



03 March 2021

OUR Memorandum No. MVPLO 2021-02

To: **College Secretaries and Graduate Program Coordinators**

From: 
MARIA VANESSA PLUSUNG-OYZON, PhD
University Registrar

Subject: **Reiteration on evaluation of records of graduating students during the penultimate semester and the Rule on prerequisites to courses**

This is to reiterate the memorandum issued by this office (Memorandum No. MRC 15-16) dated 04 September 2015:

“Please be reminded to comprehensively evaluate the records of graduating students during the penultimate (second to the last) semester of their stay in the University. This is to give them ample time to address their deficiencies, should there be any. Moreover, this will also give the Committee on Student Admissions, Progress and Graduation (CSAPG) sufficient time to deliberate on appeals, if any, related to their Graduation.

We reiterate that all parties must AVOID submitting any appeal at the very LAST Semester when the student is graduating.”

PREREQUISITES TO COURSES (745th BOR Meeting: 21 April 1966)

“Courses approved by the University Council as prerequisites to others may not be waived.

However, in meritorious cases, students who have previously enrolled and fully attended a course that is a prerequisite to another may be allowed to enroll in 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. The application shall be accompanied with certifications from a) the student’s instructor in the prerequisite course that the student had fully attended the said course; and b) the Vice-Chancellor for Student Affairs that the student’s failure to pass or earn credit in the prerequisite course was not due to disciplinary action imposed upon him/her.

Each college shall be authorized to grant the permission, and shall act through a Dean’s committee, which shall determine the merit of the application. The said committee shall include the College Secretary.

The student who is granted permission under these rules is required to enroll in the prerequisite course simultaneously with the course to which the former is a prerequisite, or immediately in the next semester.”

Early evaluation and processing of necessary documents will prevent problems that may delay a student’s graduation.

Thank you very much. For your compliance, please.

cc: Deans, Directors, and Heads of Units

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