



## CONTENTS

ACADEMIC YEAR	3
ACADEMIC LOAD	3
ADMISSION	4
TRANSFER STUDENTS	5
CROSS-REGISTRATION	8
WAIVER OF PREREQUISITES	10
PE REQUIREMENTS	11
NSTP	12
DROPPING OF COURSES	16
SUBSTITUTION OF COURSES	17
ATTENDANCE	18
GRADING SYSTEM	19
UPB RULES ON SCHOLASTIC DELINQUENCY	
UNDERGRADUATE PROGRAMS	22
GRADUATE PROGRAMS	24
LEAVE OF ABSENCE	26
MAXIMUM RESIDENCE RULE	27
READMISSION	28
HONORABLE DISMISSAL	28
GRADUATION REQUIREMENTS	29
HONORIFIC ACADEMIC AWARDS	34

## HANDBOOK OF ACADEMIC INFORMATION

The information provided in this HANDBOOK follows the general rules contained in the University Catalogue, except in cases of specific policies of UP Baguio.

### **ACADEMIC YEAR**

The Academic Year is divided into two semesters of at least 16 weeks each, exclusive of registration and final examination period. A summer session of 6 weeks follows the second semester.

### **ACADEMIC LOAD**

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

On the graduate level, full-time students are allowed the normal load of 12 units or a maximum load of 14 units. During the summer session, the normal load is 6 units.

Unless there is prior approval from the Dean for a heavier load, a graduate student employed on a full-time basis is allowed an academic load of not more than 10 units in any semester, whether in formal courses or in thesis work.

## ADMISSION

Graduates of accredited high schools may be admitted as freshmen on the basis of their (1) performance in the UP College Admission Test (UPCAT), (2) weighted average in the first three years of high school, and (3) choice of UP college/unit.

For applicants to the Certificate in Fine Arts program, a GWA of 80% or better based on 4th year HS grades, and passing the Talent Determination Test in lieu of the UPCAT, are required.

Applicants to the graduate programs must have a Bachelor's degree or an equivalent undergraduate preparation.

Foreign applicants and students transferring from other schools may be admitted, provided requirements set by the University are met.



## TRANSFER STUDENTS

### Transfer within UP

Students from another constituent university who have completed at least 30 collegiate academic units may be admitted as transfer students subject to the rules of the admitting college.

Subjects cross-enrolled will not be considered for the purpose of meeting the 30-unit requirement for transfer.

UP students may transfer from one program to another within the college or may transfer from one program or college to another within an autonomous campus.

### \* Requirements for Submission

1. True copy of grades to be filed together with the application form;
2. Permit to transfer and clearance to be submitted upon admission.

### Transfer from other Universities and Colleges

A student with previous college work wishing to transfer to the University must satisfy University and College rules on admission of transfer students. Deadlines for applications for transfer are set in the academic calendar for each academic year.

Transfer students may be admitted, provided that: (1) they have a general weighted average of 2.0, 86%, B, or better for all the collegiate academic units taken outside the University; (2) they have completed at least 33 academic units; and (3) they complete in the University not less than 50% of the units required for their degree

programs. The computation of the general weighted average shall not include courses which are vocational in nature.

The admission of transfer students shall be on probation basis until such time as they shall have validated or repeated all the courses which were taken outside the University and which are required for their program.

No student shall be graduated from the University System unless he/she has completed at least one 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 the case of the following:

1. a student transferee 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 for the program; and
2. a student who has been readmitted after being absent without official leave (AWOL).

### **Advanced Credits**

Admitted undergraduate transfer students with less than 66 academic units must validate all courses they are offering for advanced credits at the rate of at least 18 units a semester from the date of their admission. Their admission will be on probation basis until they shall have validated or repeated, in accordance with the rule on validation of courses, all subjects taken outside UP which are required for their program. No one will be allowed to enroll in a course the prerequisite of which, taken elsewhere, has not yet been validated, or repeated, as the case may be.



Application for advanced credits should be made on the prescribed form to the Dean of the college where the student has been admitted. The regular period for validation tests begins two weeks prior to the first day of registration at the opening of each semester and ends one week after the last day of registration. There is no fee for validation tests taken during this period. A validation test may be held outside of this period with the consent of the department and approval of the Dean and upon payment of a fee. A student transferee who possesses an Associate in Arts or its equivalent of 66 units of work may be enrolled without validation. Before a student is allowed to major in any discipline, however, the major discipline may prescribe additional courses up to 18 units of general education courses, and/or preparatory courses for the major.

On the graduate level, no units in undergraduate courses may be credited to graduate work. Not more than 9 graduate units earned in another university may be credited to course work for a master's degree, subject to the approval of the head of the unit concerned.

## CROSS-REGISTRATION

### Within the University

A student who wants to register in two or more colleges in the University must fill out the cross-registration form (UP Form 5-B). The total number of units of credit for which students may register in two or more colleges in this university should not exceed the maximum allowed by the rules on academic load. They must, however, carry the bigger load in their mother unit. No additional fee is charged an undergraduate student if the total number of units does not exceed 21 units, except in colleges where the tuition fee is assessed per unit.

Full cross-registration in other UP campuses shall be allowed only for the following reasons: 1) when a graduating student that particular semester needs required course/s which is/are not offered in the student's mother campus; and 2) for health reasons (such as when prolonged medical treatment needs to be done outside Baguio), and for a maximum period of one academic year only.

NOTE: Units earned as cross-registrant in other UP campuses are not counted towards the 30-unit requirement for admission as a transfer student to other UP campuses. Freshmen are not allowed to cross-register.

### Additional UPB Policies on Cross-registration

1. A student may cross-register only for a maximum of two semesters (excluding summer) and only for health reasons necessitating prolonged medical treatment.



2. He/she must be in good standing during the semester immediately preceding his/her cross-enrollment.
3. He/she must not have been subject to any disciplinary action.

### From Another Institution

Students who are registered in another institution and who wish to cross-register in UP must present a permit from their Dean or Registrar. The permit should state, in writing, the total number of units for which the student is to be registered and the subject or subjects that he/she is authorized to take in the University.

### To Another Institution

The University gives no credit for any course taken by any of its students in any other institution unless the taking of such course was authorized by the Chancellor. Such cross-registration may be authorized if the student is graduating and the course necessary for his/her graduation is not offered in any other UP campus in that particular semester. This written authorization is to be recorded by the University Registrar and should specify the subjects authorized. Courses taken outside the University under these rules need not be validated.

## WAIVER OF PREREQUISITES

Courses approved by the University Council as prerequisites to other courses may not be waived.

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, without having passed or earned credit for the prerequisite course. Permission shall be granted only upon application by the student. Each college or school shall be authorized to grant the permission, and shall act through a Dean's committee which shall decide on the merit of the application.



## PE AND NSTP REQUIREMENTS

### PE Requirements

Basic Physical Education is a prerequisite for graduation. All students are encouraged to comply with this requirement during their freshman and sophomore years.

Eight units of PE are required of all undergraduates with the following exceptions:

1. Students who hold an Associate in Arts or a Bachelor's degree
2. Those who are 30 years old or more
3. Veterans of the armed forces, navy or air force
4. Those who have served on a full-time basis for at least 2 years in the armed forces, navy, or air force

The required PE courses are PE 1 and any three courses classified as PE 2, 3, or 4 provided the PE 2 or 3 courses are for different activities.

- PE 1 Foundations of Physical Fitness
- PE 2 Physical education activities (beginners)
- PE 3 Physical education activities (advanced)
- PE 4 Physical education exclusively for Varsity athletes

### Physical Education Proficiency Examination (PEPE)

The Human Kinetics Program administers the Physical Education Proficiency Examination (PEPE) to enable students who are able to demonstrate the knowledge and skills for a particular activity and earn advanced credits by undergoing an examination. The PEPE

consists of a physical (skills test) and mental (written) test about a specific sport or dance course. It is administered by a faculty or group of faculty whose field of specialization includes the said course. Students must pass both the skills and written components of the PEPE. Successful examinees earn a credit of (2) units equivalent to one P.E. 2 course.

PEPE is also for the benefit of entering freshmen who had good/excellent PE programs in high school. It is a way of decreasing the number of students wanting to get into a PE class to free more slots for enlistment by those who really want to learn a new physical activity. The PEPE may also be taken by graduating students who need to complete their PE requirements without having to go to class the whole semester.

There are two kinds of PEPE – the Regular PEPE for non-graduating students and the special PEPE. In the regular PEPE, once a student passes the exam, the PE course will be credited during the following semester. The special PEPE, on the other hand, is taken only by graduating students and their PE subject is therefore credited during the semester. Courses for which a PEPE is done are given a mark of “Pass” grade. Failure to successfully accomplish the PEPE will not be indicated in the student’s transcript of record.

### **NSTP (National Service Training Program)**

The National Service Training Program (NSTP) was created by a virtue of RA 9163 which was passed by the House of Representatives and the Senate on December 19, 2001 and the implementation commenced in the school year of 2002-2003. It is a “program aimed at enhancing civic consciousness and defense preparedness in the



youth by developing the ethics of services and patriotism while undergoing training in any of its three (3) program components. Its various components are especially designed to enhance the youth’s active contribution to the general welfare.”

The NSTP of UP Baguio aims to achieve the following goals:

- For students to develop an appreciation for their ability to become agents of change;
- For the students to be able to develop the knowledge, skills, and attitudes about the Cordillera as (a) major watershed cradle for NL; (b) home to diverse indigenous communities; and (c) a national resource base, facing various threats and challenges;
- For the NSTP Program to be a vehicle for UPB to respond to community-defined problems that match UP Baguio’s expertise towards long-term impact in communities that UP Baguio serves; and
- For NSTP to complement the existing advocacies of UP Baguio.

These goals are consistent with the spirit of the NSTP Law, the mandate of the University of the Philippines as a Service University, and the institutional goals of UP Baguio as a constituent unit of UP in northern Luzon. (*NSTP Re-visioning Workshop 2014*)

National Service Training Program (NSTP) is part of the curricula of all baccalaureate degrees and is a requisite for graduation. All students, male and female are required to complete one (1) of the NSTP components as requisite for graduation. UPB students can choose from among the following three components:

- "Literacy Training Service" is a program designed to train students to become teachers of literacy and numeracy skills to school children, out of school youth, and other segments of society in need of their service.
- "Civic Welfare Training Service" refers to program or activities contributory to the general welfare and the betterment of life for the members of the community or the enhancement of its facilities, especially those developed to improving health, education, environment, entrepreneurship, safety, recreation and morals of the citizenry.
- "Reserve Officers' Training Corps (ROTC) is a program designed to provide military training to tertiary level students in order to motivate, train, organize and mobilize them for national defense preparedness.

The NSTP syllabus is composed of common & specific modules. All students first take the common modules which cover about 25 hours of the first semester, after which they may choose from either

of the three components: the LTS, CWTS or the ROTC which each have specific modules.

Each of the aforementioned NSTP program components shall be undertaken for an academic period of two (2) semesters. It shall be credited for three (3) units per semester, for fifty-four (54) to ninety (90) training hours per semester. In practice, all UPB students are encouraged to enroll & finish their NSTP requirements in their sophomore (2nd) year.

Earned NSTP units shall not be included in the computation of Grade Point Average (GPA) grades of college graduating students.

Fees for the NSTP covers only basic tuition fees, which is not more than fifty percent (50%) of what is currently charged by school per unit.

All enrolled NSTP students are covered by a group insurance for health and accident.

RA 9163 states that a National Service Reserve Corps, to be composed of the graduates of the non-ROTC components. Members of this Corps may be tapped by the State for literacy and civic welfare activities through the joint effort of the DND, CHED, and TESDA. While graduates of the ROTC shall form part of the Citizens Armed Forces, pursuant to Republic Act No. 7077.

References:

RA 9163

NSTP IRR

NSTP Re-visioning Workshop 2014



## DROPPING OF COURSES

A student may, with the consent of his/her instructor and the Dean, drop a subject by filling out the prescribed UP Form 26 before 3/4 of the hours prescribed for the semester have lapsed, and not later. Any student who drops a course without the approval of the Dean shall have his/her registration privileges curtailed or entirely withdrawn. If a subject is dropped after the middle of the term, the faculty member concerned shall indicate the date and the class standing of the student at the time of dropping as either "Passing" or "Failing," solely for administrative guidance.



## SUBSTITUTION OF COURSES

Every substitution of courses must be based on at least one of the following:

1. when a student is pursuing a curriculum that has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new;
2. when there is conflict of hours between two required courses; or
3. when the required course is not offered during the semester the student needs it.

### Every substitution

1. must involve courses within the same department; if not, the two courses concerned must be allied to each other;
2. must be between courses in which the course substituted carries a number of units equal to or greater than the units of the required course;
3. must be recommended by the adviser and by the heads of the departments concerned.

All petitions for substitution must be submitted to the Office of the Dean concerned before 12% of the regular class meetings have been held. No substitution shall be allowed for any course prescribed in the curriculum in which the student has failed or received a grade of 5, except when, in the opinion of the department offering the prescribed course, the proposed substitution covers substantially the same subject matter as the required course.

## ATTENDANCE

Any student who, for unavoidable cause, absents him/herself from class must obtain an excuse slip from the Dean to be presented to the instructor concerned not later than the second class session following the student's return. In addition, in case the absence is due to illness, a certification to this effect must be secured from the medical officer of the College.

Excuses are for time missed only. All work covered by the class during the absence shall be made up for to the satisfaction of the instructor within a reasonable time from the date of absence. When the number of hours lost by absence of a student reaches 20% of the hours of the scheduled work in one class, he/she shall be dropped from the class. However, a faculty member may prescribe a longer attendance requirement to meet special needs.

If the majority of the absences are excused, the student shall not be given a grade of 5 upon being thus dropped; otherwise, he/she shall be given a grade of 5. Time lost because of late enrollment shall be considered as time lost by absence.



## GRADING SYSTEM

The work of students shall be graded at the end of each semester/summer term in accordance with the following system: 1.0, 1.25 (Excellent); 1.5, 1.75 (Very Good); 2.0, 2.25 (Good); 2.5, 2.75 (Satisfactory); 3.0 (Pass); 4.0 (Conditional); 5.0 (Fail); and INC (Incomplete).

The following numerical grades shall be used in graduate courses: 1.0 (Excellent); 1.25, 1.5 (Very Good); 1.75, 2.0 (Good); 2.25, 2.5 (Satisfactory); 2.75, 3.0 (Pass); 4.0 (Conditional); 5.0 (Fail); and INC (Incomplete).

A grade of "3.0" or better is a passing grade. A graduate student earns credit for a course when he/she obtains a grade of "3.0" or better.

4 means conditional failure. It may be made up for by successful repetition of the course, or by passing a re-examination. Students are given a grade of 3 if they pass the re-examination, 5 if they fail. Only one re-examination which must be taken within the prescribed time is allowed. If a student does not remove the grade of 4 within the prescribed time, he/she may earn credit for the course only by repeating and passing it. A grade of 4 given for the first semester work of a two-semester course shall be converted to a grade of 3 if the student passes the second semester part of the same course in the same academic year; if he/she fails, the grade of 4 which he/she received for the first semester work shall be converted to a grade of 5.

The grade of INC is given if a student whose class standing throughout the semester is Passing, fails to take the final examination or fails to complete other requirements for the course 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 is given. Removal of the INC must be done within the prescribed time by passing an examination or meeting all the requirements for the course, after which the student shall be given a final grade, based on his/her overall performance.

#### **Clearing of Grades of Incomplete or 4**

Examinations for the completion or removal of grades of Incomplete or 4 may be taken without fee: (1) during the regular examination period, if the course is included in the schedule of examinations, and (2) during the removal examination period, covering ten days preceding the registration in each semester in which case the examination is taken at the time it is scheduled.

Clearing examinations may be taken at other times on the recommendation of the Dean and upon payment of the clearing fee. Students not in residence shall pay the registration fee besides the examination fee in order to be entitled to take the removal/completion examination.

There shall be a regular period for clearing grades of 4 and INC before the start of each semester. Such a grade may no longer be improved after the end of the third regular removal period immediately following the semester/term in which the grade was



incurred. A grade of 4 received after clearing a grade of INC, however, must be removed within the remaining portion of the prescribed period for the clearing of the original grade of INC.

#### **NOTE:**

1. No removal/completion examination may be given without a duly approved permit for examination (NO PERMIT, NO EXAM). The Office of the University Registrar will not accept any Report of Completion/Removal grade without this permit.
2. The removal or completion grades and the date of the examination must be hand-written on the report of grades by the instructor.
3. Removal/completion grades shall be submitted one week after the examination is given.

## UPB RULES ON SCHOLASTIC DELINQUENCY (as of May 2004)

### UNDERGRADUATE PROGRAMS

1. First Probation. Undergraduate students who, at the end of the semester, fail to pass at least 50% of the total number of academic units they are enrolled in as of the last day of registration shall be placed on first probation for the succeeding semester.

To revert to good standing in the succeeding semester, students on first probation should pass at least 50% of the total number of academic units they are enrolled in as of the last day of registration during the semester that they are on first probation.

2. Second Probation. Students on first probation who, at the end of the semester, again fail to pass at least 50% of the total number of academic units they are enrolled in as of the last day of registration shall be placed on second probation.

To revert to good standing in the succeeding semester, students on second probation are required to pass 100% of the total number of academic units they are enrolled in as of the last day of registration during the semester that they are on second probation.

### 3. Dismissed

a. Undergraduate students who, at the end of the semester, fail in more than 75% but less than 100% of the total number of academic units they are enrolled in as of the last day of registration shall be dropped from the rolls of the College.

b. Students on second probation who fail to pass 100% of the total number of academic units they are enrolled in as of the last day of registration shall also be dropped from the rolls of the College.

c. Students who fail to earn 21 units in one school year (including summer) shall also be dropped from the rolls of the College.

d. Finally, students, whether graduate or undergraduate, are considered dismissed from the College if they, upon failing to enroll for any semester, fail to secure an approved Leave of Absence from the University.

Dismissed students may appeal to the Chancellor through the Committee on Admission, Readmission, and Student Progress. Should they be readmitted, they are placed on last probation, and required to pass 100% of their total load, with no Drp or 4.0 or INC; neither are they allowed to go on Leave of Absence (LOA). Deadlines for such appeals are set in the academic calendar for each academic year.

### 4. Permanent Disqualification

a. Students who, at the end of the semester, do not earn any academic credit shall be permanently barred from readmission to any college or school of the University System.

b. Permanent disqualification does not apply to cases where the faculty certifies that the grades of 5 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 shall be counted against him/her for the purpose of this rule on scholastic delinquency.

## **GRADUATE PROGRAMS**

(adopted from UP Diliman by the UPCB-UC on April 7, 2000)

### **Cumulative Weighted Average Grade**

The Cumulative Weighted Average Grade (CWAG) shall be based on all courses taken by the student in his/her approved Program of Study, including those taken in compliance with the Maximum Residence Rules, if applicable.

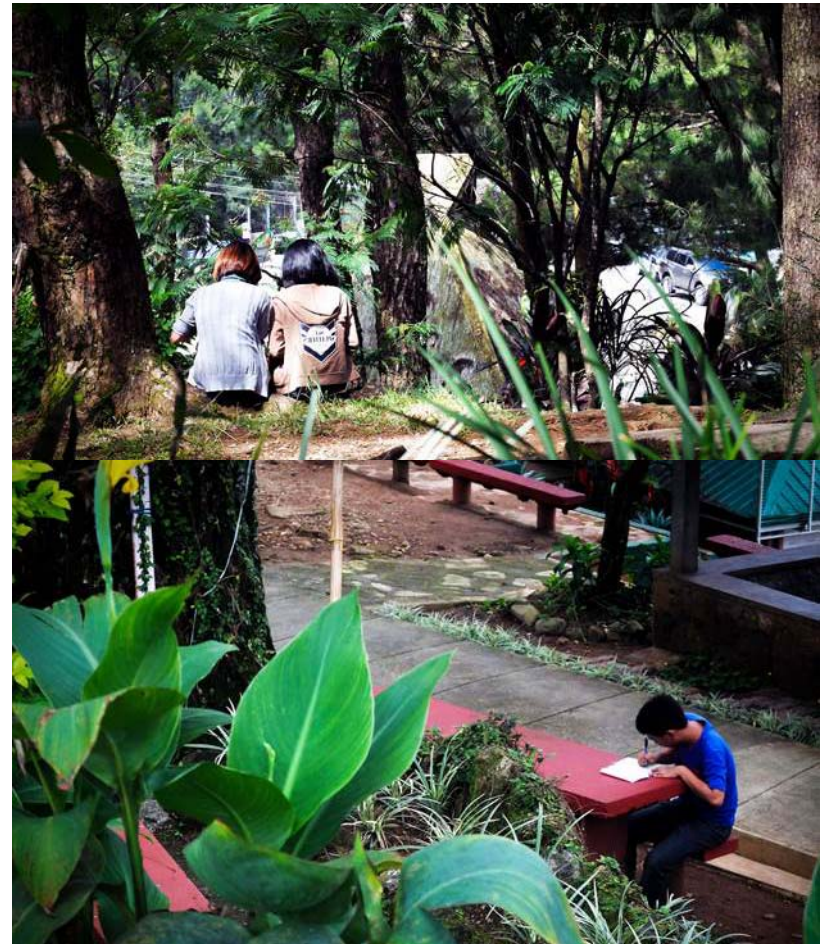
To remain in good standing, a student must maintain a CWAG of "2.0" or better in his/her course work at the end of each academic year until the completion of the Program of Study. This CWAG shall be computed by the Program Adviser/Committee and reported by the latter to the Graduate Office, through channels.

### **Disqualification from the Master's Program**

A student who fails to satisfy the CWAG of "2.0" or better at the end of the academic year shall be disqualified from the master's program unless the Dean/Director decides, on justifiable grounds and upon recommendation of the student's Program Adviser/Committee, through channels, to waive the rule.

If a student fails the defense of his/her Master's Thesis, he/she may submit him/herself to a second master's defense within one academic year after the first defense. Failure to pass the second defense disqualifies the student from his/her current master's program. Moreover, a rating of "Fail" in the second defense shall disqualify the student from being admitted into other master's programs offered by the same Department or Institute.

Further, if a student fails the comprehensive examination, a second examination shall be allowed within one (1) year after the first examination. Failure to pass this second examination shall bar the student permanently from the master's program. Moreover, the student shall be disqualified from admission into other master's programs within the same Department.



## LEAVE OF ABSENCE

A leave of absence should be requested in a written petition to the Dean. The petition should state the reason for which the leave is desired and specify the period of the leave. The leave should not exceed one year, but may be renewed for at most another year. For leave of absence availed of during the second half of the semester, the faculty members concerned shall be required to indicate the class standing (passing or failing) of the student at the time of the application for the leave. No application for leave of absence shall be approved without indication of the student's class standing by the instructors concerned. This, however, should not be entered in the official Report of Grades. Students who withdraw after 3/4 of the total amount of hours prescribed for the course has already lapsed, may be given a grade of 5 if their class standing at the time of their withdrawal was below 3.

No leave of absence shall be granted later than two weeks before the last day of classes during the semester. If the inability to continue with classes is due to illness or similar justifiable causes, the student's absence during this period shall be considered excused. In such cases, the student shall be required to present an excuse slip to the faculty members concerned.

Students who withdraw from the College without formal leave of absence shall have their registration privileges curtailed or entirely withdrawn.

## MAXIMUM RESIDENCE RULE

### **Undergraduate Level**

An undergraduate student must finish the requirements for a degree program within a period of actual residence equivalent to 1 1/2 times the normal length prescribed for the program; otherwise, he/she shall not be allowed to register further.

### **Graduate Level**

(adopted from UP Diliman by the UPCB-UC on April 7, 2000)

The time limit for completion of all master's requirements shall be five (5) years. The counting of the period of residence shall start from the student's first enrollment in a graduate course after admission into the master's program and shall include all leaves of absence from the program. The regular period for completion for a graduate student transferring from another university shall be reduced by one (1) semester.

If there are courses taken by the student prior to his/her admission to the program and credited to his/her course requirements, then his/her allowed period of completion will be reduced by a number of semesters equivalent to one semester for every nine (9) units of courses credited to his/her program.

In exceptionally meritorious cases, extensions of residence beyond the above regular period of completion may be approved by the Dean/Director upon the recommendation of the appropriate bodies. This extension shall be for a period not exceeding one (1) calendar year at a time but in no case shall the extensions exceed more than five (5) years. The student granted an extension shall take additional units of graduate courses in his/her discipline or area during the extension period at a rate of three (3) units for every two (2) years of extension or a fraction thereof.

Any student who fails to complete all requirements of the degree within the regular period and any approved extension thereof shall be disqualified from the master's program.

## READMISSION

Applications for readmission, both on the graduate and undergraduate levels, must be filed with the Committee on Admission, Readmission, and Student Progress for proper action and recommendation to the Chancellor. The deadline for such application is set one month before the 1st day of the regular registration period.

## HONORABLE DISMISSAL

A student in good standing who desires to sever connection with the University shall present a written petition to this effect to the University Registrar, signed by his/her parent or guardian. If the petition is granted, the student shall be given honorable dismissal.

Generally, honorable dismissal is voluntary withdrawal from the University with the consent of the University Registrar or his/her representative. All indebtedness to the University must be settled before a statement of honorable dismissal can be issued. The statement indicates that the student withdrew in good standing as far as scholastic performance is 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. Students who leave the University for reason of suspension, dropping, or expulsion due to disciplinary action shall not be entitled to honorable dismissal. Should they be permitted to receive their transcript of records or the certification of their academic status in the University, it shall contain a statement of the disciplinary action rendered against them.

## GRADUATION REQUIREMENTS

No student shall be recommended for graduation unless he/she has satisfied all academic and other requirements prescribed for graduation.

Candidates for graduation who began their studies under a curriculum more than 10 years old shall be governed by the following rules:

1. Those who had completed all the requirements of the 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.
2. Those who have completed all but two or three 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.

All candidates for graduation must have their deficiencies made up for and their records cleared not later than five weeks before the end of their last semester, with the exception of those courses in which the student is enrolled in during that semester.

No student, graduate or undergraduate, shall be graduated from the University unless he/she has completed at least one 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.



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

Students must file formal applications as candidates for graduation at the office of the Dean of their respective colleges. Failure to do so will require special permission from the Chancellor and payment of the corresponding fine.

#### **Graduation with Honors**

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

Summa Cum Laude	1.20
Magna Cum Laude	1.45
Cum Laude	1.75

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

1. For students who did not shift programs, the required number of electives shall be selected in chronological order.
2. For students who shifted from one program to another, the electives to be considered shall be selected according to the following order of priority:



- a. Electives taken in the program where the student is graduating will be selected in chronological order.
- b. Electives taken in the previous program and acceptable as electives in the second program will be selected in chronological order.
- c. Prescribed courses taken in the previous program which qualify as electives in the second program will be selected in chronological order.

In the case of students graduating with honors in degree programs whose prescribed length is less than four years, the English equivalent, namely, "With Honors", "With High Honors", and "With Highest Honors", shall be used instead.

Candidates for graduation with honors must have completed in the University of the Philippines 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 years immediately prior to graduation.

Students who are candidates for graduation with honors must have taken during each semester not less than 15 units of credit or the normal load prescribed in the curriculum in cases where such normal load is less than 15 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.

If a student has only 15 units remaining in his/her curriculum but one of the courses equivalent to 3 units is offered only the following semester, he/she must enroll in all the remaining 12 units during the

current semester, as required of him/her. In this case, his/ her chances of graduating with honors shall not be jeopardized.

The submission of pertinent documents is required, as follows:

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

It is the responsibility of the student to establish beyond reasonable doubt the veracity of the cause(s) of his/her light loading. It is required in this connection that documents submitted to establish the cause(s) of his/her light loading, such as certificate of employment and/or medical certificate, must be sworn to. These documents must be submitted during the semester of underloading.



## HONORIFIC ACADEMIC AWARDS

### **University Academic Awards**

Any undergraduate or graduate student who obtains at the end of the semester a weighted average of 1.45 or better, or 1.25 or better, respectively, is given this honorific academic award. University academic awardees are listed in the President's List of Scholars.

### **College Academic Awards**

Any undergraduate or graduate student who, not being classed as a University Academic awardee, obtains at the end of the semester a weighted average of 1.75 or better, or 1.50 or better, respectively, is given this honorific academic award. College academic awardees are listed in the Dean's List of Scholars.

### **Additional Requirements for Honorific Awards**

In addition to the general weighted average prescribed, a student must have taken during the previous semester at least 15 units of academic credit or the normal load prescribed (in the case of graduate students, not less than 8 units); and must have no grade below 3 in any academic, or non-academic subject.

Grades of "INC" must be completed by the end of the semester. (The end of the 1st semester is the day before the registration for the second semester. The end of the second semester is commencement day.)

These honorific awards shall last only for one semester, renewable for the succeeding semester if the student meets the prescribed conditions. Honorific awards do not entitle the holders to any tuition fee waiver, either partial or full.

**U.P. NAMING MAHAL**

**U.P. naming mahal  
Pamantasang hirang  
Ang tinig namin  
Sana'y inyong dinggin.**

**Malayong lupain  
Amin mang marating  
Di rin magbabago ang damdamin  
Di rin magbabago ang damdamin.**

**Luntian at pula  
Sagisag magpakailan man  
Ating 'pagdiwang  
Bulwagan ng dangal.**

**Humayo't itanghal  
Giting at tapang  
Mabuhay ang pag-asa ng bayan  
Mabuhay ang pag-asa ng bayan.**





**UNIVERSITY OF THE PHILIPPINES BAGUIO**

---

**Academic Year 2018-2019**

# **Academic Information Handbook**

