

EXCERPT ON THE CAS STUDENT HANDBOOK ON ACADEMIC INFORMATION
(Source: UP SYSTEM CODE, REVISED 2006)

Chapter 38
Calendar

ART. 311. The academic year is divided into two (2) semesters of at least 16 weeks each, exclusive of the periods for registration and final examinations. Each semester shall consist of at least one hundred (100) class days. A summer session of six (6) weeks follows the second semester. Classwork in the summer session is equivalent to classwork in one (1) semester.

The first semester begins in June, the second semester in November, and the summer session in April.

Chapter 45
Registration

ART. 337. 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 the student's 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 a fine for late registration; *provided, further*, that special students may register at any time without payment of the fine for late registration, subject to other regulations of the University. Students may register for particular subjects within a semester when permissible under the system of instruction adopted by the college or school.

Chapter 46
Cross-Registration

ART. 338. The enrollment of cross-registrants is subject to the approval of the Deans [through the College Secretaries] of the home unit and the accepting units/colleges.

ART. 339. The total number of units of credit for which a student may register in two (2) or more colleges or schools in the University shall not exceed the maximum allowed by the rules on academic load.

ART. 340. The University of the Philippines System shall give no credit for any course taken by any of its students in any other university, college, or school unless the taking of such a course was expressly authorized by the Chancellor on the recommendation of the Dean or Director concerned. The authorization shall be in writing, to be recorded by the University Registrar or by his/her representative, and shall specifically describe the subjects authorized.

Chapter 47
Classification of Undergraduate Students

ART. 341. Students are classified as follows:

Regular - regular undergraduate students follow organized programs of study and comply with requirements that lead to the bachelor's degree or undergraduate diploma/certificate. They carry

the full semester's load prescribed by their respective curricula, and are classified into freshmen, sophomores, juniors, and seniors.

- A freshman is a student who has not finished the prescribed subjects of the first year of his/her curriculum, or 25 percent (25%) of the total number of units required in the entire course;
- A sophomore is a student who has satisfactorily completed the prescribed subjects of the first year of his/her curriculum, or has finished not less than 25 percent (25%) nor more than 50 percent (50%) of the total number of units required in the entire course;
- A junior is a student who has completed the prescribed subjects of the first two (2) years of his/her curriculum, or has finished not less than 50 percent (50%) nor more than 75 percent (75%) of the total number of units required in the entire course;
- A senior is a student who has completed the prescribed subjects of the first, second, and third years of his/her curriculum or has finished not less than 75 percent (75%) of the total number of units required in the entire course.

Irregular - are students registered for formal credit but who carry less than the full load called for in a given semester by the curriculum for which they are registered.

Chapter 48 Academic Load

ART. 342. One University unit of credit is at least sixteen (16) full hours of instruction in the form of lecture, discussion, seminar, tutorial, or recitation or in any combination of these forms within a semester.

ART. 343. For undergraduate students, the maximum academic load is 18 non-laboratory units, or 21 units including laboratory, except in programs where the prescribed load for the semester is more than 18 units. However, graduating students with very good academic records may be permitted to carry a heavier load in their last year. During the summer session, the normal load is 6 units, but in justifiable cases, the Dean [through the College Secretary] may allow enrollment up to 9 units.

Chapter 49 Attendance

ART. 346. Any student who, for unavoidable cause, is absent from class, must obtain an excuse slip from the Dean [through the College Secretary] to be presented to the faculty concerned not later than the second class session following the student's return.

Excuses are for time missed only. All work covered by the class during the period of absence shall be made up for within a reasonable time from the date of absence.

ART. 347. Whenever a student has been absent from his/her class for two consecutive class meetings, a report thereof should be sent by the faculty member concerned to the Vice Chancellor for Student Affairs/Director for Student Affairs through his/her Dean or Director, stating, if he/she knows, the reason for such absence. The Vice Chancellor for Student Affairs/Director for Student Affairs shall call the student and notify his/her parents immediately.

ART. 348. When the number of hours lost by the absence of a student reaches twenty per cent (20%) of the hours of recitation, lecture, laboratory or any other scheduled work in one subject, such student shall be dropped from the subject. If the majority of the absences are excused, the student

shall not be given a grade of "5.0" upon being thus dropped; but if the majority of the absences are not excused, the student thus dropped shall be given a grade of "5.0." Time lost by late enrollment shall be considered as time lost by absence.

Chapter 50
Refund of Fees

ART. 349. Students who have paid their matriculation fees and who withdraw their registration or are granted honorable dismissal or leave of absence shall be entitled to a refund of their matriculation fees, except entrance and registration fees, in accordance with the following schedule:

Before the opening of classes.....	100%
Within one week from the opening of classes.....	80%
Within the second, third, and fourth week from the opening of classes.....	50%
After the fourth week.....	No refund

For students who register after the opening of classes, and withdraw thereafter, the number of days shall be counted from the actual date of registration, and the refund of their matriculation fees shall also be in accordance with the above schedule. In case of death of a student during the semester, all fees may be refunded, if so requested by his/her family.

ART. 350. Laboratory fees shall not be refunded after one week from the opening of classes where a voluntary change is made from one course to another. Refund of tuition for a subject may be allowed only in case the student is required to drop such a subject.

ART. 351. Any student who is drafted into active military service and is unable to complete the semester may apply for refund of the proportional part of the matriculation fees corresponding to the balance of the semester.

Chapter 51
Dropping of Courses

ART. 352. A student may, with the consent of the faculty and the approval of the Dean [through the College Secretary], drop a subject by filling in the prescribed form before three-fourths (3/4) of the hours prescribed for the semester has lapsed, and not later. If a subject is dropped after the middle of the semester, the faculty member concerned shall indicate the date and class standing of the student at the time of dropping as either "Passing" or "Failing" solely for administrative guidance.

ART. 353. The registration privileges of any student who drops a course without official approval shall be curtailed or entirely withdrawn according to rules prescribed by the College/School.

ART. 354. Any college or school may enact special rules on dropping of courses which would meet its particular needs; provided, that said rules do not have the effect of relaxing the preceding general regulations.

Chapter 52
Changing of Classes

ART. 355. All transfers to other sections or change in matriculations shall be made only for valid reasons. No change of matriculation to add a new subject shall be allowed after one (1) week of regular class meetings. Form 26-A shall be duly accomplished and submitted to the University Registrar for assessment, payment, and notation.

Chapter 53
Substitution

ART. 356. Substitution of subjects may be allowed only in the following cases:

- a. When a student is pursuing a curriculum that has been superseded by a new one;
- b. Conflict in schedule between two required subjects; or
- c. When the required subject is not offered.

ART. 357. Every application for substitution:

- a. Must involve subjects within the same department, if possible; if not, the subjects must be allied to each other;
- b. Must be between subjects carrying the same number of units; and
- c. Must be recommended by the adviser and by the heads of the departments concerned.

ART. 358. All applications for substitution must be submitted to the Office of the Dean [through the College Secretary] concerned not later than the last day for late registration. Any request submitted thereafter shall be considered for the following semester.

ART. 359. No substitution shall be allowed for any subject prescribed in the curriculum in which the student has received a grade of five "5.0" or an unremoved grade of four "4.0", 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 on the required subject.

ART. 360. All applications for substitution shall be acted upon by the Dean/Director [through the College Secretary]. In case the action of the Dean/Director is adverse to the recommendation of the adviser and the head of the department, the student may appeal to the Vice Chancellor for Instruction, whose decision shall be final.

Chapter 57
Grading System

ART. 371. The performance of the student shall be rated at the end of each semester/trimester/term in accordance with the following system:

1	-	Excellent	2.75	-	Satisfactory
1.25	-	Excellent	3.0	-	Pass
1.5	-	Very Good	4.0	-	Conditional
1.75	-	Very Good	5.0	-	Failure
2.0	-	Good	INC	-	Incomplete
2.25	-	Good	DRP	-	Dropped
2.5	-	Satisfactory			

The work of special students or students on audit may be reported at the end of the semester as "S" (Satisfactory) or "U" (Unsatisfactory).

The qualitative grades will not be used in computing GWA, but will be used only to break a tie in the ranking of students.

The grade of "INC" is given to a student whose class standing throughout the semester is "Passing" but fails to take the final examination or fails to complete other requirements of the subject due to illness or other valid reasons. In case the class standing is not "Passing" and the student fails to take the final examination for any reason, a grade of "5.0" shall be given.

Removal of the "INC" must be done within the prescribed time [within one (1) academic year where there are three (3) regular removal periods] by passing an examination or meeting all the requirements of the course, after which the student shall be given a final grade based on his/her overall performance.

A grade of "4.0" means "Conditional." It may be removed only by re-examination taken within the prescribed time of one (1) academic year. If the student passes the re-examination, he/she is given a grade of "3.0," but if he/she fails, a "5.0" shall be given. Only one (1) re-examination is allowed, which must be taken within the prescribed time [within one (1) academic year where there are three (3) regular removal periods]. If the student does not remove the grade of "4.0" within the prescribed time, the grade of "4.0" becomes "5.0." In this case, he/she may earn credit for the same course only by repeating and passing it.

ART. 377. No student of the University shall solicit directly or indirectly any grade from his/her professor. Any student violating this rule shall lose credit in the subject(s) regarding which such solicitation is made, without prejudice to the filing of a case for disciplinary action.

Chapter 58 Removal of Grades of "Incomplete"

ART. 379. Examinations for the removal of a grade of "Incomplete" may be taken without fee during the following periods: (a) during the regular examination period(s) 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, and (b) within the regular removal examination period which is the ten-day period preceding the registration in each semester, excluding summer; provided, that the examination for the particular subject is taken at the time that it is scheduled.

Students who are not enrolled in any subject, but who want to complete a grade of an "INC," must enroll for residence. Registration for residence should be done during the regular enrollment period. Students shall pay the registration fee. If the "INC" is to be removed by an examination, they shall also pay the removal fee as required.

ART. 380. There shall be a regular period for removing grades of "4.0" and "INC" before the start of each semester. Such grades may no longer be removed after the end of the third regular removal period immediately following the semester/term in which the grade was incurred. If a grade of "4.0" 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."

Chapter 59 Honorific Scholarships

ART. 381. The University recognizes academic excellence by conferring honorific scholarships which do not entitle the holders to any tuition waiver or discounts. These scholarships are classified as:

- a. University Scholarship

b. College Scholarship

ART. 383. University Scholarship - a university scholarship shall be granted to any undergraduate student who obtains at the end of the semester an absolute minimum weighted average of "1.45" or better. University scholars are listed in the President's list of scholars.

ART. 384. College Scholarship - a college scholarship shall be granted to any undergraduate student who, not being classed as a University scholar, obtains at the end of the semester a weighted average of "1.75" or better. College scholars are listed in the Dean's list of scholars.

ART. 385. In addition to the general weighted average prescribed, a student to be eligible for a University or College scholarship must:

- a. have taken during the previous semester at least 15 units of academic credit or the normal load prescribed; and
- b. have no grade below "3.0" in any academic or non-academic subject.

Grades of "INC" must be completed by the end of the semester. The end of the first semester is the day before the registration for the second semester. The end of the second semester is commencement day.

The effectivity of the scholarship is for the semester when such GWA is obtained.

ART. 386. A university or college scholarship shall last only for one semester, but shall be renewable for the succeeding semester if the student meets the conditions prescribed for any of them.

Chapter 60 Scholastic Delinquency

ART. 388. The faculty of each college or school shall approve suitable and effective provisions governing delinquent students, subject to the following minimum standards:

- a. Warning - any student who obtains final grades at the end of the semester below "3.0" in 25 percent to 49 percent of the total number of academic units in which he/she is registered shall be warned by the Dean [through the College Secretary] to improve his/her work.
- b. Probation - any student who, at the end of the semester obtains final grades below "3.0" in 50 percent to 75 percent of the total number of academic units in which he/she has final grades shall be placed on probation for the succeeding semester and his/her load shall be limited to the extent to be determined by the Dean [through the College Secretary]. Probation may be removed by passing with grades of "3" or better in more than 50 per cent of the units in which he/she has final grades in the succeeding semester.
- c. Dismissal - any student who, at the end of the semester, obtains final grades below "3.0" in at least 76 percent of the total number of academic units in which he/she receives final grades shall be dropped from the rolls of his/her college or school.

ART. 389. Any student on probation who again fails in 50 per cent or more of the total number of units in which he/she receives final grades shall be automatically dropped from the rolls of his/her college or school.

ART. 390. Any student dropped from one college or school shall not ordinarily be admitted to another unit of the University, unless, in the opinion of the Vice Chancellor for Student Affairs/Director for Student Affairs, his/her natural aptitude and interest may qualify him/her in another field of study, in which case he/she may be recommended to be admitted through channels to any unit.

ART. 392. Permanent disqualification does not apply to cases where, on the recommendation of the faculty member concerned, the faculty certifies that the grades of "5.0" were due to the student's unauthorized dropping of the subjects and not to poor scholarship. However, if the unauthorized withdrawal takes place after the mid-semester and the student's class standing is poor, his/her grade of "5.0" shall be counted against him/her for the purpose of this scholarship rule. The Dean shall deal with these cases in their individual merits in the light of the recommendation of the Vice Chancellor for Student Affairs/Director for Student Affairs; provided, that in no case of readmission to the same or another college shall the action be lighter than probation.

ART. 393. 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 removal is made. The grade of "4.0" is counted until it is removed. Once removed, only the final grade of "3.0" or "5.0" is counted.

ART. 396. No re-admission of dismissed or disqualified students shall be considered by the Dean or 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 Instruction or its equivalent, whose decision shall be final.

Chapter 61 Honorable Dismissal

ART. 397. A student in good standing who desires to sever his/her connection with the University shall present a written petition to this effect, signed by his/her parent or guardian, to the University Registrar [through the Dean/College Secretary]. If the petition is granted, the student shall be given honorable dismissal. Without such petition and favorable action, no record of honorable dismissal shall be made.

ART. 398. Honorable dismissal is voluntary withdrawal from the University with the consent of the University Registrar. All indebtedness to the University must be adjusted before a statement of honorable dismissal will be issued. The statement indicates that the student withdrew in good standing as far as character and conduct are concerned. If the student has been dropped from the rolls on account of poor scholarship, a statement to that effect may be added to the honorable dismissal.

ART. 399. A student who leaves the University by reason of expulsion due to disciplinary action shall be allowed to obtain his/her academic transcript of record without reference to Dishonorable Dismissal, provided:

- a. The student writes an application;
- b. Not less than one (1) school year, beginning the school year immediately following the effectivity of the expulsion decision, has elapsed;
- c. The party concerned, during the period of expulsion, has not been involved in any untoward incident affecting the University, or been charged in Court after the fiscal's investigation; and

- d. All such applications are subject to the Board of Regents action.

Section 5, Rule VII of the Revised Rules and Regulations Governing Fraternities, Sororities, and other Organizations, however, provides that the University Registrar shall make a permanent entry in the transcript of records of the student the fact of his/her having been expelled or suspended under the said rules. The student may not apply to have such entries deleted.

Chapter 62 Leave of Absence

ART. 400. Leave of absence shall be applied in writing. The application, indicating the reason for the leave and the period which must not exceed one academic year, shall be presented to the faculty member concerned for appropriate action and shall be subject to approval by the Dean [through the College Secretary].

The Dean [through the College Secretary] shall notify the University Registrar and the faculty member concerned of every student granted leave of absence.

ART. 401. After three-fourths of the total number of hours prescribed for the course has lapsed, a grade of "5.0" may be given students in courses where their class standing is below passing at the time the leave of absence is taken.

ART. 402. The registration privileges of students who withdraw from a college without formal leave of absence shall be curtailed or entirely withdrawn.

Chapter 63 Graduation Requirements

ART. 403. No student shall be recommended for graduation unless all academic and other requirements prescribed for graduation have been complied with.

ART. 404. Candidates for graduation who had completed all the requirements of a curriculum but did not apply for, nor were granted, the corresponding degree or title shall have their graduation approved as of the date they should have originally graduated. Those who had completed all but two (2) or three (3) subjects required by a curriculum shall be made to follow any of the curricula enforced from the time they first attended the University to the present.

ART. 405. During the first three (3) weeks after the opening of classes in each semester, the Dean [through the College Secretary] shall certify to the University Registrar a list of candidates for graduation at the end of that semester; such list should specify deficiencies, if any. The University Registrar, in consultation with the college secretaries, shall examine the academic record of each candidate to ascertain whether any candidate in such a list has any deficiency, and whether all other requirements for graduation have been fulfilled. The University Registrar shall call the attention of the Dean [through the College Secretary] on the deficiencies of their graduating students.

ART. 406. All candidates for graduation shall remove their deficiencies and clear their records not later than five weeks before the end of their last semester, with the exception of those in academic subjects and work in Physical Education and Military Science Training in which the student is enrolled during that semester.

ART. 407. No student shall be graduated from the University unless he/she has completed at least one (1) year of residence work which may, however, be extended to a longer period by the proper faculty. The residence work referred to must be done immediately prior to graduation in case

of the following:

- a. Transferees from schools other than the University of the Philippines. This residence requirement is in addition to completion of at least 50% of the required units of the course; and
- b. Students who have been readmitted after being absent without official leave (AWOL).

ART. 408. No student shall be conferred any title or degree who fails to pay the required graduation fee within the specified period set by the University Registrar. Such student may, however, upon request and payment of the necessary fees, be given a certified copy of his/her credentials without specifying his/her completion of the requirements toward any title or degree.

Chapter 64
Graduation with Honors

ART. 409. Students who complete their courses with the following absolute minimum weighted average grade shall be graduated with honors:

<i>Summa Cum Laude</i>	1.20
<i>Magna Cum Laude</i>	1.45
<i>Cum Laude</i>	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 when the electives taken are more than those required in the program, the following procedure will be used in selecting the electives to be included in the computation of the weighted average grade:

- a. For students who did not shift programs, consider the required number of electives in chronological order.
- b. For students who shifted from one program to another, the electives to be considered shall be selected according to the following order of priority:
 - 1. Electives taken in the program where the student is graduating will be selected in chronological order.
 - 2. Electives taken in the previous program and acceptable as electives in the second program will be selected in chronological order.
 - 3. Prescribed courses taken in the previous program but qualify as electives in the second program will be selected in chronological order.

All grades obtained by the student in all the subjects prescribed in the curriculum shall be included in the computation of the average.

Candidates for graduation with honors must have taken during each semester no less than 15 units of credit or the normal load prescribed in the curriculum.

ART. 411. 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.

ART. 412. In the computation of the final average of students who are candidates for graduation with honors, only resident credits shall be included.

ART. 413. Students who are candidates for graduation with honors must have taken during each semester/trimester/quarter not less than fifteen units of credit or the normal load prescribed in the curriculum in cases where such normal load is less than fifteen units, 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.

The pertinent documents required from students to support "justifiable causes" for a lighter academic load are:

- a. For health reasons - medical certification to be confirmed by the University Health Service;
- b. For unavailability of course - certification by program adviser and copy of schedule of classes; and
- c. For employment - copy of payroll or appointment papers indicating duration of employment.

It is the responsibility of the student to establish beyond reasonable doubt the veracity of his/her claim as to the cause(s) of the lighter academic load.

Chapter 65 Commencement and Baccalaureate Exercises

ART. 414. The University Registrar shall be in charge of the arrangements for the commencement and baccalaureate exercises and may call upon the other offices for assistance in the carrying out of the plans.

ART. 415. The commencement exercises for graduating students of the University System, excepting those who are to receive titles and certificates below the bachelor's degree, shall be held on the same day and on the dates fixed for graduation in the calendar.

ART. 416. The testimonial programs of the colleges not included in the general commencement exercises shall be held on such dates and in such places as shall be fixed by the Chancellor on the recommendation of the Dean.

ART. 417. Attendance at general commencement exercises shall be optional. Graduating students who choose not to participate in the general commencement exercises must so inform their respective deans [through the College Secretary] or their duly designated representative at least ten (10) days before the commencement exercises.

ART. 418. The names of students elected to honor societies and awarded scholarships shall be included in the commencement program.

ART. 419. The diploma shall bear only the one date which shall be the date of the commencement exercises.

**ADDITIONAL DETAILS ON SOME POLICIES AS PRACTICED BY THE CAS
(as of November 2007)**

Academic Load

Prerequisite of Courses

A student should not register in a course for which he/she has not satisfied the prerequisite.

However, in meritorious cases, a student who has previously enrolled and fully attended a course that is a prerequisite to another may be allowed to enroll and attend the latter course for credit even without having passed or earned credit for the prerequisite course. A waiver may be granted, provided that the student is graduating within one year from the time of application, and provided further, that the student will most likely pass the higher course on the basis of his/her academic record. If in such cases the student fails the prerequisite but passes the higher course, the passing grade in the higher course remains valid. The student must repeat the prerequisite.

Application for a waiver shall be made by the student to his/her Dean [through the College Secretary] before registering in the higher course. The student's Dean shall, in turn, endorse the application to the Dean of the college or institute administering the higher course, who shall be authorized to grant the waiver. Cases in which the action of the two Deans conflict with each other shall be elevated to the Vice-Chancellor for Instruction, whose decision is final.

Other exceptions to the rule on prerequisites exist in the case of sequence courses in the languages.

Attendance

In case the absence is due to illness, a medical certificate from the University Health Service (UHS) must be secured. If the student sought treatment from another hospital/clinic, he/she should obtain a medical certificate from his/her doctor. The medical certificate should be presented to the UHS to serve as the basis for the issuance of a UHS medical certificate. Illness treated outside of the UHS should be reported to the UHS within three days after the absence has been incurred.

In the case of a student who missed classes because of an educational trip or other activities, it is the prerogative of the instructors in the affected classes to decide on whether or not to excuse the student from their classes. It is the student's responsibility to inform the other instructors (in writing) beforehand of the scheduled trip or other activities.

Excessive Absences

Based on Chapter 49 Article 348, when the number of hours lost by the absence of a student reaches 20% of the total class hours, he/she shall be automatically dropped by the instructor from the subject. The number of absences that can be incurred for the 20% absence rule to apply is shown below:

<u>No. of meetings per week</u> (Regular Semester)	<u>Total no. of class days</u>	<u>Number of absences</u>
3	48	10 or more
2	32	7 or more
1	16	4 or more

However, a faculty member may prescribe a longer attendance requirement to meet the special needs of a course. In such cases, the student must be informed.

Dropping of Courses

If the student intends to drop a course, he/she should accomplish the dropping slip immediately. He/she should not stop attending the course and postpone accomplishing the official dropping of the course. In doing so, the student takes the risk of getting a "5.0" on the basis of the 20% absence rule.

How to Drop a Course

1. Write a letter addressed to the College Secretary stating the course to be dropped and the reason(s) for such. The parent/guardian and adviser should sign the letter.
2. Have the adviser and instructor concerned sign the attendance record slip and the dropping form obtained from CAS-OCS. Then, submit the documents to the CAS-OCS for record verification/checking before payment of the dropping fee.
3. Get the dropping form from the CAS-OCS, pay the dropping fee at the Cashier's Office and then return the duly accomplished form to CAS-OCS for the College Secretary's final signature/approval on or before the set deadline for each term.
4. Submit a copy of the approved dropping form to the instructor concerned.

Grading System

Starting on the First Semester of AY 2001-2002, with freshmen of Batch 2001, a grade of "4.0" can no longer be removed by re-enrollment. The student has to take a removal examination within the prescribed period (three regular removal periods with a removal period covering the ten days preceding registration in each semester). Students who re-enroll such courses within a year after the grade of "4.0" has been incurred and who fail to take the removal examinations beforehand, will be dropped from these courses. Any numerical grades given in such cases will be considered invalid.

Removal of Grades of "4.0" and "Incomplete"

Removal Period

Examinations for the removal of "4.0" or "INC" may be taken without fee during the following periods:

1. The regular final examination period, if the subject is included in the schedule of examination and;
2. The regular removal period covering ten days preceding the registration of each semester (none before the summer term).

During these periods, the examination must be taken at the time that it is scheduled.

Removal examinations may be taken at other times with the concurrence of the instructor and the approval of the College Secretary and upon payment of the required fee (P20.00 as of November 2007) per subject.

Completion to satisfy some unfulfilled requirement of a course may be done anytime within the prescribed period allowed for completion without payment of the special removal fee, unless the completion necessitates an examination.

Students not in residence during the Summer term shall pay the required registration fee (P40.00 as of November 2007) while during the regular semesters, the students must be enrolled in order to remove a "4.0" or an "INC."

Prescribed time allowed for the removal of grades of "4.0" or "INC"

The grade of "4.0" or "INC" may no longer be removed after the end of the third regular removal period immediately following the semester/term in which the grade was incurred. The student may earn credit for the course only by repeating and passing it.

Example:

<u>Semester or term in which "4.0" or "INC" was incurred</u>	<u>Deadline for the removal</u>
1st Semester 2007-2008	Regular removal period immediately preceding the 2nd Semester 2008-2009
2nd semester 2007-2008 and Summer 2008	Regular removal period immediately preceding the 1st Semester 2009-2010

Removal of "4.0" in Basic Sequence Courses in Languages

The sequence courses referred to are the following: Spanish I and II, Japanese 10 and 11, and French 10 and 11.

A student who obtains a grade of "4.0" in a basic sequence course in languages may enroll in the next higher course, subject to the following conditions:

1. If the student passes the higher course, he/she automatically removes the "4.0" in the lower course. The student's teacher in the lower course submits a removal grade of "3.0" for him/her. It is the responsibility of the student to inform the teacher in the lower course that he/she passed the higher course. The student should present a certification either from his/her instructor or from the College Secretary that he/she has passed the higher course.
2. If the student fails in the higher course, he/she may still remove the "4.0" in the lower course.
3. If the student gets a "4.0" in the higher course, he/she should first take the removal exam in that course before taking a removal examination in the lower course. Rule 1 above must be followed. If the student fails, rule 2 must be followed.

Scholastic Delinquency

Maximum Residence Rule

A student must finish the requirements of a course of any college within the period of actual residence equivalent to 1.5 times the normal length prescribed for the course; otherwise, he/she shall not be allowed to register further in that college.

Honorable Dismissal

Transfer to Another Unit of the University

A student who wishes to transfer to another unit of the University should file at his/her current college his/her intention to transfer. If the action of the accepting college is favorable, the student gets a clearance, which he/she presents to the accepting college together with the permit to transfer and true copy of grades.

Leave of Absence

For leave of absence availed of after mid-semester, the faculty members concerned shall indicate in the clearance for the leave of absence the class standing of the student at the time of the application for leave. This information, however, will not be entered in the official Report of Grades.

No leave of absence shall be granted within the last two weeks of class during the semester. If the inability of the student to continue with his/her classes is due to illness or similar justifiable causes, his/her absence during this period shall be considered excused. In such a case, the student shall be required to present an excuse slip to the faculty member concerned.

Graduation

Guidelines

Students who have completed all requirements for graduation by the deadline set for this purpose are listed as candidates for graduation as of the end of that semester. If however, some graduation requirements are completely beyond the deadline, the student must register during the succeeding semester in order to be considered again as a candidate for graduation.

The deadline for the completion of the requirements for graduation are:

- | | | |
|----|-----------------------------------|---|
| a. | As of the end of Summer | The day before the first day of regular registration for the 1st Semester. |
| b. | As of the end of the 1st Semester | The day before the first day of regular registration for the 2nd Semester. |
| c. | As of the end of the 2nd Semester | The day before the college faculty meeting to decide the graduation of students for the 2nd Semester. |

However, an earlier deadline can be imposed to allow ample time for processing the records of graduating students in preparation for the College Executive Committee and Faculty Meetings.

Graduation with Honors

In the computation of the final average of the candidates for graduation with honors, only resident credit is included, and the computation is up to four (4) decimal places only (not rounded off).

The academic load in the last semester of enrollment of the student is not counted against graduation with honors, even if this last semester academic load is less than the normal load of 15

units, provided, however, that his/her academic load in this last semester is sufficient to complete the academic requirement for graduation.

Commencement Exercises

Students who are unable to attend the commencement exercises on grounds of sickness or other equally serious reasons must submit a request for graduation *in absentia* to their respective Deans [through the College Secretary]. They shall obtain their diploma and transcript of records from the Office of the Registrar upon presentation of the following: (a) approved request for graduation *in absentia*, (b) payment of the graduation fee, and (c) submission of clearance.

Note: For inquiries, please visit the CAS-Office of the College Secretary, CAS Main Building, UPLB
Telephone Numbers: (049) 536-2435 or (049) 536-2407
Telefax Number: (049) 536-2407

(Nothing Follows)