



OFFICE OF THE COLLEGE SECRETARY
 College of Social Sciences and Philosophy
 University of the Philippines Diliman

EVALUATION FOR GRADUATION*

**Request for Evaluation of Records
 Accomplish in duplicate

NAME: _____ **STUDENT NO:** _____
 Last Given Middle

TEL. NO: _____

COURSE: _____

E-MAIL: _____

Expected to graduate by the end of: (Check beside appropriate number)

/1/ First Semester 20__ - 20__
 /2/ Second Semester 20__ - 20__
 /3/ Midyear 20__ - 20__

SUBJECTS THAT STILL NEED TO BE TAKEN IN ORDER TO GRADUATE:			
GE Courses	Units	Required Courses	Units
Subtotal	_____		
PE	()		
NSTP	()		
		Subtotal	_____
SUBJECTS W/ REMOVABLE "4" OR "INC"			
Courses	Units		
Subtotal			
Total Deficiencies:			

GE Course taken and passed that satisfy Philippine Studies requirement:

Total No. of Units: _____

Evaluator's Remarks:

Prepared by: _____
 Date: _____

**RESULT OF EVALUATION
 (TO APPLY FOR GRADUATION)**

_____ Date

 Signature of Applicant

 Date

PLEASE FOLLOW THE SCHEDULE DATE TO BE INCLUDED IN THE PRIORITY LIST

RULES ON UNDERLOADING OF CANDIDATES FOR GRADUATING WITH HONORS

Students who are candidates for graduation with honors must take not less than 15 units of credit during each semester or the normal load prescribed in the curriculum in cases where such normal load is less than 15 units. However, a lighter load may be allowed for 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 the submission of pertinent documents to the Office of the University Registrar through the Office of the College Secretary is required as follows:

1. For health reasons- medical certification to be confirmed by the University Health Service.
2. For unavailability of courses- certification by major adviser and copy of the schedule of classes.
3. For employment – copy of payroll or appointment papers indicating the duration of employment.

It is the responsibility of the student to establish the veracity of the cause(s) of underloading. It is required that 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.** (*UPD Catalogue 2004-2010 page13*)

Signature Over Printed Name