

## Ceat Other Faq

### CEAT Student Policies & Academic Guidelines

#### CEAT-Based Student Academic Organizations (Recognized by UPLB-OSA)

- Alliance of Chemical Engineering Students (**UP ACHES**)
  - Brotherhood of Noble Engineers (**UP BNE**)
  - Civil Engineering Executive Organization (**CEO**)
  - University of the Philippines Engineering Students' Guild (**UPESG**)
  - UP Civil Engineering Society (**UPCES**)
  - UP Engineering Radio Guild, Los Baños Chapter (**UP ERG LB**)
  - UP Society of Agricultural Engineering Students (**UP SAGES**)
  - UPLB Engineering Society (**UPLB EngSoc**)
  - UPLB Industrial Engineering Students' Organization (**UPLB IESO**)
  - UPLB League of Agricultural Engineering Students (**NG**)
  - UPLB Society of Chemical Engineering Students (**UPLB SChemES**)
  - UPLB Society of Electrical Engineering Students (**UPLB SELES**)
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#### Registration

A student must be officially registered to receive credit for coursework. No student shall be registered in any subject **after one week of regular class meetings** unless permitted by the Dean based on scholastic record. Late registration is subject to fines. Special students may register at any time without late fines, subject to University regulations. Students may register for particular subjects mid-semester when permitted by the college's instructional system. *[Art. 337, UP Code]*

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## Cross Registration

### Within the University System

- Permission of the **Dean of the primary college** is required before registering in any other UP unit.
- Complete registration (including payment) in the primary college **first**.
- Total units across colleges must not exceed the maximum academic load. *[Art. 339, UP Code]*

### Outside the University (Another Institution)

- **No credit** is given for courses taken elsewhere **without prior written authorization** by the Chancellor upon recommendation of the Dean.
  - Authorization must be recorded by the University Registrar and must **specify the subjects** authorized. *[Art. 340, UP Code]*
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## Academic Load

- **Undergraduate (regular semester):** Max **18 non-lab units** or **21 units including labs**, except programs with higher normal loads.
  - **Graduating students** with very good records may be allowed a heavier load in the last year.
  - **Summer:** Normal **6 units**; up to **9 units** with Dean's approval. *Overload forms available at the Office of the College Secretary.*
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## Prerequisite of Courses

- Do **not** register for a course without satisfying its prerequisite(s).
  - During each term, the College Secretary shall **cancel** all courses lacking passed prerequisites or approved waivers.
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## Change of Matriculation

- Add/cancel/transfer sections **on or before the last day of late registration**.
- Changes require valid reasons and must use **UP Form 26**, approved by the Dean and submitted to the Registrar.
- A fee is charged for each change (exceptions: dissolved class or Registrar-authorized schedule changes).
- Failure to submit the approved form within **one week after the last day of registration** may invalidate the request.

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## Excuse Slip

- For unavoidable absences, obtain an **excuse slip** from the OCS and present it to the instructor **no later than the second class session** after return.
  - **Medical certificate** from the UPLB Health Service is required for illness-related absences. Certifications from non-medical persons are **inadmissible**.
  - Illness treated elsewhere must be **reported to UHS within 3 days** of absence; UHS may require satisfactory evidence.
  - Excuses cover **time missed only**; all missed work must be completed within a **reasonable time**.
  - **Late enrollment time** counts as time lost by absence.
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## Excessive Absences (20% Rule)

- If absences reach **20%** of scheduled hours in a subject, the student is **dropped** from that subject.
  - A faculty member may require **longer attendance** for special needs.
  - **Grading on drop:**
  - Majority **excused** → not given “5”.
  - Majority **unexcused** → grade of “**5**” upon being dropped.
  - *For combined lecture/lab, compute the 20% rule per course.*
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## Leave of Absence (LOA)

- File LOA **before** not registering in a subsequent semester or **when withdrawing mid-semester**.
- Withdrawal without LOA (**AWOL**) curtails/withdraws registration privileges.
- LOA petition to the **Dean through the College Secretary** stating reason and period:
- Max **1 year**, renewable **once** (aggregate not to exceed **2 years** unless consecutive).
- Beyond 2 years: advise **Honorable Dismissal** (without prejudice to readmission).
- Dean (or representative) informs Registrar and parents/guardian, indicating reasons and any refund.
- For LOA in the **second half** of the semester: instructors must indicate **class standing (passing/failing)** at application time (for admin guidance only).

- Withdrawal after  $\frac{3}{4}$  of course hours:
  - Instructor **may** give “**5**” if class standing was below **3**; otherwise may mark “**DRP/LOA**”.
  - **No LOA** granted later than **two weeks before last day of classes** (justifiable illness is excused with slip).
  - **Fees:** LOA = **₱150**; AWOL = **₱225**.
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## Classification of Undergraduate Students

- Classification is based on **units completed** (per college rules).
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## Maximum Residence Rule (MRR)

- Finish the program within **1.5×** the normal length (e.g., **6 years** for Engineering). Otherwise, further registration in the college is **not allowed**.
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## Dropping of Courses

*(Approved by CEAT Faculty on January 9, 2012)*

- May drop with **instructor and Dean consent** using prescribed UP form **before**  $\frac{3}{4}$  of term hours have elapsed.
  - Dropping **without** Dean’s approval → registration privileges may be **curtailed/withdrawn**.
  - If dropped after mid-term, instructor indicates **date** and **class standing** (Passing/Failing) for admin guidance; final grade shows “**DRP**” unless 20% absence rule applies (majority unexcused → “**5**”).
  - If intending to drop, **process immediately**; stopping attendance without official drop risks a “**5**” under the 20% rule.
  - **STRICT DROPPING** policy for failing due to **unexcused absences**, except:
    - 1) Serious illness > 2 weeks (licensed physician; authenticated by UPLB Health Service Director)
    - 2) Parents’ certified inability to maintain studies
    - 3) Other **highly meritorious** reasons (committees’ recommendation)
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## Substitution of Courses

**Grounds:** 1. Old curriculum superseded; substitution aligns to new curriculum.  
 2. Conflict of hours between two required subjects. 3. Required subject **not**

offered in needed term.

**Requirements:** 1. Prefer substitution **within same department**; otherwise, subjects must be **allied**. 2. Substitute must carry **equal or greater units**. 3. **Recommended** by adviser and heads of institutes/departments.

**Process:** - Submit to the Dean **before 12%** of regular class meetings are held; later petitions apply to the **next semester**. - No substitution for a subject with **“5”** or **unremoved “4”**, unless the offering department certifies **substantial content equivalence**. - Dean acts on applications; appeals go to the **VC for Instruction** (final).

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## Enrollment of Thesis/Practicum

(OC Memo No. 105, Series of 2008; OC Memo No. 124, Series of 2008)

1. **Undergrad Thesis/Practicum (200/200a):** 6 units registered as **2-2-2** or **3-3**.
  2. While in progress: grade **“S”/“U”** each term; upon completion (ready to submit approved manuscript copies): give **numeric grade**.
  3. After hitting 6 units but unfinished: continue **1 unit/term** up to max **3 terms** (2 sem + 1 summer).
    - If still unfinished → grade **“U”**; **re-enroll all 6 units** and repeat the same policies.
    - **Graduation candidates** with only thesis/practicum may enroll the **full 6 units** in one term.
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## Grading System (General Rules)

- **“4” (Conditional):** Remove by re-exam within **1 academic year**. Pass → **“3”**; Fail → **“5”**. Only **one** re-exam allowed. Unremoved **“4”** after the period becomes **“5”**.
- For a **two-semester course**, a **“4”** in the first part converts to **“3”** if the second part is passed in the **same academic year**; otherwise converts to **“5”**.
- **“INC”:** Given if class standing is **passing** but final exam/requirements were **missed for valid reasons**. If class standing is **not passing** and final exam is missed for any reason → **“5”**. Remove **INC** within the prescribed time; final grade reflects overall performance.
- **Re-examination to improve a passing grade** is not\*\* allowed.\*\*
- Withdrawal after  $\frac{3}{4}$  of the semester:

- Instructor may assign “5” if class standing was below 3; otherwise mark “DRP/LOA”. [Art. 402]
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### Removal of Grades of “INC” or “4”

- **Removal Permit** (from OCS) required; secure **5–7 days** before removal date.
  - Regular removal periods occur **before the start of each semester**.
  - Removals **without fee**: during regular exam periods (if scheduled) and during the **10-day removal period** before registration each semester.
  - Other times require **Dean’s recommendation** and **fee**; non-residents pay **registration fee** plus exam fee.
  - A “4”/“INC” may **not** be improved **after the third regular removal period** immediately following the term incurred.
  - A “4” received after removing an “INC” must be removed **within the remaining portion** of the original **INC** removal period.
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### Removal of “4” in a Language Sequence Course

1. Pass the **higher** course → automatically removes the “4” in the **lower** course (lower course recorded as “3”).
  2. If **fail** in the higher course → may still remove the “4” in the lower course.
  3. If receive “4” in the higher → remove that **first**, then you may remove the **lower** course’s “4”.
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### New Policies on Removal of Grade “4”

*(BOR 1310th meeting, Aug 27, 2015; effective 1st Sem AY 2015-2016)*

1. Remove “4” by **removal exam** or **re-enrollment** within the prescribed period.
  2. A “4” is **not** included in GWA when removed; only the resulting “3” or “5” is included.
  3. If the **one-year** removal period lapses and becomes “5”, that “5” is included in the GWA; if re-enrolled, the **new grade** is also included.
  4. Use the **actual grade** at each stage to compute GWA, counting the subject **once** (e.g., removal “5” is included; later re-enrollment grade is also included per policy).
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## Honorific Scholarships (University)

- **University Scholarship:** GWA **1.45 or better** at semester end; listed in **Chancellor's List**.

## College Scholarship

- GWA **1.75 or better** (not a University Scholar); listed in **Dean's List**.

## Other Requirements

- Must have taken at least **15 units** (or normal load) in the previous semester.
  - **No grade below 3** in any academic or non-academic subject. [*Art. 385, UP Code*]
  - Honorific scholarships last **one semester**, renewable if conditions are met.
  - **No tuition waiver** is attached.
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## Scholastic Delinquency (General)

- **INC** is not included in the semester GWA; the final grade replaces it in the term of removal.
- “**4**” is counted until removed; once removed, include “**3**” or “**5**” accordingly.

## Warning

- Final grades **below 3** in **25%–49%** of academic units → **Warning** from Dean.

## Probation

- Final grades **below 3** in **50%–75%** of units → **Probation** next semester with **limited load** (Dean-determined).
- Remove probation by passing **>50%** of units with **3 or better** in the succeeding semester.

## Dismissal

- **>75% but <100%** below **3** → **Dropped** from college (with illness/valid-cause INC exceptions if documented before next regular registration).
- On **probation** and again **50%** failures → **Dropped**.
- Dropped from one college not ordinarily admitted to another unit unless the Dean of Students recommends based on aptitude/interest.

### Permanent Disqualification

- 100% below **3** → **Permanent bar** from readmission to any UP unit.
- Dropped per “Dismissal” rule and **dropped again** on readmission → **Not eligible for readmission**.
- Not applicable if “**5**” due to **unauthorized dropping** (pre-midterm) rather than poor scholarship; post-midterm poor standing counts against the student.

### Improvement Windows

- Students must check grades/status each term; improvements for **Probation/Dismissed/Permanently Disqualified** statuses are allowed **only during specified periods** (per college schedules).

### Readmission (Dismissed or Permanently Disqualified)

- Must **qualify for readmission** via the **Office of Student Affairs**.
  - College Deans require **favorable recommendation** of the **Dean of Students**; conflicts may be elevated to the **VC for Instruction** (final).
  - Requirements, procedures, and **deadlines** are posted at the College Secretary’s bulletin boards and **Academic Calendar**.
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### Transfer to Another UP Unit

- File a **written petition** to the Dean (noted by parents, endorsed by adviser and department chair/director) stating **reason** and **desired course**.
  - If favorable, request **true copy of grades** from College Secretary for the accepting unit.
  - Upon acceptance, secure **clearance** and present it to the accepting unit with a **permit to transfer**.
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### Honorable Dismissal

- Voluntary withdrawal **with University consent**; petition signed by parent/guardian to the University Registrar.
- Clear all **indebtedness** before issuance.
- If dropped for **poor scholarship**, the statement may include that note.
- For **expulsion** cases, academic transcript may be released **without “Dis-honorable Dismissal”** under conditions:

- A) 1 school year elapsed since effectivity,
- B) No untoward incidents/court charges during expulsion period,
- C) Subject to **BOR** action.



- **Rule VII** (Organizations) requires a **permanent transcript entry** for expulsion/suspension under its rules; such entries **cannot be deleted**.
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### Educational Field Trip

- Instructor submits a petition to the **Dean through the College Secretary four weeks** before the trip (approved by Chair), specifying **date, destination, purpose**.
  - Attach **student list, waiver, and group insurance policy**.
  - Last permissible dates appear in the **Academic Calendar**.
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### Graduation Guidelines

- No recommendation for graduation unless **all academic and other requirements** are satisfied (e.g., **bound thesis** if required).
- Students completing all requirements **on/before the set deadline** are listed as candidates **for that term**; beyond the deadline, **register in the next term** to be considered candidates then.

### Deadlines for Completion

- **End of Summer:** Day **before** 1st-Sem regular registration.
- **End of 1st Sem:** Day **before** 2nd-Sem regular registration.
- **End of 2nd Sem:** Day **before** college/school faculty **graduation meeting**.

### Records & Residence

- Clear deficiencies by **five weeks before** end of last semester (except current-enrolled courses, PE, CMT).
  - Must complete at least **one year of residence work** immediately prior to graduation (faculty may require longer).
  - Failure to pay **graduation fee** within Registrar's schedule → **no degree conferred** (credentials may be requested without the degree statement after paying necessary fees).
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### Formal Application for Graduation

- Indicate graduation status by checking the **appropriate box in Form 5** (serves as the application and enables early records checking).
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## Clearance as Requirement for Graduation

- Students may be **recommended** for graduation even without processed clearance; however, **Honorable Dismissal**, **transcript checklist**, and **diploma** are **withheld** until clearance is submitted.
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## Graduation with Honors

- Students who complete their courses with the prescribed **minimum weighted averages** graduate **with honors** (per University rules).

**Inclusions in WAG computation:** - All **prescribed subjects** and **qualifying electives** in the curriculum. - If **more electives** than required were taken, inclusion follows:

**Elective Selection Rules:** 1. **No shifting:** Use the required number of electives in **chronological order**. 2. **With shifting:** a) Electives in the **graduating program** (chronological) b) Electives from **previous program** acceptable as electives in the second program (chronological) c) Prescribed courses from previous program that **qualify as electives** in the second program (chronological)

## Additional Rules on Graduation with Honors

- Must have completed at least **75%** of total academic units **in residence** at UP.
  - Only **resident credits** are included in final average.
  - Must carry **15 units** (or normal load) **each semester**; exceptions for **health**, **course unavailability**, or **working students** require **sworn documents**:
  - Health: **Medical certificate** (UHS confirmation)
  - Unavailability: **Adviser certification + class schedule**
  - Employment: **Payroll/appointment** with duration
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## Commencement Exercises

- **Attendance is optional.** Non-attendees must inform their Dean (or representative) **10 days** before exercises.
  - Diplomas/records may be claimed from OUR upon presenting **graduation fee receipt** and **clearance**.
  - **Academic Attire** is required for degrees/titles of **4 years** during baccalaureate and commencement, per University rules.
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## Transcript of Records (TOR)

- Records are **confidential**; released upon request of the student or appropriate institutions.
- **Partial transcripts** are **not issued**. External official transcripts submitted to UP become part of the **permanent record** and are issued as **true copies** with the UP transcript.
- Apply for TOR at **OUR** with **student clearance**; **transcript fee** applies. Graduates are encouraged to request early to avoid delays.