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OVPA MEMORANDUM NO. 2023-55

To: **The Vice Chancellors for Academic Affairs**
The University Registrars
The College Deans
The College Secretaries

From: **Leo DP Cubillan**
Vice President for Academic Affairs

Subject: **HARMONIZED POLICIES AND PROCEDURES RELATED TO ADMISSIONS,
STUDENT PROGRESS, AND GRADUATION**

In 2020, the UP Office of the Vice President for Academic Affairs conducted a series of online workshops with the University Registrars and Student Records Evaluators of the eight (8) UP Constituent Universities (CUs). The following year, the OVPA constituted the UP System Task Force on Harmonizing OUR Procedures Related to Admission Matters, and in 2022, the UP System Task Force on Harmonizing OUR Procedures Related to Student Progress was created. A combination of online, face-to-face, and HyFlex workshops were held which led to the harmonization of policies and procedures related to admissions, student progress, and graduation. These policies and procedures are presented below.

I. Admissions

- a. The University Registrars agreed to use the following terminologies:

Terminology	Definition
S1	This refers to <i>Shiftee 1</i> or students shifting to another program offered within the same college.
S2	This refers to <i>Shiftee 2</i> or students shifting to another program offered within the same UP Constituent University.
T1	This refers to <i>Transferee 1</i> or students transferring to another program offered in another UP Constituent University.
T2	This refers to <i>Transferee 2</i> or students from another Higher Education Institution transferring to any UP Constituent University.

New First Year	This refers to students who entered college right after Senior High School and have never been enrolled in any higher education institution.
First Year	This refers to T2 students who are in their first term in the University, and second-degree students who are at first year level based on their curriculum.
Continuing student	This refers to students who have completed one term in the University, including S1, S2, and T1. T2s are eventually tagged as continuing students after their first term in the University.
Non-degree student with credit	This refers to the student who is enrolled for credit but does not follow an organized program of study. He/she is either a degree holder or undergraduate student not currently enrolled in any other institutions of higher learning who satisfies appropriate requirements for admissions to the University at the graduate and/or undergraduate levels. They shall not be allowed to enroll for more than one (1) semester, except by special permission of the Dean of the college concerned and the University Registrar. Since they do not follow any organized program of study, a non-degree student is not a prospective candidate for graduation for any degree in the University.

- b. Students are required to submit their entrance credentials to be officially admitted to the University. Students with incomplete entrance credentials will be given provisional admission to the University for only up to **one (1) year**. Provisional admission may be extended beyond 1 year on a case-to-case basis especially for reasons that are beyond the control of the student. The student shall provide proof that they are processing their entrance credentials from their previous school.

It should be noted that enrollment in courses while provisionally admitted to the University is **not official** until complete entrance credentials are submitted.

Further, a student with provisional admission may be endorsed for graduation upon submission of complete entrance credentials.

- c. T2 applicants are required to have taken thirty-three (33) academic course units from their previous school to be admitted as a transferee to any UP CU. Courses or subjects which are technical or vocational in nature are excluded.

Stricter rules on transfer, if any, shall be approved by the next higher level authority (i.e., if the stricter rule is proposed by a Department, it shall be approved by the College) so long as these are not inconsistent with the general rules set by the University.

- d. 'Officially registered' means that the student has already gone through all the processes involved in registration up to payment of fees. A student is officially registered if the student has duly matriculated (as adopted from UP Diliman; 20 March 1978; 682nd UPD EC Meeting, 01 June 1978; 683rd UPD EC meeting)
- e. As a matter of policy, simultaneous enrollment in two degree programs is not allowed by the University at this time, in consideration of limited resources (approved by the Board of Regents at its [1379th Meeting](#) on 3 April 2023).
- f. Forms and flowcharts of procedures related to admissions can be accessed [here](#) (<https://bit.ly/OUR-Forms-Flowcharts-Admissions>).

II. Student Progress

- a. To facilitate **cross-registration** while waiting for the interoperability of the different registration systems of the CUs, the Host OUR shall send the list of cross-registrants to the Home CU of the students at the start of every semester - one month after the start of classes. Once grades are available, the Host OUR shall transmit the list of cross-registrants with corresponding grades to the Home CUs - two weeks from the deadline of grade submission.
- b. Courses taken in a foreign university during student mobility will not be included in the computation of the Curriculum Weighted Average Grade (CWAG)/General Weighted Average Grade (GWA). To guide you more on Student International Mobility, please refer to the [BOR-approved proposal for the enhancement of the student international mobility](#) (approved by the Board of Regents at its 1352nd Meeting on 30 July 2020).
- c. Related to item b above, please be guided by the [Academic Credit Transfer System Guide](#). This provides the crediting of courses taken through [cross-registration](#).
- d. Leave of Absence (LOA) will not be counted towards the Maximum Residency Rule for both undergraduate and graduate students (approved by Board of Regents at its [1379th Meeting](#) on 3 April 2023).

Furthermore, students are only permitted to apply for LOA for a maximum of two (2) years (aggregated) during their whole stay in the University (Art. 401, Revised UP Code).

- e. The authority to approve readmission from Absence Without Official Leave (AWOL) and waiver of the Maximum Residency Rule is delegated to the University Registrar (approved by Board of Regents at its [1379th Meeting](#) on 3 April 2023).

Approval of reinstatement/readmission of Permanently Disqualified (PDQ) students is delegated to the Vice Chancellor for Academic Affairs (approved by Board of Regents at its [1379th Meeting](#) on 3 April 2023).

In the case of UPD, readmission from AWOL and waiver of MRR are delegated to the Colleges per [Memorandum No. MRC 16-10](#) issued by the UPD Office of the University Registrar on 22 March 2016.

- f. Rules on residence as stated in Articles 408 and 412 of the Revised University Code, as revised and approved by the Board of Regents in its 1359th Meeting on 25 March 2021, now read as follows ([OVPAA Memorandum No. 2021-89](#)):

Article 408. No student shall be graduated from the University System unless the student has completed at least one year of residence work, which may, however, be extended for a longer period by the proper faculty. The student must have been in residence in the semester of graduation.

Article 412. Students who are candidates for graduation with honors must have completed in the University at least 75% of the total number of academic units or hours for graduation and must have been in residence in the semester of graduation.

- g. A student is given one (1) academic year to complete the requirements of a course where they received an INC. A course with an INC may not be re-enrolled within the prescription period (approved by Board of Regents at its [1379th Meeting](#) on 3 April 2023).
- h. A student can complete their INC as long as they are enrolled in any CU of the University. For instance, a student need not enroll in residence in the CU where they incurred the INC so long as they are enrolled in their home CU. In the same manner, a student cross-enrolled in another CU, need not enroll in residence in their home CU to complete an INC incurred in their home CU.
- i. To add to Art 414: “There are no more courses to take based on the curriculum” may be a reason for underloading (approved by Board of Regents at its [1379th Meeting](#) on 3 April 2023).
- j. The operationalization of ‘taken’ in determining student’s underloading in Art. 414 of the revised University Code is ‘courses taken with final grade’ (approved by Board of Regents at its [1379th Meeting](#) on 3 April 2023).
- k. The ‘third regular removal period’ referred to in Art 378, is changed to the ‘third regular term’ or one (1) academic year after the semester when the grade of 4.0 was incurred. This is consistent with the prescription period for completion of INC. For instance, if the grade of 4.0 was incurred in the First Semester AY 2022-2023, this may be removed until the end of the First Semester AY 2023-2024 (approved by Board of Regents at its [1379th Meeting](#) on 3 April 2023).
- l. Students who wish to voluntarily withdraw from the University are provided with

an Honorable Dismissal (HD)¹. If the said student plans to transfer to another higher education institution (HEI), the student shall be provided with a Certificate of Transfer Credentials (CTC)².

- m. Existing rules on transfer indicate a requirement of 33 academic units completed if transferring from another school, and 30 academic units if transferring from another CU. There is no minimum academic unit requirement to transfer from a baccalaureate program to a pre-baccalaureate program in the University (approved by Board of Regents at its [1379th Meeting](#) on 3 April 2023).
- n. The University does not issue a computation of grades to GPA. A [certificate of grade equivalency](#) may be issued by the OUR instead.
- o. In determining a student's scholastic standing, this [decision tree](#) shall be used. This provides the indication of a warning status for students with no failing grade and have passed less than 75% of registered units (approved by Board of Regents at its 1379th Meeting on 3 April 2023).
- p. If the student has a DRP in a prerequisite course, taken between the Second Semester AY 2019-2020 to the Second Semester AY 2021-2022, the student may apply for a waiver of prerequisite. The student may be allowed to waive it with a certification from the instructor that the student participated in class. Waiver of prerequisite for a course that was dropped by the student in their own volition is NOT ALLOWED.
- q. Forms and flowcharts related to student progress may be accessed [here](#) (<https://bit.ly/OUR-Forms-Flowcharts-Student-Progress>).

III. Graduation

- a. The rule on completion of deficiencies stated in Art. 407 of the UP Code, as approved by the Board of Regents at its [1379th meeting](#) on 3 April 2023, now reads as follows:

Art. 407. All candidates for graduation must have their deficiencies settled and their records cleared by the end of their last semester in their current degree program.

¹An honorable dismissal is given to a student with good standing in terms of character and conduct who voluntarily withdraws from the University. It certifies that the student has no pending accountabilities with the University. If a student has been dropped from the student roll due to poor scholarship, a statement to that effect may be added to the honorable dismissal. This document is issued with the consent of the University Registrar or his/her representative (Art. 398 and 399 of the University Code).

²During the in-person University Registrars' Workshop in Baguio City last June 2022, honorable dismissal was discussed. It was raised that there are higher education institutions (HEIs) in the National Capital Region who issue the Certificate of Transfer Credentials (CTC) in lieu of the honorable dismissal. One of the HEIs that implements this is the De La Salle University. In the case of the University of the Philippines, only UP Visayas started to transition to the issuance of the CTC in January 2016 to conform with the practice of other HEIs in regions 6 and 7. The basis of these HEIs in issuing the CTC is the Manual of Regulations for Private Higher Education. According to Article XX Section 95 of the said manual, the HEI shall provide any eligible student who applies for transfer with transfer credentials appropriate for admission in another institution, subject to the latter's admission policies and regulations.

- b. The President and Secretary of the University provide their digital signatures to the CUs for the diploma.
- c. A uniform [template for transcript of records](#) will be adopted by all CUs, which will include a transcript guide (see pp. 5-19 of the [approved document](#) by the Board of Regents at its 1379th Meeting on 3 April 2023).
 - [Undergraduate Degree Program](#)
 - [Undergraduate - with cross registration](#)
 - [Undergraduate - with an honorable dismissal](#)
 - [Graduate Degree Program](#)
 - [Graduate - shifted to non-thesis](#)
 - [Transferee](#)

IV. Academic Calendar

- a. The following terminologies shall be used to refer to the term and academic year.

Expanded	Shortened
First Semester/Trimester	1S / 1T
Second Semester/Trimester	2S / 2T
Third Trimester	3T
Midyear	MY
Academic Year	AY
AY 2020-2021	AY '20 - '21

- b. Integration period is one (1) day following the end of classes, including Saturday, but excluding Sunday.
- c. Deadline for the submission of grades is not later than seven (7) days after the last day of examination period. During the Midyear term, the submission of grades should not be later than three (3) days after the last day of examination period (approved by Board of Regents at its [1379th Meeting](#) on 3 April 2023).
- d. The template for the academic calendar can be accessed [here](https://bit.ly/OUR-Template-AcadCalendar) (<https://bit.ly/OUR-Template-AcadCalendar>).
- e. Academic calendars for the following academic year should be finalized and approved by March of every year.

V. Others

- a. OURs should regularly submit enrollment statistics to the UP OVPAA at the start of every term - one month after the start of classes - following this [template](https://bit.ly/ovpaa-enroll-grad-stat-template) (<https://bit.ly/ovpaa-enroll-grad-stat-template>).

Likewise, the OURs should regularly submit enrollment statistics to the UP OVPAA at the end of every term - one month after the commencement - following this [template \(https://bit.ly/ovpaa-enroll-grad-stat-template\)](https://bit.ly/ovpaa-enroll-grad-stat-template).

- b. Harmonized fees for documents issued by the Office of the University Registrar can be accessed [here \(OVPAA Memorandum 2022-116\)](#).
- c. Harmonized residence fee can be accessed [here \(OVPAA Memorandum 2022-163\)](#).
- d. Harmonized templates for documents issued by the OUR can be accessed [here \(https://bit.ly/OUR-Docs-Certs-Templates\)](https://bit.ly/OUR-Docs-Certs-Templates).