

PALMA HALL

UNDERGRADUATE STUDENT MANUAL



University of the Philippines Diliman
College of Social Sciences and Philosophy

HARAYA 2020 VISION 2020

Isa kami sa mga nangunguna sa mundo sa larangan ng edukasyon at paglikha ng kaalaman sa agham panlipunan at pilosopiya.

We are a global leader in education and knowledge production in the social sciences and philosophy.

Kami ay masiglang komunidad ng mga guro, mananaliksik, mag-aaral, kawani, at alumni na maagap at buong-sigasig na nag-aambag sa pagpapaulad ng buhay ng tao at nakikisangkot sa mga pandaigdigang isyu.

We are a vibrant community of faculty, research and extension personnel, students, staff, and alumni who proactively contribute to the enhancement of the quality of life and are engaged with global issues and concerns.

Itinataguyod namin ang mga taal na sistema ng kaalamang lubhang mahalaga sa pagpapabuti ng kalagayan ng sangkatauhan.

We promote indigenous knowledge systems that are essential to improving the human condition.

Kami ay institusyong kinikilala sa mundo sa paglikha ng mga makabuluhan, makabago, at napapanahong interdisiplinaryong pananaliksik at teknolohiyang panlipunan.

We are a globally recognized institution that produces relevant, innovative, cutting-edge interdisciplinary research and social technologies.

Ginagampanan namin ang mahalagang papel sa paglinang ng huwarang mag-aaral ng UP.

We play a vital role in nurturing the ideal UP student

University of the Philippines Diliman
College of Social Sciences and Philosophy

UNDERGRADUATE STUDENT MANUAL

JULY 2017

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CSSP: A HISTORY

The history of the College of Social Sciences and Philosophy (CSSP), University of the Philippines (UP), dates back to the year 1910 although its name was given only in 1983. It began as part of the College of Liberal Arts which was established in June 1910 by virtue of a decision of the UP Board of Regents. At first, it was named the College of Philosophy, Science and Letters before it was changed to the College of Liberal Arts on 30 January 1911. The college had two units—the Junior College which offered two years of study leading to the degree of Bachelor of Arts; and the Senior College which offered three years of study leading to the degree of Master of Arts. The coursework in the Junior College was designed to prepare the students who wished to enroll in professional courses.

In 1959, in response to the implementation of a new basic education program, the College of Liberal Arts was reorganized into three academic units—the University College, the College of Arts and Sciences, and the Graduate School of Arts and Sciences. Undergraduate studies were handled by the University College for the first two years of college life, with the College of Arts and Sciences tackling the last two years, with specialization. CAS or simple, “AS,” as the College of Arts and Sciences came to be known, had three divisions: Humanities, Social Sciences, and Natural Sciences. On 26 October 1983, the UP Board of Regents issued Administrative Order No. 170 creating three new colleges from the former College of Arts and Sciences- the College of Social Sciences and Philosophy (CSSP), the College of Arts and Letters (CAL), and the College of Science (CS). The social sciences and philosophy are the foundations of a relevant university education. Students are encouraged to respond to the need for critical thought and inquiry, as well as to disseminate and refine the standards of values which they so constantly apply in daily living. The college, with the help and guidance of highly competent faculty and staff, shares the vision of molding students to “search further into the depths of knowledge and to pursue truth.”

The CSSP, located at the Palma Hall, is composed of the following departments: Anthropology, Geography, History, Linguistics, Philosophy, Political Science, Psychology, Sociology, and the Population Institute. The college also hosts a Third World Studies Center, a Folklore Studies Program, and the Diliman Review. (Adapted, with updates, from: “A brief history and organizational set-up of CSSP,” CSSP Faculty Directory: Human Resources for Research, Training and Consultancy: 1990).

THE CSSP UNDERGRADUATE STUDENT MANUAL

This CSSP Undergraduate Student Manual was approved in the CSSP Faculty Assembly held on 13 February 2017. Graduate students may refer to the CSSP Graduate Manual for rules and policies pertaining to the graduate programs of the college. Forms included in this manual are for illustration purposes only; downloadable versions are available in the CSSP website and hard copies may be obtained from the Office of the College Secretary.

ACKNOWLEDGMENTS

Dean Grace H. Aguilin-Dalisay
Associate Dean for Academic Affairs Ma. Theresa T. Payongayong
Associate Dean for Research, Extension, and Publication Gregorio E.H. del Pilar
Associate Dean for Administration and External Affairs Herman Joseph S. Kraft
College Secretary Rowena Q. Bailon
Assistant College Secretary Aaron Abel. T. Mallari
Assistant College Secretary Fernand Francis M. Hermoso
CSSP Registration Committee, Admissions Committee, and Graduation Committee
Office of the College Secretary Administrative Staff

UNDERGRADUATE PROGRAMS OFFERED BY CSSP

Studies leading to the Bachelor of Arts and Bachelor of Science degrees are offered at CSSP. Seven major fields are available under the BA program: anthropology, history, linguistics, philosophy, political science, psychology, and sociology. Available under the BS program are geography and psychology.

The College also offers the BA-MA Honors program in political science, the first two years of which parallels the regular BA program. In the third and fourth years, qualified students take intensive directed reading courses in addition to regular courses in order to earn the BA Honors degree. They are then qualified to pursue a fifth year of study, completion of which entitles them to earn the MA Honors degree. The CSSP Population Institute also offers graduate degrees in population studies and demography.

BA Anthropology — provides training in biological anthropology, archaeology, linguistic anthropology, and cultural anthropology. Graduates have numerous options, entering medical or law school or going to work in research, teaching, development, business and management, in civil society organizations, government or the private sector.

BS Geography — prepares the student for a career in teaching, research, or employment in both the public and private sectors especially in the fields of environmental planning, land use, resource management and conservation, and other applied work. The program lays the foundation, theories and principles of spatial relationships, resources and development, and the location of settlements.

BA History — equips the student with the necessary training in modern historical methodology and prepares him/her for teaching, research, or employment in institutions and agencies devoted to the advancement of scholarship in the field of history, civilization, and cultural studies.

BA (Linguistics) — provides the student with the fundamentals of contemporary linguistic theories and methodologies which will enable him/her to study language scientifically in preparation for teaching, research, communication, and translation.

BA Philosophy — provides the student with fundamentals and foundations of classical and contemporary philosophical theories with emphasis on analytic philosophy, logic, philosophy of science, ethics, and epistemology, and their application to current issues in the social sciences, as well as other fields of knowledge.

BA Political Science — prepares the student for a career in teaching, research, or employment in the private sector or public service such as the foreign service.

BA/BS Psychology — provides the student with exposure to the wide range of psychological theories and research methodologies which can be useful preparation for further professional training as psychologists, medical doctors, lawyers, or for work in schools, industry, media, and other social agencies in various capacities involving research, counseling, psychological testing, personnel work, training, planning, and so on.

BA Sociology — provides the student with an analytical perspective to enable them to better understand societal organization and processes in preparation for a career in teaching, research, and/or applied work in various industries involving research, training, and human resources; and for further professional training as medical doctors, lawyers, and others.

COLLEGE ADMISSION

A **COLLEGE ADMISSION SLIP** is issued to the following students:

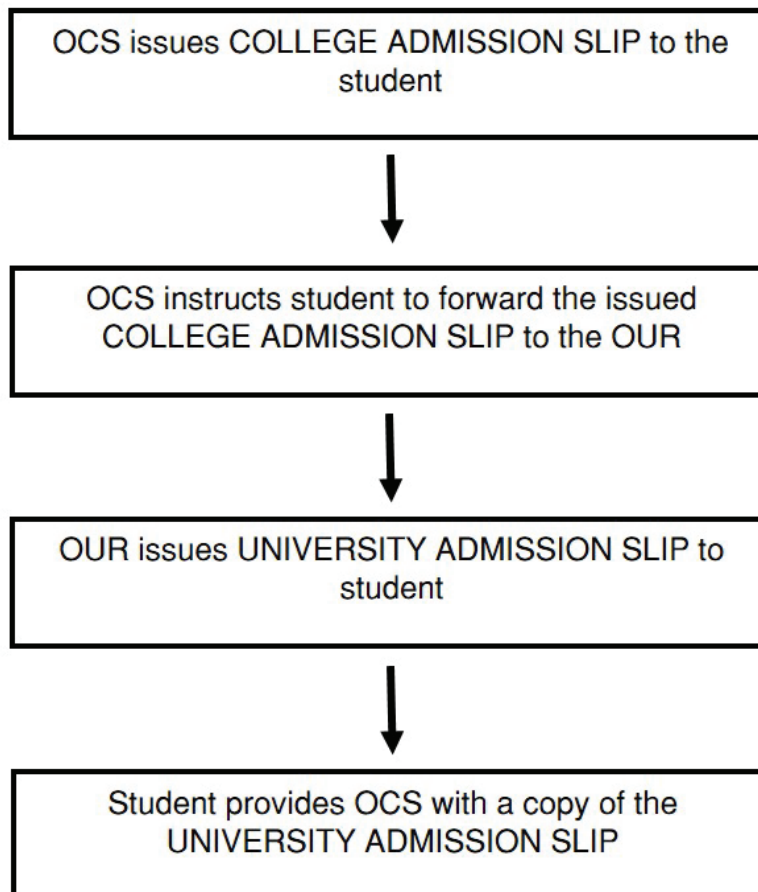
- a. New transfer from another school;
- b. Transferee from a UP Constituent Unit;
- c. Student on non-major status;
- d. UP graduate to enroll for a second degree;
- e. Old-returning from LOA; and
- f. Old-returning from AWOL.

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)

COLLEGE ADMISSIONS FLOWCHART



SAMPLE ADMISSION SLIP

Form 002 College Admission Slip
Revised As of 01 February 2012

UNIVERSITY OF THE PHILIPPINES DILIMAN
Diliman, Quezon City
COLLEGE OF SOCIAL SCIENCES AND PHILOSOPHY

Day/Monthly/Year

The University of the Registrar
University of the Philippines
Diliman, Quezon City

This is to inform you that Mr./Ms. _____, with Student No. _____ is eligible for admission/ re-admission to the _____ effective 1ST SEMESTER AY _____ as new shiftee from College of Human Kinetics .

- | | |
|--|--|
| <input type="checkbox"/> New transfer from another school | <input type="checkbox"/> New Graduate Student |
| <input type="checkbox"/> Transferee from a UP Constituent Unit _____ | <input type="checkbox"/> Non-degree student (Graduate / CPE) |
| <input type="checkbox"/> Certificate Program | <input type="checkbox"/> Old-Returning from LOA |
| <input type="checkbox"/> VAAS | LOA OR# _____ Date _____ |
| <input type="checkbox"/> Non-Major | <input type="checkbox"/> Old-Returning from AWOL |
| <input type="checkbox"/> UP Graduate to Enroll for a Second Degree | AWOL OR # _____ Date _____ |

ROWENA Q. BAILON, Ph. D.
College Secretary

Form 002 College Admission Slip
Revised As of 01 February 2012

UNIVERSITY OF THE PHILIPPINES DILIMAN
Diliman, Quezon City
COLLEGE OF SOCIAL SCIENCES AND PHILOSOPHY

Day/Monthly/Year

The University of the Registrar
University of the Philippines
Diliman, Quezon City

This is to inform you that Mr./Ms. _____, with Student No. _____ is eligible for admission/ re-admission to the _____ effective 1ST SEMESTER AY _____ as new shiftee from College of Human Kinetics .

- | | |
|--|--|
| <input type="checkbox"/> New transfer from another school | <input type="checkbox"/> New Graduate Student |
| <input type="checkbox"/> Transferee from a UP Constituent Unit _____ | <input type="checkbox"/> Non-degree student (Graduate / CPE) |
| <input type="checkbox"/> Certificate Program | <input type="checkbox"/> Old-Returning from LOA |
| <input type="checkbox"/> VAAS | LOA OR# _____ Date _____ |
| <input type="checkbox"/> Non-Major | <input type="checkbox"/> Old-Returning from AWOL |
| <input type="checkbox"/> UP Graduate to Enroll for a Second Degree | AWOL OR # _____ Date _____ |

ROWENA Q. BAILON, Ph. D.
College Secretary

SAMPLE CHANGE PROGRAM SLIP

Form 001- Change Program (Revised A of 01 February 2012)

UNIVERSITY OF THE PHILIPPINES
Diliman, Quezon City
COLLEGE OF SOCIAL SCIENCES AND PHILOSOPHY

CHANGE PROGRAM
(FOR SHIFTEES WITHIN COLLEGE & SHIFTEES WITHIN DILIMAN COLLEGES)

17 July 2016

The University Registrar
UP Diliman

This certifies that _____ with Student Number _____ has
changed his / her program from _____ to _____ effective _____.

Rowena Q. Bailon, Ph.D.
College Secretary

Form 001- Change Program (Revised A of 01 February 2012)

UNIVERSITY OF THE PHILIPPINES
Diliman, Quezon City
COLLEGE OF SOCIAL SCIENCES AND PHILOSOPHY

CHANGE PROGRAM
(FOR SHIFTEES WITHIN COLLEGE & SHIFTEES WITHIN DILIMAN COLLEGES)

17 July 2016

The University Registrar
UP Diliman

This certifies that _____ with Student Number _____ has
changed his / her program from _____ to _____ effective _____.

Rowena Q. Bailon, Ph.D.
College Secretary

REGULAR REGISTRATION

Registration period is per schedule indicated in the approved academic calendar.

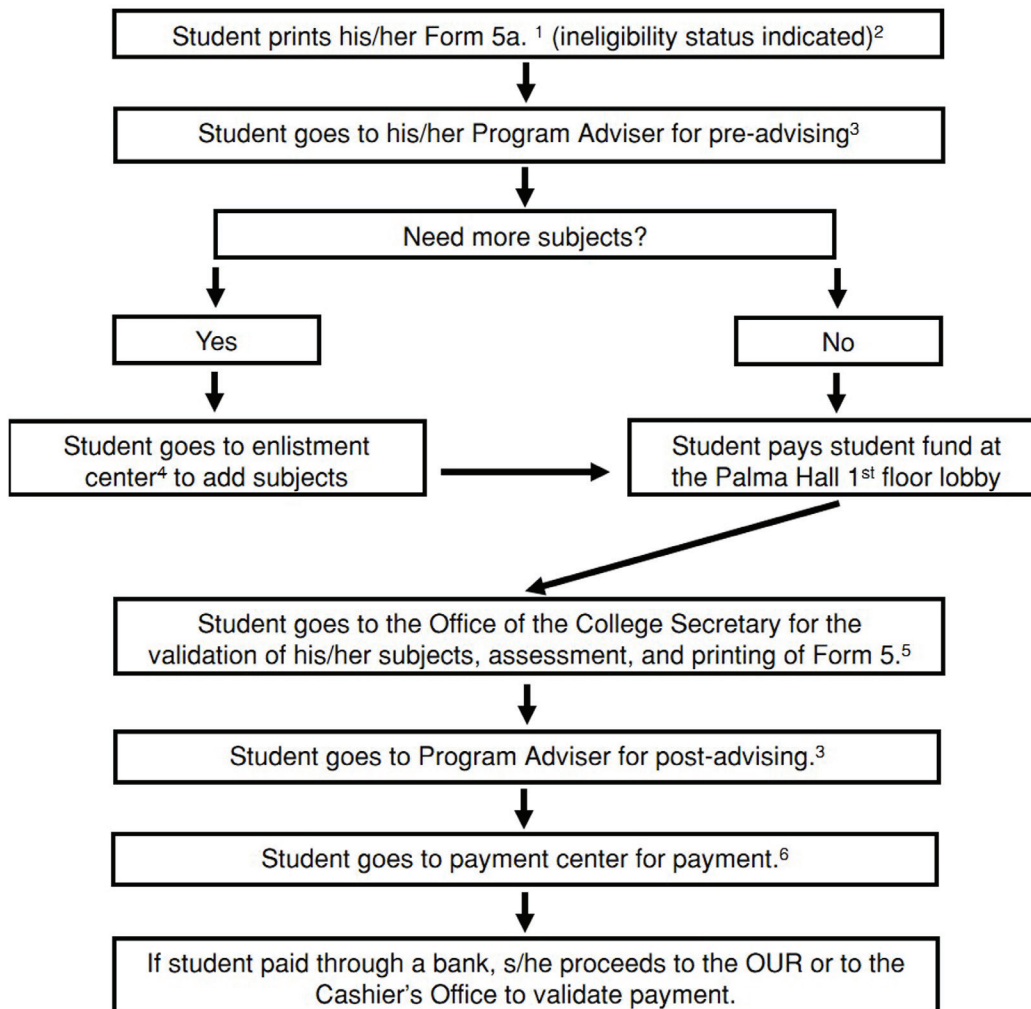
A student must be officially registered in order to receive credit for course work. "Officially registered" means that the student has already gone through all the processes involved in registration up to payment of fees. A student is officially registered if the student has duly matriculated.

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, that if registration is made outside the regular registration period indicated in the University Calendar the student shall be subject to fine for late registration; provided further, that a special student may register at any time without the payment of the fine for late registration subject to other regulations of the University. A student may register for a particular subject within a semester when permissible under the system of instruction adapted by the college or school.

All students must be duly registered before they are allowed to attend classes. In view of the Board-approved policy that no qualified student shall be denied access to UP education due to financial incapacity, a student who is unable to pay the required tuition and other fees due to financial incapacity may apply for, and shall be granted, a loan from the Student Loan Board to complete the registration.

(Source: UPD General Catalogue 2014, pages 18-19)

REGULAR REGISTRATION FLOWCHART



SAMPLE FORM 5A

U.P. FORM 5A
UNIVERSITY OF THE PHILIPPINES DILIMAN
QUEZON CITY

Second Semester AY 2015-2016 (Regular)

STUDENT NUMBER	COLLEGE	Regular
NAME (Last, Given, Middle)	ENROLLMENT & MAJOR	

CLASSES ENLISTED CLASS CODE COURSE NO/SECTION	SCHEDULE & ROOM	INSTRUCTOR(S)	UNITS	Advisor's instructions		Checker
				Action*	Remarks	
				<input type="checkbox"/>		<input type="checkbox"/> OK
				<input type="checkbox"/>		<input type="checkbox"/> OK
				<input type="checkbox"/>		<input type="checkbox"/> OK
				<input type="checkbox"/>		<input type="checkbox"/> OK
				<input type="checkbox"/>		<input type="checkbox"/> OK
				<input type="checkbox"/>		<input type="checkbox"/> OK
Total units enrolled						
*For more updated information on where to cancel your classes, as well as information about designations and blocks, please visit your Pre-enrollment module.						
CLASSES TO BE ADDED AS ADVISED						
					Remarks	Checker
						<input type="checkbox"/> OK
						<input type="checkbox"/> OK
						<input type="checkbox"/> OK
						<input type="checkbox"/> OK
Total units to be added						
Total number of units to be enrolled						
				<input type="checkbox"/>	Permitted to enroll up to	units <input type="checkbox"/> ALL OK

ADVISER'S REMARKS

PROCEED TO THE FOLLOWING OFFICES TO SETTLE ACADEMIC DELINQUENCIES/ACCOUNTABILITIES

Notice to Student: If you wish to take subjects other than those advised above, please obtain the consent of your department/adviser.

Adviser's Printed Name: _____

Adviser's Signature: _____

Checked by: _____

Date Validated: _____

Date Checked: _____

SAMPLE FORM 5

Date Generated : January 11, 2017 9:28 This serves as OFFICIAL RECEIPT if amount is printed through cash register.
UP FORM 5. UNIVERSITY OF THE PHILIPPINES CERTIFICATE OF REGISTRATION



928116634284

STUDENT NO.	NAME	COLLEGE	DEGREE & MAJOR	TERM & SY				
		CSSP	BS (Psych)	2nd Sem 16-17				
CLASS CODE	SUBJECT	SECTION	UNITS	SCHEDULE & ROOM	LAB FEE	CODE	Tuition	22,500.00
47973	Anthro 1	THR	3.0	TTh 8:30-10AM lec PH 304			Misc. Library	1,100.00
16100	Comm 3 Eng	WFX	3.0	WF 2:30-4PM lec PH 1227-1228			Athletics	75.00
15514	Fil 40	WPU1	3.0	WF 10-11:30AM lec PH 210			Registration	40.00
42474	Philo 1	WFR1	3.0	WF 8:30-10AM lec PH 317			Medical	50.00
44150	Psych 101	WFW	3.0	WF 1-2:30PM lec TBA			Cultural	50.00
*****	*****	*****	*****	***** nothing follows *****			Internet	260.00
							Energy	425.00
							NSTP - CWTS/MS	
							NSTP - INSURANCE	
							Student Fund	130.50
							Deposit/Entrance	
							Laboratory Fee + LWDF	
							EDF	
							Others	0.00
							TOTAL FEES	24,630.50
							Less: Scholarship / Privilege	
							AMOUNT PAYABLE	24,630.50
Library Clearance	Jan 11, 2017 09:28:07 am	TOTAL UNITS	15.0	Country of Citizenship	Payment Details			
Signature and Printed Name of Adviser				PHILIPPINES	Assessed by: csspOCS-agnes1			
Signature of Student				STFAP Bracket / ST code	Scholarship / Privilege			
				ND				
				Certified by:				
				Date:				
				First time to enroll in UP?				
				No				
				O.R. No.				
				Date				
				Amount Paid				

U.P. FORM 5 STUDENTS COPY

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 Common Module offered by any unit for the period of at least twenty-five (25) hours and any one (1) of the 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. (Please refer to the table for the computation of the NSTP fee as of June 2014).

COMPUTATION OF NSTP FEE (As of June 2014)

SOCIALIZED TUITION SYSTEM			
STFAP BRACKET	STS CODES FOR UP DILIMAN, UP MANILA, UP LOS BANOS	TUITION FEE	NSTP
A	ND (No Discount)	Php 1500/unit	Php 750/unit
B	PD 33% (Partial Discount-33%)	Php 1000/unit	Php 500/unit
C	PD 60%	Php 600/unit	Php 300/unit
D	PD 80%	Php 300/unit	Php 150/unit
E1	FD (Full Discount)	Free	Free
E2	FD + S (Full Discount + Stipend)	Free	Free

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 OF 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 2014, p. 21-22)

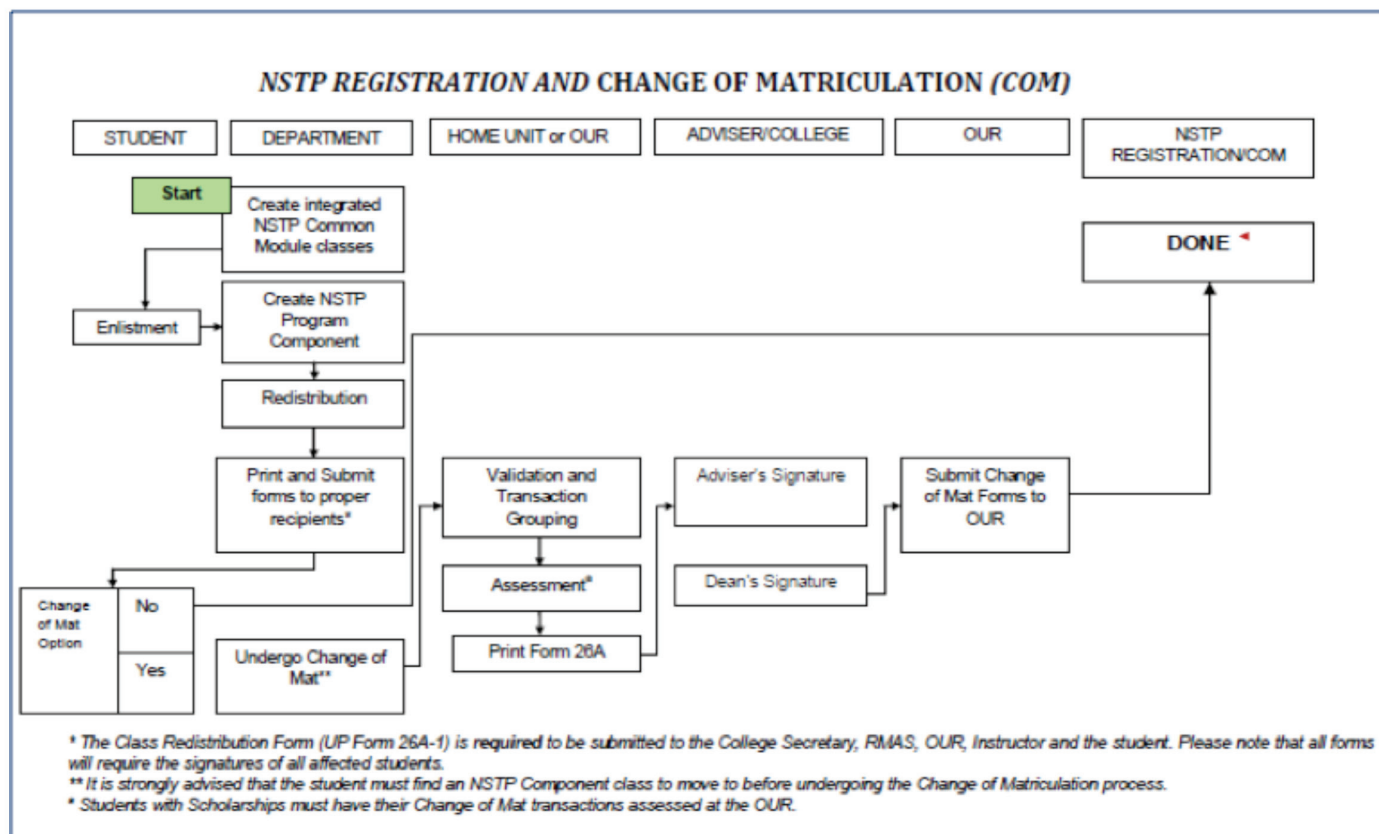
NSTP COURSES FOR SOPHOMORES

All students are to take NSTP Courses on their Sophomore Year. The NSTP 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:

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).



ADDITIONAL 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 transfer to another Program Component within the College, 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.

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 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
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

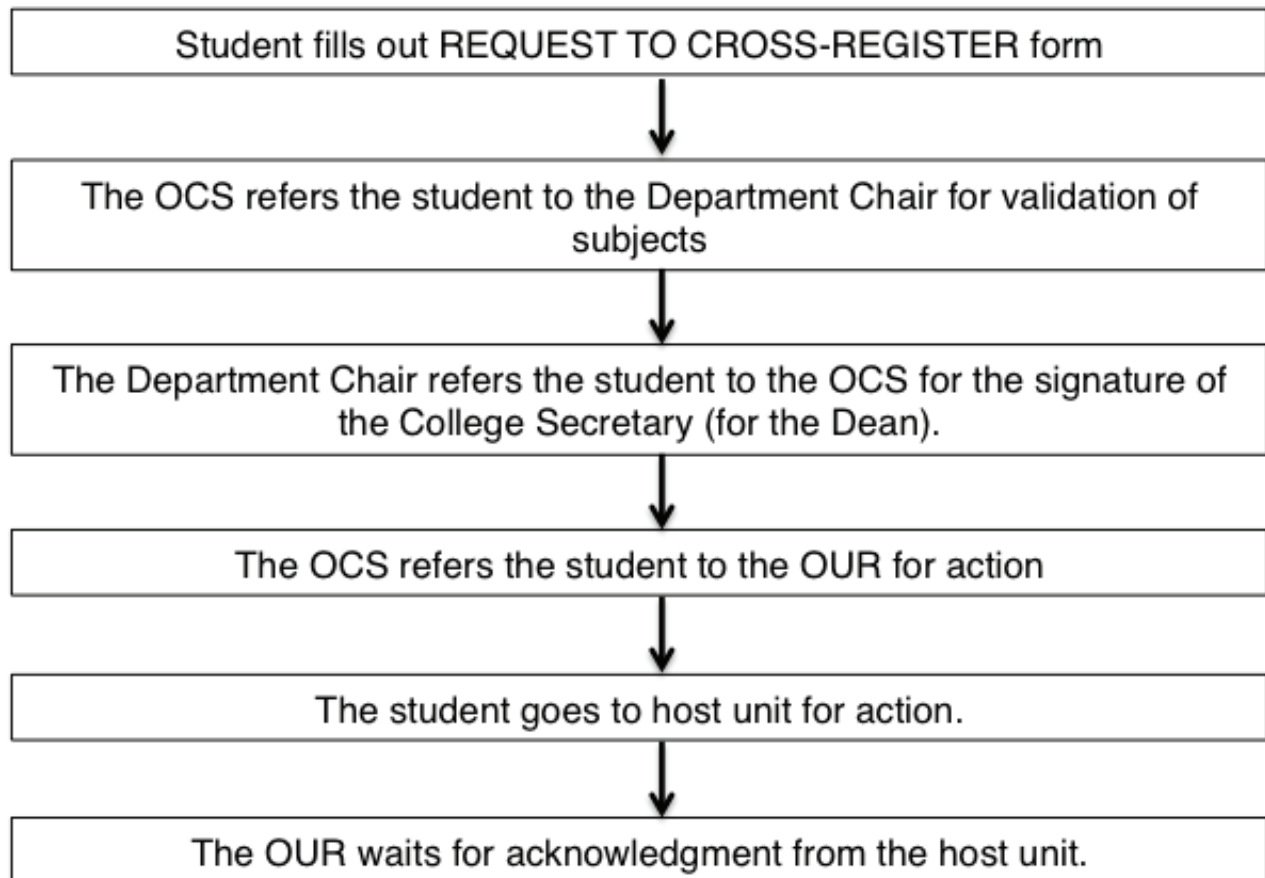
The University shall give no credit for any course taken by its student in another university, college, or school unless taking of such course was expressly authorized by the Chancellor upon the recommendation of the Dean concerned. The authorization shall be in writing, to be recorded by the University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

5. Registration in UP Diliman of a student from an 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 2014, pp 20-21)

CROSS-REGISTRATION FLOWCHART



CROSS-REGISTRATION FORM

UNIVERSITY OF THE PHILIPPINES
Dilliman, Quezon City
REQUEST TO CROSS-REGISTER

STUDENT NO: _____ NAME: _____
COURSE: _____ YEAR LEVEL: _____
Signature: _____

I would like to request permission to cross-enroll at _____ for
the (term) _____ AY _____ for the following reasons:*

Subjects requested: Units : Adviser's Validation: Alternate Subjects: Units: Adviser's Validation
_____: _____: _____: _____: _____: _____
_____: _____: _____: _____: _____: _____

No. of Units registered _____ No. of Units applied for _____ Total Load _____
at home unit as cross registrant

Home Unit Approval:

Dept. Chair

Dean

Host Unit Approval

Department Chair

Registrar

Registrar

For cross-registration outside UP System:

VCAA/Chancellor

(please detach and submit to home unit)

ACKNOWLEDGEMENT

THE REGISTRAR
University of the Philippines Dilliman

This is to certify that _____ has been admitted
as cross-enrollee this _____ Semester/Academic Year _____ for
_____ units in the College of _____

Signature over printed name
Registrar-Host Unit/Accepting School

- *Requirements submitted:
- Medical Certificate
 - Adviser's certification re: remaining deficiencies (for graduating students only)
 - Certification of scholastic standing from the College Secretary

REQUEST TO ENROLL 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.

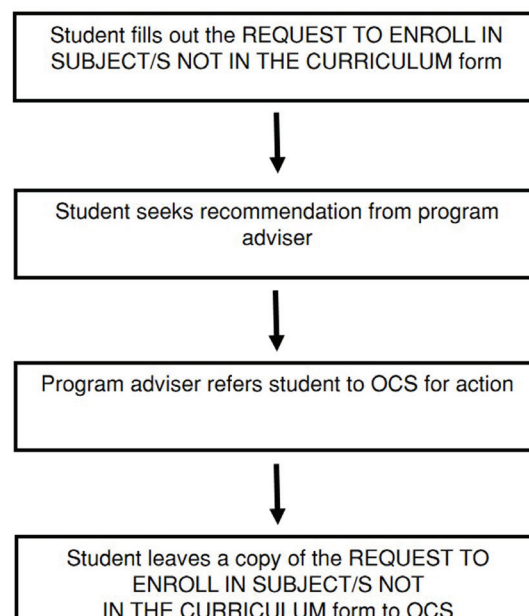
For shifting purposes

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

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

(Source: University of the Philippines Diliman General Catalogue 2014, pp 24-25)

ENROLLEMENT IN SUBJECT/S NOT IN THE CURRICULUM FLOWCHART



ENROLLEMENT IN SUBJECT/S NOT IN THE CURRICULUM FORM

OCS Form No. 10



UNIVERSITY OF THE PHILIPPINES DILIMAN (UPD)
COLLEGE OF SOCIAL SCIENCES AND PHILOSOPHY
Office of the College Secretary

Tel. Nos. 981-8500 loc. 2428 or 2430

Date

Request to Enroll in Subject(s) Not in the Curriculum

College Secretary
College of Social Sciences and Philosophy
University of the Philippines, Diliman

Dear Sir/Madam:

May I be allowed to enroll this _____ Semester/Midyear, A.Y. 20 ____ - 20 ____ in the following subjects which are not in my curriculum.

1. _____ Reason _____
2. _____ Reason _____
3. _____ Reason _____

My general weighted average is _____.

Respectfully yours,

Signature over Printed Name

Degree & Major and Student Number

Adviser

Action: APPROVED
 DISAPPROVED

College Secretary

CHANGE OF MATRICULATION (COM.)

Change of matriculation is the addition and/or cancellation of a class and/or change of section after a student has officially registered. It is processed online (please see COM flow chart). No change of matriculation shall be allowed after one (1) week of regular class meetings.

Refund involving CoM may be applied for at the Admission and Registration Section (ARS) of the Office of the University Registrar (OUR) and may be considered for the following reasons:

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

(Source: University of the Philippines Diliman General Catalogue 2014, p 20)

UP FORM 26A

UNIVERSITY OF THE PHILIPPINES DILIMAN



3317511088994

CHANGE OF MATRICULATION

UP FORM 26A

STUDENT NO.

NAME (Last, Given Middle) _____

COLLEGE CSSP DEGREE

DEAN'S COPY

Authorized Classes				
CLASS CODE	CLASS	UNITS	AUTHORIZED BY	DATE

Cancelled Classes				
CLASS CODE	CLASS	UNITS	CANCELLED BY	DATE

Total No. of Units w/ Additional/Cancelled Subjects: _____

Reason OTHERS (personal ~~graveside~~)

Adviser _____ Date _____

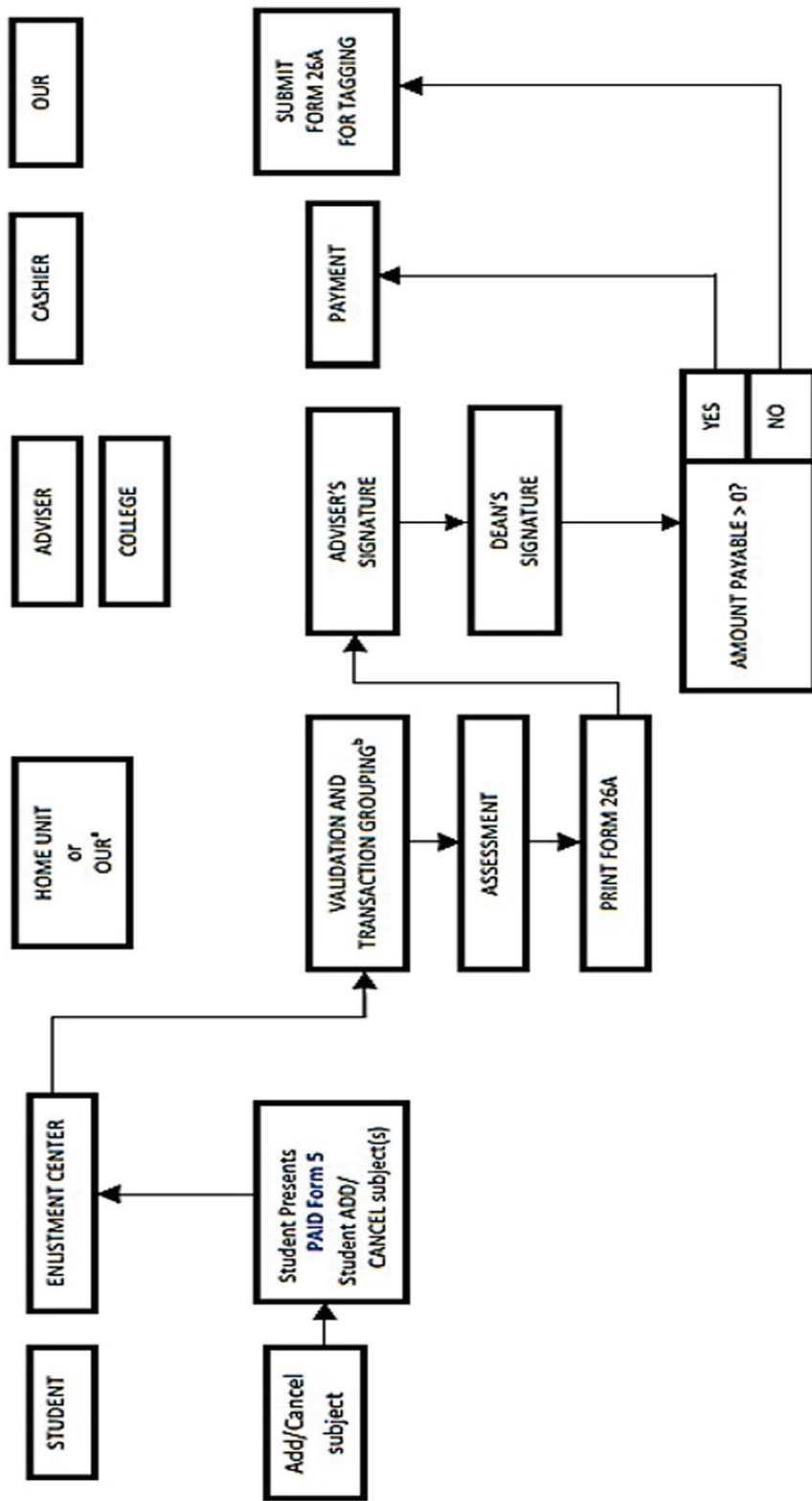
Dean/Director _____ Date _____

UNIVERSITY REGISTRAR

By _____ Date _____

AMOUNT	
FEE CHARGED	
STFAP Bracket / ST code	ST No Discount
Scholarship	ST No Discount
First Semester AY 2015-2016	

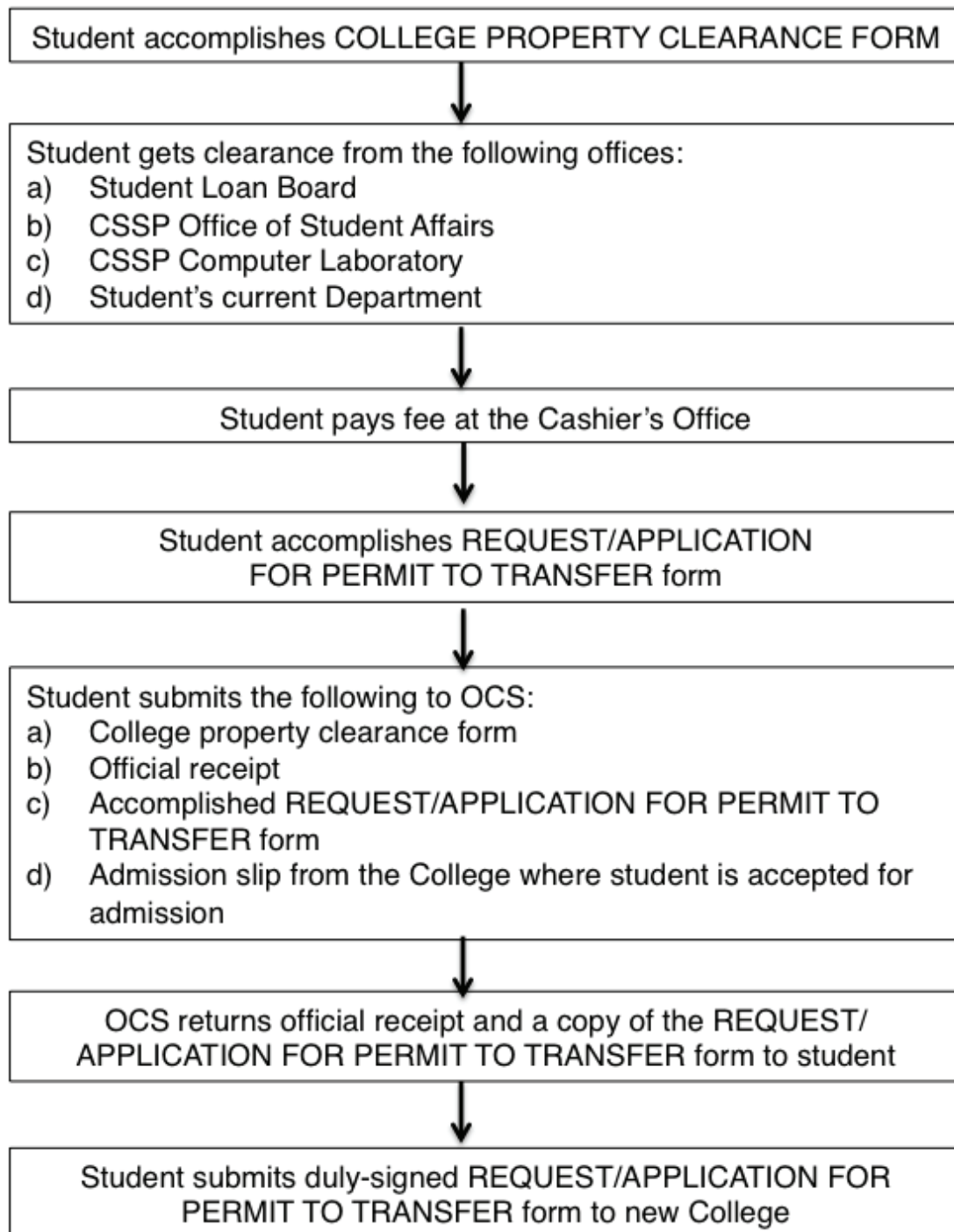
CHANGE OF MATRICULATION FLOWCHART



- * ONLY students who have matriculated may process a change of matriculation.
- * Students with scholarships must have their Change of Mat transactions assessed at the OUR.
- ^b Classes obtained/cancelled may be grouped in one Change of Mat form maximum of four(4) transactions per form.

Source: University of the Philippines Diliman General Catalogue 2014: Annex 1

SHIFTING TO ANOTHER DEGREE PROGRAM



- 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.

PERMIT TO TRANSFER FORM

OCS Form No. 13a



Unibersidad ng Pilipinas (UPD)
Kolehiyo ng Agham Panlipunan at Pilosopiya
Tanggapan ng Kalihim

Tel. Nos. 981-8500 loc. 2428 or 2430

KAPAHINTULUTAN NG PAGLIPAT (PERMIT TO TRANSFER)

Ito po ay isang papapatunay at pagbibigay-alam sa inyo na wala pong tutol ang aming Kolehiyo (KAPP) at binigyan nito ng kakahintulutan na makalipat at matanggap sa anumang Kolehiyo ng U.P. si:

Pangalan ng Mag-aaral

Bilang Pangmag-aaral
(Student Number)

Unang Pagpapatata
(First Enrolment)

Original na uri ng Pagkatanggap:
(Original Admission)

/ / Regular

/ / May Kontrata

May kondisyon na _____

Katayang Pang-akademiko noong huling Semestre:


/ / Pumapasa (Good Standing)

/ / Di-pumapasa (Failing)

Rowena Q. Bailon, Ph.D.
Kalihim ng Kolehiyo

Petsa

COLLEGE PROPERTY CLEARANCE FORM

	Form No. 13b
University of the Philippines College of Social Sciences and Philosophy Office of the College Secretary College Property Clearance	
Name: _____	
Course: _____ SN: _____ Year: _____	
Purpose: _____ OR No. _____	
Date: _____	
Student Loan Board (3 rd Flr. Vinzon's Hall)	
Office of Student Affairs-CSSP (OSA PH 113)	
Computer Laboratory-CSSP (PH 115-117)	
Department of _____ Located at _____	
AS 101 STAFF	

RULES ON SCHOLASTIC STANDING

	UNIVERSITY RULE	COLLEGE RULE
GOOD STANDING	A student is in good scholastic standing if at the end of the semester s/he obtains a final grade of “3” or higher in at least 75% of the total number of academic units in which s/he is registered. However, college/units may impose additional rules on good scholastic standing such as a minimum grade average or required number of units passed per semester/year.	A student is considered in good academic standing if at the end of the semester s/he earns grades of 3.0 and above in at least 60% of the units s/he is enrolled in. A student is in good academic standing if s/he earns grades of 3.0 and above in at least 24 units for the whole academic year, including the summer term.
SCHOLASTIC DELINQUENCY		
<p>IMPORTANT NOTE:</p> <p>Based on <i>Guidelines on the Implementation of the University Rules on Scholastic Standing and the College of Social Sciences and Philosophy (CSSP) Retention Rules</i> approved and adopted by the CSSP Committees on Registration and Admission, CSSP will adopt the 75% rule in cases where the student obtains numerical grades in all enrolled subjects and the 60% rule will be applied if the student incurs at least one non-numerical (including 4.0) grade in the classes enrolled. Assessment is done each semester. In the event that any conflict arises in the implementation of the University Rules on Scholastic Standing and the CSSP Retention rules, it is the stricter rules that shall prevail.</p>		
WARNING	Students who obtain final grades at the end of the semester below 3.00 in 25% - 49% of the total number of academic units in which they are registered shall be warned by the Dean to improve their work.	A student is given a “Warning” if he/she gets a grade of 5.0 in any course enrolled in during the semester.
PROBATION	Students who, at the end of the semester, obtain final grades below 3.00 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 3.00 or better in more than 50% of the units in which they have final grades in the succeeding semester	A student is put under “Probation” if at the end of the semester, s/he fails to earn grades of 3.0 and above in at least 60% of the units he is enrolled in. This status is in effect for a period of any semester

<p>DISMISSAL</p>	<p>Students who, at the end of the semester, obtain final grades below 3.00 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 school;</p> <p>Students on probation, in accordance with above, who again fail in 50% or more of the total number of units in which they receive final grades shall be dropped from the rolls of their college or school subject to the following:</p>	<p>a. At the end of the semester, s/he gets grades lower than 3.0 in all the courses enrolled in the current semester (zero passing); or</p> <p>b. At the end of the semester, s/he fails to lift his/her probation by not earning grades of 3.0 or higher in at least 60% of the units s/he is enrolled in that semester; or</p> <p>c. At the end of the academic year, s/he fails to earn a total of 24 units</p>
	<p>a) students dropped from one (1) 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 (Revised UP Code: Art. 391);</p> <p>b) students who were dropped in accordance with the rules on "Dismissal" and again fail so that it becomes necessary again to drop them, shall not be eligible for readmission to any college of the University</p>	
<p>PERMANENT DISQUALIFICATION</p>	<p>Students who, at the end of the semester, obtain final grades below "3.00" in 100% of the academic units in which they are given final grades shall be permanently barred from readmission to any college of the University (Revised UP Code: Art. 392).</p> <p>Permanent disqualification does not apply to cases in which, on the recommendation of the faculty members concerned, the faculty certifies that the grades of "5.00" were due to the student's unauthorized dropping of the subjects and not to poor scholarship.</p>	

<p>PERMANENT DISQUALIFICATION</p>	<p>However, if the unauthorized withdrawal takes place after the mid-semester and the student's class standing is poor, his/her grades of 5.00 shall be counted against him/her for the purpose of this scholarship rule.</p> <p>The Dean shall deal with these cases on their individual merits in 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</p>	
--	---	--

OTHER MATTERS

Additional Matters on the University Rules:

For purposes of scholastic standing, a grade of "Inc" is not included in the computation. When it is replaced by a final grade, the latter is to be included in the grades during the semester when the completion is made (based on Revised UP Code: Art. 394).

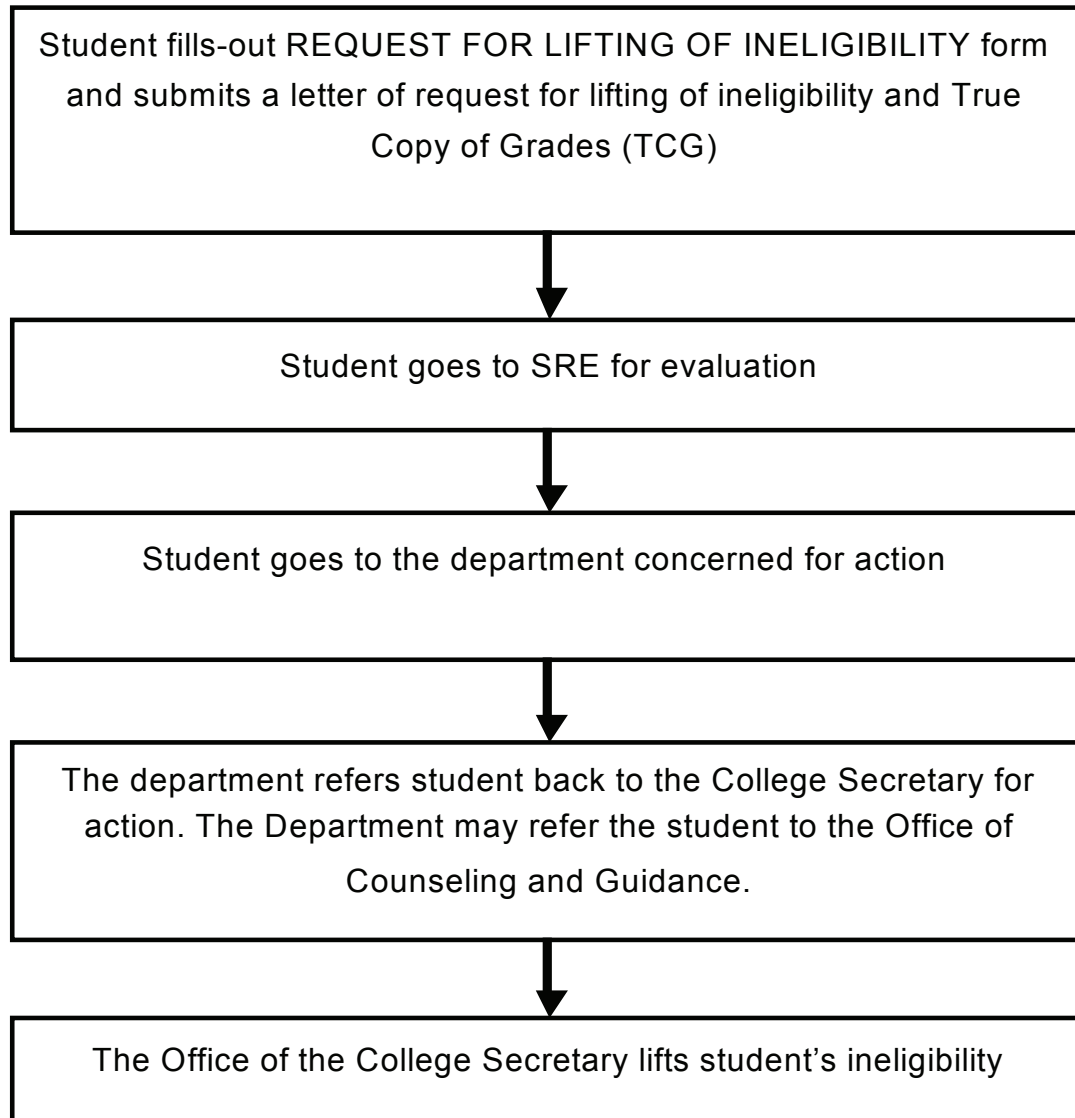
The grade of 4.00 is counted until it is removed. Once removed, only the final grade of 3.00 or 5.00 is counted (69th UC Meeting: 21 June 2000; President's Approval: 14 March 2001).

Required courses in which a student has failed shall take precedence over other courses in his/her succeeding enrollment (Revised UP Code: Art. 395).

In colleges or schools in which the weights of the courses are not expressed in terms of units, the computation shall be based on their respective equivalents (Revised UP Code: Art. 396).

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 or 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 (Revised UP Code: Art. 397). (The UPD General Catalogue of 2014, p. 40).

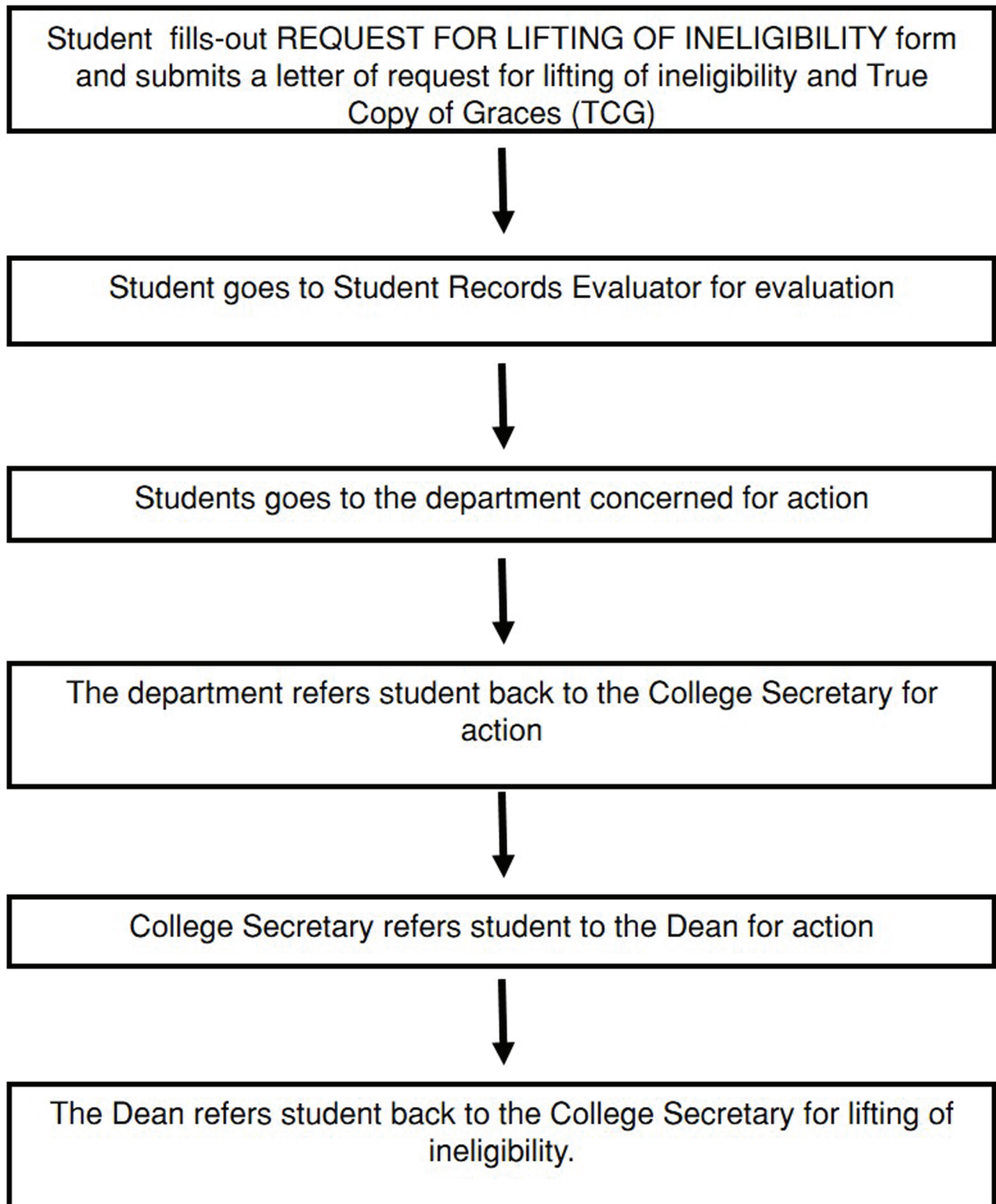
LIFTING OF INELIGIBILITY (PROBATION/NON-COMPLIANCE WITH DEPARTMENT/ COLLEGE RULES AND CONDITIONS)



Scholastic Deficiency: PROBATION (“Students who, at the end of the semester, obtain final grades below 3.00 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 3.00 or better in more than 50% of the units in which they have final grades in the succeeding semester.”)

(Source: UPD General Catalogue 2014, p. 40)

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



REQUEST FOR LIFTING OF INELIGIBILITY FORM



OCS form No. 05

UNIVERSITY OF THE PHILIPPINES DILIMAN (UPD)
COLLEGE OF SOCIAL SCIENCES AND PHILOSOPHY
Office of the College Secretary

REQUEST FOR LIFTING OF INELIGIBILITY
1ST Semester/2ND Semester/Midyear
A.Y.20 __ - 20 __

(To be filled in by the student)

Name: _____
Student Number: _____ Degree Program: _____
Contact Number/s: _____ Email Address: _____
Signature: _____ Date filed _____

(To be filled in by the College SRE)

The above-specified student is ineligible to enroll due to:

_____ Probation¹ _____ Proceed to Steps 1,2
_____ Non-compliance with the conditions set by the Department the previous semester _____ Proceed to Steps 1,2
Condition/s not met: _____

_____ Non-compliance with the conditions set by the College the previous semester _____ Proceed to steps 1,2,3
Condition/s not met: _____

Attached documents:

_____ Letter of Request _____ True Copy of Grades _____ OCG Certification
_____ Others (Please Specify) _____

Printed Name and Signature of College SRE: _____
Date: _____

Step 1: DEPARTMENT

Recommendation: _____ Approval _____ Disapproval

Remarks: _____

Department Chair/Date

Step 2: OFFICE OF THE COLLEGE SECRETARY

Recommendation: _____ Approval _____ Disapproval

Remarks: _____

College Secretary /Date

Step 3: OFFICE OF THE DEAN

Recommendation: _____ Approval _____ Disapproval

Remarks: _____

Dean /Date

¹ 25-50% passing in the total number of academic units the previous semester

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.

For 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 1½ times the normal length of the course concerned shall not be allowed to register further in the University.

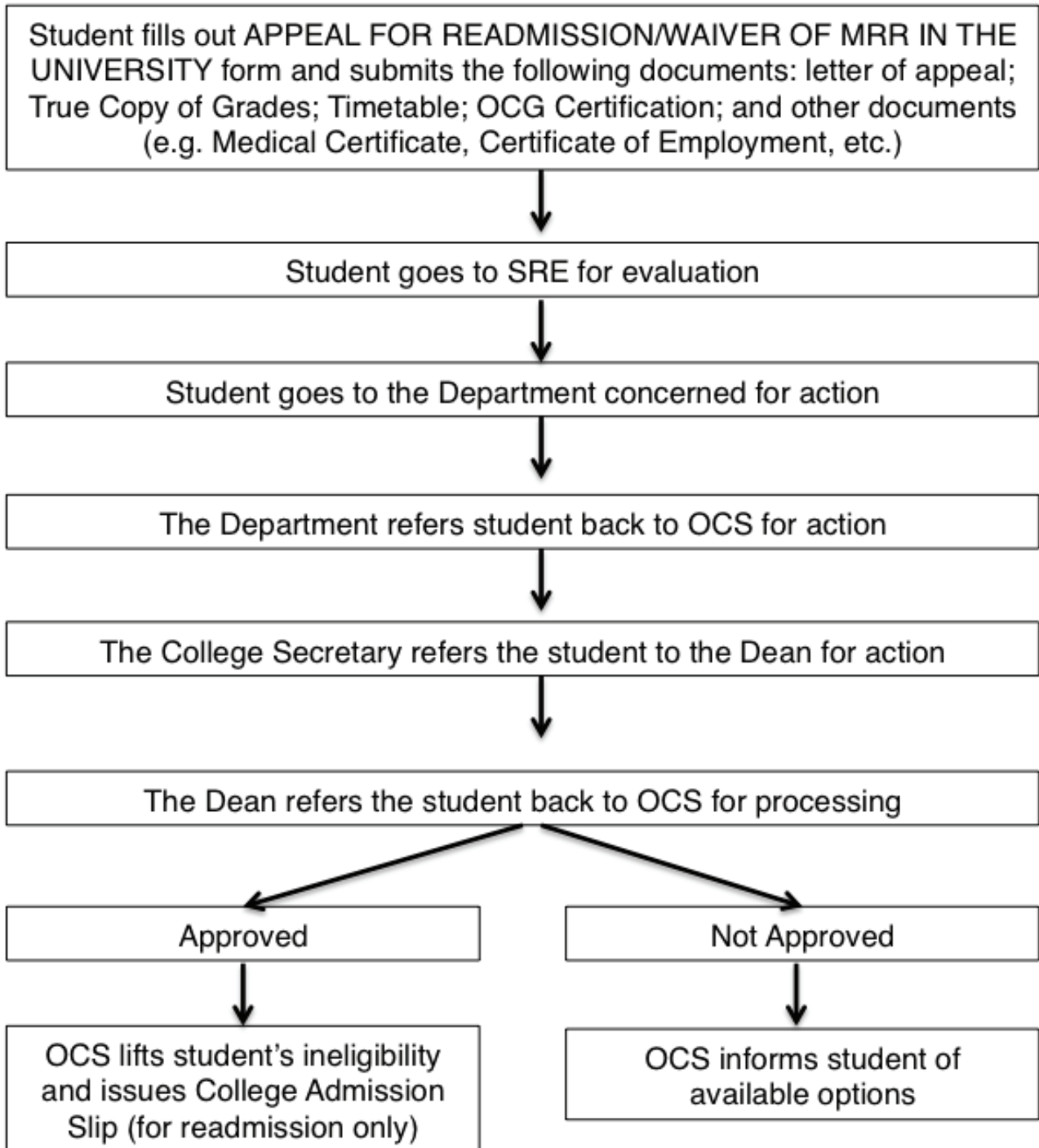
Thus, the prescribed years to finish a degree program for the undergraduate level are as follows:

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

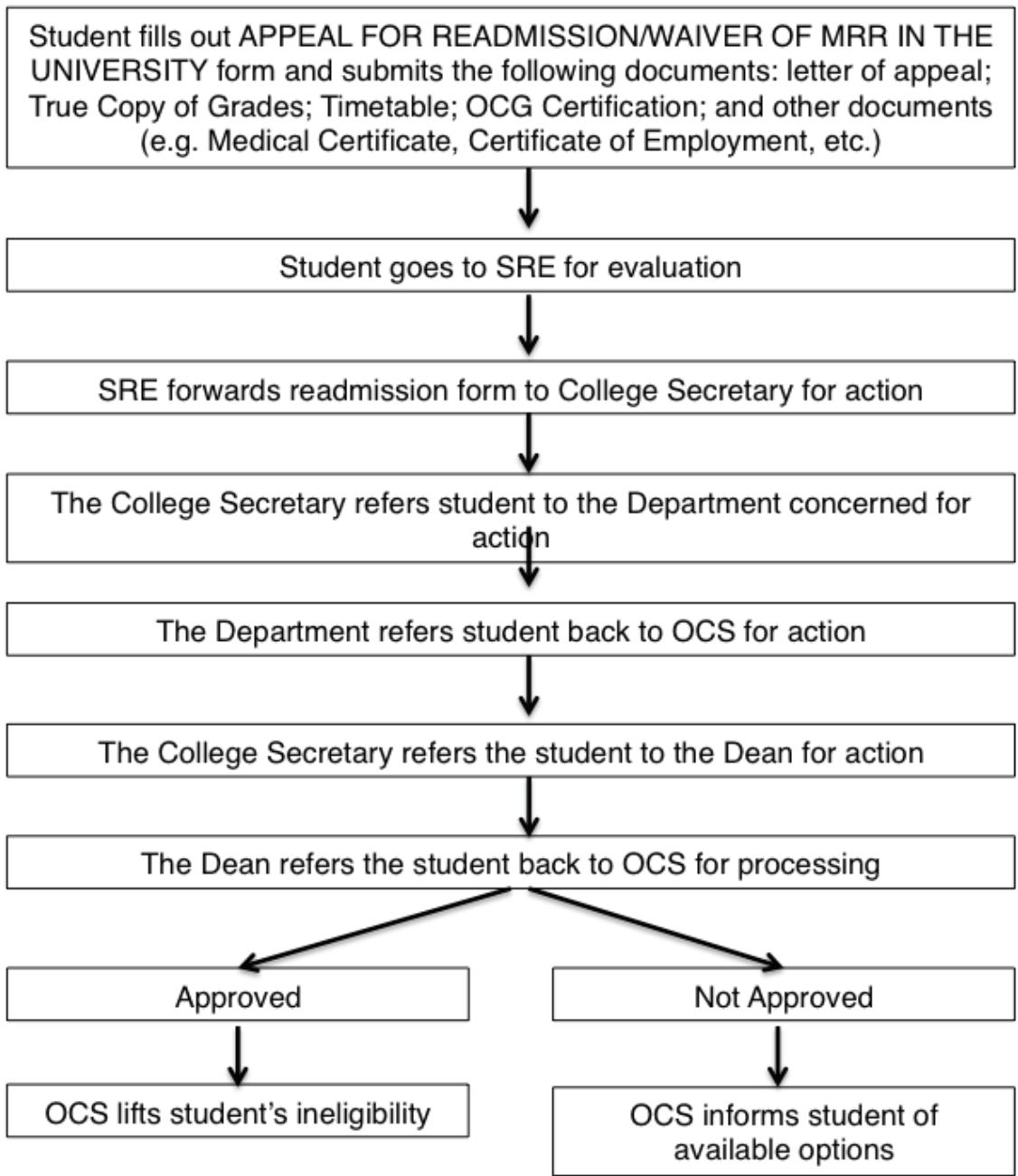
However, Article 243 of the Revised University Code should be taken into account in implementing the MRR for faculty, officers, and employees of the University which states that "Members of the faculty, officers, and employees, shall have the privilege of enrolling in the University for not more than nine (9) units at the undergraduate level or six (6) units at the graduate level in 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 2014, p. 41)

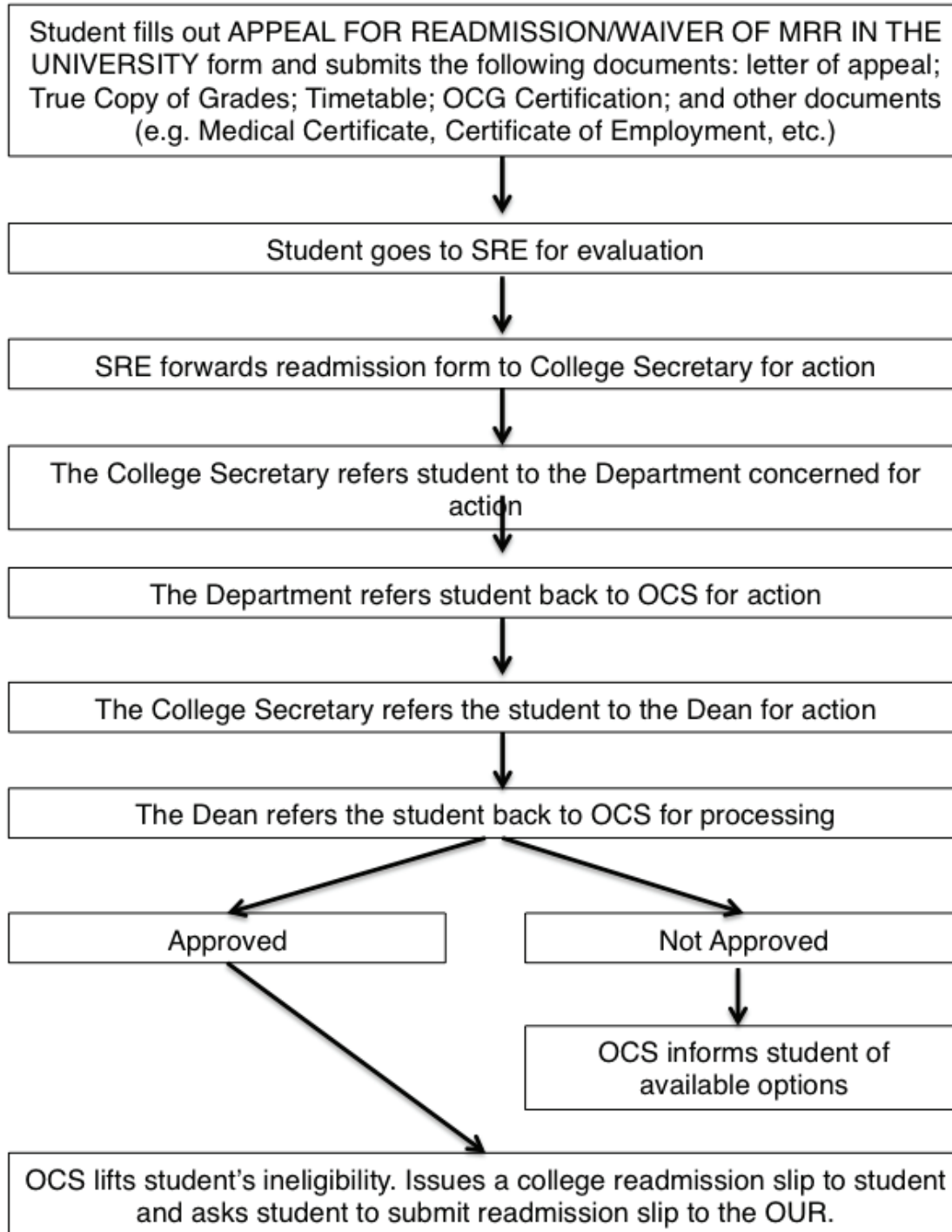
APPEAL FOR READMISSION/WAIVER OF MRR or EXTENSION OF RESIDENCE IN THE UNIVERSITY (DISMISSED STATUS, MRR)



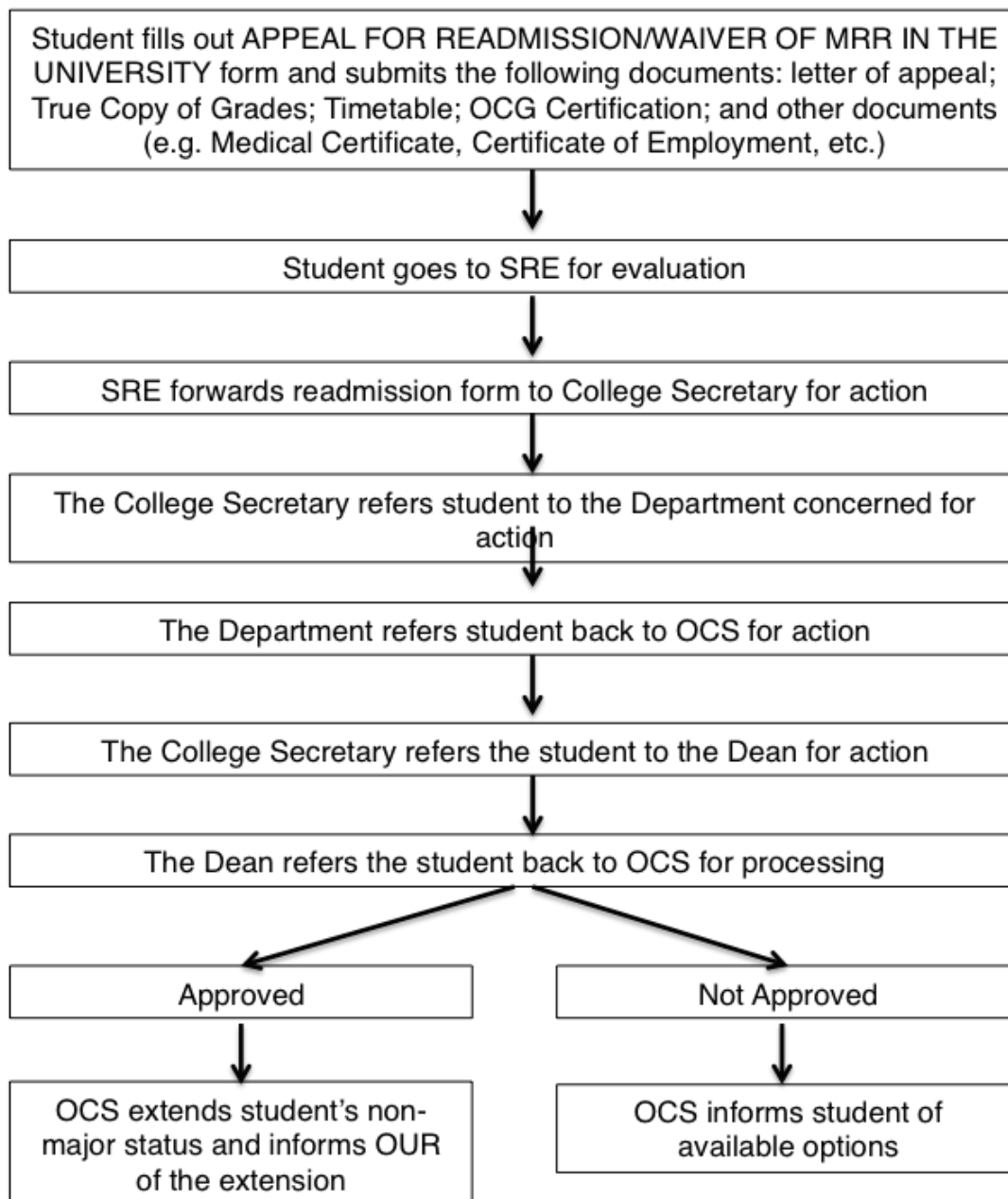
APPEAL FOR READMISSION/WAIVER OF MRR IN THE UNIVERSITY (PERMANENT DISQUALIFICATION)



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-major is student dismissed from his/her respective college, but not from the University, for failure to meet the retention requirements including grade point average or number of units passed.

His/her advising shall remain with his/her respective college, through the College Secretaries, until he/she has transferred to another college. He/she shall also be assessed/counseled by the Office of Counseling and Guidance. However, a student can be non-major 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."]

APPEAL FOR READMISSION FORM (FRONT)



UNIVERSITY OF THE PHILIPPINES (UPD)
 COLLEGE of SOCIAL SCIENCES and PHILOSOPHY
 Office of the College Secretary

APPEAL for READMISSION to/EXTENSION of RESIDENCE (WAIVER of MRR) in the UNIVERSITY
 1st / 2nd Semester / Midyear, AY 20__ - 20 __

(To be filled in by the student)

NAME _____ Student Number _____
 Degree Program _____ Year Level (as of last enrollment) _____
 Request/s _____
 Signature _____ Date _____
 Contact No.: _____ Email address: _____

(To be filled in by the College SRE)

First Enrolment in UP (Specify the College)	First enrolment in current College	First enrolment	Last enrolment	Duration of LOA	Duration of AWOL	Deficiencies (for MRR)
		in current program				

The above-specified student is ineligible to enrol due to:

- non-compliance with the condition/s set by the Department¹
 Condition/s not met _____ *Proceed to Steps 2 to 3*
- non-compliance with the conditions set by the College the previous semester¹
 Condition/s not met _____ *Proceed to Steps 2 to 4*
- Dismissed status²
 Reason _____ *Proceed to Steps 1 to 4*
- Permanent Disqualification³ *Proceed to Steps 1 to 4*
- AWOL⁴ [After approval of this form, proceed to your college to get a College Readmission slip. Present this approved form and the College Readmission Slip to the OUR for the issuance of University Readmission Slip.] *Proceed to Steps 1 to 4*
- Extension of MRR⁵ until _____ *Proceed to Steps 2 to 4*
- Others _____ *Proceed to Steps _____*
 Reason _____

Attached documents:

- Letter of appeal TCG (for Readmission) Timetable Adviser's Justification OCG Certification
 Curriculum Checklist (for MRR Extension) Others (pls. specify): _____

PRINTED NAME & Signature of College SRE _____
 Date _____

NOTES (based on the academic information contained in the UPD General Catalogue 2004-2010)

¹Student is in good academic standing
²Students 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
³Students who, at the end of the semester, obtain final grades below "3" in 100% of the academic units in which they are given final grades
⁴Absence without leave
⁵The Maximum Residence Rule states that a student must 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.

APPEAL FOR READMISSION (BACK)

	Recommendation	Remarks
<p>STEP 1 OFFICE OF COUNSELING AND GUIDANCE/GRADUATE PROGRAM OFFICE</p> <p>Signature: _____ Guidance Counselor/Graduate Coordinator</p> <p>Date: _____</p>	<p>_____ Approval _____ Disapproval</p>	
<p>STEP 2 DEPARTMENT/INSTITUTE</p> <p>Signature: _____ Program Adviser</p> <p>Date: _____</p> <p>Signature: _____ Department Chairman/Institute Director</p> <p>Date: _____</p>	<p>_____ Approval _____ Disapproval</p> <p>_____ Approval _____ Disapproval</p>	
<p>STEP 3 OFFICE OF THE COLLEGE SECRETARY/ GRADUATE PROGRAM OFFICE</p> <p>Signature: _____ College Secretary/Graduate Coordinator/ Associate Dean for Student Affairs</p> <p>Date: _____</p>	<p>_____ Approval _____ Disapproval</p>	
<p>STEP 4 OFFICE OF THE DEAN</p> <p>Signature: _____ Dean</p> <p>Date: _____</p>	<p>_____ Approval _____ Disapproval</p>	

REVISED per OUR MEMO # MRC 16-10: "DEVOLUTION OF PROCESSING OF READMISSION & WAIVER/EXTENSION OF WAIVER OF MRR TO ACADEMIC UNITS" dated 22 March 2016

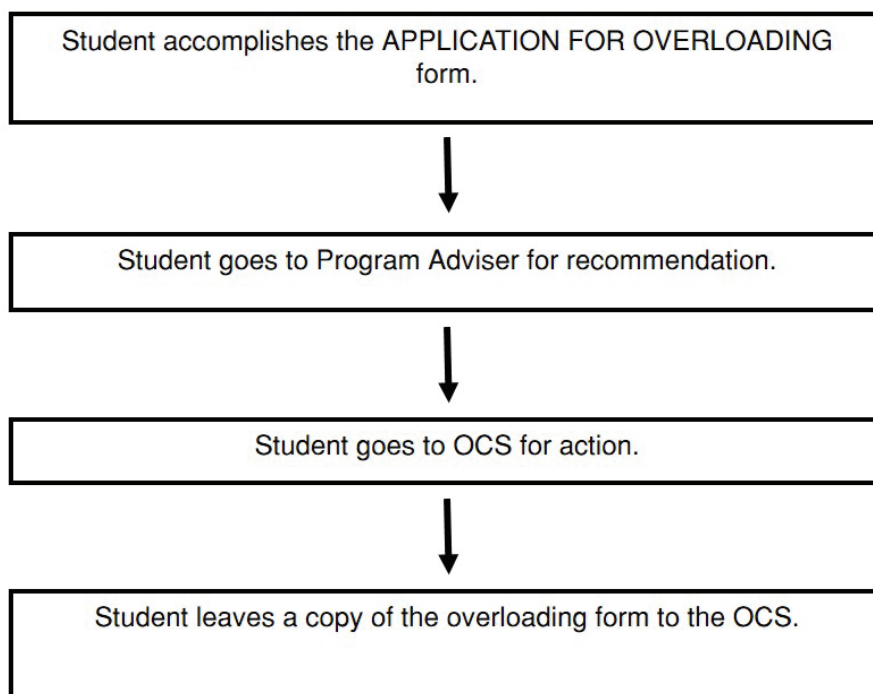
APPLICATION FOR OVERLOADING

ACADEMIC LOAD, Undergraduate, Academic Unit Requirements

For undergraduate students, the maximum academic load is eighteen (18) non-laboratory units, or twenty one (21) units including laboratory, except in programs where the prescribed load for the semester is more than eighteen (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 2014, p.21)

OVERLOADING FLOWCHART



OVERLOADING FORM

OCS Form No. 08



UNIVERSITY OF THE PHILIPPINES DILIMAN (UPD)
COLLEGE OF SOCIAL SCIENCES AND PHILOSOPHY
Office of the College Secretary

Tel. Nos. 981-8500 loc. 2428 or 2430

APPLICATION FOR OVERLOADING

___ Semester/Midyear, A.Y. 20 ___ - 20 ___

Name: _____ Student No. _____

Degree & Major: _____ Year Level _____

Total number of units this Semester _____

Reason/s for Overloading

Please indicate the courses and their respective grades for the last two semesters you enrolled

___ Semester, 20 ___ - 20 ___		___ Semester, 20 ___ - 20 ___	
Course	Grade	Course	Grade

I certify on my honor that the above information is true and correct.

Signature of Student

Adviser

Action: APPROVED
 DISAPPROVED

College Secretary

APPLICATION FOR UNDERLOADING

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

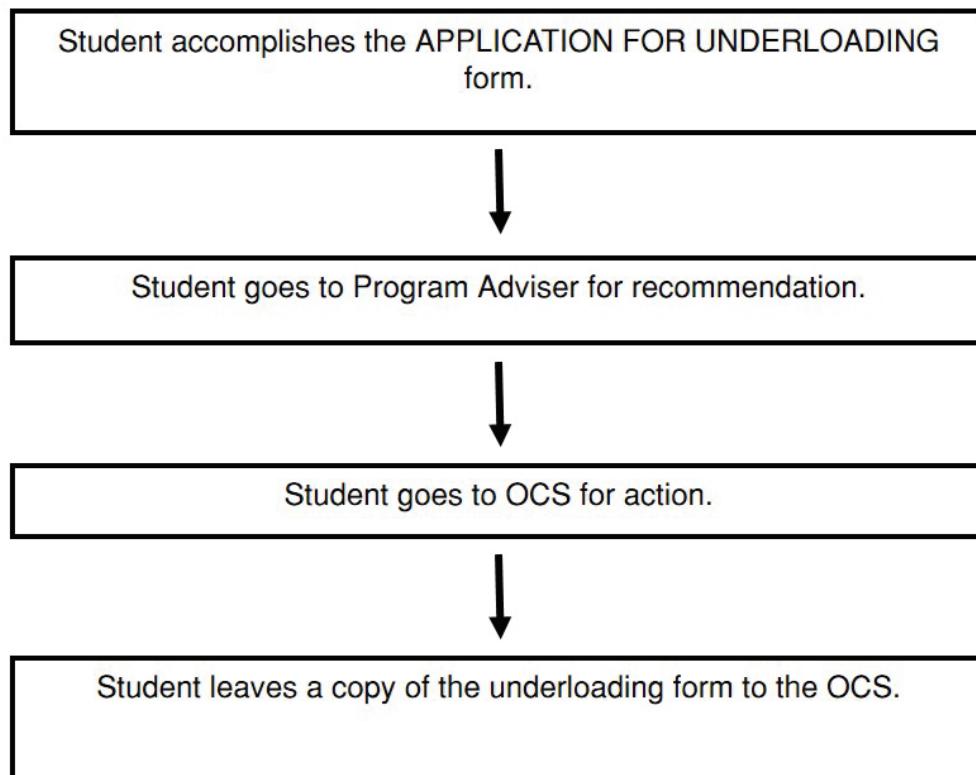
To justify underloading the submission of pertinent documents to the Office of the University Registrar through the Office of the College Secretary is required as follows:

- 1) Health reasons - medical certification to be confirmed by the University Health Service;
- 2) Unavailability of subjects - certification by the major adviser and copy of schedule of classes;
- 3) Employment - copy of payroll and appointment papers indicating among others, the duration of employment.

It is the responsibility of the student to establish beyond reasonable doubt the veracity of the cause(s) of underloading. It is required 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 2014, p. 21)

UNDERLOADING FLOWCHART



UNDERLOADING FORM FRONT

OCS Form No. 07



UNIVERSITY OF THE PHILIPPINES DILIMAN (UPD)
COLLEGE OF SOCIAL SCIENCES AND PHILOSOPHY
Office of the College Secretary

Tel. Nos. 981-8500 loc. 2428 or 2430

APPLICATION FOR UNDERLOADING

___ Semester/Midyear, A.Y. 20 ___ - 20 ___

Name: _____ Student No. _____

Degree & Major: _____ Year Level _____

Total number of units this Semester _____

Reason/s for Underloading

I understand that as a result of my underloading, I cannot graduate with honors even if the above reasons are satisfactory, if I fail to submit supporting documents (**Certificate of Employment / SSS or GSIS forms and copy of payroll in case of employment or medical certificate duly validated by the U.P. Health Service in case of illness**) on or before the last day of classes of this semester.

I understand further that I must submit a written appeal for consideration of my graduation with honors during my final semester of enrollment.

Signature

ACTION: APPROVED / DISAPPROVED

Adviser

College Secretary

UNDERLOADING FORM BACK

Rules on Underloading of Candidates for Graduating with Honors:

Students who are candidates for graduation with honors must take not less than 15 units of credit during each semester or the normal load prescribed in the curriculum in cases where such normal load is less than 15 units. However, a lighter load may be allowed for 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 the submission of pertinent documents to the Office of the University Registrar through the Office of the College Secretary is required as follows:

1. For health reasons- medical certification to be confirmed by the University Health Service.
2. For unavailability of courses- certification by major adviser and copy of the schedule of classes.
3. For employment – copy of payroll or appointment papers indicating the duration of employment.

It is the responsibility of the student to establish the veracity of the cause(s) of underloading. It is required 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.** (*UPD Catalogue 2004-2010 page13*)

Signature Over Printed Name

CLASS 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; provided, a faculty member may prescribe a longer attendance requirement to meet special needs. If the majority of the absences is excused, a student shall not be given a grade of 5.00 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 5.00 upon being thus dropped. Time lost by late enrollment shall be considered as time lost by absence.

In case of absence due to illness, to be considered excused, students are required to get excuse slips from the UNiversity Health Service. These certificates are issued to students who consulted at or were confined in the Health Service. Illnesses attended to elsewhere, causing absences from classes shall be reported to the Health Service within three days after the absences have been incurred. Excuse slips for the above illnesses as well as for other illness of which the Health Service has no records are issued only after satisfactory evidence has been presented to the Health Service.

(Source: University of the Philippines Diliman General Catalogue 2014, p 36)

APPLICATION FOR DROPPING

DROPPING OF SUBJECTS

A student may, with the consent of his/her instructor and the Dean, drop a subject by filling out the prescribed UP Form 26 before the three-fourths (3/4) of the hours for the semester/trimester/quarter term have elapsed and not later. Any student who drops a course 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. The dropping application must then be noted by the adviser before the Dropping Form (Form 26) is printed out by the student’s home unit. Form 26 must be signed and approved by the Dean before it becomes acceptable for payment.

The student may cancel the dropping transaction any time before it is printed by the home unit. The faculty member concerned may withhold consent for the dropping application, in which case the dropping application is considered invalid.

Dropping transactions that remain unpaid after the prescribed deadline shall be considered invalid.

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 decides to proceed with dropping the course.

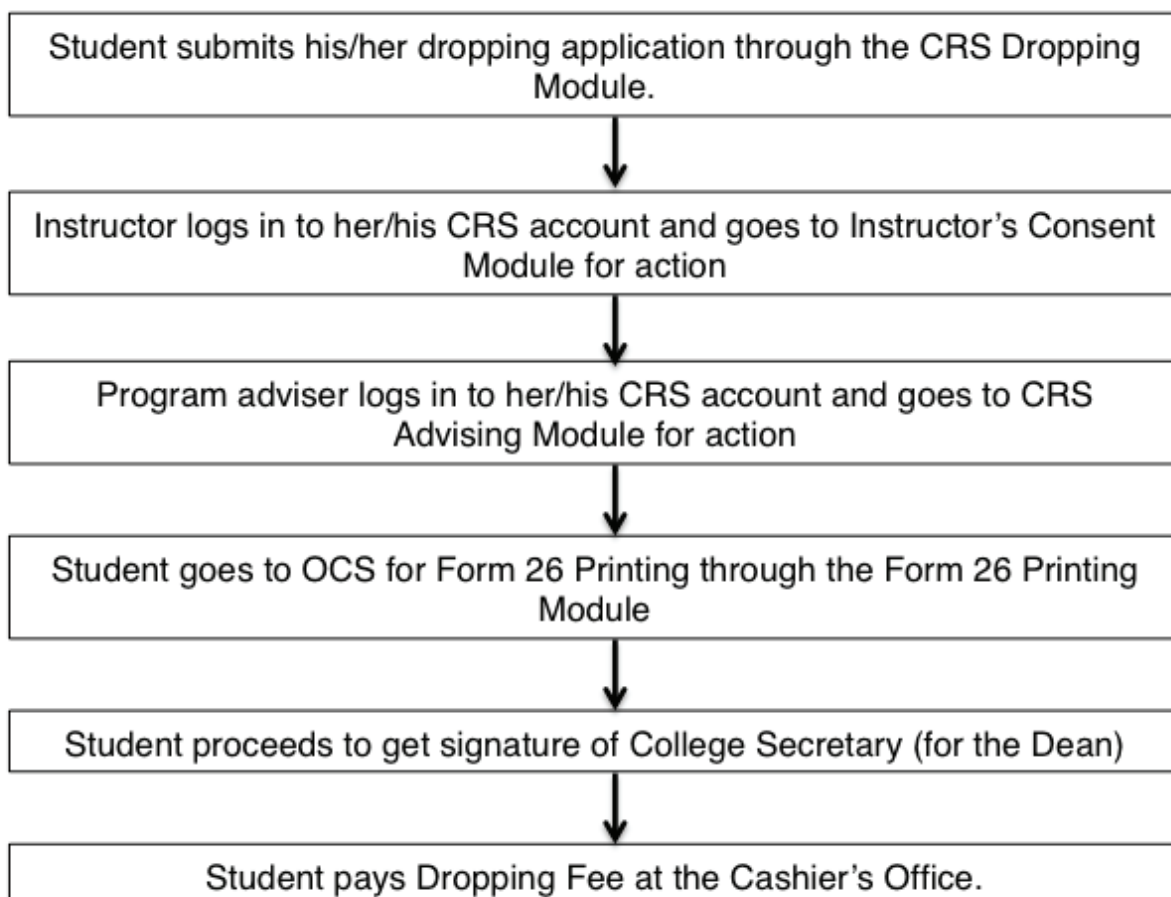
2. The instructor(s) of the course will need to submit their consent in order for the dropping application to progress. The instructor(s) may choose to withhold their consent, in which case the dropping application will be considered terminated. Once the course instructor withholds their consent for 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

DROPPING FLOWCHART



UP FORM 26

UNIVERSITY OF THE PHILIPPINES DILIMAN		UP FORM 26		 2079745020839	
STUDENT NO.		NAME (Last, Given, Middle)			
		COLLEGE	DEGREE		DEAN'S COPY
		CSSP			
DROPPING SLIP					
CLASS CODE	CLASS AND SECTION	UNITS	O.R. NO.	DATE	AMOUNT
		7 0E			
Reason for Dropping :				Fee Charged :	
DEAN <i>[Signature]</i> BY ROWENA Q. BAILON, Ph.D. DATE <u> </u> <small>College Secretary</small> UP College of Social Sciences and Philosophy			ADVISER: DATE:		
UNIVERSITY REGISTRAR BY _____ DATE _____			CLASS STANDING: NO BASIS INSTRUCTOR and DATE (Dropping Consent):		
First Semester AY 2015-2016					

ONLINE APPLICATION FOR LEAVE OF ABSENCE

A student who does not intend to enroll in a semester may apply for a leave of absence (LOA). This also applies to a student currently enrolled and who intends to withdraw his/her enrollment for the rest of the semester. A student on leave of absence does not sever his/her ties with the University.

A request for a leave of absence should be made in writing to the Dean. The request should state the reason for the leave and should specify the period. The leave may be approved for a period of one (1) year but may be renewed for at most another year.

If a student withdraws after three-fourths (3/4) of the total number of hours prescribed for the subject has already elapsed, the faculty member may submit a grade of 5.00 for the subject if the class standing up to the time of the withdrawal is below 3.00.

A student who withdraws from a college without formal leave of absence (considered "absent without leave" status of AWOL) shall have his/her registration privileges curtailed or entirely withdrawn.

LOA Procedures

1. The following students cannot apply for LOA:

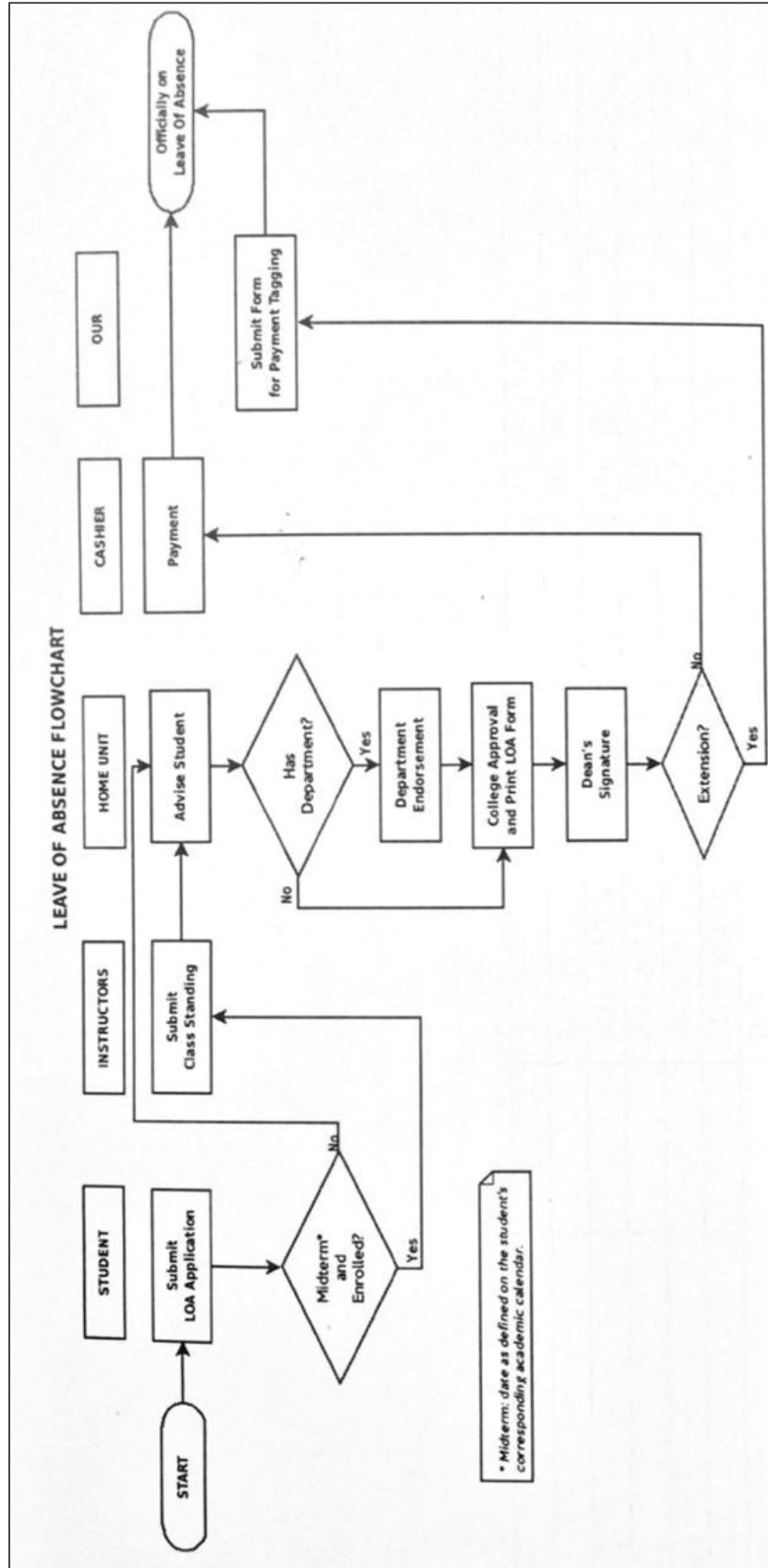
- Students with unpaid classes, either obtained through the Batch Run or manual enlistment. Students must either pay or cancel these enlistments before applying.
- Students with unfinished Change of Matriculation (COM) applications. Students must either finish or cancel their ongoing COM applications 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., pre-enrollment, e-prereg, 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 the responsibility of the student to inform his/her instructors and home unit of the intention to be officially on leave.

Important:

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 Form 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 be tagged as paid.

LOA FLOWCHART



APPLICATION FOR LOA FORM



4688018040959

LOA FORM - STUDENT COPY

UNIVERSITY OF THE PHILIPPINES DILIMAN APPLICATION FOR LEAVE OF ABSENCE (LOA) AY 2015 - 2016

Period Applied: For First Semester AY 2015-2016
Reason(s): _____

Conforme: _____
Signature over printed name of parent/guardian _____
Signature over printed name of student _____
Student No.: _____ Course: _____
Date: _____ Date: _____

Student cleared of accountabilities as of
Classes enrolled in for period of LOA

CLASS CODE	SUBJECT	SECTION	CLASS STANDING	DATE
.....	NOTHING FOLLOWS

Enrollment Status: Not Enrolled Scholastic Standing: _____
GRANTED LEAVE OF ABSENCE EFFECTIVE
 Program Adviser: _____ Date Advised: _____
 Department Chair: UG/G Program Director: _____ Date Endorsed: _____
 Dean: ROWENA Q. BALCON, Ph.D. _____ Signature: _____ Date Approved: _____
College Secretary
 Paid LOA Fee: _____ Payment Date: _____
 O.R. No.: _____ Received By: _____

RETURN FROM LOA FORM



UNIVERSITY OF THE PHILIPPINES DILIMAN (UPD)
COLLEGE OF SOCIAL SCIENCES AND PHILOSOPHY
Office of the College Secretary

OCS form No. 20

RETURN FROM LEAVE OF ABSENCE (LOA)

REGISTRAR'S COPY

Name: _____
Student No. _____ Degree Program: _____

Granted Leave of Absence (LOA) from _____ Sem., AY _____
until _____ Sem., AY _____.

I will resume my studies in the University starting _____ Sem., AY _____

NOTED: (Signature over printed name) _____
Signature of Student _____ Date _____

ROWENA Q. BAILON, PhD _____
College Secretary _____ Date _____ University Registrar _____

(Student is required a Medical Certificate from UPHS for LOA of more than one semester)



UNIVERSITY OF THE PHILIPPINES DILIMAN (UPD)
COLLEGE OF SOCIAL SCIENCES AND PHILOSOPHY
Office of the College Secretary

OCS form No. 20

RETURN FROM LEAVE OF ABSENCE (LOA)

DEAN'S COPY

Name: _____
Student No. _____ Degree Program: _____

Granted Leave of Absence (LOA) from _____ Sem., AY _____
until _____ Sem., AY _____.

I will resume my studies in the University starting _____ Sem., AY _____

NOTED: (Signature over printed name) _____
Signature of Student _____ Date _____

ROWENA Q. BAILON, PhD _____
College Secretary _____ Date _____ University Registrar _____

(Student is required a Medical Certificate from UPHS for LOA of more than one semester)



UNIVERSITY OF THE PHILIPPINES DILIMAN (UPD)
COLLEGE OF SOCIAL SCIENCES AND PHILOSOPHY
Office of the College Secretary

OCS form No. 20

RETURN FROM LEAVE OF ABSENCE (LOA)

STUDENT'S COPY

Name: _____
Student No. _____ Degree Program: _____

Granted Leave of Absence (LOA) from _____ Sem., AY _____
until _____ Sem., AY _____.

I will resume my studies in the University starting _____ Sem., AY _____

NOTED: (Signature over printed name) _____
Signature of Student _____ Date _____

ROWENA Q. BAILON, PhD _____
College Secretary _____ Date _____ University Registrar _____

(Student is required a Medical Certificate from UPHS for LOA of more than one semester)

COMPLETION OF “INCOMPLETE” (INC)

Removal of the “Inc” must be done within the prescribed time of one (1) academic year by passing an examination or meeting all the requirements for the subject, after which the student shall be given a final grade based 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 4.00 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 not in residence shall pay the registration fee besides the examination fee in the proper cases in order to be entitled to take the removal examinations. If the “Inc” is to be removed by an examination, the students shall also pay the removal fee, if required. Students who are not enrolled in any subject but who want to complete an “Inc” must enroll for residence within the semester.

REMOVAL OF THE GRADE OF “4”

There shall be a regular period for removing grades of 4.00 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 4.00 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 4.00 shall be governed by the following.

1. A grade of 4.00 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 3.00 is given, otherwise, a 5.00. Only one (1) re-examination is allowed;
2. A grade of 4.00 shall appear in the official Transcript of Records. For the computation of weighted averages, the grade of 4.00 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 3.00 or 5.00 is counted but the grade of 4.00 remains in the Transcript;
3. A grade of 4.00 shall be converted to a grade of 5.00 if the student does not remove the 4.00 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 5.00. 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 4.00 is included until the one-year prescription period is over. After the period has lapsed, the grade of 5.00 and the grade in the re-enrolled class are counted;

4. If a student does not remove the grade of 4.00 within the prescribed time (which means that the 4.00 becomes a 5.00), 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 4.00, the grade of 4.00 shall remain a 4.00 (i.e., grade of 4.00 shall not be removed; shall be included in the computation of grade averages). It shall not be converted to a 5.00 even after the prescribed one (1) year-period.

To compute weighted average, the grade of 4.00 and the grade when the subject is re-enrolled shall be included;

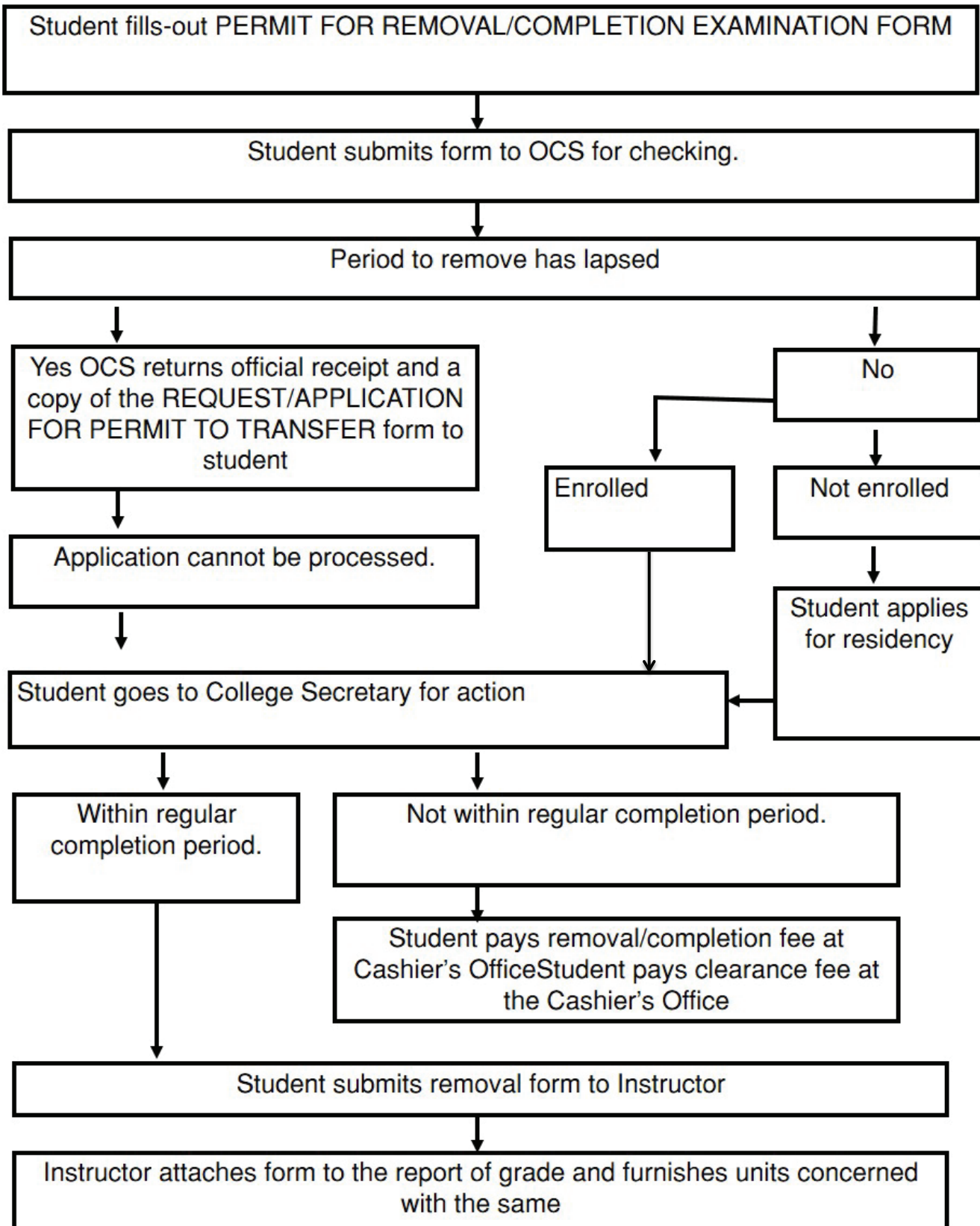
6. A student who earns a grade of 4.00 in the first of a two-semester course (a two-semester course is a sequence of two (2) courses that are taken in two (2) semesters, one after the other) may be allowed to enroll in the next higher course. The grade of 4.00 given for the first semester work shall be converted to a grade of 3.00 if the student passes the second semester part of the course in the same academic year; if s/he fails, the grade of 4.00 received for the first semester work shall be converted to a grade of 5.00; if the student gets a passing grade in the higher course, the grade of 4.00 will automatically become 3.00;

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 4.00 must enroll for residence within the semester. In order to take the removal examination, the removal examination fee, if required, should be paid.

(Source: UPD General Catalogue 2014, pp 39-40)

PERMIT FOR REMOVAL/COMPLETION EXAMINATION



COMPLETION/REMOVAL FORM

UP Form 25

STUDENT'S COPY

University of the Philippines
PERMIT FOR REMOVAL/COMPLETION EXAMINATION
College of Social Science and Philosophy

Student No. _____

Date: _____

Mr./Ms. _____ is hereby permitted to take the _____ examination
Name (print legibly) **Subject**
for the removal/completion of his/her grade of **4.0/ INC** incurred in the _____ semester, 20____ - 20____.

Fee: _____ O.R. # _____ Date of Payment: _____

APPROVED: _____
College Secretary

Examination given on _____ by _____
Instructor (Signature over printed name)

No examination will be given without this permit duly approved. **GOOD ONLY UP TO _____, 20____.**
IF EXAMINATION IS GIVEN BEYOND THIS DATE, IT WILL BE INVALID. This permit must be attached to the report of the
Instructor/Professor giving the examination.

UP Form 25

INSTRUCTOR'S COPY

University of the Philippines
PERMIT FOR REMOVAL/COMPLETION EXAMINATION
College of Social Science and Philosophy

Student No. _____

Date: _____

Mr./Ms. _____ is hereby permitted to take the _____ examination
Name (print legibly) **Subject**
for the removal/completion of his/her grade of **4.0/ INC** incurred in the _____ semester, 20____ - 20____.

Fee: _____ O.R. # _____ Date of Payment: _____

APPROVED: _____
College Secretary

Examination given on _____ by _____
Instructor (Signature over printed name)

No examination will be given without this permit duly approved. **GOOD ONLY UP TO _____, 20____.**
IF EXAMINATION IS GIVEN BEYOND THIS DATE, IT WILL BE INVALID. This permit must be attached to the report of the
Instructor/Professor giving the examination.

UP Form 25

COLLEGE SECRETARY'S COPY

University of the Philippines
PERMIT FOR REMOVAL/COMPLETION EXAMINATION
College of Social Science and Philosophy

Student No. _____

Date: _____

Mr./Ms. _____ is hereby permitted to take the _____ examination
Name (print legibly) **Subject**
for the removal/completion of his/her grade of **4.0/ INC** incurred in the _____ semester, 20____ - 20____.

Fee: _____ O.R. # _____ Date of Payment: _____

APPROVED: _____
College Secretary

Examination given on _____ by _____
Instructor (Signature over printed name)

No examination will be given without this permit duly approved. **GOOD ONLY UP TO _____, 20____.**
IF EXAMINATION IS GIVEN BEYOND THIS DATE, IT WILL BE INVALID. This permit must be attached to the report of the
Instructor/Professor giving the examination.

SUBSTITUTION OF CLASSES

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:

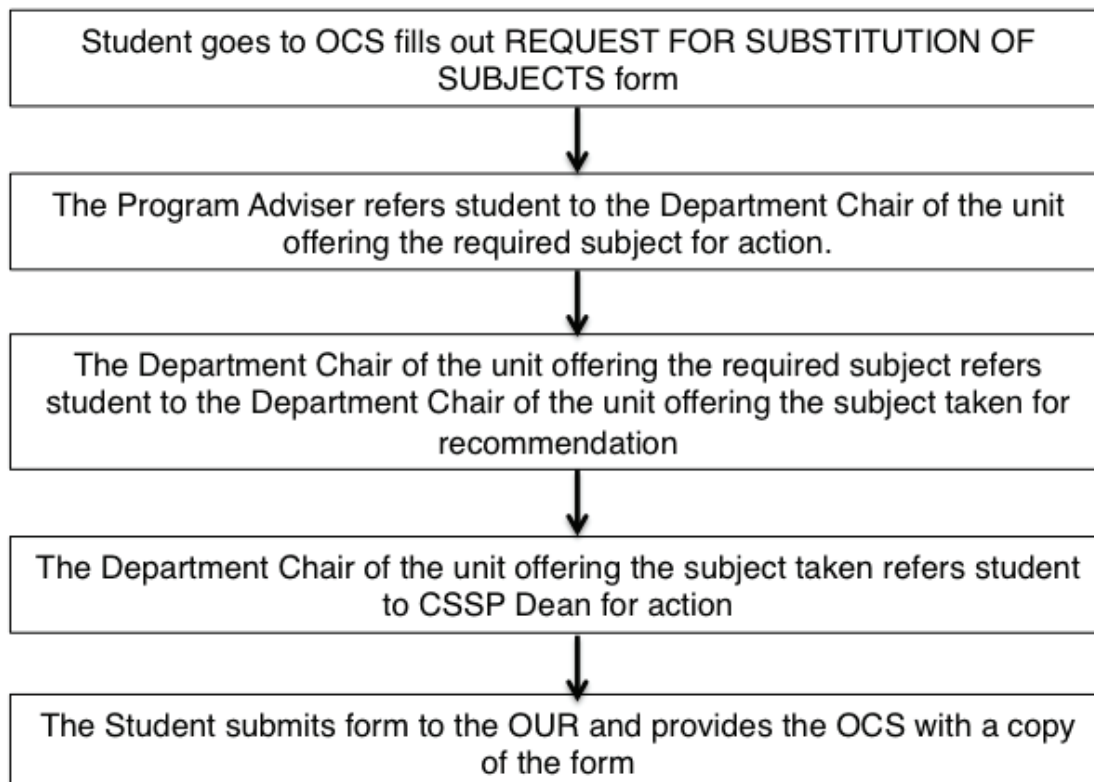
1. involve subjects within the same department; if not, the two (2) subjects concerned must be allied with each other
2. be between subjects carrying the same number of units (or the substitute subject may have more number of units); and
3. be recommended by the adviser and by the heads of departments 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 "5.00", 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 2014, page 24)

SUBSTITUTION FLOWCHART



SUBSTITUTION FORM

University of the Philippines Diliman, Quezon City			
REQUEST FOR SUBSTITUTION OF SUBJECTS			
Name	Student No.	Course	Date

The Dean
College _____

I have the honor to request for the following substitution:

Subject Required	Units	Subject taken	Units	Semester Taken	Grade	Reason

Respectfully Yours,

Signature of Student

Recommendation of the Adviser: <i>Approval / /</i> <i>Disapproval / /</i>			
_____ Signature over printed name of Adviser			
Recommending approval: _____ Signature over printed name Department Chair (Subject Required)	Dept. _____	Recommending approval: _____ Signature over printed name Department Chair (Subject Taken)	Dept. _____
Action Taken for the Dean: Approved / / Disapproved / /		_____ Dean/ Director	

GRADUATION REQUIREMENT

Students must file a formal application as candidates for graduation with office 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 prescribed for graduation.

All candidates for graduation must have their deficiencies settled and their records cleared not later than five (5) weeks before the end of their last semester, with the exception of those in academic subjects and work in Physical Education and NSTP, in which the student is currently enrolled.

GRADUATING 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 fifteen (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

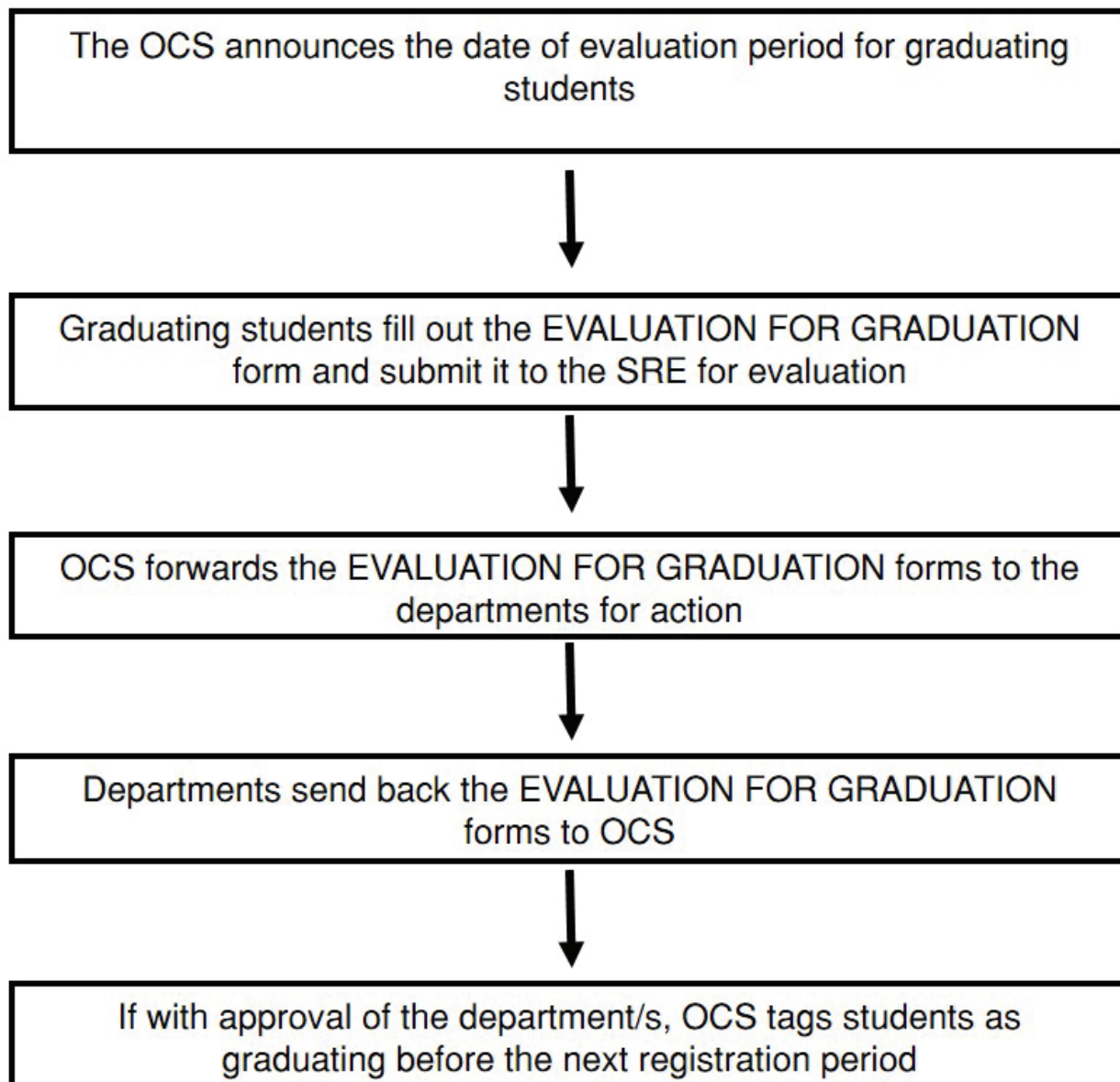
complete the full load, or the fact that the candidate is a working student.

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

1. Health reasons - medical certification 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 2014, pp. 42-43)

EVALUATION FOR GRADUATION FLOWCHART



EVALUATION FOR GRADUATION FORM

OCS Form No. 14



UNIVERSITY OF THE PHILIPPINES DILIMAN (UPD)
COLLEGE OF SOCIAL SCIENCES AND PHILOSOPHY
Office of the College Secretary

Tel. Nos. 981-8500 loc. 2428 or 2430

(Request for Evaluation of Records)
(Accomplish in duplicate)

EVALUATION FOR GRADUATION

NAME: _____ **STUDENT NO:** _____
Last Given Middle

COURSE: _____ **CONTACT NO:** _____
(for BA LINGUISTICS students please indicate Plan of Study) **E-MAIL:** _____

Expected to graduate by the end of: (Check beside appropriate number)

/1/ First Semester 20____ - 20____
/2/ Second Semester 20____ - 20____
/3/ Midyear 20____ - 20____

SUBJECTS THAT STILL NEED TO BE TAKEN IN ORDER TO GRADUATE:			
GE Courses	Units	Required Courses	Units
Subtotal	_____		
PE	()		
NSTP	()		
		Subtotal	_____

SUBJECTS W/ REMOVABLE "4" OR "INC"	
Courses	Units
Subtotal	_____

Total Deficiencies: _____

GE Courses taken and passed that satisfy
Philippine Studies requirement:

Total No. of Units: _____

Evaluator's Remarks:

Prepared by: _____
Date : _____

Signature of Applicant

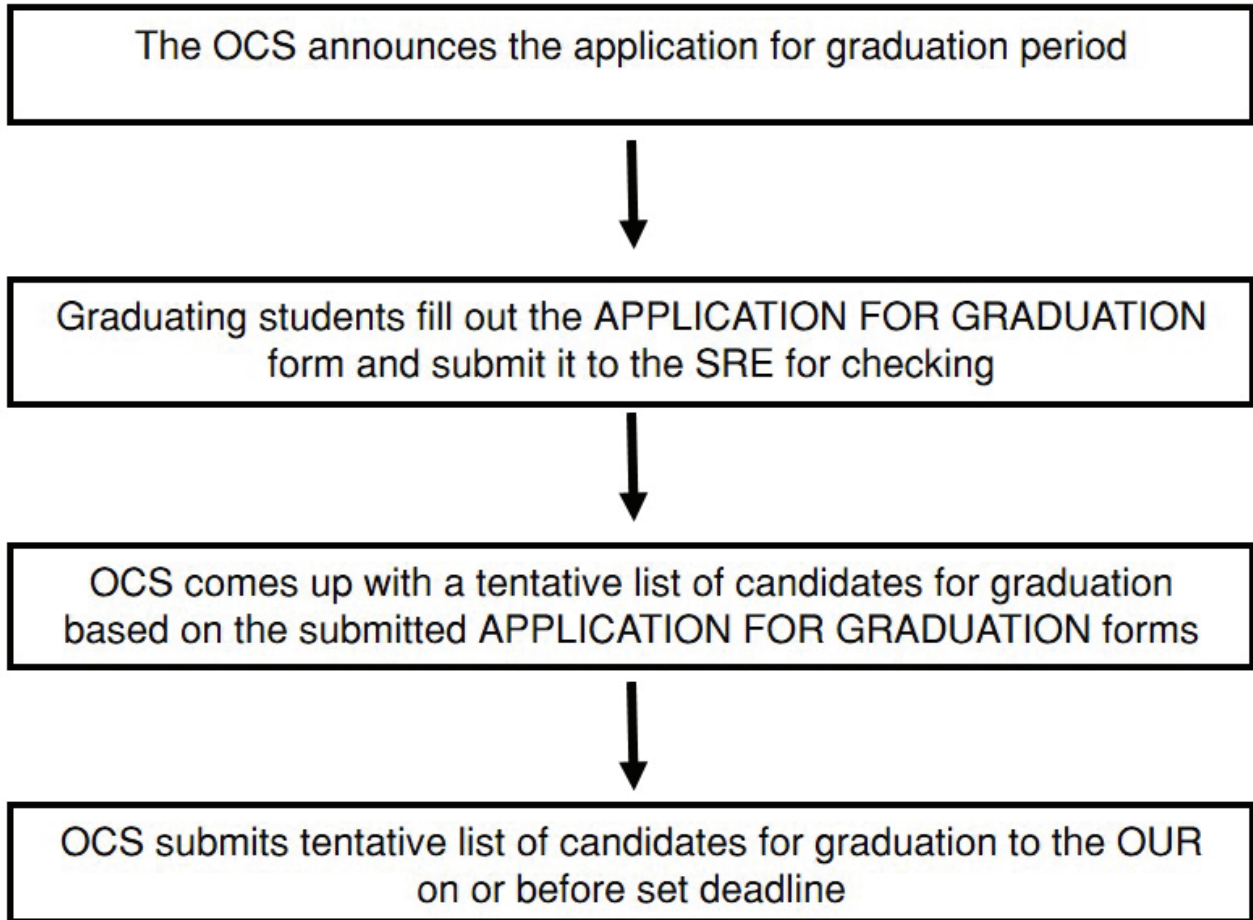
Date

RESULT OF EVALUATION
(TO APPLY FOR GRADUATION)

Date

**PLEASE FOLLOW THE SCHEDULE DATE TO BE INCLUDED IN THE
PRIORITY LIST**

APPLICATION FOR GRADUATION FLOWCHART



APPLICATION FOR GRADUATION FORM

OCS Form No. 09



UNIVERSITY OF THE PHILIPPINES DILIMAN (UPD)
COLLEGE OF SOCIAL SCIENCES AND PHILOSOPHY
Office of the College Secretary

Tel. Nos. 981-8500 loc. 2428 or 2430

(To be accomplished in triplicate)

APPLICATION FOR GRADUATION

INSTRUCTION TO THE APPLICANT: Check your status with the Student Records Evaluator at the Office of the College Secretary one week after the submission of final grades. It is your responsibility to inform the office if unable to graduate on time.

NAME: _____ STUDENT NO. _____
 Last First Middle

CURRENT ADDRESS _____ TEL. NO. _____

PERMANENT ADDRESS _____ CELL. NO. _____

E-MAIL ADDRESS: _____ TEL. NO. _____

OTHER INTERNET ACCOUNTS (facebook or twitter) _____ CELL. NO. _____

DEGREE: _____ MAJOR: _____

I expect to finish my degree by the end of _____

CANDIDATES FOR PROBABLE HONORS (check the appropriate box)

- I am a candidate for honors.
- I was on a regular load (at least 15 units per semester)
- I was under loaded during _____ semester, 20__ - 20__ due to _____
- I am not a candidate for honors

SCHEDULE OF CLASSES THIS SEMESTER

SUBJECTS	TIME	DAYS	ROOM

Signature of Student
Date _____

- Please check the box if you are a TRANSFEREE from another school.
- Please check the box if you are a SHIFTEE.

APPLICATION FOR ADVANCED CREDIT

VALIDATION FOR ADVANCED CREDITS

1. 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.

2. An admitted transfer student must validate all the courses s/he is 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

3. 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.

4. The completion of one or two-year university education in a country where such is a prerequisite for admission to a bachelor's International Baccalaureate Diploma (IBE) and degree program;

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 students is passed upon by this committee or by the Dean or Director concerned, upon approval of the Chancellor.

5. A students transferring from any recognized institution who possesses an Associate in Arts or its equivalent of sixty-six (66) units of work may be enrolled without needing to take validation exams. Before a student is allowed to major in any discipline, the major discipline may prescribe up to 18 units of general education courses and/or preparatory courses for the major, as additional courses. Candidates for a second baccalaureate degree will be required a written comprehensive examination.

6. Application for advanced credit should be made, using the prescribed form, to the University Registrar or to the Dean or Director of the college or school which offers the course for which advanced credit is applied. 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 a fee of Php20 per subject.

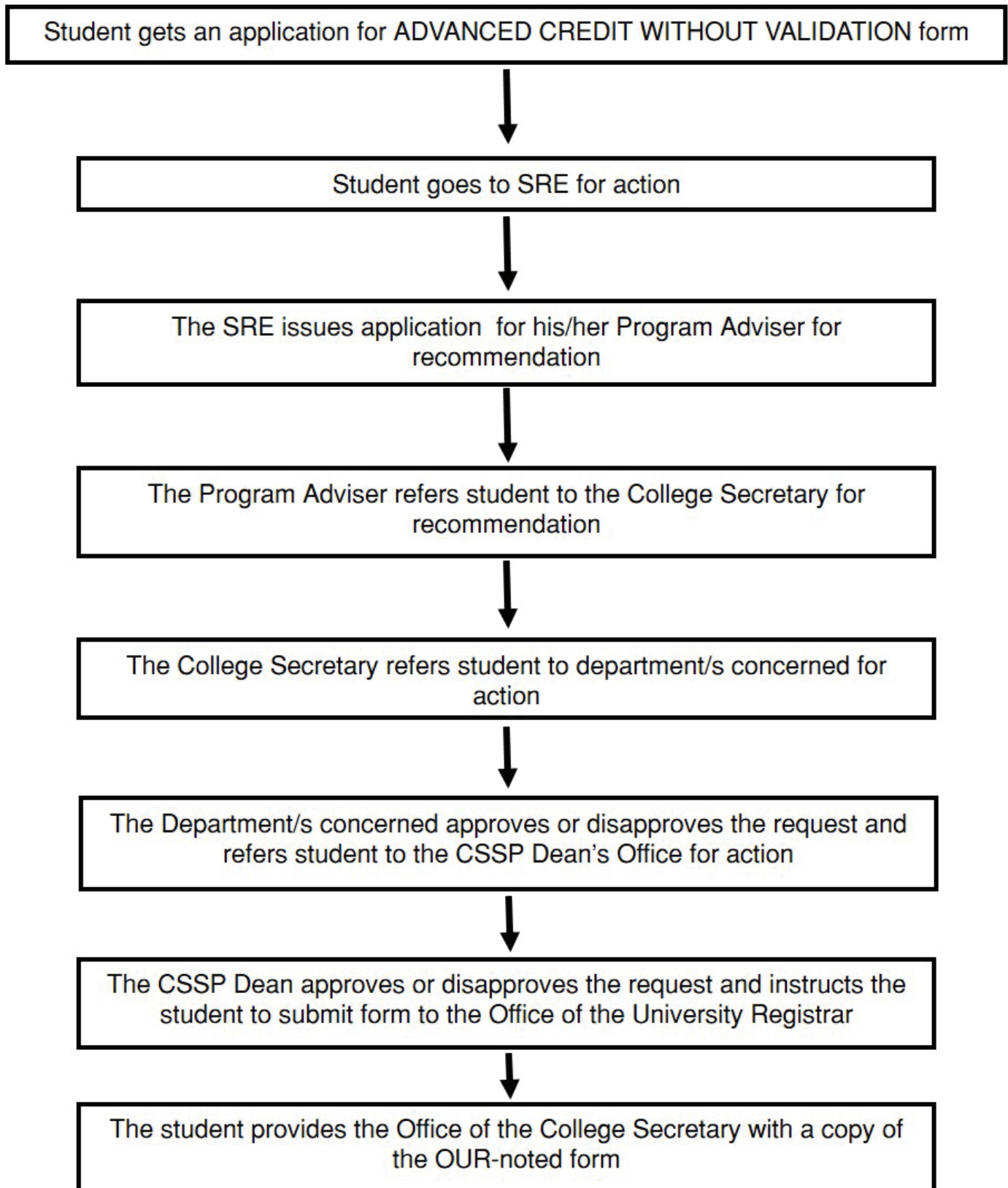
7. Advanced standing may also be granted by the University Registrar to students graduated from an institution recognized by the University Council for subjects listed in the course or courses duly recognized. Advanced credit for work constituting only part of courses recognized by the Council shall be awarded by departments of divisions concerned in accordance with the above provision on application for advance credit.

8. 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.

9. 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 2014 p 12-13)

APPLICATION FOR ADVANCED CREDIT WITHOUT VALIDATION FLOWCHART



APPLICATION FOR ADVANCED CREDIT WITHOUT VALIDATION FORM



COLLEGE OF SOCIAL SCIENCES AND PHILOSOPHY
 University of the Philippines Diliman
 APPLICATION FOR ADVANCE CREDIT WITHOUT VALIDATION
 (For transferee who had taken at least 66 units upon admission to UP)

Dr. GRACE H. AGUILING-DALISAY
 Dean, College of Social Sciences and Philosophy
 U.P. Diliman, Q.C.

Dear Dean AGUILING-DALISAY :

This is to recommend the following courses taken by **Ms./Mr** _____, a **BA/BS** _____ student of the college for credit without validation of courses which s/he may be entitled to under the rules and regulations adopted by the University.

(1) Evaluated by :

(2) Recommended by:

AMELIA R. BIÑAS, MPA

 Student Records Evaluator-III
 College of Social Sciences and Philosophy
 Date: _____

Program Adviser

ROWENA O. BAILON, Ph.D.
 College Secretary

(3)

Courses completed at the University/ College of _____	Equivalent course/s in University of the Philippines	Action of the department/college offering the course (approved/ disapproved)	Signature over Printed Name of Chair offering the course	Remarks
Subject/s Units	Subject/sUnits			

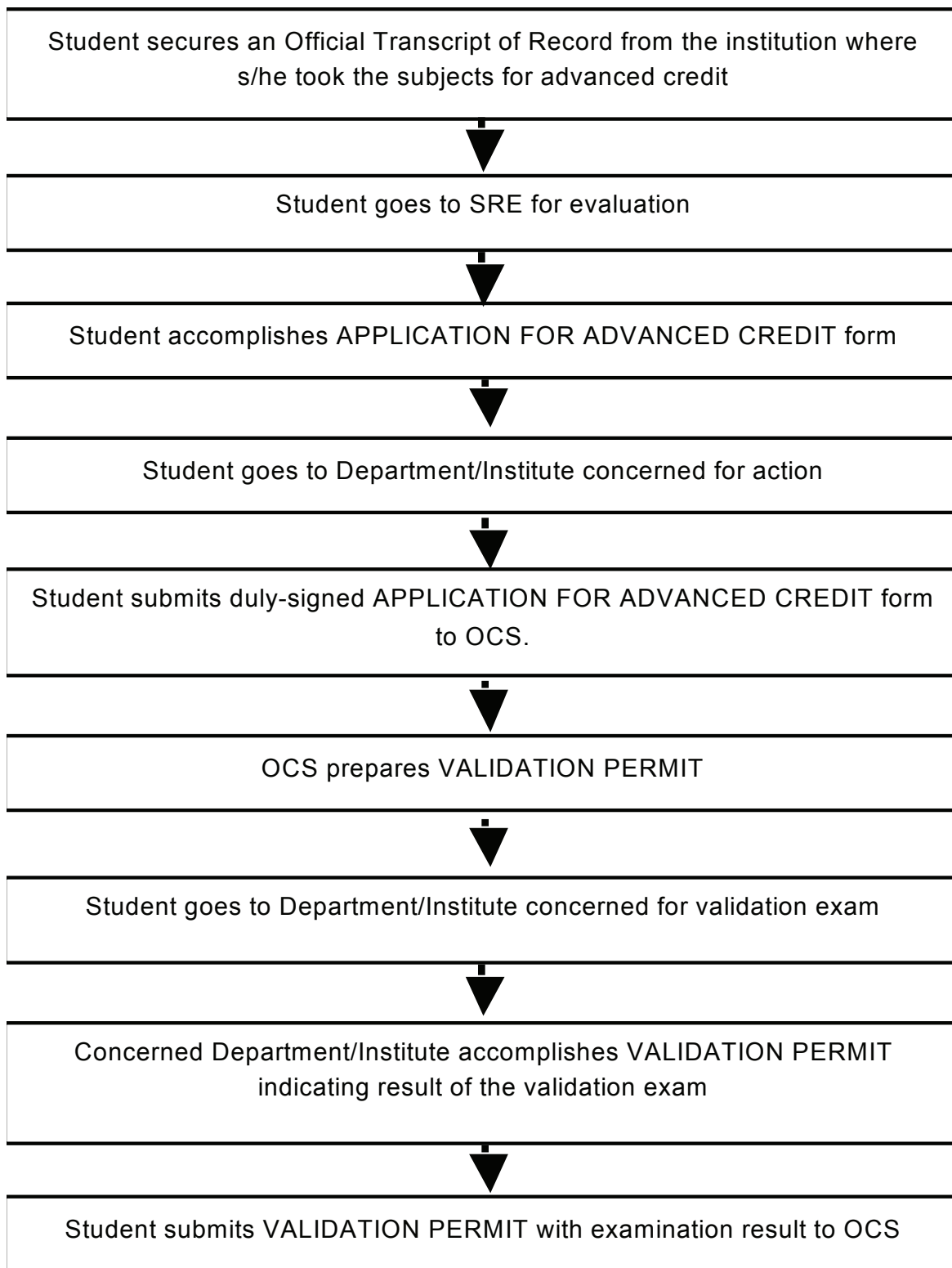
(4) Approved/Disapproved:

(5) Noted by:

Grace H. Aguilin-Dalisay, Ph.D.
 Dean
 Date: _____

Marilyn R. Canta, Ph.D.
 University Registrar
 Date: _____

APPLICATION FOR ADVANCED CREDIT WITH VALIDATION FLOWCHART



APPLICATION FOR ADVANCED CREDIT WITH VALIDATION FORM



UP FORM
44-A

UNIVERSITY OF THE PHILIPPINES
College of Social Sciences and Philosophy

APPLICATION FOR CREDIT WITH VALIDATION

(To be filled by the Student)

Date

TO: The Secretary
College of Social Sciences and Philosophy

I wish to apply for credit with validation for the following courses which I completed at

(Name of School)

Courses completed in another school	Units	Equivalent courses in the University of the Philippines	Units	Action: Approved / Not Approved For examination

I was admitted to the University of the Philippines during the ___semester, 20___-20___,

Printed Name of Student
Student's Signature

To be filled in by the College SRE

VALIDATION PERMIT

U. P. Form 44



**University of the Philippines
College of Social Sciences and Philosophy
VALIDATION PERMIT**

Chairman/Director:

Please examine Mr./Ms. _____ for the award of Advanced Credit to which he/she may be entitled under the regulations adopted by the University Council.

ROWENA Q. BAILON, Ph.D.
College Secretary

Courses completed in another school (_____)	Equivalent courses in the University of the Philippines		Department	ACTION Passed/Failed	Signature	Date
	Units	Units				

Respectfully forwarded to the University Registrar, as approved and as indicated above.

GRACE H. AGUILING-DALISAY, Ph.D.
Dean

REQUEST FOR TRUE COPY OF GRADES (TCG)^a AND CERTIFICATION/S^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/>)

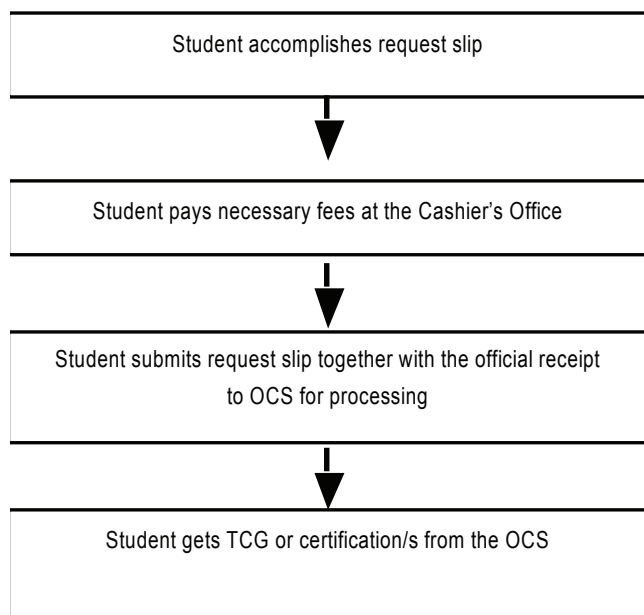
Certifications issued by the OCS include the following:

- certificate of (non-)enrollment,
- 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).

FLOWCHART



Form No. 12



University of the Philippines
College of Social Sciences and Philosophy
Office of the College Secretary
Request Slip

Date of Application: _____
 Name: _____
 Student No.: _____ Course: _____

____ **True Copy of Grades (TCG) specify Sem. & Yr.**

- Available after 3 Days

____ # of Copies

____ **Certifications (Specify)**

- Available after 1 week
 - **GWA (General Weighted Average)**
 - **Candidacy /** **Expect to Grad.**
 - **Completion/** **Batch Ranking**
 - **Non-Contract**
 - **Enrollment /** **Year level**
 (Attached Photocopy of Form 5)
 - **Remaining Units**

____ **Permit to Transfer**
 ____ **UP LAE Package** ____ **Other Univ. LAE Package**
 ____ # of Copies

Others: _____

Purpose : _____
Amount : _____

DEPARTMENTAL ACADEMIC RULES AND GUIDELINES

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 and other Requirements
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, interview
	From other schools	33 acad units	1.75 or better, interview and essay

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 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.

IMPORTANT NOTE: In the event that conflict arises between the university, college, and departmental rules on retention and scholastic standing, it is the stricter rule that shall prevail.

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 132 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.

BA ANTHROPOLOGY CURRICULUM

BACHELOR OF ARTS (ANTHROPOLOGY) 132 units			
APPROVAL 120th Special UPD UC : 02 April 2012 President AEPascual : 04 June 2012			
F I R S T Y E A R			
1st Semester 15 units		2nd Semester 15 units	
GE (AH 1) Eng 10	3	GE (AH 2) Comm 3	3
GE (SSP 1) Philo 1	3	GE (MST 1) Math 2	3
GE (SSP 2) Soc Sci 1	3	GE (SSP 3) Kas 1*	3
Anthro 1	3	Anthro 123/Anthro 185	3
Language Elective ¹	3	Language Elective ¹	3
PE	(2)	PE	(2)
S E C O N D Y E A R			
1st Semester 15 units		2nd Semester 15 units	
GE (AH 3) Fil 40*	3	GE (AH 4) Free Choice	3
GE (SSP 4) Free Choice	3	GE (MST 2) Free Choice	3
Anthro 111	3	Anthro 192	3
Anthro 181	3	Lingg 110	3
Socio 11	3	Free Elective	3
PE	(2)	PE	(2)
NSTP	(3)	NSTP	(3)
S U M M E R			
3 units			
Lingg 125 ²			3
T H I R D Y E A R			
1st Semester 15 units		2nd Semester 16 units	
GE (MST 3) Free Choice	3	Anthro 101	4
Anthro 132/Anthro 133	3	GE (MST 4) Free Choice	3
Anthro 170	3	Anthro 161	3
GE (SSP 5) Free Choice	3	Anthro Elective	3
SW 101 or Math 101	3	Anthro 199	3
S U M M E R			
6 units			
Anthro 195 ²			3
Anthro 196 ²			3
F O U R T H Y E A R			
1st Semester 17 units		2nd Semester 15 units	
GE (AH 5) Free Choice	3	Anthro 172	3
GE (MST 5) STS	3	Anthro 114/Anthro 124	3
PI 100	3	Anthro 173	3
Anthro 119	3	Anthro 179	3
Anthro 197	5	Free Elective	3
<p>¹ Any foreign language.</p> <p>² To be conducted in the field.</p> <p>* Kas 1 and Fil 40 satisfy the 6-unit Philippine Studies requirement</p> <p>Note: As a requirement for graduation, all students must take six (6) units in one of the National Service Training Program (NSTP) components: Civic Welfare Training Service (CWTS), Literacy Training Service (LTS), and Reserved Officer's Training Corps Military Science (ROTC Mil Sci). These are offered by UPD.</p>			

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 and Other requirements
Shiftees within CSSP within UP-Diliman	30 academic units	2.5 or better, interview and written examination
Transferees From other UP units	30 academic units	2.25 or better, interview and written examination
Transferees From schools outside the UP System	33 academic units	2.0 or better, interview and written examination

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 admission, which include prohibiting them from shifting to other programs within UP Diliman for at least 2 semesters upon admission into the program.

Retention

1. Regular Students: The following BS Geography students shall be given regular status by the Department:
 - a. Freshman UPCAT qualifiers
 - 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. Enrol in at least 15 academic units each semester
 - b. Enroll in at least 6 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
2. Probationary students: The following BS Geography students 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 75% 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 maybe waived for students with 1) medical reasons and/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 19 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. Must not incur INC, DRP, LOA, 4.0 and 5.0 for the duration of the probationary status.

IMPORTANT NOTE: In the event that conflict arises between the university, college, and departmental rules on retention and scholastic standing, it is the stricter rule that shall prevail.

Dismissal

The following students shall be automatically dismissed form 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 148 academic units and passed all course requirements in the BS Geography curriculum, and has been cleared from any form of liability and accountability from the Department, College, and University is considered a graduate of the BS Geography Program.

BS GEOGRAPHY CURRICULUM

BACHELOR OF SCIENCE (GEOGRAPHY) 148 units			
APPROVAL 120th Special UPD UC : 02 April 2012 President AEPascual : 04 June 2012			
F I R S T Y E A R			
1st Semester 17 units		2nd Semester 18 units	
GE (AH 1) Eng 10	3	GE (AH 2) Comm 3	3
GE (SSP 1) Geog 1	3	GE (AH 3) Free Choice	3
Math 17	5	GE (SSP 2) Philo 1	3
Geog 100	3	GE (MST 1) Free Choice	3
Geog 105	3	Geog 101	3
PE	(2)	Geog 111	3
		PE	(2)
S E C O N D Y E A R			
1st Semester 18 units		2nd Semester 18 units	
GE(MST 2) Free Choice	3	GE (AH 4) Fil 40*	3
Geol 11	3	GE (MST 3) Free Choice	3
Geol 11.1	1	GE (SSP 3) Kas 1*	3
Math 100	4	Stat 101/Soc Sci 103	3
Geog 121	4	Regional Geography ¹	3
Geog 131	3	Elective ²	3
PE	(2)	PE	(2)
NSTP ₁	(3)	NSTP ₂	(3)
T H I R D Y E A R			
1st Semester 17 units		2nd Semester 18 units	
GE (SSP 4) Free Choice	3	GE (SSP 5) Free Choice	3
Econ 100.1	3	Econ 100.2	3
Geog 161	3	Geog 109	3
Geog 197	5	Geog 119	3
Regional Geography ¹	3	Geog 135	3
		Geog 173	3
S U M M E R			
			6 units
Geog 192			6
F O U R T H Y E A R			
1st Semester 18 units		2nd Semester 18 units	
GE (MST 4) STS	3	GE (AH 5) Free Choice	3
Geog 171	3	PI 100	3
Geog 183	3	Foreign Language 2 ^b	3
Geog 185	3	Geog 199	3
Foreign Language 1 ^b	3	Regional Geography ¹	3
Regional Geography ¹	3	Geog Grad Elective ³	3
¹ Any regional course in geography; may be chosen from Geography 133, 143, 145, 151, 155, 157, 159 ² G.E. 159/G.E. 160/ Geog 190/ any 3-unit course in Geographic Information Systems (GIS) ³ Any 3-unit graduate course in Geography ^a Math 11 & 14 may be taken in place of Math 17 ^b Any language other than English * Kas 1 and Fil 40 satisfy the 6-unit Philippine Studies requirement Note: As a requirement for graduation, all students must take six (6) units in one of the National Service Training Program (NSTP) components: Civic Welfare Training Service (CWTS), Literacy Training Service (LTS), and Reserved Officer's Training Corps Military Science (ROTC Mil Sci). These are offered by UPD.			

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 and other requirements
Shiftees within CSSP within UP Diliman	30 units	2.25 or better, interview
Transferees from other UP units	30 units	2.0 or better, interview
Transferees From schools outside UP System	33 units	1.75 or better, interview, essay

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.

IMPORTANT NOTE: In the event that conflict arises between the university, college, and departmental rules on retention and scholastic standing, it is the stricter rule that shall prevail.

Graduation

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

A Student shall graduate after completing the 141 units 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.

BA HISTORY CURRICULUM

BACHELOR OF ARTS (HISTORY) 141 units			
APPROVAL 120th Special UPD UC : 02 April 2012 President AEPascual : 04 June 2012			
F I R S T Y E A R			
1st Semester 15 units		2nd Semester 18 units	
GE (SSP 1) Kas 1*	3	GE (SSP 2) Kas 2 ¹	3
GE (AH 1) Eng 10	3	GE (SSP 3) Philo 1	3
GE (MST 1) Math 1	3	GE (AH 2) Fil 40*	3
Span 10-11	6	GE (AH 3) Comm 3	3
PE	(2)	Span 12-13	6
		PE	(2)
S E C O N D Y E A R			
1st Semester 18 units		2nd Semester 18 units	
GE (MST 2) Free Choice	3	GE (AH 4) Free Choice	3
GE (MST 3) Free Choice	3	GE (MST 4) Free Choice	3
GE (SSP 4) Free Choice	3	Kas Elective ⁶	3
Kas 10	3	Kas 100	3
Kas 110	3	Kas 111	3
Kas 153	3	Kas 154	3
PE	(2)	PE	(2)
NSTP	(3)	NSTP	(3)
T H I R D Y E A R			
1st Semester 18 units		2nd Semester 18 units	
GE (SSP 5) Free Choice	3	GE (AH 5) Free Choice	3
Kas 101/Kas 161	3	Kas 102/ Kas 163	3
Kas 112	3	Kas 151	3
Kas 195	3	Kas 196	3
Cognate ²	3	Cognate ²	3
Kas Area Elective (Phil) ³	3	Kas Area Elective (Asia) ⁴	3
F O U R T H Y E A R			
1st Semester 18 units		2nd Semester 18 units	
Kas 197	3	Kas 199	3
Kas Area Elective (Phil) ³	3	Kas Area Elective (Phil) ³	3
Kas Area Elective (Asia) ⁴	3	Kas Area Elective (Phil) ³	3
Kas Area Elective (Eur/Amer) ⁵	3	GE (MST 5) STS	3
PI 100	3	Cognate ²	3
Cognate ²	3	Cognate ²	3

¹ Competency in Asian history
² 15 units in any one discipline in the social sciences or arts and humanities; if in a (natural) science discipline, subject to department approval
³ 12 units Phil area: Kas 113 (Economic History of the Philippines); Kas 114 (Cultural History of the Philippines); Kas 115 (Diplomatic History of the Philippines); Kas 117 (Social History of the Philippines); Kas 118 (History of Women in the Philippines); Kas 119 (Indigenous Ethnic History of the Philippines); Kas 120 (Environmental History of the Philippines); Kas 128 (Selected Topics in Philippine History)
⁴ 6 units Asian area: Kas 150 (West Asia); Kas 152 (Modern South Asia); Kas 155 (Development of Religions of Asia); Kas 156 (Dev of S&T and Medicine); Kas 158 (Selected Topics)
⁵ 3 units EITHER European area elective: Kas 103 (Europe in 120th c.); Kas 104 (Hist of Spain); Kas 108 (Selected Topics); OR American area elective: Kas 160 (Latin Am:Pre-Columbian to 1821); Kas 162 (US Hist 1); Kas 168 (Selected Topics)
⁶ Any History Course

* Kas 1 and Fil 40 satisfy the 6-unit Philippine Studies requirement
 Note: As a requirement for graduation, all students must take six (6) units in one of the National Service Training Program (NSTP) components: Civic Welfare Training Service (CWTS), Literacy Training Service (LTS), and Reserved Officer's Training Corps Military Science (ROTC Mil Sci). These are offered by UPD.

DEPARTMENT OF LINGUISTICS

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
Shiftees within CSSP within UP Diliman	30 academic units	2.0 or better, interview, aptitude exam
Transferee from other UP units	30 academic units	2.0 or or better, interview, aptitude exam
Transferees from schools outside the UP System	33 academic units	1.75 or better, interview, aptitude exam

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 Haponcourses

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.

IMPORTANT NOTE: In the event that conflict arises between the university, college, and departmental rules on retention and scholastic standing, it is the stricter rule that shall prevail.

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.

BA LINGUISTICS CURRICULUM (PLAN A)

BACHELOR OF ARTS (LINGUISTICS: PLAN A)			
135 units			
APPROVAL 120th Special UPD UC : 02 April 2012 President AEPascual : 04 June 2012			
F I R S T Y E A R			
1st Semester 15 units		2nd Semester 15 units	
GE (AH 1) Eng 10	3	GE (AH 2) Comm 3	3
GE (MST 1) Free Choice	3	GE (MST 2) Math 1	3
Lingg 110	3	Lingg 115	3
Wikang Banyaga 1 (10-11)	6	Wikang Banyaga 1 (12-13)	6
PE	(2)	PE	(2)
S E C O N D Y E A R			
1st Semester 15 units		2nd Semester 18 units	
GE (SSP 1) Kas 1*	3	GE (SSP 2) Philo 1	3
GE (MST 3) Free Choice	3	GE (AH3) Fil 40*	3
Lingg 120	3	Lingg 125	3
Lingg 121	3	GE (SSP 3) Free Choice	3
GE (MST 4) Free Choice	3	Lingg 130	3
PE	(2)	Lingg 140	3
NSTP	(3)	PE	(2)
		NSTP	(3)
T H I R D Y E A R			
1st Semester 18 units		2nd Semester 18 units	
GE (SSP 4) Free Choice	3	GE (SSP 5) Free Choice	3
GE (AH 4) Free Choice	3	GE (AH 5) Free Choice	3
Lingg 150	3	Lingg 166	3
Lingg 165	3	Lingg 180	3
Wikang Banyaga II (10-11)	6	Anthro 1	3
		Kogneyt 1	3
F O U R T H Y E A R			
1st Semester 18 units		2nd Semester 18 units	
Lingg 170	3	GE (MST 5) STS	3
Lingg 190	3	Lingg 199	3
Kas 114	3	Socio 101	3
Psych 101	3	Elektiv	3
PI 100	3	Kogneyt 3	3
Kogneyt 2	3	Kogneyt 4	3
* Kas 1 and Fil 40 satisfy the 6-unit Philippine Studies requirement			
Note: As a requirement for graduation, all students must take six (6) units in one of the National Service Training Program (NSTP) components: Civic Welfare Training Service (CWTS), Literacy Training Service (LTS), and Reserved Officer's Training Corps Military Science (ROTC Mil Sci). These are offered by UPD.			

BA LINGUISTICS CURRICULUM (PLAN B)

BACHELOR OF ARTS (LINGUISTICS: PLAN B)			
135 units			
APPROVAL			
120th Special UPD UC : 02 April 2012 President AEPascual : 04 June 2012			
F I R S T Y E A R			
1st Semester 15 units		2nd Semester 15 units	
GE (AH 1) Eng 10	3	GE (AH 2) Comm 3	3
GE (MST 1) Free Choice	3	GE (MST 2) Math 1	3
Lingg 110	3	Lingg 115	3
B Ind/Mal 10-11	6	B Ind/Mal 12-13	6
PE	(2)	PE	(2)
S E C O N D Y E A R			
1st Semester 18 units		2nd Semester 18 units	
GE (SSP 1) Kas 1*	3	GE (SSP 2) Philo 1	3
GE (MST 3) Free Choice	3	GE (AH3) Fil 40*	3
Lingg 120	3	GE (MST 4) Free Choice	3
Lingg 121	3	Lingg 125	3
Lingg 130	3	Lingg 132	3
B Ind/Mal 100	3	B Ind/Mal 101	3
PE	(2)	PE	(2)
NSTP	(3)	NSTP	(3)
T H I R D Y E A R			
1st Semester 18 units		2nd Semester 18 units	
GE (SSP 3) Free Choice	3	GE (SSP 4) Free Choice	3
GE (AH 4) Free Choice	3	GE (AH 5) Free Choice	3
Lingg 150	3	Lingg 166	3
Lingg 165	3	Lingg 180	3
B Ind/Mal 110	3	B Ind/Mal 111	3
Anthro 1	3	Kogneyt 1	3
F O U R T H Y E A R			
1st Semester 15 units		2nd Semester 18 units	
Lingg 190	3	GE (MST 5) STS	3
Kas 114	3	GE (SSP 5) Free Choice	3
Psych 101	3	Lingg 199	3
PI 100	3	Socio 101	3
Kogneyt 2	3	Elektiv 1	3
		Elektiv 2	3
* Kas 1 and Fil 40 satisfy the 6-unit Philippine Studies requirement			
Note: As a requirement for graduation, all students must take six (6) units in one of the National Service Training Program (NSTP) components: Civic Welfare Training Service (CWTS), Literacy Training Service (LTS), and Reserved Officer's Training Corps Military Science (ROTC Mil Sci). These are offered by UPD.			

BA LINGUISTICS CURRICULUM (PLAN C)

BACHELOR OF ARTS (LINGUISTICS: PLAN C) 144 units			
APPROVAL 120th Special UPD UC : 02 April 2012 President AEPascual : 04 June 2012			
F I R S T Y E A R			
1st Semester 18 units		2nd Semester 18 units	
GE (AH 1) Eng 10	3	GE (AH 2) Comm 3	3
GE (MST 1) Free Choice	3	GE (MST 2) Math 1	3
GE (SSP 1) Free Choice	3	Lingg 115	3
Lingg 110	3	Hapon 12-13	6
Hapon 10-11	6	Hapon 20	3
PE	(2)	PE	(2)
S E C O N D Y E A R			
1st Semester 18 units		2nd Semester 18 units	
GE (SSP 2) Kas 1*	3	GE (SSP 3) Philo 1	3
GE (MST 3) Free Choice	3	GE (AH3) Fil 40*	3
Lingg 120	3	Lingg 121	3
Lingg 130	3	Lingg 125	3
Hapon 100-101	6	Hapon 110-111	6
PE	(2)	PE	(2)
NSTP	(3)	NSTP	(3)
T H I R D Y E A R			
1st Semester 18 units		2nd Semester 18 units	
GE (SSP 4) Free Choice	3	GE (SSP 5) Free Choice	3
GE (AH 4) Free Choice	3	GE (AH 5) Free Choice	3
Lingg 165	3	GE (MST 4) Free Choice	3
Hapon 112	3	Lingg 136	3
Hapon 121	3	Lingg 166	3
Anthro 1	3	Hapon 122	3
F O U R T H Y E A R			
1st Semester 18 units		2nd Semester 18 units	
Lingg 150	3	GE (MST 5) STS	3
Lingg 190	3	Lingg 180	3
Kas 114/151	3	Lingg 199	3
Psych 101	3	Socio 101	3
Hapon 123/124	3	PI 100	3
Elektiv 1	3	Elektiv 2	3
* Kas 1 and Fil 40 satisfy the 6-unit Philippine Studies requirement			
Note: As a requirement for graduation, all students must take six (6) units in one of the National Service Training Program (NSTP) components: Civic Welfare Training Service (CWTS), Literacy Training Service (LTS), and Reserved Officer's Training Corps Military Science (ROTC Mil Sci). These are offered by UPD.			

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 and other requirements
Shiftee Within CSSP Within UP Diliman	At least 30 units Must have taken and passed at least 2 philosophy subjects	2.0 or better, interview/essay
Transferee From other UP units		
Transferees From other universities	33 academic units Must have taken and passed at least 2 Philosophy subjects	1.75 or better, interview/essay

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

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)

IMPORTANT NOTE: In the event that conflict arises between the university, college, and departmental rules on retention and scholastic standing, it is the stricter rule that shall prevail.

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.

BA PHILOSOPHY CURRICULUM

BACHELOR OF ARTS (PHILOSOPHY) 132 units			
APPROVAL 120th Special UPD UC : 02 April 2012 President AEPascual : 04 June 2012			
F I R S T		Y E A R	
1st Semester 15 units		2nd Semester 15 units	
GE (SSP 1) Philo 1	3	GE (SSP 3) Philo 10/11	3
GE (AH 1) Eng 10	3	GE (SSP 4) Free Choice	3
GE (SSP 2) Kas 1*	3	GE (AH 2) Comm 3	3
Spec Thought	3	Philo 197	3
Foreign Language Elective 1 ¹	3	Foreign Language Elective 2 ¹	3
PE	(2)	PE	(2)
S E C O N D		Y E A R	
1st Semester 18 units		2nd Semester 18 units	
GE (MST 1) Math 1	3	GE (AH 5) Free Choice	3
GE (AH 3) Fil 40*	3	GE (MST 2) Free Choice	3
GE (AH 4) Free Choice	3	GE (MST 3) Free Choice	3
GE (SSP 5) Free Choice	3	Philo 110	3
Philo 12	3	Philo 120	3
Psych 101	3	Cognate Elective ²	3
PE	(2)	PE	(2)
NSTP	(3)	NSTP	(3)
T H I R D		Y E A R	
1st Semester 18 units		2nd Semester 18 units	
GE (MST 4) STS	3	GE (MST 5) Free Choice	3
Philo 111	3	Philo 112	3
Philo 171	3	Philo 150	3
Philo 195	3	Philo 176	3
Cognate Elective ²	3	Philosophy Elective ³	3
POLSC 14	3	Cognate Elective ²	3
F O U R T H		Y E A R	
1st Semester 15 units		2nd Semester 15 units	
Philo 113	3	Philosophy Elective ³	3
Philo 160	3	Philosophy Elective ³	3
Philo 199	3	Applied Philosophy ⁴	3
Cognate Elective ²	3	Applied Philosophy ⁴	3
PI 100	3	Cognate Elective ²	3

¹Foreign Language Electives must be taken in the same language
²Cognate Electives must be taken in only one Department of any College, School, or Institute of the University.
³Any of the following Philosophy courses: Philosophy 100, 102, 104, 114, 125, 126, 130, 172, 181, 196, 198. Philosophy 198 may be repeated for an additional three (3) units.
⁴Any of the following Philosophy courses: Philosophy 173, 174, 175

* Kas 1 and Fil 40 satisfy the 6-unit Philippine Studies requirement

Note: As a requirement for graduation, all students must take six (6) units in one of the National Service Training Program (NSTP) components: Civic Welfare Training Service (CWTS), Literacy Training Service (LTS), and Reserved Officer's Training Corps Military Science (ROTC Mil Sci). These are offered by UPD.

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 and other requirements
Shiftee within CSSP and UPD	At least 30	2.0 or better, must have passed Pol Sci 11
Transferee From other UP units	At least 33 units	2.0 or better, must have passed Pol Sci 11 (the Department will prioritize those with 33 units)
From other Universities		1.5 or better, must have passed Pol Sci 11

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. 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, will lead to automatic dismissal.

IMPORTANT NOTE: In the event that conflict arises between the university, college, and departmental rules on retention and scholastic standing, it is the stricter rule that shall prevail.

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 Honors (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 Honors (Political Science) Program and will proceed to the MA Honors level.

BA POLITICAL SCIENCE CURRICULUM

FIRST YEAR

<u>FIRST SEMESTER</u>	<u>UNITS</u>
GE Course (in Arts and Humanities Domain) ENG 10	3
GE Course (in Social Sciences & Philosophy Domain) KAS 1¹	3
Cognate 1 ²	3
Political Science 11	3
Math 17 ³	5
PE	(2)
	<hr/>
	17

<u>SECOND SEMESTER</u>	<u>UNITS</u>
GE Course (in Arts and Humanities Domain 2) FIL 40¹	3
GE Course (in Social Sciences & Philosophy Domain 2) PHILO 1	3
GE Course (in Social Sciences & Philosophy Domain 3) Free Choice	3
GE Course (in Math, Science & Technology Domain) Free Choice	3
GE (SSP 4) SOCSOCI 2	3
Cognate 2 ²	3
PE	(2)
	<hr/>
	18

SECOND YEAR

<u>FIRST SEMESTER</u>	<u>UNITS</u>
GE Course (in Arts and Humanities Domain 3) COM III	3
GE Course (in Social Sciences & Philosophy Domain 5) Free Choice	3
GE Course (in Math, Science & Technology Domain 2) Free Choice	3
Political Science 101	3
Math 100	4
NSTP	(3)
PE	(2)
	<hr/>
	16

<u>SECOND SEMESTER</u>	<u>UNITS</u>
GE Course (in Arts and Humanities Domain 4) Free Choice	3
GE Course (in Math, Science & Technology Domain 3) Free Choice	3
Political Science 120	3
Political Science 130	3
Economics 100.1	3
Cognate 3 ²	3
NSTP	(3)
PE	(2)
	<hr/>
	18

THIRD YEAR

<u>FIRST SEMESTER</u>	<u>UNITS</u>
Political Science 110	3
Political Science 180	3
Cognate 4 ²	3
Social Science 103 ⁴	3
Economics 100.2	3
Political Science Elective 1 ⁵	3
	<hr/>
	18

<u>SECOND SEMESTER</u>	<u>UNITS</u>
Political Science 111	3
Political Science 131	3
Political Science Elec. 2 ⁵	3
Cognate 5 ²	3
Cognate 6 ²	3
Economics 190.1	3
	<hr/>
	18

FOURTH YEAR

<u>FIRST SEMESTER</u>	<u>UNITS</u>
GE Course (in Arts and Humanities Domain 5) Free Choice	3
Political Science 199	3
Economics 190.2	3
Cognate 7 ²	3
Political Science Elec. 3 ⁵	3
Political Science Elec. 4 ⁵	3
	<hr/>
	18

<u>SECOND SEMESTER</u>	<u>UNITS</u>
GE Course (in Math, Science & Technology Domain 4) Free Choice	3
GE Course (in Math, Science & Technology Domain 5) STS	3
Political Science Elec. 5 ⁵	3
Political Science Elec. 6 ⁵	3
Political Science Elec. 7 ⁵	3
P.I. 100	3
	<hr/>
	18

Approved by the University Council on 15 February 2016.

¹ KAS 1 & Fil 40 satisfy the 6-unit Philippine Studies requirement.

² Cognate courses may be taken from at least two of the following disciplines or studies, twelve (12) units of which must be in courses numbered above 100, subject to the advising and approval of the Department.

³ Math 11 and 14 may be taken in place of Math 17.

⁴ Sociology 180 (Social Statistics) may be taken in place of Social Science 103.

⁵ Political Science Electives should be taken in at least three (3) areas of the disciplinary program

NOTE: As a requirement for graduation, all students are required to take the one-year program in one of the following components:

(a) Military Training Service/R.O.T.C.; (b) Civic Welfare Training Service/NSTP

BA-MA POLITICAL SCIENCE CURRICULUM

FIRST YEAR

<u>FIRST SEMESTER</u>	<u>UNITS</u>	<u>SECOND SEMESTER</u>	<u>UNITS</u>
GE Course (in Arts and Humanities Domain) ENG 10	3	GE Course (in Arts and Humanities Domain 2) FIL 40	3
GE Course (in Social Sciences & Philosophy Domain) KAS 1	3	GE Course (in Social Sciences & Philosophy Domain 2) PHILO 1	3
Cognate 1*	3	GE Course (in Social Sciences & Philosophy Domain) SOCSCI 2	3
Political Science 11	3	GE Course (in Math, Science & Technology Domain)	3
Math 17	5	GE (in Social Sciences & Philosophy Domain)	3
PE	(2)	Cognate 2*	3
		PE	(2)
	<hr/>		<hr/>
	17		18

SECOND YEAR

<u>FIRST SEMESTER</u>	<u>UNITS</u>	<u>SECOND SEMESTER</u>	<u>UNITS</u>
GE Course (in Arts and Humanities Domain) COM III	3	GE Course (in Arts and Humanities Domain)	3
GE Course (in Math, Science & Technology Domain)	3	GE Course (in Math, Science & Technology Domain)	3
GE Course (in Social Sciences & Philosophy Domain)Free Choice	3	Political Science 110	3
Political Science 101	3	Political Science 130	3
Math 100	4	Economics 100.1	3
NSTP	(3)	Cognate 3*	3
PE	(2)	NSTP	(3)
		PE	(2)
	<hr/>		<hr/>
	16		18

THIRD YEAR

<u>FIRST SEMESTER</u>	<u>UNITS</u>	<u>SECOND SEMESTER</u>	<u>UNITS</u>
Political Science 120	3	Political Science 111	3
Political Science 180	3	Political Science 131	3
Cognate 4*	3	Political Science Elec. 2	3
		Political Science 141	3
Social Science 103	3	Cognate 5*	3
Economics 100.2	3	Cognate 6*	3
Political Science Elective 1	3	Economics 190.1	3
	<hr/>		<hr/>
	18		21

FOURTH YEAR

<u>FIRST SEMESTER</u>	<u>UNITS</u>	<u>SECOND SEMESTER</u>	<u>UNITS</u>
GE Course (in Arts and Humanities Domain)	3	GE Course (in Math, Science & Technology Domain)	3
Political Science 143	3		
Political Science 199	3	GE Course (in Math, Science & Technology Domain 5) STS	3
Economics 190.2	3	Political Science Elec. 3	3
Cognate 7*	3	Political Science 210	3
Political Science 144	3	Political Science 200	3
Political Science 145	3	Political Science Graduate Elective 1	3
	<hr/>	P.I. 100	3
	21		<hr/>
			21

Approved by the University Council on 15 February 2016.

* Cognate Courses may be taken from at least two of the following disciplines or studies, twelve (12) units of which must be in courses numbered above 100, subject to the advising and approval of the Department

** Graduate cognate courses can be taken in the following disciplines/areas: Anthropology, Linguistics, Asian Studies, Economics, Public Administration, Geography, Sociology, History, Islamic Studies, and such other areas that may be designated and allowed by the Faculty.

BA-MA POLITICAL SCIENCE CURRICULUM

FIFTH YEAR

<u>FIRST SEMESTER</u>	<u>UNITS</u>	<u>SECOND SEMESTER</u>	<u>UNITS</u>
Political Science Graduate Elec. 2	3	Political Science Graduate Elective 3	3
Social Science 203/ PolSc 211	3	PolSc 300 (Thesis)	3
PolSc 299	3	Cognate 8**	3
PolSc 300(Thesis)	3	Cognate 9**	3
	12		12

Approved by the University Council on 15 February 2016.

* Cognate Courses may be taken from at least two of the following disciplines or studies, twelve (12) units of which must be in courses numbered above 100, subject to the advising and approval of the Department

** Graduate cognate courses can be taken in the following disciplines/areas: Anthropology, Linguistics, Asian Studies, Economics, Public Administration, Geography, Sociology, History, Islamic Studies, and such other areas that may be designated and allowed by the Faculty.

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 and other requirements
Shiftees Within CSSP Within UP Diliman	30 units	1.75 or better, must have passed Psych 101 and Math 11 or their equivalents (except for Psych Majors shifting from BA to BS, or BS to BA).
Transferees from other UP units		1.75 or better, must have passed Psych 101 and Math 11 or their equivalents
Transferee from other schools	33 units	1.5 or better, must have passed Psych 101 and Math 11 or their equivalents

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

Note

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
 - Students
 - 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

IMPORTANT NOTE: In the event that conflict arises between the university, college, and departmental rules on retention and scholastic standing, it is the stricter rule that shall prevail.

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.

BA PSYCHOLOGY CURRICULUM

BACHELOR OF ARTS (PSYCHOLOGY) 148-149 units			
APPROVAL 120th Special UPD UC : 02 April 2012 President AEPascual : 04 June 2012			
F I R S T Y E A R			
1st Semester 15 units		2nd Semester 18 units	
GE (AH 1) Eng 10	3	Psych 101	3
GE (SSP 1) Kas 1*	3	GE (AH 2) Comm 3	3
GE (SSP 2) Free Choice	3	GE (MST 1) Free Choice	3
Math 11 ¹	3	GE (SSP 3) Free Choice	3
Language Elective	3	GE (SSP 4) Free Choice	3
PE	(2)	Math 14 ¹	3
		PE	(2)
S E C O N D Y E A R			
1st Semester 19-20 units		2nd Semester 19 units	
Psych 108	3	GE (AH 4) Free Choice	3
Psych 110	5	GE (MST 3) Free Choice	3
GE (AH 3) Fil 40*	3	GE (SSP 5) Philo 1	3
GE (MST 2) Free Choice	3	Psych 115	5
Free Elective ²	5-6	Chem 16	5
PE	(2)	PE	(2)
NSTP	(3)	NSTP	(3)
T H I R D Y E A R			
1st Semester 21 units		2nd Semester 18 units	
Psych 118	5	Psych 140	3
Psych 150	3	Psych 155	3
GE (AH 5) Free Choice	3	Psych 162	4
Socio 101/Anthro 1	3	BIO 11	5
Language Elective	3	Elective ⁴	3
Math 100 ³	4		
F O U R T H Y E A R			
1st Semester 19 units		2nd Semester 19 units	
Psych 145	3	Psych 135	4
Psych 160	4	Psych 171	3
PI 100	3	Psych 180	3
GE (MST 4) STS	3	Philo 160/171	3
Elective ⁴	3	Elective ⁴	3
Elective ⁴	3	Elective ⁴	3

¹Math 17 may be taken in lieu of Math 11 and 14

²Two 3-unit courses may be taken in lieu of a 5-unit course

³Math 53 and 54 substitutable

⁴Courses may be taken from the offerings of any of the undergraduate departments of the University, including Psych 195 (except Math 1)

For BA/BS Psych and other programs with calculus level math course requirements, the GE-MST requirement is reduced from 15 units to 12 units

* Kas 1 and Fil 40 satisfy the 6-unit Philippine Studies requirement

Note: As a requirement for graduation, all students must take six (6) units in one of the National Service Training Program (NSTP) components: Civic Welfare Training Service (CWTS), Literacy Training Service (LTS), and Reserved Officer's Training Corps Military Science (ROTC Mil Sci). These are offered by UPD.

BS PSYCHOLOGY CURRICULUM

BACHELOR OF SCIENCE (PSYCHOLOGY) 143 units			
APPROVAL 120th Special UPD UC : 02 April 2012 President AEPascual : 04 June 2012			
F I R S T Y E A R			
1st Semester 17 units		2nd Semester 17 units	
GE (AH 1) Eng 10	3	Psych 101	3
GE (SSP 1) Kas 1*	3	GE (AH 2) Comm 3	3
GE (SSP 2) Free Choice	3	GE (MST 1) Free Choice	3
Math 17 ¹	5	GE (SSP 3) Free Choice	3
Language Elective	3	Chem 16	5
PE	(2)	PE	(2)
S E C O N D Y E A R			
1st Semester 17 units		2nd Semester 19 units	
Psych 108	3	GE (AH 4) Free Choice	3
Psych 110	5	GE (MST 2) Free Choice	3
GE (AH 3) Fil 40*	3	GE (SSP 5) Philo 1	3
GE (SSP 4) Free Choice	3	Psych 115	5
Free Elective	3	Math 100 ²	4
PE	(2)	PE	(2)
NSTP	(3)	NSTP	(3)
T H I R D Y E A R			
1st Semester 19 units		2nd Semester 18 units	
Psych 118	5	Psych 140	3
Psych 150	3	Psych 155	3
GE (AH 5) Free Choice	3	Psych 162	4
Language Elective	3	BIO 12	5
BIO 11	5	Elective ⁴	3
F O U R T H Y E A R			
1st Semester 18 units		2nd Semester 19 units	
Psych 145	3	Psych 135	4
Psych 160	4	Psych 171	3
PI 100	3	Psych 180	3
GE (MST 3) STS	3	GE (MST 4) Free Choice	3
BIO 102	5	Science Elective ³	3
		Science Elective ³	3

¹Math 11 and 14 may be taken in lieu of Math 17
² Math 53 and 54 substitutable
³ Courses may be taken from the offerings of the different Departments of the University, including Psych 195 (except Math 1)
For BA/BS Psych and other programs with calculus level math course requirements, the GE-MST requirement is reduced from 15 units to 12 units
* Kas 1 and Fil 40 satisfy the 6-unit Philippine Studies requirement
Note: As a requirement for graduation, all students must take six (6) units in one of the National Service Training Program (NSTP) components: Civic Welfare Training Service (CWTS), Literacy Training Service (LTS), and Reserved Officer's Training Corps Military Science (ROTC Mil Sci). These are offered by UPD.

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 and other requirements
Shiftee Within CSSP Within UP Diliman	30 units	2.25 or better; with minimum 6 units of Soc Sci classes; with minimum Soc Sci average of 2.25; interview at the option of the Department
Transferee from other UP units	30 units	2.25 or better; with minimum 6 units of Soc Sci classes; with minimum Soc Sci average of 2.25; interview at the option of the Department
Transferee from other schools	33 units	1.5 or better; with minimum 6 units of Soc Sci classes; with minimum Soc Sci average of 1.5; interview at the option of the Department

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

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 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:

- 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
- Obtain a grade of 3.0 better for at least 60% of the total number of units enrolled in for that semester
- 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.

IMPORTANT NOTE: In the event that conflict arises between the university, college, and departmental rules on retention and scholastic standing, it is the stricter rule that shall prevail.

Dismissal

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

BA SOCIOLOGY CURRICULUM

BACHELOR OF ARTS (SOCIOLOGY) 140 units			
APPROVAL 120th Special UPD UC : 02 April 2012 President AEPascual : 04 June 2012			
F I R S T Y E A R			
1st Semester 18 units		2nd Semester 18 units	
GE (AH 1) Eng 10	3	GE (AH 2) Comm 3	3
GE (SSP 1) Kas 1*	3	GE (MST 1) Math 1	3
GE (SSP 2) Philo 1	3	GE (SSP 3) Free Choice	3
Foreign Language Elective 1 ¹	3	GE (SSP 4) Free Choice	3
Socio 11	3	Foreign Language Elective 2 ¹	3
Socio 101	3	Math 11	3
PE	(2)	PE	(2)
S E C O N D Y E A R			
1st Semester 18 units		2nd Semester 20 units	
GE (AH 3) Fil 40*	3	GE Free Choice	3
GE (MST 3) STS	3	GE Free Choice	3
GE Free Choice	3	GE Free Choice	3
GE Free Choice	3	Econ 100.1	3
Foreign Language Elective 3 ¹	3	Foreign Language Elective 4 ¹	3
Socio 114	3	Socio 180	5
PE	(2)	PE	(2)
NSTP	(3)	NSTP	(3)
T H I R D Y E A R			
1st Semester 15 units		2nd Semester 18 units	
Soc Sci Elective	3	Psych 101	3
Soc Sci Elective (above 100)	3	Socio 172	3
Socio 171	3	Socio 183	3
Socio 181	3	Socio Elective	3
Socio 182	3	Socio Elective	3
		Socio Elective (above 100)	3
F O U R T H Y E A R			
1st Semester 18 units		2nd Semester 15 units	
Socio Elective	3	GE Free Choice	3
Socio Elective	3	Elective	3
Socio 178	3	Elective	3
Socio 179	3	Socio 200	3
Socio 188	3	Soc Sci Elective (above 100)	3
PI 100	3		
<p>¹A minimum of 6 units should be taken in each foreign language</p> <p>* Kas 1 and Fil 40 satisfy the 6-unit Philippine Studies requirement</p> <p>Note: As a requirement for graduation, all students must take six (6) units in one of the National Service Training Program (NSTP) components: Civic Welfare Training Service (CWTS), Literacy Training Service (LTS), and Reserved Officer's Training Corps Military Science (ROTC Mil Sci). These are offered by UPD.</p>			

ACRONYMS

AWOL	-	Absence Without Leave
BOR	-	Board of Regents
CRS	-	Computerized Registration System
CWA	-	Curriculum Weighted Average
CWTS	-	Civic Welfare Training Service
DBP	-	Development Bank of the Philippines
DRP	-	Dropped
GWA	-	General Weighted Average
INC	-	Incomplete
LOA	-	Leave of Absence
LTS	-	Literacy Training Service
MRR	-	Maximum Residence Rule
NSTP	-	National Service Training Program
OCG	-	Office of Counselling and Guidance
OCS	-	Office of the College Secretary
OUR	-	Office of the University Registrar
RGEP	-	Revitalized General Education Program
ROTC	-	Reserve Officers' Training Corps
SRE	-	Student Records Evaluator
TCG	-	True Copy of Grades
TOR/OTR	-	Transcript of Records/ Official Transcript of Records
UPD	-	University of the Philippines Diliman

CSSP DIRECTORY

UPD TRUNKLINE: 981-8500

UNIT	LOCAL
Anthropology	2114
Geography	2222
History	2126
Linguistics	2128
Philosophy	2130
Political Science	2380
Psychology	2453
Sociology	2132
Student Affairs	2431
Computer Laboratory	2432, 2433
Office of Dean	2429
Office of the College Secretary	2428, 2430, 2443
Graduate Program	2438
Office of the Associate Dean for Academic Affairs	2427
Office of the Associate Dean for Administration and External Affairs	2436
Population Institute	2468, 2457
Third World Studies Center	2442

