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12 April 2024

OVPA MEMORANDUM NO. 2024-35A

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

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

Subject: **[Updated] Additional Harmonized Policies and Procedures Related to**
 Undergraduate Admissions, Student Progress, and Graduation

This memorandum is issued to inform all concerned of the following harmonized policies and procedures related to undergraduate admissions, student progress, and graduation, in consultation with the University Registrars and as approved by the UP System Academic Affairs Committee in its regular meeting on 12 February 2024. These are in addition to the harmonized policies and procedures contained in OVPA Memo 2023-55. This supersedes OVPA Memorandum No. 2024-35.

I. Admissions

Non-majors are students dismissed from their respective colleges¹, but not from the University, for failure to meet the retention requirements including grade point average or number of units passed. Their supervision shall remain with their respective colleges, during which time they shall be advised by the college secretaries, until they have transferred to another college. They shall also be assessed/counselled by the Office of Guidance and Counselling².

However, students can be a non-major only for one (1) year, during which time, they are expected to seek admission to another college¹. Units earned as non-major can be credited towards the new degree program to which the student will be readmitted (1067th BOR meeting, 7 July 1993; [UP Diliman Primer for College Secretaries](#)).

¹ or degree program

² or equivalent office

II. Student Progress

- A. A final grade refers to the grades of 1, 1.25, 1.5, 1.75, 2, 2.25, 2.5, 2.75, 3, and 5 (Art. 369, Revised UP Code).

Final Grades	Equivalent Adjectival Grade	Final Grades	Equivalent Adjectival Grade
1	Excellent	2.25	Good
1.25	Excellent	2.5	Satisfactory
1.5	Very Good	2.75	Satisfactory
1.75	Very Good	3	Passing
2	Good	5	Failing

Grades of 4 (*Conditional Failure*) and Inc (*Incomplete*) are **not** final grades as they can still be changed within the prescribed one (1) academic year removal or completion period.

For further guidance, here are the definitions of the grades of “4” and “Inc” according to Art. 369 of the UP Code:

- A grade of “4” means conditional failure. It may be made up for by successful repetition of the course, or by passing a reexamination. If the student passes the reexamination, s/he is given a grade of “3,” but if s/he fails, a “5.” Only one reexamination is allowed which must be taken within the prescribed time. If a student does not remove the grade of “4” within the prescribed time, s/he 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 s/he fails, the grade of “4” which s/he received for the first semester work shall be converted to a grade of “5”.

Furthermore, the grade of “4” is automatically changed to “5” when the one-year grace period for removal has lapsed. The Office of the University Registrar will generate a list of un-removed grades of “4” and send the list to the department chairs/institute directors for feedback. The department chairs/institute directors will return the signed and updated list to the OUR and the University Registrar will change the grades from “4” to “5” based on the list (1310th BOR Meeting, 27 August 2015).

- 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.

In UPOU, the term EXT (extended) is used to denote an Inc (Incomplete).

- B. The “Final grade” reflected in the Decision Tree for Determining Student’s Scholastic Standing refers to “numeric grades.” The [decision tree](#) is revised accordingly.

C. Enrolling in subjects outside of the curriculum is only allowed for two (2) purposes (74th UP Diliman University Council, 17 April 2001):

- For enrichment purposes - Enrollment in subjects outside the curriculum for enrichment purposes may be allowed under the following conditions:
 1. the student must be in good academic standing and up-to-date with the requirements of his/her own curriculum;
 2. the student may enroll in one (1) or two (2) courses per semester as long as the total load does not exceed 21 units per semester;
 3. enrollment shall be endorsed by the program adviser and approved by the Department Chair/Institute Director; and
 4. the student must be informed by the registration/program adviser of the consequences of enrolling in courses outside the curriculum, like added burden on academic load and possible delay in graduation.
- For shifting purposes - Enrollment in subjects outside of the curriculum in preparation for shifting may be allowed under the following conditions:
 1. the student must indicate intention to shift by writing the Department Chair/Institute Director of the home unit;
 2. the student must shift within one (1) year, subject to compliance with the admission requirements of the admitting unit;
 3. if the student cannot shift within one (1) year, for whatever reason, the student shall follow the curriculum of the original degree program; and
 4. the student must be informed by the registration/program adviser of the consequences of enrolling in courses outside the curriculum, like added burden on academic load and possible delay in graduation.

D. 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). This means that the said allowable years of LOA is for every admission to the University.

E. Following the BOR-approved operationalization of 'taken' in determining student's underloading in Art. 414 of the revised University Code as 'courses taken with final grade,' a course with *Inc* is not counted towards underloading given that it can still be changed within the prescription period. On the other hand, a dropped course (DRP) is counted towards underloading since no final grade will be given.

F. For your guidance, below is the definition of the Maximum Residence Rule ([UPD Faculty Manual, 2003](#)):

- The Maximum Residence Rule states that students who fail to finish the requirements of a course of any college within a period of actual residence equivalent to 1 ½ times the normal length of the course concerned shall not be allowed to register further in that college.

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

Program	Number of Years Allowed by MRR
Two-Year Certificate	3
Four-Year Diploma	6
Four-Year Bachelor's	6
Five-Year Bachelor's	7 ½

- G. The Authority to approve readmission from Permanent Disqualification, Dismissed Status, and Absence Without Official Leave (AWOL), waiver of the Maximum Residence Rule (MRR) and extension of MRR is delegated to the following approving body:

Request for Readmission/Waiver	Approving body	Remarks
Readmission from Permanent Disqualification	Vice Chancellor for Academic Affairs	Approved by the BOR at its 1379th meeting
Readmission from Dismissed Status	Vice Chancellor for Academic Affairs	Refer to OVPAAMemorandum 2023-109
Readmission from Absence Without Leave (AWOL)	University Registrar	Approved by the BOR at its 1379th meeting
Waiver of the Maximum Residence Rule (MRR)	Vice Chancellor for Academic Affairs	Refer to OVPAAMemorandum 2023-109
Extension of the Maximum Residence Rule (MRR)	Dean/Director	Refer to UP Diliman Faculty Manual (11.18, pp 230-233)