GLOSSARY OF TERMS

ABSENCE WITHOUT LEAVE (AWOL) Status of a student who did not file a leave of absence. The student’s registration privileges curtailed and is ineligible to enroll

ACADEMIC UNIT Department/Institute that offers a degree program

ACADEMIC YEAR The Academic Year is a period divided into three (3) terms composed of two (2) semesters of at least sixteen (16) weeks each, exclusive of registration and final examination periods. Each semester shall consist of at least one hundred (100) class days that is followed by a summer session of six (6) weeks. Class work in the summer session is equivalent to class work in one (1) semester

CHANGE OF MATRICULATION Change of matriculation is the addition and/or cancellation of a class and/or change of section after a student has officially registered

COLLEGE SCHOLAR Honorific scholarship given to an undergraduate who obtains at the end of a semester an absolute minimum weighted average of “1.75” or better, or a graduate student who obtains an absolute minimum weighted average of “1.50” or better

CROSS-REGISTRANTS Students who enroll in a unit in UP Diliman for a specific period of time but are primarily enrolled in their home units in UP Diliman or in another UP Constituent University or in another institution of higher learning. Such enrollment is subject to the approval of the Deans of the home unit and the accepting units/colleges

CROSS-REGISTRATION Enrollment in another academic unit outside the home unit

CUM LAUDE Academic honors given to students with absolute minimum weighted average of 1.75

CUMULATIVE WEIGHTED AVERAGE GRADE A way of evaluating students’ scholastic standing at the graduate level. Unlike the GWA, computation is based only on courses taken by the student within his/her approved Program of Study but includes those taken in compliance with Residence Rules, if applicable

CURRICULUM WEIGHTED AVERAGE Used as basis in evaluating admission of undergraduate students shifting to a new program. Computation is based only on the grades of the students in courses that will be credited in the new program. This will be applied to regular students and non-majors shifting to a new program

END OF FIRST SEMESTER The day before the registration for the second semester

END OF SECOND SEMESTER The end of the second semester is the commencement day

FRESHMAN Student who has not finished the prescribed subjects of the first year of his/her curriculum, or has finished only or less than 25 percent (25%) of the total number of units required in the entire course

GENERAL EDUCATION PROGRAM (GEP) The General Education Program is a set of courses classified under the Arts and Humanities (AH), Social Sciences and Philosophy (SSP), and Mathematics, Science and Technology (MST) domains that gives students knowledge and competencies that will better prepare them for the basic understanding of various ways of knowing

GENERAL WEIGHTED AVERAGE Used to evaluate students’ overall scholastic standing. Computation of GWA at a particular level (i.e., undergraduate, master’s, doctoral) is based on grades in all subjects taken at that level including those taken in previous programs (in cases where students shifted from another program) or subjects taken outside of the curriculum for enrichment purposes

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

GRADE OF “INC” The grade of “Inc” is given if a student, whose class standing throughout the semester is “Passing”, but fails to take the final examination or fails to complete other requirements of the subject due to illness or other valid reasons

GRADE OF “4” A grade of “4” means “Conditional”. It may be removed only by re-examination taken within the prescribed [within one (1)] academic year. If the student passes the re-examination, s/he is given a grade of “3,” but if s/he fails, a “5”. If the student does not remove the grade of “4” within the prescribed time, the grade of “4” becomes “5”

Source: UPD General Catalogue, 2004-2010
GRADUATING STUDENT: A student in his or her last academic year of the program.

GRADUATION: A student who has successfully completed all academic and other requirements prescribed for a degree program is awarded the degree by the BOR upon the recommendation of the faculty.

HONORABLE DISMISSAL: Voluntary withdrawal of a student from the University with the consent of the University Registrar.

IRREGULAR STUDENTS: Students registered for formal credit but who carry less than the full load called for in a given semester by the curriculum for which they are registered.

JUNIOR: Student who has completed the prescribed subjects of the first two (2) years of his/her curriculum, or has finished not less than 50 percent (50%) nor more than 75 percent (75%) of the total number of units required in the entire course.

LEAVE OF ABSENCE (LOA): A student who does not intend to enrol in a semester may apply for a leave of absence (LOA). This also applies to a student currently enrolled and who intends to withdraw his/her enrollment for the rest of the semester. A student on leave of absence does not sever his/her ties with the University.

MAGNA CUM LAUDE: Academic honors given to students with absolute minimum weighted average of 1.45.

MAXIMUM RESIDENCE: The Maximum Residence Rule (MRR) states that students who fail to finish the requirements of a degree program of any college within a prescribed period of actual residence equivalent to one and a half (1 1/2) times the normal length of the course.

NON-DEGREE STUDENTS: Students are those who are enrolled for credit but do not follow an organized program of study.

NON-MAJORS: Students dismissed from their respective colleges, but not from the University, for failure to meet the retention requirements including grade point average or number of units passed.

OFFICIALLY REGISTERED: "Officially registered" means that the student has already gone through all the processes involved in registration up to payment of fees. A student is officially registered if the student has duly matriculated.

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.

PROGRAM: The name or title of a program consists of the degree (e.g., BS) and the discipline or field of study (e.g., Business Administration). It is also called academic program, degree program, or curricular program.

REGULAR GRADUATE STUDENTS: Regular graduate students follow organized programs of study and comply with requirements that lead to a master’s or doctoral degree. They may be either part-time or full-time.

REGULAR UNDERGRADUATE STUDENTS: Regular UNDERGRADUATE STUDENTS follow organized programs of study and comply with requirements that lead to the bachelor’s degree or undergraduate diploma/certificate. They carry the full semester’s load prescribed by their respective curricula and are classified into freshmen, sophomores, juniors, and seniors.

REJOINING STUDENTS: Rejoining students are those who are not enrolled in the immediately preceding semester, excluding the summer session.

RESIDENCE: Students who have finished all their course work and are just working on their thesis may enrol for residence. Similarly, students who are not enrolled in any subject but who want to complete an “Inc” or remove a grade of “4.00”, must also enrol for residence.

SABLAY: The official academic costume of UP Diliman.

SCHOLASTIC DELINQUENCY (DISMIISSAL): 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.
SCHOLASTIC DELINQUENCY (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.

SCHOLASTIC DELINQUENCY (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.

SENIOR Student who has completed the prescribed subjects of the first, second, and third years of his/her curriculum, or has finished not less than 75 percent (75%) of the total number of units required in the entire course.

SHIFTEE 1 A student who changed his/her degree program or major within the college.

SHIFTEE 2 A student who changed his/her degree program or major within the University.

SOPHOMORE Student who has satisfactorily completed the prescribed subjects of the first year of his/her curriculum, or has finished not less than 25 percent (25%) nor more than 50 percent (50%) of the total number of units required in the entire course.

SPECIAL STUDENT A special student is one who is not earning formal academic credit for his/her work.

START OF FIRST SEMESTER The first semester begins in June the second semester in November, and the summer session in April.

START OF SECOND SEMESTER The second semester begins in November, and the summer session in April.

START OF SUMMER The summer session begins in April.

SUBJECT A subject is a collection of topics that form a coherent whole, intended to be taught by a faculty member within a specific number of hours in a semester. A subject is also referred to as a course.

SUMMA CUM LAUDE Academic honors given to students with absolute minimum weighted average of 1.20.

UNITS EARNED Number of units passed.

UNITS TAKEN Number of units that the student is currently taking or has enrolled.

UNIVERSITY SCHOLAR Any undergraduate student 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.

ABSOLUTE MINIMUM Prescribed GWA for transfer admission into any degree program in the University based on University rules.

The smallest value a given function assumes on a specified set (dictionary.com).

ADVANCE CREDIT- TRANSFEREEs An admitted transfer student must validate all courses he/she took in his/her previous school for advanced credit at the rate of 18 units a semester within a period not exceeding three (3) semesters from the date of his/her admission.

ADVANCE PLACEMENT EXAMINATION Given to those who want to take examination for several GE courses, for credit.

BATCH PROCESSING Refers to the random batch processing done by the Computer Registration System (CRS) programmer after pre-enlistment.

CERTIFICATE PROGRAM Program that does not require UPCAT for admission, however, applicants must pass a test given by the respective colleges offering the certificate program.

DIPLOMA PROGRAM Program that does not require UPCAT for admission, however, applicants must pass a test given.
Glossary

by the respective colleges offering the diploma program

DOCTORAL DEGREE
Highest academic degree in the University

MASTER'S DEGREE
Academic degree leading to Doctoral degree

NORMAL LOAD
The number of units required in a curriculum per semester basis. Fifteen (15) to eighteen (18) academic units except for some degree programs where the normal load is twenty-one (21) units

OVERLOAD
Twenty-one (21) units and more

PEPE (Proficiency Examination in Physical Education)
Proficiency examinations (or credit by examination) in PE courses given to enable students who are already skillful in one (1) or more sports to acquire advanced units in PE. The examination is given twice a year (before the start of every semester)

PRE-ENLISTMENT
Online subject enlistment for the coming semester

REMOVAL
Student who has successfully completed a degree program can pursue another degree within the same level

SECOND DEGREE
Student who has successfully completed a degree program can pursue another degree within the same level

TRANSCRIPT OF RECORDS (TOR)
Complete and permanent educational record of a student, whether graduated or not. It contains details about the student, courses taken, course title, units, and grades. Transcript of records is considered official if it bears the original signature of the University Registrar and the University seal. It is used to communicate the student’s educational record to another school, organization, agency, or to an individual

TRIMESTRAL SYSTEM

TRUE COPY OF GRADES (TCG)
Scholastic record issued by the College to the students. It contains student records but not as detailed as the TOR. It is issued for evaluation purposes only within the University

UNDERLOAD
When a student takes courses less than 15 (fifteen) units or less than the normal load indicated in the curriculum

COLLEGE SPECIFIC TERMS

COLLEGE OF ENGINEERING

RETENTION RULE
Any set of program-specific conditions apart from scholastic delinquency rules that must be satisfied to remain in the degree program; any student who fails to meet this rule shall be automatically dismissed from the program and must apply for residency as a Non Major (NM) student (e.g., Eng’g students can only fail any Math subject up to twice in order to remain in the College)

24-UNIT RULE
A scholastic delinquency rule that requires all Engineering students to pass a minimum of 24 units within one (1) academic year to maintain a good standing; any student violating of this rule shall be dismissed from the College and must apply for residency as a Non Major (NM) student

COLLEGE OF MUSIC

ACCAPELLA
Without instrumental accompaniment

RECITAL
A public performance that a student is required before graduation

REPERTOIRE
A list of pieces that a student is prepared to perform

SIGHT READING
A competency to play notated music at first sight

SIGHT SINGING
A competency to sing notated music at first sight

 Indicates specific terms used in the college; submitted to the OUR for the UPD General Catalogue
TALENT AUDITION
A test to determine the performance ability of the student

COLLEGE OF EDUCATION
CERTIFICATION IN PROFESSIONAL EDUCATION
A non-degree program meant for non-education graduates who wish to take 18 units of professional education courses in order to qualify to take the Licensure Examination for Teachers (LET) and eventually teach

SHIFTEE 2
A student who changed his/her degree program and got him/herself admitted to a new one in another College within UP Diliman

COLLEGE OF SOCIAL SCIENCES AND PHILOSOPHY
CERTIFICATE OF COMPLETION
A certification issued by the Office of the University Registrar while awaiting conferment of the UP Board of Regents

CERTIFICATE OF ENROLLMENT
A certification issued by the Office of the University Registrar upon conferment of the UP Board of Regents, which contains first and last academic year of enrollment in the University

CERTIFICATE OF GRADUATION
A certification issued by the Office of the University Registrar upon conferment of the UP Board of Regents

COREQUISITE
Subjects required to be taken simultaneously within a semester

END OF SUMMER
A day before the 1st day of regular registration for the 1st semester

INELIGIBILITY
Academic and/or non-academic deficiency of a student

PREREQUISITE
Subject/s required before enrolling in a particular course

PRE-ADVISING
Consultation with the program adviser before the validation of subjects

POST-ADVISING
Consultation with the program adviser before payment of fees

SELF-ADVISING
Registration that does not require consultation with program adviser

TRANSFEREE 1
Transferee from other UP units

TRANSFEREE 2
Transferee from schools outside the UP system