RULES ON SCHOLASTIC STANDING

Good Scholastic Standing

A student is in good scholastic standing if at the end of the semester s/he obtains a final grade of “3” or higher in at least 75% of the total number of academic units in which s/he is registered. However, colleges/units may impose additional rules on good scholastic standing such as a minimum grade average or required number of units passed per semester/year.

Scholastic Delinquency

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

1. **Warning.** Students who obtain final grades at the end of the semester below “3” in 25% - 49% of the total number of academic units in which they are registered shall be warned by the Dean to improve their work.

2. **Probation.** Students who at the end of the semester, obtain final grades below “3” in 50% - 75% of the total number of academic units in which they have final grades shall be placed on probation for the succeeding semester and their load shall be limited to the extent to be determined by the Dean.
   
   Probation may be removed by passing with grades of “3” or better in more than 50% of the units in which they have final grades in the succeeding semester.

3. **Dismissal.** Students who, at the end of the semester, obtain final grades below “3” in at least 76% of the total number of academic units in which they receive final grades shall be dropped from the rolls of the college or school.
   
   Students on probation, in accordance with 2) above, who again fail in 50% or more of the total number of units in which they receive final grades shall be dropped from the rolls of their college or school subject to the following:
   
   a. Students dropped from (1) college shall not ordinarily be admitted to another unit of the University unless, in the opinion of the Vice Chancellor for Student Affairs, their natural aptitude and interest may qualify them in another field of study in which case they may be allowed to enrol in the proper college or department.
   
   b. Students who were dropped in accordance with the rules on “Dismissal” and again fails so that it becomes necessary again to drop them, shall not be eligible for readmission to any college of the University.

4. **Permanent Disqualification.** Students who, at the end of the semester, obtain final grades below “3” in 100% of the academic units in which they are given final grades shall be permanently barred from readmission to any college of the University.
   
   Permanent disqualification does not apply to cases where, on the recommendation of the faculty members concerned, 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 grades of “5” shall be counted against him/her for the purpose of this scholarship rule. The Dean shall deal with these cases on their individual merits in the light of the recommendations of the Vice Chancellor for Students Affairs; Provided, that in no case of readmission to the same or another college shall the action be lighter than probation.

   For purposes of scholastic standing, a grade of “Inc” is not included in the computation. When it is replaced by a final grade, the latter is to be included in the grades during the semester when the removal is made. The grade of “4” is counted until it is removed. Once removed, only the final grade of “3” or “5” is counted.

   Required courses in which a student has failed shall take precedence over other courses in his/her succeeding enrollment.

   In colleges or school in which the weights of the courses are not expressed in terms of units, the computation shall be based on their respective equivalents.

   No re-admission of dismissed or disqualified students shall be considered by the deans and directors without the favourable recommendation of the University Guidance Counselor. Cases in which the action of the deans or directors conflicts with the recommendation of the University Guidance Counselor may be elevated to the Vice Chancellor for Academic Affairs, whose decision shall be final.

SCHOLARSHIPS

**Honorific Scholarships**

The University recognizes academic excellence by conferring the following honorific scholarships. These do not entitle the holders to any tuition waiver or discounts.
**University Scholar**

Any Undergraduate students who obtains at the end of the semester an absolute minimum weighted average of “1.45” or better, or a graduate student with an absolute minimum weighted average of “1.25” or better is given this honorific scholarship. University Scholars are listed in the President’s list of Scholars.

**College Scholar**

Any undergraduate who, not being classed as University Scholar, obtains at the end of the semester an absolute minimum weighted average of “1.75” or better, or a graduate student who obtains an absolute minimum weighted average of “1.5” or better is given this honorific scholarship. College Scholars are listed in the Dean’s List of Scholars.

In addition to the general weighted average prescribed, a student must:

1) Have taken during the previous semester at least 15 units of academic credit or the normal load prescribed (not less than 8 units in the case of a graduate student); and

2) 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 first semester is the day before the registration for the second semester. The end of the second semester is commencement day).

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

**Graduation with Honors**

Students who complete their courses with the following ABSOLUTE MINIMUM weighted average grade 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 required in the program, the following procedure shall 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 will be considered in chronological order.

2) For students who shifted from one (1) 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 but qualify as electives in the second program will be selected in chronological order.

Students who are candidates for graduation with honors must have completed in the University at least 75% of the total number of academic units or hours for graduation and must have been in residence therein for at least two (2) years immediately prior to graduation.

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

Students found guilty of cheating/dishonesty shall barred from graduating with honors, even if their weighted average is within the requirement for graduation with honors. Provided, further, that students who have been suspended for one (1) year or more due to conduct as defined in the Rules and Regulations on Student Conduct and Discipline; the Revised Rules and Regulations Governing Fraternities, Sororities and other Student Organizations, and the Implementing Rules and Regulations of the Anti-Sexual Harassment Act of 1995 shall be barred from graduating with honors.

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

To justify underloading under the following conditions, the submission of pertinent documents is required:

1) Health reasons – medical certification from the University Health Service
2) Unavailability of courses – certification by the major adviser and copy of schedule of classes
3) 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 the documents submitted to establish the cause(s) of the light loading must be sworn to. THESE DOCUMENTS MUST BE SUBMITTED DURING THE SEMESTER OF UNDERLOADING.

*Reference:  
UPD General Catalogue 2004-2010 page 29-30 and 31*