

A student who has completed and passed all course requirements in the BA Political Science curriculum, and is cleared of any form of liability and accountability with the Department, College, and University is considered a graduate of the BA Political Science Honors Program and will proceed to the MA Honors level.

**College of Social Sciences and Philosophy
DEPARTMENT OF PSYCHOLOGY**

**Academic Rules and Guidelines for the
BA and BS Psychology Programs**

ADMISSION

The following criteria shall govern the admission of students applying for the BA/BS Psychology program from other UP Diliman programs and/or other schools:

| Application type | Academic Units Earned | GWA ¹ | Slots/ Other Criteria |
|--|-----------------------|------------------|-----------------------------------|
| Shiftees Within CSSP Within UP Diliman Transferees From other UP units | 30 units | 1.75 or better | Over all rank and available slots |
| Transferee From other schools | 33 units | 1.5 or better | Over all rank and available slots |

¹The College computation of GWA will be applied, but the number of DRPs will be considered

*All applicants for shiftees and transferees who meet the minimum requirements specified above will be evaluated and ranked by the Department's Admission Committee, on the basis of the following:

1. Overall GWA
2. No. of units already taken
3. Grades in psychology and math subjects (if any)
4. A written essay providing reasons for transferring and shifting to the program
5. Available slots computed on the basis of:

No. of graduates from the BA/BS Psychology program

No. of incoming freshmen to the Program

No. of faculty members who are Program Advisers

6. Priority is given in the following order:
 - UP Diliman students within the Psychology programs
 - CSSP students
 - UP Diliman students
 - UP students outside Diliman
 - Transferees from other schools

RETENTION

The following academic rules shall govern all psychology students in order to remain in the BA/BS Psychology program:

1. *Regular Students*: Students registered in the BA/BS Psychology programs with good academic standing are given regular status by the Department. To maintain regular status, they must:
 - a. maintain a Psychology (cumulative) weighted average (GWA) of 2.25 or better, each semester; only Psych courses directly prescribed in the program curricula will be included in the computation of GWA
 - b. maintain a GWA (cumulative) of 2.5 or better, each semester, only courses required in the program will be included in the GWA computation while excess elective units will not be included
 - c. fulfill CSSP requirements for good academic standing (60% rule per semester, 24 unit rule per academic year)

2. *Probationary Students*: The following conditions lead to a probationary (delinquent) status:
 - a. failure to obtain maintaining averages, as stated above

- b. failure to meet the CSSP conditions for good academic standing, as stated above
- c. University rules pertaining to probation otherwise not mentioned in the above specifications

Probationary status is given to a student per semester basis. The following conditions shall govern probationary students in order to remain in the BA/BS Psychology program:

- a. Must be in probationary status only for a maximum of 2 semesters (consecutive or not)
- b. must not obtain INC, LOA, 4.0 & 5.0 for the duration of the probationary status
- c. must not meet additional conditions specified by the assigned adviser; these conditions may vary on a case-to-case basis, depending on the academic performance of the student that led to a probationary status
- d. other conditions stipulated by the College and the University otherwise not specified

DISMISSAL

The following conditions lead to the automatic dismissal of a student from the BA/BS Psychology program:

1. Failure of a probationary student to meet the conditions governing retention
2. Probationary status exceeding 2 semesters (Consecutive or not)
 - * The dismissed student may be housed in the Department for one semester, if necessary, to help the student enter another program
3. Other conditions stipulated by the CSSP and the University rules otherwise not specified
4. A waiver of conditions may be made for the probationary students with only one semester to finish the program.

READMISSION

Students who are considered dismissible may appeal with a formal letter. All appeals will be addressed to and handled on a case-to-case basis by the readmission Committee and/or the Department Chair.

GRADUATION

A student who has completed and passed all the course requirements in the appropriate BA/BS curriculum, and has been cleared from any form of liability and accountability from the Department, College, and

University is considered a graduate of the Psychology program.

**College of Social Sciences and Philosophy
DEPARTMENT OF SOCIOLOGY**

**Academic Rules and Guidelines for the
BA Sociology Program**

ADMISSION

The following criteria shall govern the admission of student applying for the undergraduate program of Sociology from other program and/or other schools:

| Application type | Academic Units Earned | GWA ¹ | Slots/ Other Criteria |
|--|-----------------------|------------------|--|
| Shiftee Within CSSP Within UP Diliman Transferee From other UP units | 30 units | 2.25 or better | Slots may vary depending on the department resources Minimum number of units in Social Science courses: 6 Minimum Social Science Average (SSA): 2.25 |
| Transferee From other schools | 33 units | 1.5 or better | Slots may vary depending on the department resources Minimum number of units in Social Science courses: 6 |

| | | | |
|--|--|--|--|
| | | | Minimum Social Science Average (SSA): 2.25 |
|--|--|--|--|

Other conditions:

1. Minimum Residence Requirement in the Department of Sociology

The applicant must complete in the department not less than 50% of all units required to complete the program including core courses in Sociological Theory and Methods.¹

2. Interview

Qualified applicants may be asked to appear for an interview prior to admission. The interview will be conducted during the period specified by the BA Committee. Failure to appear during the interview without any valid justification may result in the forfeiture his or her slot.

3. Application Period and Available Slots

The department accepts applications for shifting only once every academic year. All applications should be forwarded to the College Secretary's

¹ The core courses are the following: Sociology 171, 172, 179, 180, 181, 182, 183, and 188.

Office of the College of Social Sciences and Philosophy.

The total number of slots available may vary depending on the number of incoming freshmen and the department's available faculty. All applicants who meet the minimum requirements will be evaluated and ranked by the department's undergraduate committee on the basis of GWA.

RETENTION

1. *Regular Students*: A student registered in the BA Sociology program with good academic standing is given regular status by the Department. The following academic rules shall govern regular students in order to remain in the BA Sociology program. They must:
 - a. Obtain a grade of 3.0 or better for at least a total of twenty-four (24) units each academic year including the summer term
 - b. Obtain a grade of 3.0 better for at least 60% of the total number of units enrolled in for that semester
 - c. Maintain a cumulative general weighted average (GWA) of 2.25 or better each semester. However, a Sociology major with a grade lower than 2.25 may still be retained in the program and considered to be in good

standing provided that his/her SSA and Sociology Average (SA) are both 2.0 or better.

A student who complies with the above mentioned rules shall be considered in good academic standing.

2. *Probationary Students:* The following students shall be given probationary status by the Department:

- a. Students who fail to meet the retention rules mentioned above
- b. Delinquent students as assessed by the Office of the College Secretary

A student who fails to comply with these retention rules shall be placed in probationary status only once for the entire duration of the student's residence in the Department of Sociology. In order to lift his/her probationary status, a student has to comply with the department and college retention rules mentioned above.

A student who fails to comply with the retention rules shall be retained in the program if he/she has only 24 or less units to finish the program, provided that the student is able to comply with the College retention rules. In cases where the College dismisses the student, the College rule shall automatically supersede the Department rule.

DISMISSAL

Failure on the part of the student to comply with the retention rules will automatically lead to disqualification/dismissal from the program.

READMISSION

The department does not readmit dismissed students.

GRADUATION

A student who has completed 140 academic units and passed all course requirements in the BA Sociology curriculum, and has been cleared in any form of liability and accountability from the Department, College, and University is considered a graduate of the BA Sociology Program.