



11 August 2016

MEMORANDUM NO. MRC 2016-24

UPCED OSEC RECEIVED

BY: [Signature] DATE: 8/12/16

FOR: ALL CONCERNED

FROM:

[Signature]

Marilyn R. Canta, PhD University Registrar

SUBJECT: REVISED SCHEDULE FOR PROCESSING APPLICATIONS FOR GRADUATION, AY 2016-17

Please be informed of the revised schedule for processing applications for graduation for AY 2016-2017. This supersedes previously announced deadlines. Below, we note the important items from the Faculty Manual (11.20) and the schedules related to these:

Table with 2 columns: Faculty Manual provision, Remarks. Contains text about graduation application requirements and deadlines.

"10 weeks before the end of the semester, the University Registrar shall publish a complete list of duly qualified candidates for graduation for that semester.

Deadline for the OUR to provide list of duly qualified candidates for graduation:

For 1st sem 2016-17: **28 October 2016**

For 2nd sem 2016-17: **12 April 2017**

"All candidates for graduation must have their deficiencies made up and their records cleared not later than 5 weeks before the end of their last semester...

Deadline for graduating students to clear their deficiencies:

For 1st sem 2016-17: **2 December 2016**

For 2nd sem 2016-17: **19 May 2017**

"Those who had completed all the requirements of the curriculum but did not apply for, nor were granted, the corresponding degree or title shall have their graduation approved as of the date they should have originally graduated."

Eg, A student who did not file for graduation during the 1st sem 2016-17 will be considered, upon application, for graduation in the following semester (2nd sem 2016-17), but with the note: "As of 1st semester 2016-17".

For your guidance.