

# PRIMER:

## CSWCD Academic Policies and Procedures



STUDENT RECORDS OFFICE

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University of the Philippines

Diliman

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## Primer on CSWCD Academic Policies and Procedures

	Page
Overview	
Project description and objectives	
<b>Overview</b>	<b>1</b>
<b>A. Student Admissions</b>	<b>2</b>
<b>B. Program Advising</b>	<b>5</b>
<b>C. Student Registration</b>	<b>8</b>
<b>D. Scholarships and Student Services</b>	<b>10</b>
<b>E. Retention and Scholastic Standing</b>	<b>13</b>
<b>F. Student Records Management</b>	<b>17</b>
<b>G. Student Discipline</b>	<b>18</b>
<b>H. Records Appraisal and Graduation</b>	<b>19</b>
<b>Annex 1: Guidelines for Lifting Ineligibility</b>	<b>21</b>
<b>Annex 2: Glossary of CSWCD Academic Terms</b>	<b>22</b>

# Primer on CSWCD Academic Policies and Procedures

## Overview

### ***Project description and objectives***

The College is mandated to implement University academic policies and procedures. However, more detailed and/or strict provisions can be added in accordance with College-level policies. The Primer is intended to guide CSWCD officials, faculty, staff and students to have an integrated perspective on University and College academic policies and procedures as applied to specific students or cases.

### ***Outline***

Overview

- 1: Program Advising
  - 2: Student Admissions and Registration
  - 3: Socialized Tuition, Scholarships and Student Services
  - 4: Student Progress, Retention and Scholastic Standing
  - 5: Student Records Management
  - 6: Records Appraisal and Graduation
  - 7: Student Discipline
- Annex 1: Guidelines for Lifting Ineligibility
- Annex 2: Glossary of CSWCD Academic Terms

### ***Background/ Rationale***

Information sharing and documentation are important elements in generating greater awareness and responsibility to all concerned constituents of the college. Several problematic student cases in the past can be traced to lack of awareness of existing academic policies and procedures, mis-advising, or simply non-compliance. The Primer is intended to provide an overview of the academic processes and guide both students and program advisers in handling specific academic concerns. The Student Records Office, as well as College officials (Dean, College Secretary, Department Chairs, DSD Director), can also have a unified perspective and be guided in taking appropriate actions.

## A. Student Admissions

### 1. What University policies govern new admissions?

#### 1.1. ADMISSION FOR UNDERGRADUATE STUDENTS

Undergraduate students of CSWCD are admitted through the following means: passing the UPCAT exams; shifting from other courses in UP Diliman; transferring from other UP constituent units; and transferring from other colleges or universities.

**UP College Admission Test (UPCAT):** UPCAT is usually administered in August in UP Diliman and other testing centers all over the country.

**Shiftees from UP Diliman:** Students from other colleges in UP Diliman may shift to BSSW or BSCD after completing at least 30 units in their original course UP.

**Transferees from other UP Autonomous Units:** Students from other UP autonomous units who have earned at least 30 collegiate academic units may transfer to BSSW or BSCD. Subjects which were cross-enrolled in UP Diliman, if any, will not be considered for the purpose of meeting the 30-unit requirement.

**Transferees from other schools:** Students with previous college work from another university who want to transfer to UP Diliman must satisfy all admission requirements of the University and that of the accepting college. Applicants must have completed at least 33 academic units from other recognized universities. All applicants are ranked according to the criteria set by the admitting program and the cut-off shall be determined by the college/unit based on their quota. The students will have to complete at least 75% of the units required in UP.

#### 1.2 ADMISSION FOR GRADUATE STUDENTS

Students interested in CSWCD graduate programs may apply for the first or second semester admission.

##### **Masters and Diploma programs**

An applicant should have completed a bachelor's degree or its equivalent degree or title from recognized institutions of higher learning.

##### **Doctor of Social Development program**

An applicant should have completed a Master's degree or its equivalent degree or title from recognized institution of higher learning, and a minimum of two (2) years practice in social development (direct practice, development scholarship, teaching and social development administration).

### 2. When is the application period for new students?

For the 1<sup>st</sup> semester, new admissions include both undergraduate and graduate students. For the 2<sup>nd</sup> semester, new admissions are limited to graduate students. The dates for submission of applications are as follows:

	1 <sup>st</sup> sem (August-December)	2 <sup>nd</sup> sem (January-May)
Undergraduate programs	April (for March grads) June (for May grads)	No new admissions
Graduate programs	March-April	September-October

### 3. What are the requirements for new admissions?

Grade requirements for new admissions (effective 2015-2016):

Program	Shiftee (within UPD)	Transferee 1 (UP)	Transferee 2 (non-UP)
BSSW	2.25	2.0	1.75
BSCD	2.0	2.0	1.75
MCD/ Dip CD	2.0	2.0	1.75
MSW/ Dip SW	2.0	2.0	1.75
MAWD/ Dip WD	2.0	2.0	1.75
DSD	1.75	1.75	1.75

Applicants who fail to meet the grade requirement may be considered and accepted under probation.

#### 3.1 Application requirements for undergraduate programs:

**Shiftees and transferees from other UP units** must submit the following requirements to the CSWCD Student Records Office prior to the set deadlines every first semester:

- Accomplished application form + photos
- True copy of grades (completed at least 30 units)
- Certificate of no contract
- NSO birth Certificate (for UP transfer students)
- Application fee

**New transfer applicants from other schools** must submit the following to the OUR prior to the set deadline every first semester:

- An official copy of transcript of records from each college attended (completed at least 33 units)
- Accomplished application form
- Two passport-size photographs
- NSO Birth Certificate, and
- Application fee of P100.00 for Filipinos (P150.00 for resident foreign applicants or US\$20.00 for non-resident foreign applicants).

#### 3.2 Application requirements for graduate programs:

The following requirements must be submitted prior to the set deadline for the semester.

- Accomplished application form
- Two copies of original transcript or academic credentials
- Two copies of Diploma or certificate of graduation
- Two letters of recommendation from two former professors and or recognized authority in the area of specialization
- Four pieces of (2 x 2) recent photos (taken within the past three months)
- Two copies of marriage contract or its equivalent (If surname used by the applicant is not the same as reflected in the transcript of record)
- One original and photocopy of NSO birth certificate
- For Masters/ Diploma applicants: application fee of P100.00 for local applicants and US\$35 dollars for foreign applicants

Additional requirement: Interview with the applicant, or other appropriate means (e.g., essay writing) to assess applicant's readiness for graduate studies.

#### 3.3. Requirements for DSD Applicants:

In addition to the aforementioned documents for graduate applicants, the following are also required:

- Submission of letter of recommendation from two (2) professors or supervisors
- Passing the interview conducted by the DSD committee
- Brief research concept for dissertation
- Application fee of P500.00 for local students or US\$35.00 for foreign students

### **3.4 Additional requirements for foreign applicants are as follows:**

- They should secure a certification from a reputable bank in their country of origin, of their capability to finance their travel, education, personal and other expenses expected to be incurred in the Philippines (for non immigrant);
- Original copy of TOEFL result with passing marks (can be from any one of the following: paper based - 500, internet based – 61 or computer based - 173);
- Original and photo copy of passport

No student shall be barred for admission to the university/college by reason of gender identity and sexual orientation, age, maturity, religion, race, social status, ethno linguistic origins, physical abilities and political belief. Every applicant for admission whether undergraduate and graduate level must undergo a thorough health examination from the UP Health Service or recognized health institution.

*Filipino language proficiency for DCD and DSW:* For regular foreign and non-Filipino speaking local students, additional language courses in Filipino are required: Filipino 3 (conversational Filipino, 3 units) and Filipino 4 (beginning skills in reading and writing Filipino, 3 units). They have to complete these courses within the first two semesters. In lieu of Filipino 3 and Filipino 4, foreign/local students can who are non-Filipino speaking must submit a Certificate of Proficiency in Filipino from any reputable/ accredited language school. For special students who enroll in CSWCD for one semester, there is no additional language course requirement.

## **4. What are different categories of new CSWCD students?**

### **4.1 Under the UP system, there are different categories of students:**

- >Regular students follow organized programs of study and can obtain academic degrees.
- >Irregular students carry less than the full load in a semester required by their curriculum.
- >Non-regular students are those who are either non-degree students with credit (for 1 sem only), non-majors with credit (for 1 year only), cross-registrants with credit, or special students without credit (up to 2 years only). Non-regular students are governed by OUR policies and procedures on admission and retention.

### **4.2 New undergraduate students** are either UPCAT qualifiers or shiftees/ transferees.

- Shifting 1 (S1) – transfer within the College
- Shifting 2 (S2) – transfer within UP Diliman
- Transfer 1 (T1) – transfer from other UP units
- Transfer 2 (T2) – transfer from non-UP units

### **4.3 New Graduate students** are new applicants who graduated from UP or other universities, or transfer students from other UP units.

## **5. What are the major steps of the UP admission process?**

Upon submission of all required documents to OUR or CSWCD SRO, applications shall be processed:

- The College SRO accepts applications for undergrad (shiftees) and graduate students.
- The OUR transmits list of qualified applicants (undergrad transferees) to the College.
- SRO evaluates the applicants' credentials and computes GWA/CWA.
- The applicants' credentials are transmitted to the Department Chairperson/ Program Director for initial assessment of the unit's screening committee.
- The qualified applicants' credentials are evaluated by the Committee on Student Academic Welfare (CSAW) composed of academic unit heads, College Secretary and SRE.
- The SRO informs applicants of the results of the screening and the schedule for interviews.

- Interviews are conducted by the Departments and the results are submitted to the CSAW/ SRO for processing.
- The SRO informs the students about the results of the interviews and who are qualified for admission.
- If qualified, applicants should submit an official copy of their transcript of records and certificate of honorable dismissal before the College admission slip can be issued. Other requirements include Permit to transfer and College Clearance.
- Both transferees from other UP autonomous units and from other universities need to get a medical certificate from the UP Health Service as an additional requirement.
- The College Secretary submits the list of all accepted applicants to ARS-OUR.
- Upon submission of all requirements, the OUR issues the University admission slip to the accepted applicants.

**6. What does it mean when students are admitted on probation?**

An applicant who fails to meet the grade requirement of the program maybe admitted under probation with the following conditions:

- Can enroll only in a specific number of units for the semester
  - Must get a GWA of 2.0 (for undergrad) or 1.75 (for graduate)
  - Must pass all subjects: no INC, DRP, 4.0 and 5.0
- Additional probation conditions may be required by the academic unit.

## **B. Program Advising**

**1. What are the duties of the Program Advisers?**

The main task of PROGRAM ADVISERS is to guide the students assigned to him/her about their academic concerns throughout their stay in CSWCD, from admission until graduation. They are expected to conduct consultations with the students at least twice a semester to monitor their academic standing. Program advisers shall review the student's checklist as basis for recommending what subjects to take for the next semester (based on their plan of study).

**2. How important are the program curriculum and the official student checklist?**

The University-approved curriculum and checklist for each degree program are listed in the UP Diliman Catalogue, the latest of which is the 2014 edition. The Catalogue serves as the guide for the different Departments and the students in determining the required subjects and number of units for each course. The official student checklist contains all the subjects and corresponding units taken and completed by the student throughout his/her stay in the University. The program curriculum and the official student checklist are used as basis for evaluating the student records. The students' checklists are updated by the SRO every semester prior to the registration period.

**3. New students** are either UPCAT qualifiers or shiftees / transferees. Advising of new students is done by the Department Chair. New students must be aware of the conditions for their admission.

**4. What GE subjects are required for undergraduate students?**

The Hybrid GE Program requires 15 units to be taken under each of the three domains of knowledge: AH , SSP, MST. In 2011, the University Council approved the list of prescribed GE subjects: 9 units for AH, 6 units each for SSP and MST. CSWCD also listed prescribed GE subjects for its majors. All students with student numbers beginning 2012 must follow the Hybrid GE Program (see matrix below). No substitution is allowed for GE subjects except for Math 1 (Math 17 + Math 53) and Nat Sci 1 (Chem 16 + Bio 11).

**Hybrid General Education Program for Undergraduate Students (2012)**

<i>GE</i>	<i>Arts &amp; Humanities</i>	<i>Units</i>	<i>Math, Science &amp; Technology</i>	<i>Units</i>	<i>Social Sciences &amp; Philosophy</i>	<i>Units</i>
Prescribed by UPD	English 10 Com 3 Fil 40	9	Math 1 STS	6	Kas 1 Philo 1	6
Prescribed by CSWCD	-----		Envi Sci 1 (CD)	3 (CD)	Soc Sci 2 or Socio 10(CD) Econ 11(SW)	3
Free	2 AH subjects	6	2 MST (CD) 3 MST (SW)	6 (CD) 9 (SW)	2 SSP subjects	6
Total		15		15		15

**5. What is tagging of priority and ineligibility? Who are the ineligible students?**

Graduating students are tagged as “priority” so they can enlist in all subjects necessary for graduation. Priority tagging is done every semester. Students are tagged as “ineligible” due to failure to comply with the requirements for admission, retention (60% passing, required GWA), absence of MRR waiver, and suspension. Ineligibility can be lifted only after the student meets the requirements and proof of evidence has been provided. A written appeal for reconsideration can be sent to the Dean (through channels).

**6. How do students cancel their enlisted subjects? How do student enlist in additional subjects? What is change of matriculation? When is cancellation of enlistment done?**

Program advisers can revise the list of subjects enlisted by the student through CRS based on curricular considerations. Students can cancel enlisted subjects online during the prescribed period or manually during registration by going to the concerned Departments. Adding subjects during registration is also done manually depending on the availability of slots of the subjects to be taken.

**7. What is “Pre-rog”?**

This is the last resort of students who are unable to get slots from specific classes during pre-enlistment or regular registration. The Department or instructor concerned has the prerogative to accept or reject the student’s appeal to be enlisted in the class.

**8. What are the retention policies for CSWCD students?**

Undergraduate students must maintain a GWA of 2.25 and graduate students must obtain a GWA of 2.0 (for Diploma and Masters) and 1.75 (for DSD). Students must pass at least 60% of all subjects enrolled per semester. Students who fail to get the maintaining average shall be placed on probationary status for the next semester. **Two (2) consecutive semesters under probationary status can be a basis for dismissal from the College.** If the student is an UPCAT passer, and has been dismissed from the program, s/he can shift to other programs of the university. However, if the student was admitted under the “no shifting policy” of the college (for shiftees and transferees under probation), dismissal from the college will mean dismissal from the university.



**9. What rules govern Residency? Maximum allowable units per semester? Enrolling in subjects outside the curriculum? Change of class schedule?**

**Residency**

Students are asked to enrol in Residency while their thesis/ dissertation are in-progress, and when removal or completion is done during the semester.

**Allowable units/subjects**

For undergrad students, the maximum load is 18 units or 21 units (with laboratory). Candidates for graduation with honors must take not less than 15 units every semester (except the last semester). Students are required to take 8 PE subjects and 2 semesters of NSTP/CWATs (from the same college). Request to enrol in more than allowable units must be endorsed by the Program Adviser and approved by the Department Chair. For graduate students, the maximum load is 9 units (part-time) and 12 units (full-time).

Students can be allowed to enroll in subjects outside the curriculum for two reasons:

- (1) For enrichment (student must be in good standing; endorsed by the Program Adviser, approved by the Department Chair).
- (2) For shifting (student plans to shift in another course within 1 year).

**Change of class schedule**

Changes in the class schedule (uploaded in CRS) cannot be done when registration starts. On special cases, changes in faculty and room assignments can be requested and processed through the Department Chair. *“No faculty member shall change the officially approved class schedule nor meet the students for class or consultation purposes in any uncheduled room or place”* without prior written permission from the Department Chair and noted by the Dean.

**10. What guidelines govern substitution and validation of courses?**

**GE courses**

Shiftees and transferees from other UP units who have taken GE courses before their admission to CSWCD can request for substitution of equivalent courses to meet the required GE curriculum for UP Diliman. Transferees from other schools can also request for validation of courses taken before to meet the UP GE requirements. For both processes, there are prescribed guidelines and steps that must be undertaken by the student, with corresponding duly accomplished forms and deadlines. **Substitution and validation must be done within the first two semesters after admission.** Subjects taken under the Freshmen Bridge Program (for Math 2 and English 1) can be considered part of the GE units. For crediting or substitution of courses for GE and electives, the courses shall be credited based on its chronological order of enrolment/completion (not in terms of preference or grades).

**Electives**

For each of the degree programs, both undergraduate and graduate, please take note of the number of units and list of qualified electives from specific disciplines based on the **approved curriculum**.

**Old vs. New Curriculum**

Students admitted from 2012 onwards must follow the new curriculum (with Hybrid GE requirements).

However, some students (with student numbers before 2012) still follow the old curriculum, in consideration of the old GE courses they have taken. (Remember that we have many shiftees and transferees.) 'Returning' graduate students also must follow either old or new curriculum, depending on specific circumstances. Since some old major subjects have been replaced/re-named, proper substitution of courses should be undertaken and duly approved by concerned parties. **OUR only uses UC approved curricular checklists when evaluating graduating students.**

**11. What are the guidelines for enrolling in thesis and dissertation?**

Graduate students are required to take 6 units of thesis (CD 300, SW 300, WD 300) or 12 units of dissertation (SD 400). Students are advised to enroll in two stages: the first 3 units (thesis) or 6 units (dissertation) for proposal development and approval, and the last 3 units (thesis) or 6 units (dissertation) for data gathering until thesis/dissertation defense. At the Masters level, every 3-unit course can be completed within three semesters; if not, the subject should be re-enrolled. At the doctoral level, every 6-unit course can be completed within three semesters; if not, the subject has to be re-enrolled.

**12. Is appeal for late registration/ late payment/ waiver of accountabilities possible?**

**Students are advised to apply to the Student Loan Board if they are unable to pay their tuition.** The loan has no interest if this is paid within the semester. This is intended to minimize appeals for late payment. Late payment maybe endorsed for meritorious cases, and subject to scheduled payment period. Appeals for late registration/ late payment/waiver of accountabilities before and after the end of the registration period and elevated to the Office of Chancellor should include the following:

- Letter of appeal addressed to the Chancellor (endorsed by the Dept Chair/College Secretary/Dean);
- Application for Loan and Promissory Note signed by the student (OSSS form); and/or
- Appeal on Student Loan approved until the Dean's level (OSSS form); or
- Certification from the Office of Scholarships and Student Services of pending ST appeal (OSSS form);
- Form 5A with enlisted subjects.

## **C. Registration**

**1. What is pre-enlistment?**

All course offerings - including the schedule, section, teacher and available slots - have to be uploaded to CRS prior to the pre-enlistment period. Under the CRS, the pre-enlistment period allows students to choose their subjects and have these approved prior to the actual registration. Approval is based on prioritization and availability of slots. The pre-enlistment period usually have two batch runs, and is scheduled on the month prior to the regular registration period.

**2. Can the course offerings be changed prior to the regular registration?**

Any change in schedule or decrease in the number of slots is not allowed especially when students have already pre-enlisted in the subject. However, unavoidable changes may be permitted upon submission of an appeal from the Department concerned, with the endorsement of the College, and approval by the University Registrar. Additional sections and slots do not need the approval of OUR.

**3. What subjects should students enlist? Who are given priority during pre-enlistment?**

The program adviser shall review the student's checklist as basis for recommending what subjects to take for each semester (based on the approved curriculum and the students' plan of study submitted earlier). The official curriculum checklist (for each student) indicates what subjects have been completed, including the grades and semester taken. This is the basis for selecting what subjects to enroll - taking into consideration prerequisites, availability and schedule. Graduating students are given priority during pre-enlistment.

**4. What is Cross-Registration?**

This refers to the process when UP students enroll in another UP constituent unit. Corresponding forms must be accomplished and submitted prior to enlistment. Approval of the host unit and accepting unit are required.

**5. What should be done if students are tagged as ineligible?**

Every semester, the SRO submits a list of ineligible students and they are tagged in the CRS. They cannot proceed with their enrollment unless this is lifted. Students are tagged as “ineligible” due to failure to comply with the requirements for admission, retention (60% passing, required GWA), absence of MRR waiver, and suspension. Ineligibility can be lifted only after the student meets the requirements and proof of evidence has been provided. Students must consult the Department Chair regarding their ineligibility. A written appeal for reconsideration must be sent to the College Secretary (through channels). Lifting of ineligibility is processed through the SRO upon submission of all requirements.

**6. What are the major steps in the re-admission process?**

Students who did not enroll and did not file Leave of Absence (LOA) in the previous semester are given Absence Without Leave (AWOL) status. Those who are on LOA and AWOL status are also tagged in the CRS. They cannot proceed with their enrollment unless they are re-admitted. A letter of appeal for readmission must be written to the University Registrar (for those on LOA); Vice Chancellor for Academic Affairs (AWOL for 2 semesters or more) or to the Dean (AWOL for 1 semester). The letters must be endorsed by the Department Chair and supported by documents. All the documents must be submitted to the SRO and/or the concerned UP units on or before the deadline for processing. (Refer to Annex 1 for the detailed guidelines.)

**7. What should be done when students have reached MRR (maximum residency rule)?**

The maximum residency for a 4-year course is 6 years, 2 years for Diploma courses, 5 years for Masters, and 6 years (same course) to 8 years (different course) for Doctoral programs. **Under meritorious cases, extension of residency may be granted**, with corresponding penalty subjects (3-unit penalty subject every 2 years or a fraction thereof). A letter of appeal for MRR waiver must be submitted, including the MRR form within the deadline set for the semester. **Students must process their appeal for MRR waiver the semester prior to their enrollment.** Students must present an approved MRR waiver before they can enroll.

**8. When is the application period for re-admission and MRR waiver?**

Appeals for re-admission and MRR waiver must be processed in the previous semester. The deadline to submit all required documents is April 15 for the 1<sup>st</sup> semester and November 15 for the 2<sup>nd</sup> semester. Failure to meet the deadline means that the enrollment is delayed for another semester. *“Appeals for re-admission received beyond the deadline specified in the academic calendar may be processed with the next term indicated as the effectivity of readmission.”* (Memo ECA #15-22)

**9. When is the registration period? Who are given priority during registration?**

In view of the academic calendar shift in 2014, registration is scheduled in August for the 1<sup>st</sup> semester, January for the 2<sup>nd</sup> semester, and June for the Mid-year term. The exact dates are set in the yearly UP Academic Calendar. Advance registration is scheduled for incoming freshmen. The first day of the regular enrollment is allotted for priority students: freshmen, graduating, VAAS, Registration Assistants, and PWDs. Graduate students are also given priority. Cross-enrollees, service students and special students are given last priority.

**10. What can be done if not all grades are reflected in the student's CRS account?**

The students' grades can be viewed in their respective CRS accounts. There are several reasons why some grades are not reflected: the grades have not been submitted by the faculty, the grade completion process was not completed, or the tuition fee remained unpaid. Thus, the following measures can be done: the faculty must be reminded to submit the grades, or the completion documents must be submitted to CRS, or the unpaid account must be settled.

**11. What are the major steps in the registration process?**

The UP registration process is not usually easy and involves several steps; (1) pre-enlistment, (2) Form 5A printing (need to process ineligibility, if any), (3) advising, (4) enlistment, (5) Validation, (6) Assessment and printing of Form 5, (7) Post-advising, and (8) Payment. Steps #2, #3 and #4 can take longer especially when required subjects are not available.

**12. How can enlisted subjects be changed?**

Students can cancel enlisted subjects on-line during the prescribed period or manually during registration by going to the concerned Departments. Adding subjects during registration is also done manually depending on the availability of slots of the subjects to be taken.

**What is change of matriculation (COM)?**

Change of matriculation (COM) is the addition or cancellation of a subject, or change of section, after the student has been registered. This is done through CRS. Acceptable reasons for COM are (1) conflict of schedule, or (2) dissolved class. Changing classes on the same subject and timeslot is not acceptable.

**What is withdrawal of enlistment?**

Cancellation of enlistment is done (through CRS) when the student decides to withdraw enrolment (in all subjects) during the semester prior to the start of classes. If no cancellation is done, the student shall be held accountable for the enlisted subjects, shall be given a grade, and required to pay for the corresponding fees.

**13. What are the options if the student cannot pay the tuition fee?**

The Office of Scholarships and Student Services (OSSS) processes application for student loan and appeals for Socialized Tuition. Students are advised to apply to the Student Loan Board if they are unable to pay their tuition. Appeals for late payment maybe endorsed to the Chancellor (through channels) for meritorious cases. Late payments can be made only during prescribed periods.

**14. What are the consequences if the student is not able to pay the tuition fee?**

Students whose tuition fees remain unpaid shall not be barred from completing the semester. However, they cannot view/access their grades unless they settle their accounts. They will also be tagged as ineligible to enroll for the next semester.

**15. When can the student say that the enrollment process has been completed?**

"Officially registered" means that the student has already gone through all the processes involved in registration up to payment. Upon payment of fees, the student's Form 5 is stamped "Registered" to indicate official registration. A copy of the Form 5 is filed with the Office of the University Registrar. A student must be officially registered in order to receive credit for all course work.

## D. Scholarships and Student Services

Scholarships are administered at the university and college levels. The Office of Student Services and Scholarships (OSSS), under the Office of the Vice-Chancellor for Student Affairs (OVCSA), implements the policies and guidelines approved by the Board of Regents on scholarships and financial assistance programs. It also manages private and government scholarships as well as handles student loans and assistantships.

### 1. What is UP's Socialized Tuition (ST) Program? How can students apply?

The ST Program provides subsidized education to qualified undergraduate students based on their brackets as determined by the University. ST grants subsidies covering tuition, miscellaneous, and laboratory fees, based on capacity to pay and financial need of the student.

ST application is done online. Using the information submitted by students about their family income and socio-economic characteristics of their households, the University may grant tuition discounts as follows:

Bracket A	No discount
Bracket B	Partial discount (33%)
Bracket C	Partial discount (60%)
Bracket D	Partial Discount (80%)
Bracket E1	Free tuition, miscellaneous and laboratory fees
Bracket E2	Free tuition, miscellaneous and laboratory fees + stipend

In addition to ST Program, qualified students enjoy other scholarships funded by other government agencies and private institutions and individuals. These scholarships are granted based on both financial need and academic performance of applicants. For a complete list of all available scholarships, students need to consult the OSSS.

### 2. What are the available scholarships for CSWCD students?

CSWCD, through the UP Social Action for Research and Development Foundation Inc. (UPSARDF) also manages scholarship programs from its alumni and other private donors. The available scholarships (as of 2016-2017) are as follows:

Tatak CSWCD Scholarship Fund  
Cayetano Santiago Endowment Fund  
Raymond F. Johnson Scholarship Award  
Esther C. Vilorio Scholarship Award  
Soledad A. Florendo Scholarship Award (c/o UP Foundation)  
Manalansan-Alvano Scholarship Fund (c/o OSSS)  
Danish Institute Against Torture (DIGNITY) – research grants for graduate students  
Center for Asian Ministry for the Poor (CAMP) – for CD FI students

### 3. How to apply for CSWCD scholarships?

The Office of the College Secretary gets an updated financial status of all scholarship funds by mid-July and mid-December every year to determine what scholarships are available every semester.

3.1 The Student Records Office releases a list of available scholarships for the semester, including the criteria and guidelines for application. Deadline for applications for scholarships is end of August (1st sem) and end January.

3.2 Qualified students submit their application letter, together with all required documents, to the SRO:

- Belongs to ST brackets C,D or E
- Must have a GWA of at least 2.00 the previous semester
- At least 3rd year standing
- Priority given to graduating and FI students

3.3 In case of multiple applicants for available slots, selection is based on quantitative and qualitative factors.

Quantitative: Income decile + GWA = Priority score (lower score is prioritized)

Income decile = income (based on ITR) / family size

Income decile table:

Income decile	Low	High	Income decile	Low	High
1	0	Ps 41,000	6	Ps122,001	Ps150,000
2	Ps 41,001	64,000	7	150,001	188,000
3	64,001	81,000	8	188,001	243,000
4	81,001	100,000	9	243,001	338,000
5	100,001	122,000	10	338,001	574,000

Qualitative factors that may be considered:

- Graduating vs. non-graduating status
- Presence of regular source of family income
- Living with families vs. not living with families (from the provinces)
- Number of children/ dependents in the family
- Family circumstances
- Academic track record

3.4 The College Secretary convenes the College Committee on Student Academic Welfare (CSAW) to decide on the applications. This will be done September and February. Once the decisions are made, College Secretary informs the applicants, in writing, regarding the results of their application and informs UPSARDF and OSSS regarding the release of funds. The scholars will be asked to sign a Scholarship Agreement form.

3.5 The status of the scholarship funds and list of scholars are released by Office of the College Secretary every year.

#### 4. What are the conditions for the scholarship grant?

The Scholarship Agreements stipulates the conditions of the grant:

- Participate in activities related to the UP CSWCD Scholarship Program;
- Pass all subjects for the semester: no INC, DRP, 4.0, or 5.0; with a GWA of at least 2.25;
- Submit progress reports of their course work at the middle and end of the semester;
- Write letters to their respective donors for updating and to express their gratitude; and
- Volunteer their time and talents to College concerns, based on their availability.

If the student fails to meet the conditions of the scholarship grant, he/she will not be considered for the renewal of scholarship.

**5. What are college-based student organizations?**

The CSWCD Student Council (CSWCD SC) is the highest representative of the students in the College. The CSWCD SC relates with different units in the college and the University regarding student affairs. The officers of the council are duly elected by CSWCD undergraduate and graduate students. Elections are done at the same time as the UP Diliman Student Council elections. The Chairperson of the CSWCD SC sits as a regular member of the College Executive Body (CEB). The SC holds office at Rm1101.

CSWCD recognizes two academic student organizations, as follows:

**Community Development Circle (CDC):** members of CDC are undergraduate students of Community Development. Their tambayan is at the ground floor; and

**Junior Social Workers Association of the Philippines (JSWAP):** members of JSWAP are undergraduate students of Social Work. Their tambayan is at the second floor.

Each organization is guided by their Constitution and By-Laws. Each organization also has a Faculty Adviser.

**6. What are the general guidelines for using college facilities by college-based student organizations?**

At the beginning of every school year, the college-based student organizations are asked to submit application for the renewal of their use of CSWCD facilities. The Guidelines on the Use of Tambayan and Student Council Room are as follows:

Based on the UP Diliman General Guidelines on Tambayans and the results of the CSWCD Student Leaders' Consultation held last November 2014, the following guidelines shall govern the use of the Student tambayan and Student Council (SC) room. Only accredited college-based student organizations are entitled to have a tambayan at the College.

- The student tambayan and SC room must be kept clean and orderly.
- Only bonafide CSWCD students can use the Tambayan. The Student Council Room can be used for joint activities with other student organizations provided that prior written request is endorsed by the College Secretary and approved by the Dean.
- Students are advised to be mindful of security measures. Valuables must not be left unattended.
- Members of the student organizations can use their respective areas during office hours (8:00 am – 6:00 pm, Mondays to Fridays) for academic and organizational activities. Extended use of the Tambayan/ SC room requires PRIOR WRITTEN PERMIT to work beyond office hours (request form is available at the Admin section). The request form must be duly signed by the Chair of the student organization or his/her representative, endorsed by the Faculty student organization adviser, and approved by the College Secretary. A copy of the permit shall be given to the Administrative Officer and the guard-on-duty for monitoring purposes. Students are allowed for extended stay in their Tambayan only until 8:30 pm. (Students can stay in the discussion tables only until 9:00pm.)
- The student organizations must maintain proper decorum in an academic setting: no gambling or games, tolerable noise level especially during class hours, no over-PDA (public display of affection), no sleeping, no rude behavior.
- College-based organizations can avail of the free use of CSWCD rooms for organizational activities provided that a written request is submitted to the College Secretary at least two (2) before the activity and endorsed by the organization's Faculty Adviser. Approval is dependent on the availability of the room and other scheduled College activities.

## E. Retention and Scholastic Standing

**1. What is the basis for determining academic standing?**

The University policy on academic standing is based on the number of units passed over the number of units registered for the semester. The matrix below summarizes the different categories and the corresponding units passed by the student.

<i>Category</i>	<i>Percentage of units passed (based on total number of units registered, including DRP and INC)</i>
<b>Good standing</b>	75 – 100%
<b>Warning</b>	50 – 74%
<b>Probation</b>	25 – 49%
<b>Dismissal</b>	Less than 25%
<b>Permanent Disqualification</b>	0 passing

**2. How are the GWA and CWA computed?**

The General Weighted Average (GWA) is computed based on the student’s grades for ALL subjects taken while Curriculum Weighted Average (CWA) is computed based on the grades for subjects required under the approved curriculum for the specific academic program. The CWA is used for admission of shiftees and transferees from other UP units. Honorific awards are also granted based on the CWA.

**3. What are the functions of the CSWCD Committee of Student Academic Welfare?**

In 2016, the CSWCD Admissions and Scholarship Committee was transformed into the CSWCD Committee on Student Academic Welfare (CSAW) to expand its functions beyond admissions and scholarship concerns. The CSAW assumes the decentralized tasks of the UPD-OUR Committee on Student Admissions, Progress and Graduation (CSAPG). CSAW is composed of all academic unit heads, College Secretary, and Student Records Evaluator.

**4. What are the retention policies of the University and the College?**

Undergraduate students must maintain a GWA of 2.25 and graduate students must obtain a GWA of 2.0 (for Diploma and Masters) and 1.75 (for DSD). Students must pass at least 60% of all subjects enrolled per semester. Students who fail to get the maintaining average shall be placed on probationary status for the next semester. **Two (2) consecutive semesters under probationary status can be a basis for dismissal from the College.** If the student is an UPCAT passer, and has been dismissed from the program, s/he can shift to other programs of the university. However, if the student was admitted under the “no shifting policy” of the college (for shiftees and transferees under probation), dismissal from the college will mean dismissal from the university.

**5. Who are tagged as ineligible? How is ‘ineligibility’ status lifted?**

Students are tagged as “ineligible” due to failure to comply with the requirements for admission, retention (60% passing, required GWA), absence of MRR waiver, and suspension. Ineligibility can be lifted only after the student meets the requirements and proof of evidence has been provided. A written appeal for reconsideration can be sent to the Dean (through channels). For students to lift their probation status, they must be able to meet the following conditions: must pass all subjects enrolled, no grade of INC, DRP, 4.0 or 5.0. Additional conditions may be given by the Department .



## 6. What rules govern the following:

### 6.1 Probation

For students to lift their probation status, they must be able to meet the following conditions: must pass all subjects enrolled, no grade of INC, DRP, 4.0 or 5.0. Additional conditions may be given by the Department Chair.

### 6.2 Substitution and validation

Shiftees and transferees from other UP units who have taken GE courses before their admission to CSWCD can request for substitution of equivalent courses to meet the required GE curriculum for UP Diliman. Transferees from other schools can also request for validation of courses taken before to meet the UP GE requirements. For both processes, there are prescribed guidelines and steps that must be taken by the student, with corresponding duly accomplished forms and deadlines. Substitution must be done within the first two semesters after admission. Subjects taken under the Freshmen Bridge Program (for Math 2 and English 1) can be considered part of the GE units. Validation of major subjects and required subjects undergo the same procedures and must be accomplished within three (3) semesters from the date of admission.

### 6.3 Underloading and additional subjects

For undergrad students, the maximum load is 18 units or 21 units (with laboratory). Candidates for graduation with honors must take not less than 15 units every semester ( If underloaded, students must file a request for being underloaded that same semester , specifying the reasons.) Students are required to take 8 PE subjects and 2 semesters of NSTP/CWATs (from the same college). Request to enroll in more than allowable units must be approved by the Dean (through channels). For graduate students, the maximum load is 9 units (part-time) and 12 units (full-time). Students can be allowed to enroll in subjects outside the curriculum for two reasons:

>For enrichment (student must be in good standing; approved by the Dept Chair).

>For shifting (student plans to shift in another course within 1 year).

### 6.4 Dropping, LOA, AWOL

**Dropping:** Online processing of dropping and LOA will be deemed cancelled if not completed up to payment on the deadline. Instructors must approve the dropping request online. Corresponding forms must also be accomplished manually.

**Leave of Absence (LOA):** Students can file a leave of absence when they do not intend to enroll or they intend to withdraw their enrolment during the semester. Corresponding forms must be accomplished. When the LOA is filed by mid-semester or after, the student's class standing (Passing or Failing) must be indicated.

**Absence Without Leave (AWOL):** Failure to file LOA on time can result to AWOL status for the concerned student. The letter of appeal and forms for re-admission must be processed during the semester prior to enrollment. A medical certificate is required for those who are on AWOL for two or more semesters.

### 6.5 INC and 4.0

Students are given one year to remove the grade of 4 and to complete the INC. They must be enrolled during the semester when the removal or completion is done. Under existing rules, failure to do so can result to a grade of 5, unless the subject is re-enrolled within the one year period. Removal and completion are done through CRS. Corresponding printed forms must also be accomplished.

## **6.6 MRR and re-admission**

The maximum residency for a 4-year course is 6 years, 2 years for Diploma courses, 5 years for Masters, and 6 years (same course) to 8 years (different course) for Doctoral programs.

**Under meritorious cases, extension of residency may be granted**, with corresponding penalty subjects (3-unit penalty subject every 2 years or a fraction thereof). The MRR waiver form must be accomplished within the deadline set for the semester. Students must process their appeal for MRR waiver the semester prior to their semester prior to their enrolment. Students must present an **approved MRR waiver** before they can enroll.

Appeals for re-admission received beyond the deadline specified in the academic calendar may be processed with the next term indicated as the effectivity of readmission.

## **7. What are the options for non-majors, shiftees and transferees?**

Those who fail to meet their probation conditions for two semesters can be given a non-major status for a maximum of two semesters to allow them to shift to other courses within the University. Undergrad students, either as shiftees or transferees, who were accepted under probation must abide by the no shifting policy of the college. If they fail to meet their probation conditions, they can be dismissed from the College and the University.

## **8. Is change of program possible?**

Regular students can apply for a change of program by submitting a letter of request to the Dean (through channels) provided that they meet the requirements of the said program. The letter of request must be endorsed by their respective program advisers and Department Chairs. SRO will process the request for change of program upon submission of all required documents and submit this to OUR for approval. However, students who were accepted under the NO SHIFTING policy of the college cannot apply for change of program.

## **9. What are the general guidelines in enrolling fieldwork subjects?**

Students must fill up and submit their application for fieldwork subjects the semester prior to their actual enrollment. Upon evaluation of their checklists, the SRO will endorse the application to the Fieldwork Coordinators of each Department for processing and approval. Students shall then be assigned to their respective field areas and faculty supervisors. When the field assignments are finalized, the Fieldwork Coordinators of each Department will submit to SRO the final list of fieldwork supervisors and their respective field students. This list will be used by SRO as basis for class distribution of field students in preparation for SET answering and grade submission at the end of the semester.

## **10. What are the general guidelines in taking comprehensive exams and qualifying exams for masters and doctoral students?**

Masters students under Plan B can apply to take their comprehensive exam by accomplishing the application form (available at the SRO website) provided that they have completed the required number of units of their respective courses. The application forms will be evaluated by the SRE and endorsed to the concerned Department. For DSD students, the same process is undertaken for both qualifying and comprehensive exams. DSD students who pass the qualifying exam are allowed to continue their program. Students who fail to pass the compre exam can re-take the exam within one year. However, students are allowed only to take the compre exam twice. Failure to pass the re-take exam can mean dismissal from the program.

## **11. What are the general guidelines for doing thesis or dissertation?**

Graduate students are required to take 6 units of thesis (CD 300, SW 300, WD 300) or 12 units of dissertation (SD 400). Students are advised to enroll in two stages: the first 3 units (thesis) or 6 units (dissertation) for proposal development and approval, and the last 3 units (thesis) or 6 units (dissertation) for data gathering until thesis/dissertation defense.

**12. Is change from Plan A to Plan B or vice versa possible (for Masters Programs)?**

The change from Plan A (thesis) to Plan B (Compre) is possible if the thesis proposal has not been presented to the panel for approval. The change from Plan B to Plan A is also possible if the student has not taken the compre exam. A letter of request must be submitted to the Department Chair and endorsed by the program adviser.

**13. How is the thesis/ dissertation adviser assigned? Is it possible to request for change of adviser?**

Each department has its own procedures for assigning thesis advisers. For DSD and DCD, CD 300 and SD 400 students are asked to present their research topics for approval by a special committee. Upon approval of their topics, the students can fill up the form (available at the SRO website) requesting for an adviser. The academic unit will then process the request and assign the adviser based on the approved topic. For DSW and DWDS, students are asked to submit the request form for adviser and the Department assigns the adviser. For special cases, the student can request for a change of adviser for meritorious reasons. Such request must be submitted to the Department Chair for appropriate action.

**14. What are the consequences of dismissal and permanent disqualification?**

Students who are dismissed by the College for failure to meet the retention policies can still apply to other UP units. Those who are subjected to permanent disqualification are no longer eligible to apply to other UP units.

## **F. Student Records Management**

**1. What student records are kept by the CSWCD SRO?**

The Student Records Office (SRO) serves as the main repository of all official student records. It is mandated to systematize, file and manage the official documents pertaining to CSWCD students. Among the records kept by the SRO are the following: student jackets, student checklists, forms related to various student requests (admissions, MRR, LOA, completion, validation, applications, waiver, graduation, thesis/dissertation and others), summary reports about student concerns (new admissions, enrollment data, scholarships, re-admission, alumni, honorific awards, graduating students, ineligible students, probation status, academic standing, dismissal/disqualification, and other information needed by the College and other UP units. The SRO also keeps copies of completed theses and dissertations.

**2. What SRO services can students avail?**

The SRO provides student services throughout the academic life of the student in CSWCD: from admission until graduation. CSWCD students can request for SRO assistance for the following concerns: copy of grades, certifications, records evaluation, processing of various requests mentioned in #1. The SRO also serves as secretariat for the CSWCD Committee on Students Academic Welfare which handles scholarships and special student cases. The Faculty and College Administrators can also request for SRO assistance related to student records. Written requests are processed for a minimum of three days under normal conditions. Requests beyond the regular SRO functions must be approved by the College Secretary.

**3. What policies govern access to student records?**

Bonafide students can request copies of their own records ONLY, subject to approval of the SRE. For meritorious cases, limited access to specific student records may be granted upon submission of written request by interested parties and subject to approval by the College Secretary. Only the SRO staff and the College Secretary are authorized to access the CRS account of the College.

**4. What types of information are available in the SRO website?**

The SRO website provides information about the CSWCD academic programs, academic procedures, admission requirements, schedules and deadlines, and pertinent forms related to almost all services rendered by SRO. The website is updated periodically. It can be accessed through the college website (cswcd.upd.edu.ph) or directly to the SRO link (pages.upd.edu.ph/srocsxcd). Important information and announcements are also uploaded at Facebook.com/student recordsofficecswcd. Questions can be directed to [srocsxcd@gmail.com](mailto:srocsxcd@gmail.com) or 9272308 (direct line) and 9298438 (fax).

**5. What are considered active and inactive student files?**

Currently enrolled students are part of the active student files. Records of students who have not enrolled in the last six semesters are considered inactive files. A written request from the student with endorsement from the Department Chair is required to initiate the process of retrieval and evaluation by the SRO. Student records of the alumni are archived in a separate file.

**6. What can be done if there are discrepancies in the student records?**

The CRS documents are considered the official records. In cases where there are discrepancies in the student records, written request with corresponding supporting documents must be submitted to the OUR for processing and appropriate action. The College SRO is not authorized to make changes in the CRS data.

## **G. Student Discipline**

**1. What are considered student disciplinary cases?**

The 2012 UP Student Code provides institutional parameters in handling cases related to student discipline in terms of procedures and timeframe, including alternative dispute resolution measures. The following are considered as acts of misconduct and are subject to corresponding corrective measures: intellectual dishonesty, fraud, harm to persons, damage to property, inappropriate behaviors, and violation of University policies.

**2. What is the College protocol for handling specific student concerns: student discipline, psychosocial problems, academic delinquency?**

For academic delinquency, the College follows University policies on academic standing and College retention policies. Processing of such cases is handled by the SRO, in consultation with the Program Adviser and Department Chair. At the Department level, there are specific existing practices in handling student problems related to student discipline and psychosocial concerns. The college-level protocol is yet to be put in place. Initial discussions list the following important measures:

- Submission of an incident report from concerned parties
- Department-level information gathering (c/o Program Adviser and Department Chair)
- Constitution of a special committee to handle the case, if needed
- Consultation with student, parents, and other concerned parties
- Referral to College or University level officials/ units, if needed
- Recommendation for action/ Appropriate *action*

**3. What committees/ mechanisms are in place to handle special student cases?**

In 2016, two student-related College committees were formed:

***Committee on Student Academic Welfare (CSAW)***

The CSAW is composed of the College Secretary, Chairpersons/ Director of the Academic Departments, and the Student Records Examiner. The committee discusses matters related to admissions, scholarships, student progress, academic status and graduation. Special student cases related to MRR, re-admission, dismissal, permanent disqualification and other student-related problems are elevated to the committee for appropriate action or referral to other UP units.

***Committee of Psychosocial Services***

The Committee is composed of faculty and staff who have professional training and experience in counselling. They are tasked to formulate the College protocol in handling psychosocial student cases. A referral system is also being considered.

The 2012 UPD Student Code provides specific provisions related to the jurisdiction, classification, procedures, and sanctions for specific cases. College Disciplinary Councils (for cases involving one college) and Inter-Unit Disciplinary Councils (for cases involving more than one college) are formed to handle specific cases. The University Disciplinary Council provides overall coordination under the Office of the Vice Chancellor for Student Affairs. Mechanisms for Alternative Dispute Resolution (EDR) are also described in the Code.

UP Diliman also has other units that handle special student cases:

***Office of Anti-Sexual Harassment (OASH)***

The main functions of OASH include investigation and documentation of sexual harassment complaints, and information and education campaigns to prevent sexual harassment in the University.

***Office of Counseling and Guidance (OCG)***

The OCG provides psychosocial services to UPD students such as counseling, psychological assessment and referrals to address their academic, career and personal or interpersonal concerns.

***Office of the University Registrar (OUR)***

The OUR provides guidance, coordination and mechanisms to implement academic policies in all units of the University. The CSWCD is tasked to abide by these University policies and procedures.

**4. What are the general University principles regarding student discipline?**

The UPD Student Code is guided by values that “*aim to strengthen character and nurture a community of scholars by upholding honor and inspiring excellence, which mark and distinguish UP education*”. The Code does not intend to restrict student activities, but rather “*provide institutional parameters within which student activities can flourish.*” Disciplinary proceedings are administrative in nature, and abide by the right of students for due process.

**5. What are the implications of the student disciplinary cases to the students’ graduation?**

Students who are involved in disciplinary cases are not eligible to run during the Student Council elections and not eligible for honorific awards. Those who have pending cases, however, are allowed to graduate, subject to certain conditions.

## H. Records Appraisal and Graduation

### 1. What are guidelines for completing NSTP and PE requirements?

Both NSTP and PE subjects are prerequisites to graduation. Undergraduate students are required to complete two semesters of any one of the following NSTP components: Civic Welfare Training Service (CWTS), Literacy Training Service (LTS) or Reserved Officers' Training Corps (ROTC) in any one college. Eight (8) units of Physical Education (PE) are required of all undergraduate students with the following exemptions: second degree students, members of the ROTC Band and Rayadillo, students who are 30 years old or older, veterans and students who have served on a full time basis for two years in the armed forces, navy or air force.

### 2. When are students tagged as graduating?

Undergraduate students are tagged as graduating on the semester prior to their last year to get priority in enrolling in GE subjects prior to their fieldwork subjects (which are taken in their senior year). Students need to apply for tagging at the SRO so that their records will be evaluated prior to tagging in the next semester.

### 3. When is evaluation of student records done?

Student records are evaluated when students apply to SRO for specific purposes: upon admission for shiftees and transferees, subject validation, tagging as graduating, lifting of ineligibility, re-admission, request for Certification.

### 4. What are the guidelines for grade submission, especially for graduating students?

Grades must be submitted on or before the deadline set every semester. Faculty members must submit grades and grade completion online through their individual CRS accounts. For subjects taken in another UP units, grades are accessed through the students' TCG. For graduating students, all grades must be submitted before their graduation is approved at the College and University levels.

### 5. What is the basis for honorific awards?

The University recognizes University scholars (GWA of 1.45 or better) and College scholars (GWA of 1.46 to 1.75) during the Linggo ng Parangal. Only graduate students with a minimum of 9 units enrolled for the semester shall be considered for US or CS.

Honorific awards are given to graduates with the following CWA:

Summa Cum Laude	1.20 or better
Magna Cum Laude	1.21 to 1.45
Cum Laude	1.46 to 1.75

### 6. What are the requirements for graduation?

Graduating students are tagged as priority students to facilitate their enlistment in the required subjects. Requirements for graduation include the following:

- > Completion of required number of units base on their respective academic programs;
- > Submission of all required OUR documents;
- > Payment of all required fees; and
- > Submission of hardbound and e-copies of thesis or dissertation (graduate students).

### 7. What is the rule on residency of graduating students?

Graduating students are required at least one year residency prior to graduation. And those who are graduating with honors must have at least two years of residency prior to graduation.

**8. What can be done to complete deficiencies for graduation?**

The list of students who applied for graduation with deficiencies is posted in the SRO Bulletin Board. Students must complete all deficiencies within the allotted timeframe. Otherwise, their graduation maybe delayed. Those who did not apply for graduation within the set deadline will be considered for graduation the next semester.

**9. How is graduation of students confirmed/ approved?**

Upon completion of all the requirements for graduation, the list of graduating students will be submitted to the College faculty for approval. Those with deficiencies will be listed under conditional status and will be cleared only upon compliance of all requirements. The names of graduating students will then be submitted to the OUR for evaluation and processing. The OUR-approved list will be submitted to the University Council for approval.

**10. What is honorable dismissal?**

Students who intend to transfer from UP to another University must get an honorable dismissal. Likewise, those who are transferring to UP from another University must also present an honorable dismissal.

**11. What is permanent disqualification?**

Students who fail to meet the retention policies, including grade requirement of the collge shall be subjected to permanent disqualification. Violation of certain provisions of the UPD Student Code can also be a basis for permanent disqualification subject to due process specified in the Code. Permanent disqualification means the student cannot enroll in any other course within the UP system.