



Adventist
University
of the
Philippines

MANUAL

OF **ACADEMIC
POLICIES**

**UNDERGRADUATE
LEVEL**
2025 EDITION

Adventist
University
of the
Philippines

"The School that Trains for Service and Prepares for Eternity"

FOREWORD

It is with deep joy and gratitude that I present to you the *Manual of Academic Policies for Undergraduate Students*. This document has been carefully crafted to serve as your reliable companion throughout your academic journey. Just as a map provides direction to travelers, this manual is designed to guide your choices, clarify expectations, and help you navigate your university life with purpose, confidence, and peace.

Your years on this campus are a sacred trust—an opportunity not only to excel academically, but also to grow in character, faith, and service. Our prayer is that your stay here will be *pleasant and meaningful*, leading you toward the person God has envisioned you to become: individuals trained for service and prepared for eternity.

Scripture reminds us, “*In all your ways acknowledge Him, and He shall direct your paths*” (Proverbs 3:6). As you engage in learning, discovery, and community, may you continually seek God’s wisdom and allow Him to shape every aspect of your development—mental, social, physical, and spiritual. The apostle Paul also encourages us, “*Whatever you do, do it heartily, as to the Lord and not to men*” (Colossians 3:23). Excellence, therefore, becomes not merely an academic goal, but an act of worship.

Ellen G. White beautifully writes:

“Higher than the highest human thought can reach is God’s ideal for His children. Godliness—godlikeness—is the goal to be reached.” (Education, p. 18).

This ideal is at the heart of our academic philosophy. We believe that every class you attend, every requirement you fulfill, and every challenge you overcome contributes to your holistic growth. We are committed to nurturing an environment where scholarship is balanced with spirituality, where discipline meets compassion, and where each day on campus can be, even in small ways, a glimpse of heaven.

Another profound reminder from the Spirit of Prophecy says:

“Success in any line demands a definite aim. He who would achieve true success must keep steadily in view the aim worthy of his endeavor.” (Education, p. 262).

As you begin or continue your academic journey, I encourage you to set goals inspired by God’s calling for your life. Let this manual empower you to make wise decisions, understand your responsibilities, and embrace opportunities for growth. May it remind you that excellence is not achieved by chance, but by prayerful intention and wholehearted effort.

On behalf of the Academic Administration, I welcome you to a year of learning, discovery, and transformation. May your experience here deepen your faith, refine your character, and equip you for a life of meaningful service. We commit to journeying with you so that your stay in the University will truly reflect the beauty, harmony, and hope of heaven.

Dr. Gracel Ann S. Saban

Vice President for Academics

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INTRODUCTION

Welcome to the *Manual of Academic Policies for Undergraduate Students*. This document has been prepared to guide you through the academic principles, standards, and procedures that support and uphold the mission of the University. As a learning community committed to excellence, integrity, and holistic development, we believe that clear policies contribute to a campus environment where every student can thrive academically and personally.

This Manual outlines the expectations, responsibilities, and opportunities that shape your academic journey—from admission to graduation. It explains the structures that govern academic programs, the processes that ensure fairness and consistency, and the support systems designed to help you succeed. By familiarizing yourself with these policies, you can make informed decisions, avoid unnecessary difficulties, and fully benefit from the resources available to you.

The University encourages you to read this Manual carefully and consult it whenever questions arise. Faculty, department chairs, college deans, and administrators are also available to provide clarification and guidance.

As partners in learning, let us work together to uphold the philosophy, mission, vision, and core values of the University. We fervently pray for you to have a meaningful, productive, and inspiring undergraduate learning experience.

Academic Policies for the Undergraduate Level

Section A – Admission and Registration

1. Admission to the University

1.1 Admission Policy

As a boarding institution of higher learning of the Seventh-day Adventist church, AUP practices “open admission.” It accepts all students regardless of religious affiliation, race, tribe, or age. Incoming students must signify their willingness to uphold the philosophy, mission, vision, and objectives of the University. They must also abide by the rules and regulations of the University in particular and the country in general.

1.1 General Rules and Regulations for Admission

Applicants seeking admission from AUP may access the online application portal through the website www.aup.edu.ph, where they may submit the copy of necessary entrance credentials as stated in the Records and Admissions Manual. The applicants must go through the following procedures:

- a. Submit the original report card (Form 138 or equivalent) and photocopy of birth certificate for recent Grade 12 graduate; original certificate of eligibility to transfer (CET) for transferees; high school graduate credentials for foreigners
- b. Undergraduate program applicants should take the placement tests for English and Mathematics administered by the Guidance Office.
- c. Undergo a scheduled physical examination and psychological testing (chest X-ray requirement upon admission)
- b. Conformity to AUP Student Handbook and Manual of Academic Policies

1.3 Policy for Lesbian, Gay, Bisexual, and Transgender (LGBT)

Our commitment from the beginning has been to hold and put into practice the biblical teaching of the Seventh-day Adventist Church, as expressed in our fundamental beliefs and the official statements on human sexuality issued by the General Conference and the Southeast Asia Pacific Division.

The Seventh-day Adventist Church recognizes that every human being is valuable in the sight of God, and we seek to minister to all men and women in the spirit of Jesus. We also believe that by God's grace and through the encouragement of the community of faith, an individual may live in harmony with the principles of God's Word.

Seventh-day Adventists believe that sexual intimacy belongs only within the marital relationship of a man and a woman. This was the design established by God at creation. The Scriptures declare: "For this reason, a man will leave his father and mother and be united to his wife, and they will become one flesh" (Gen 2:24, NIV). Throughout Scripture, this heterosexual pattern is affirmed. The Bible makes no accommodation for homosexual activity or relationships. Sexual acts outside the circle of a heterosexual

marriage are forbidden (Lev 18:5-23, 26; Lev 20:7-21; Rom 1:24-27; 1 Cor 6:9-11). Jesus Christ reaffirmed the divine creation intent: "'Haven't you read,' he replied, 'that at the beginning the Creator "made them male and female," and said, "For this reason, a man will leave his father and mother and be united to his wife, and the two will become one flesh?" So they are no longer two, but one" (Matt 19:4-6, NIV). For these reasons, Seventh-day Adventists are opposed to homosexual practices and relationships.

Jesus affirmed the dignity of all human beings and reached out compassionately to persons and families suffering the consequences of sin. He offered caring ministry and words of solace to struggling people while differentiating His love for sinners from His clear teaching about sinful practices.

This document sets the expectation that sexual intimacy belongs only within marriage, defined as "a lifelong union between a man and a woman." Furthermore, the University clarifies that students are to refrain "from romantic behaviors between individuals of the same sex." This policy is strictly enforced through our student conduct processes, and the Adventist biblical position is taught in our classrooms and from our pulpits.

Seventh-day Adventists endeavor to follow the Lord's instruction and example, living a life of Christ-like compassion and faithfulness.

Therefore, students should abide by the rules and regulations as stated in the handbook:

- a. Wearing of prescribed University/College uniform
- b. Following the proper haircut
- c. Ordinarily, males do not wear make-up

1.4. Re-Admission Policy

Students who did not enroll for two consecutive regular semesters or more and failed to file for Leave of Absence (LOA) will need to apply for re-admission to AUP. The re-admission process will no longer require the submission of entrance credentials if they are already on file. Students who were re-admitted will be evaluated by their respective departments if there is a need to shift to the new/existing curriculum.

(Note: A form is needed to inform the RAO that the department chair has evaluated)

2. Registration

Successful applicants who were admitted to their academic programs are eligible to register or enroll for the courses required in their curriculum, while continuing students proceed with regular registration. Department chairs are in-charge of facilitating and advising the enrolment of students under their program.

2.1 Late Registration

A student who fails to register during the stipulated time must have permission from the RAO to register. A late registration fee will be charged. No student will be permitted to

register after the date published in the Academic Calendar as the “last day to enter any class” unless it is approved by each teacher and endorsed by the respective department chair to the College Dean, Records and Admissions Director, and Vice President for Academics.

2.2 Change in Registration

2.2.1 Change in Registration Request

Change in registration request (**See Appendix: Change in Registration Request**) may be made with the consent of the instructor concerned, the Director of Student Finance (DSF), the Department Chair, the College Dean, the Records and Admissions Director, and the VPA. A change in registration becomes effective on the date the voucher, signed by all persons concerned, is received by the Records and Admissions Office (RAO) and is encoded in the AUP Online Information System (AOLIS). The student is provided a reprinted copy of his/her registration sheet as soon as the change is encoded in the AOLIS.

Applicable charges will apply after the last day of registration as reflected in the academic calendar.

2.2.2 Deleting of Courses

Students may opt to have their courses deleted and will not be reflected in the permanent record. Deleting of courses is allowed until the last day of registration as reflected in the academic calendar, after which, they will be asked to drop the course.

2.2.3 Dropping of Courses

- a. The deadline for the dropping of courses is one month before the final examination.
- b. A student who drops any course after the registration period is required to attach a letter of consent from his/her parents or guardian to the form.
- c. Courses dropped after the last day of registration as reflected in the academic calendar will be reflected in the student’s transcript of records.

3. Withdrawal Policy

Withdrawal is defined as the formal process by which a student ceases to be recognized as enrolled at the University. This includes the removal of all current semester courses from the academic record.

Note: All courses for the current semester **must** be deleted upon withdrawal. Courses from previous semesters will **not** be removed from the student's record.

3.1 Financial Implications

The financial consequences of a withdrawal are governed by the University's existing **Finance Policy on Refunds**. Students are advised to consult this policy to understand any financial obligations or entitlements.

3.2 Conditions and Deadline for Withdrawal

- Withdrawal must be **complete**, meaning all courses enrolled in the current semester must be withdrawn.
- The request for withdrawal must be filed **before the Midterm Examinations** of the semester.
- After midterms, course withdrawals must follow the University's **Course Dropping Policy** rather than a full withdrawal.

3.3 Categories of Withdrawal

3.3.1 Withdrawal – New Student

- A new undergraduate student/new graduate student in their **first semester** may file for withdrawal through the Change in Registration Request form (**See Appendix: Change in Registration Request**).
- The request must be filed **before midterms**.
- If the withdrawal is approved, the **RAO** may void or return the entry credentials submitted by the student's secondary school or last school of attendance.

3.3.2 Withdrawal – Continuing Student

- A continuing student (i.e., one who has completed at least one semester at the University) may also file for withdrawal through the Change in Registration Request form (**See Appendix: Change in Registration Request**).
- The withdrawal must be requested **before midterms**.
- Upon approval, the student is considered eligible for **transfer of academic records**, pending clearance of all accounts and requirements.

3.3.3 Withdrawal – Transferees

- A transferee in their **first semester** at the University may also file for withdrawal.
- If approved, the **RAO** may **void the transcript request** from the student's previous institution.
- In such cases, the student's **eligibility to transfer to the University** will no longer be honored.

4. Classification of Students

The RAO is in charge of recording and assigning the classification of undergraduate students upon admission to AUP.

Students admitted to the academic programs will be classified as follows:

- 4.1 Conditional - when some original or required documents of the students are lacking as indicated in the application for admission.
A student is given two (2) consecutive semesters to submit the required documents. The student who is unable to submit the documents by the end of the above period may be advised not to enroll.
- 4.2 Probationary - when records requirements from school of origin are still being processed by the RAO.
The RAO will request transcripts of record from the school of origin (Secondary School/College/University) through expedited means at least within one (1) semester upon receipt of the necessary documents that will initiate transfer of records. Depending on geographical and postal conditions, the RAO will make certain that the probationary classification for students will only be for one (1) Academic Year.
- 4.3 Regular - when all the proper entry credentials have been met by the students.

5. Cross Enrollment

- 5.1 A student is allowed to cross enroll when:
 - he/she intends to spend the school term in his/her home province or region;
 - the desired courses are not offered during the term the student is requesting for it;
 - the courses are offered but the schedules conflict with the student's classes.
- 5.2 A letter of request for the student's cross-enrollment must be submitted by the parent or guardian.
- 5.3 Courses to be taken are from recognized and accredited HEIs only.
- 5.4 Only minor (General Education) courses can be taken for cross-enrollment.

Section B – Bridging Program and Placement Tests

1. English as a Second Language (ESL) Program

1.1 ESL Process for Regular Students

- a. Student submits application to RAO, RAO reviews documents.
- b. If student comes from an English-speaking country, proceed to English Placement Test.
- c. If a student comes from a non- English-speaking country, present any of the following documents:
 - Certification from the school where they graduated certifying that the medium of instruction is English

- TOEFL/IELTS passing test results (465 for ITP TOEFL, 50 for iBT TOEFL, or 5.5 for IELTS (Student then proceeds to take the English Placement Test)

Note: Without any of these two documents, student is directed to the CELL Coordinator.

- The CELL Coordinator interviews and assesses the student based on the rubrics.
- If the student passes the interview (score of 14 or more), they may take the English Placement Test; if they fail (13 or below), they are advised to take the one-semester ESL classes, equivalent to 15 units (Listening and Speaking, Reading, and Writing). They may also take general education courses up to 6 units such as Philippine Culture and Tradition, Philippine Cultural Immersion, Bible, Home Skills, or Physical Education courses depending on their score to complete the specified units for the student visa requirement.
- Students need to pass all the 15 units in order to receive a Certificate of Completion for them to be allowed to enroll in the degree program. In case they have one failed ESL course, they will be allowed to enroll in the degree program; however, they can take General Education courses up to 12 units only while they re-take the ESL courses.

1.2 English as a Second Language Course

This is a one-semester pre-academic course of students offered by the Center for English Language Learning (CELL), limited to Beginner Level in English. It provides basic functional instruction and practice in ESL (listening, pronunciation, speaking, grammar, spelling, writing, reading, vocabulary, and conversation).

English as a Second Language is a course designed to help non-English speaking students.

Course Code	Course Title
ESL 101	Listening and Speaking
ESL 102	Reading
ESL 103	Writing

No. of units : 15
 For visa application : 15
 Maximum no. of students in a class : 20
 Class Meeting : Monday to Thursday
 Laboratory Fee : Present rate

1.2.1 Course Content

Listening, Pronunciation, and Speaking
 Grammar, Spelling, and Writing
 Reading and Vocabulary
 Conversation

1.2.2 The Teachers

- a. The Center for English Language Learning in coordination with the College of Teacher Education will identify faculty to teach the class.
- b. A full-time/part-time ESL teacher or graduate assistant may be paid on an hourly basis, as needed.

1.2.3 Policy on ESL Courses

ESL courses are pre-academic bridging programs and are not part of the student's curriculum. As such, they shall not be reflected in the Transcript of Records. Instead, students who successfully complete the ESL program shall be issued a certification by the CELL coordinator.

2. Placement Tests

SCORE	TO TAKE
ENGLISH	
0-19	Center for English Language Learning (for foreigners) English Plus (for Filipinos)
20-29	English Plus
30 and above	Purposive Communication
MATH	
0-23	Math in the Modern World with Lab
24-40	Math in the Modern World without Lab

2.1 English

- a. All incoming Freshmen are required to take the English Placement Test. Their scores in the test will determine the English course they are to enroll.
- b. Foreign students who got 0-19 on the test are required to enroll in the 12-unit ESL course together with PE 1 and Work Education. Students who scored 20-29 are allowed to join the mainstream but they cannot enroll Purposive Communication. They are to enroll English Plus (a pre-requisite for Purposive Communication and Great Books). Students who got 30-60 will enroll Purposive Communication.
- c. Students who have completed the ESL course will be given a certificate and will be allowed to join the mainstream, enroll English Plus, and later on Purposive Communication.
- d. For transferees:
 - Transferees are required to take the English Placement Test.
 - Gaining a passing score (30 and above) would allow the student to have their transfer of credits granted.
 - Having a score lower than 30 would require the students to retake Purposive Communication.
 - Transferees who have taken English Plus and failed the English Placement Test may apply for transfer of credit and enroll Purposive Communication.

2.2 Mathematics

Students are advised to enroll in the section according to the following scores in the Mathematics Placement Test:

<i>Course</i>	<i>Score</i>	<i>Units</i>
Math in the Modern World	24 and above	3/3
Math in the Modern World with Lab	23 and below	3/5

Section C – General Education Courses

1. Work Education Requirement

The educational philosophy of the Adventist University of the Philippines is that education is the “harmonious development of his mental, physical, social, and spiritual faculties.” One of the major strategies where this philosophy is carried out is the Work Education (WorkEd) co-curriculum. In the WorkEd program, the mental aspect of education is connected to practical training in the necessary skills of daily life. Related to this connection is that at every stage of the student’s stay in the University, there must be some form of physical activity and not just mental work. In WorkEd, physical exertion in practical activities is connected to the development of social skills and in helping others and the community.

The joining of the mental, physical, and social aspects in WorkEd are learning experiences for the development of character.

As a result of the WorkEd co-curriculum, students will demonstrate the following life skills and outcomes.

1.1. Initiative and Self-Direction

- Set goals with tangible and intangible success criteria
- Utilize time and manage workload efficiently
- Monitor, define, prioritize, and complete tasks without direct oversight
- Demonstrate initiative to improve what they are doing

1.2. Social and Cross-Cultural Interaction

- Know when it is appropriate to listen and when to speak
- Conduct themselves in a respectable, professional manner
- Respect cultural differences and work effectively with people from different social and cultural backgrounds
- Respond open-mindedly to different ideas and values

1.3. Productivity and Accountability

- Manage tasks/projects even in the face of obstacles and competing pressures
- Prioritize, plan, and manage work to achieve the intended result
- Demonstrate additional attributes associated with producing high-quality work including:
 - Work positively and ethically
 - Manage time and work effectively
 - Multitask
 - Participate actively, as well as be reliable and punctual
 - Present oneself professionally and with proper etiquette
 - Collaborate and cooperate effectively with teams
 - Be accountable for the results

1.4. Flexibility and Adaptability

- Adapt to varied roles, responsibilities, schedules, and contexts
- Work effectively in a climate of ambiguity and changing priorities
- Incorporate feedback effectively
- Deal positively with praise, setbacks, and criticisms
- Understand, negotiate, and balance diverse views and beliefs to reach workable solutions

1.5. Leadership and Responsibility

- Use interpersonal and problem-solving skills to influence and guide others toward a goal
- Inspire others to accomplish a common goal
- Inspire others to reach their very best via example and selflessness
- Demonstrate integrity and ethical behavior in using influence and power
- Act responsibly with the interests of the larger community in mind

The following guidelines shall be implemented in the WorkEd program so that the educational philosophy stated and the intended life skills to be developed may result from students' learning experiences:

- a. At every year in the students' program, there shall be assessed learning activities that support WorkEd outcomes. Students enrolled in Physical Education and Practicum/OJT/Internship courses have equivalent learning experiences to WorkEd and are therefore exempted from taking WorkEd units in the semesters they are enrolled in. Physical Education teachers and Student Internship Coordinators are to ensure that the outcomes of the WorkEd program are integrated into their courses.
- b. Students not covered by exemption are required to enroll in the WorkEd course (1 unit) in two full semesters. They are to engage in at least three hours of work per week, for a total of 40 hours per semester, including four hours of orientation. No intensive schedule or "crash course" is allowed. Work Scholars who are enrolled in the WorkEd may apply for equivalency, but the supervisor of each work scholar has to sign an agreement that he/she will assess students based on WorkEd grading criteria also.

- c. Students enrolled in the WorkEd may select the work they will engage in. Students are to enroll in at least a semester in Service Work and may opt to undertake a semester in Community Extension Work. The types of work students may select are:
 - Service work: Custodial, food service, grounds, maintenance, office work, staff help (monitors, lab assistants, library assistants, receptionists, and clerks), farm work, store clerks, and other types of work that primarily involve physical labor rather than mental.
 - Community Extension Service projects, of which 75% of the required hours are done in actual field/community work.
- d. To stimulate the workplace
 - The students select and apply for a specific job/work.
 - The work supervisor should prepare a job description for the three-hour per week job. In addition to the life skills, the students shall be assessed also in their competency in the tasks specified in the job description.
 - A predetermined work schedule has to publish before the students enroll, preferably following class times, and not just the students accumulating hours anytime they report for work.
 - The students enroll within two weeks after the start of classes at the WorkEd office for a specific job and with specific work time. The students sign a contract upon enrollment in the course, which specifies the tasks to be done, the work hours, and the job performance evaluation before any work is started. A student who fails to report for work within two weeks after signing up for the job shall automatically receive a failing grade for the course.
- e. The WorkEd Coordinator shall have the following responsibilities in implementing the program.
 - Oversees the operation of the WorkEd Program, develops and maintains procedures, forms, and records.
 - Organizes the WorkEd program for students.
 - Approves with the different heads of the University entities their requests for WorkEd students, with the corresponding job description, a schedule of work time slots, and the number of students needed for each of the time slots.
 - Advertises and processes the work/jobs available to those enrolled in the WorkEd.
 - Processes enrollment of students to the WorkEd course.
 - Conducts orientation for WorkEd students and also for the WorkEd supervisors.
 - Coordinates with the work supervisors to ensure that the learning experience of each student enrolled meets the outcomes and is appropriately assessed based on the WorkEd program outcomes. This would involve regular visitation of the different workplaces.
 - Orients the work supervisors on the grading criteria for the WorkEd program to ensure that there is a relatively uniform manner of evaluation. Grading is as follows:
 - Excellent
 - Very Satisfactory
 - Satisfactory
 - Poor

- Reviews the recommended grade submitted by the work supervisors at the end of each semester based on the work log and final assessment. Inputs the grade of each student enrolled.
 - Recommends for recognition per year outstanding students in the WorkEd program.
- f. The Work Supervisor’s responsibilities are:
- To submit job descriptions that match the 3-hour per week shift the students will report to their work unit. To make a schedule of the time the students are expected for work, and times in which the supervisor can oversee WorkEd students.
 - To orient the WorkEd students to their work, especially in essential issues such as workplace safety, data privacy protection, etc.
 - To prepare a Work Log that will be kept in the custody of the unit/department. The Log should not only record the time of work duty but also the kind of work done. The supervisor is to report to the WorkEd Coordinator if a student enrolled has not reported for work within two weeks at the start of the semester or has a total absence of ten hours from work.
 - To regularly observe the students’ performance at work and give the needed encouragement and feedback. To meet with the students in the mid-term and give an evaluation of their performance at work.
 - To submit to the WorkEd Coordinator the Work Log and the final Work Performance Evaluation Form at the end of the semester.
- g. Course codes will be as follows:

<i>Course Title</i>	<i>Course Code</i>
Work Education 1	WOED 1
Work Education 2	WOED 2

- h. All curricula must include the WorkEd requirement for two semesters.
- i. For students with honors, a Very Satisfactory grade is required.

2. Guidelines for Different Physical Education (PE) Courses

2.1 PE 1 for In-Campus Students

Main activity: with supervised early morning jogging (STTh 5-6:30 am) aside from regular classroom instruction

Qualifications:

- No health-related problem
- Staying in the dormitory or a faculty home

2.2 PE 1 for Off-Campus/Non-Dorm Students

Main activity: high-intensity exercise (during class schedule)

Qualifications:

- No health-related problem
- Staying off-campus or in a faculty home

Off-campus/Non-dorm students are not allowed to join the in-campus program due to the early morning schedule. Those who are staying in faculty homes can have this program as an option.

2.3 PE 1 for Working Students

Main activity: high-intensity exercise (during class schedule)

Qualifications:

- No health-related problem
- With a work certificate from the supervisor for those who are working in AUP, or a certificate of employment from the employer for those who are working in companies in nearby areas.

Aside from having a hard time finding a schedule that will fit in their working hours, working students find it hard also to come up with practices set by full-time students in preparation for final exams.

2.4. PE 1 for Students with Health-Related Problems

Main activity: low-intensity exercise (during class schedule)

Qualification:

- With a medical certificate authenticated by AUP health services.
Students with health-related problems are not allowed to join other programs due to their current health status. They are to be treated with more careful supervision to avoid untoward incidents.

3. Intensive Courses

Intensive courses are not allowed. PE courses are designed to help students develop and practice a balanced lifestyle by providing them regular physical activities. Thus, Department Chairs of academic programs are encouraged to strictly monitor the completion of the PE courses within the first two years or within the terms specified in the curriculum.

3.1 Physical Education Via Proficiency Exam

This program is designed to cater to the needs of those who are under special cases without charging an additional fee. The student is required to follow the proper sequence of PE courses.

Qualifications:

Officially enrolled with any of the following:

- with advanced skill in a particular PE course (if possible, show proof of participation in tournaments such as pictures, certificates, awards if any)
- married (submit a photocopy of marriage certificate)
- with disability (submit a medical certificate authenticated by AUP Health Service)
- currently employed (submit a certificate of employment)
- for PE 1 and PE 2 – at least 23 years old (submit a photocopy of birth certificate)
- for PE 3 and PE 4 – at least 25 years old (submit a photocopy of birth certificate)

Requirements:

- Enroll in the needed PE course. Only PE courses offered within the semester can be taken.
- Only one PE course per semester.
- Review independently the syllabus/handouts and practice basic skills for evaluation.
- Pass both written and practical exams.

3.2 PE Guidelines for Encoding

3.2.1 General:

- Students should finish all PE courses during their first two years of stay in AUP or within the terms specified in the curriculum to avoid problems during senior years.
- PE courses are to be taken in proper sequence (PE 1, PE 2, PE 3, PE 4). Each lower level of PE is a prerequisite for the next level and has to be strictly observed.
- Students should be enrolled according to the classification especially in PE 1 to avoid problems in accomplishing class requirements.
- Monitoring of class rosters during the encoding is highly recommended to ensure that each teacher will have enough load. Override is not allowed unless all sections are full. This is to avoid dissolved classes due to a lack of students. Encoders are encouraged to help the students in lining up their courses.
- The PE department will not be liable for any of the following:
 - Problem due to wrong encoding (wrong classification, wrong section, wrong teacher, wrong course). It would be the responsibility of students' department to fix the problem.
 - Problem due to the non-fulfillment of a prerequisite. The Department Chair of the students should check if they have already completed the prerequisite before encoding. The PE department should double-check if

students enrolled in PE 2, 3, and 4 are done with the prerequisites during the first week of class. Students who will be found not qualified will be advised to drop.

- Problem due to a lack of proper monitoring of students' checklists. It is the responsibility of the Department Chair of the students to monitor the completion of the PE courses during the first two years or within the terms specified in the curriculum.

3.2.2 PE 1

Faculty encoders should:

- Interview the students.
- Encode the requested course according to their classification.
 - With a health-related problem
 - In-campus
 - Off-campus
 - Working students

3.2.3 PE 2

Faculty encoders should check if the student has a grade in PE 1 reflected in AOLIS.

- If the student's PE 1 grade is not yet encoded in the AOLIS, advise the student to have it encoded first.
- If the grade reflected in the AOLIS is INC, advise the student to complete the INC grade (**See Appendix: Completion of INC Grade**). INC is not acceptable unless the grade in the INC Grade Form is a passing grade.
- If the student is a transferee, request the student to proceed to the PE department with a photocopy of his/her transcript for transfer of credit (**See Appendix: Request for Transfer of Credit**) and secure a note from the PE Department Chair to be presented to the encoder.

3.2.4 PE 3

Faculty encoders should check if the student has a grade in PE 1 reflected in the AOLIS.

- If either of the student's PE 1 or PE 2 grade is not yet encoded in the AOLIS, advise the student to have it encoded first.
- If the grade reflected in the AOLIS is INC, advise the student to complete the INC grade (**See Appendix: Completion of INC Grade**). INC is not acceptable unless the grade in the INC Grade Form is a passing grade.
- If the student is a transferee, request the student to proceed to the PE department with a photocopy of his/her transcript for transfer of credit (**See Appendix: Request for Transfer of Credit**) and secure a note from the PE Department Chair to be presented to the encoder.

3.2.5 PE 4

Faculty encoders should check if the student has a grade in PE 1, PE 2, PE 3 reflected in AOLIS.

- If any of the student's PE 1, PE 2, or PE 3 grade is not yet encoded in the AOLIS, advise the student to have it encoded first.
- If the grade reflected in the AOLIS is INC, advise the student to complete the INC grade (**See Appendix: Completion of INC Grade**). INC is not acceptable unless the grade in the INC Grade Form is a passing grade.
- If the student is a transferee, request the student to proceed to the PE department with a photocopy of his/her transcript for transfer of credit (**See Appendix: Request for Transfer of Credit**) and secure a note from the PE Department Chair to be presented to the encoder.

Section D - Academic Advising

1. Academic Advisers

Students will have their respective academic advisers to assist them in monitoring their program until graduation. The chairperson of the department is the official academic adviser. Students will also have a second adviser if they are doing a double major or minor. One of the functions of the academic advisers is to review students' academic program every semester. At the beginning of each semester, the advisers should have updated the students' checklist.

Another function of the academic advisers is to have a file of Student Profile (**See Appendix: Student Profile**). Since it is confidential, the data should be kept confidential.

2. Curriculum and Bulletin

2.1 Curriculum Checklist

A curriculum checklist is simply a list of all the courses students must take to graduate. It is given to students on the day of their first registration in the University and must be updated every term before the registration. The courses are listed under the specific term and students are advised to take them sequentially as they appear in the approved curriculum, unless advised otherwise by their academic advisers. The curriculum checklist must be updated every term by the department chair to monitor the progress of the students. At the same time, the students are expected to update their checklist from the AOLIS and compare every term with the department chair.

2.2 Student's Governing Curriculum

Every student using an old curriculum must be advised to shift to the new curriculum. A student should graduate under the curriculum in force. A student must meet all the requirements in the curriculum in force.

2.3 Bulletin Regulations, Manual of Academic Policies, and Announced Changes

The stipulations in the Bulletin and Manual of Academic Policies should not be considered as a final contract between the student and the University. The University reserves the right to make any changes it deems necessary at any time. All such changes adopted or made by the University administration and then communicated to the University community have the same force as the regulations published in the University Bulletin and Manual of Academic Policies.

3. Student Load Policy

The number of units which a student is allowed to carry should be based on his/her GPA, his/her workload (for working students), and financial arrangements with the DSF. The following scale provides for the allowable load based on the student's GPA from the previous semester including the forum, work education, and other requirements.

<i>GPA</i>	<i>Load Allowance</i>	<i>Load Allowance</i>
	<i>(semester)</i>	<i>(intersemester)</i>
3.50 and above	28 (maximum)	9 (maximum)
3.25 – 3.49	26 – 27	8
3.00 – 3.24	24 – 25	7
2.75 – 2.99	22 – 23	6
2.50 – 2.74	20 – 21	5
2.25 – 2.49	18 – 19	4
2.00 – 2.24	17 and below	3

Other curricular considerations, such as overload requests (**See Appendix: Overload Request Form**), must be approved by the office of the Vice President for Academics.

4. Period of Probation

The first semester of the student's attendance at the University is his/her period of probation. During this time, he/she must demonstrate scholastic ability, an aptitude for the program of study, high moral ideals, and the willingness to cooperate with every detail of the University program.

4.1 Scholastic Standing, Probation, Suspension, and Dismissal

Every student is expected to maintain a satisfactory record while attending the Adventist University of the Philippines. For students taking a four-year course, an overall grade point average (GPA) of at least **2.25** is considered a minimum standing. Students who perform below this level will be placed on scholastic probation and must submit a notarized waiver signed by the parent/guardian, and the College Dean during the pre-registration (**See Appendix: Waiver for Students with GPA below 2.25**). This means that during the semester they are placed on probation, they should make special efforts to raise their grades above the minimum level. Students who are on scholastic

probation for two consecutive semesters will have their cases taken to the College Council for review and may be asked to shift to another degree program upon consultation with the Guidance Director (**See Appendix: Shifting Form**). Students who do not meet the required GPA will be denied admission to the University.

For students taking an Associate or Diploma program, the minimum overall GPA is **2.0**. If students fail to come up with the required GPA for one semester, they will be placed on academic probation. Failure to reach the required GPA for two consecutive semesters after all efforts have been exerted to help them raise their grades will disqualify them to continue with their program of study at the University.

4.2 Retention Policy

The University practices open admission and selective retention. Below is the University's minimum retention requirement. Each program, especially those with licensure examination may implement their own President Council's approved retention policy which is over and above the University's minimum retention requirements.

For a bachelor's degree course: Overall GPA - 2.25

For a two-year Associate/Diploma program: Overall GPA - 2.00

5. Special Class

- a. Special class for undergraduates is considered when the course has less than the allowed minimum number of students (10 students for every major course) and is requested after the approval of the course offerings. (**See Appendix: Request for Special Class- Undergraduate**)
- b. If the requested course has less than the allowed minimum number of students, the students are required to pay the regular tuition fee and share the special class fee for 10 students. The teacher teaching the requested course will be given a 3-unit load.
- c. If the major course is part of the regular course offerings, and the number of students is less than the allowed minimum (10 students for every major course), the teacher will be given a 3-unit load provided his/her minor undergraduate classes compensate the number of students. The students in that course will be required to pay the special class fee.
- d. Each regular class for a major course should reach the allowed minimum number of students (10 students) for the teacher to be given a 3-unit load. In cases where a teacher teaches all major courses and one of his/her classes does not meet the allowed minimum number of students, the teacher will be given a 3-unit load provided his/her other classes can compensate the number of students for that major course.

5.1 Mechanisms to Ensure Quality of Special Classes

To ensure quality in offering special classes, the following must be observed:

- a. Required Contact Hours
 - 3 units (54 hrs/sem – regular class)
 - 2 units (36 hrs/sem – regular class)
 - 1 unit (18 hrs/sem – regular class)

- b. Portfolio for each student containing:
Exams, Quizzes, Projects, Journals/etc.

6. Transfer of Credits

The University may accept the transfer of credits from all general courses provided the course descriptions and grades are consistent with the policy requirements of the University. Evaluation and review of credits for transfer **may include military training and experience provided** that the standards of consistency to the program’s requirements are also met. In addition, transferees who obtain a passing score (30 and above) in the English Placement Test may be granted credit for Purposive Communication, while those scoring below 30 are required to re-enroll Purposive Communication and take English Plus. Transfer of credits for major courses will be decided by the Department Chair, Dean, and the Vice President for Academics, but transfer students must take at least 36 units or spend one full academic year residency, taking 50% of the courses in the major field. The policy for local students also applies to foreign students; however, the University may accept the transfer of credits as mandated by CHED. **(See Appendix: Request for Transfer of Credit)**

7. Substitution Policy

In cases where the course/s needed by a student is/are no longer part of the curriculum in force, the principle of “substitution” shall be applied; that is, courses taken in the previous curriculum shall be deemed equivalent and thus credited to the courses in the current curriculum as determined by the Department Chair and approved by the College Dean and VPA through the use of the Substitution Form. **(See Appendix: Request for Substitution of Courses)**

8. Guidelines on Thesis/Feasibility Study Writing

- a. Allow 3-5 students to work on their thesis/FS.
- b. The panel should be composed of an adviser and three panel members. The College Dean should act as the chair.
- c. Expenses for the thesis and FS related to advising, editing, and others as presented below should be up to P5,000 only.

Expenses:		
Advising	P1,300	
Editing	1,250	(P1,000 – editor / P250 – AUP Turnitin)
Statistics	1,250	(P1,000 – statistician / P250 – AUP Statistics Center)
Fees for Panel members (2x300 each)	600	

Research Consultant	300	
Department Share	300	
TOTAL	P5,000	

- d. Translator – the cost of translation should not exceed P100 per page.
- e. Submission of a journal-ready paper using the Introduction, Methodology, Results, and Discussion (IMRAD) format.

9. Academic Grievance

Any student desirous of expressing concern regarding instructional matters such as perceived unfair grading, cheating, or general misunderstanding should confer with his/her instructor, Department Chair, or the College Dean before the matter is taken to the VP for Academics. Any complaint brought to the VP for Academics must be made in writing with the approval of the Department Chair and the College Dean.

Section E – Off-Campus and Extra-Curricular Activities

1. Guidelines on Off-Campus Activities

1.1 Educational Trips

- a. Field trips are allowed in major courses only.
- b. Field trip requirements should be reflected in the course syllabus during the semester.
- c. Applications for field trips should be filed and submitted to the VPA at least one month before the activity.
- d. Field trips should not be on a Wednesday, Friday, or two weeks before the final examinations, if possible.
- e. The field trip request form is available at the VPA’s/Dean’s office. **(See Appendix: Off-Campus Activities Application Form)**
- f. After completing all the requirements for the field trip, the personnel-in-charge of the trip should process the certificate of compliance to be approved by the VPA and the University President. **(See Appendix: Certificate of Compliance)**
- g. Students will only be allowed to participate in the field trip once they secure a medical certificate from the AUP Health Service and submit a notarized parent/guardian written consent. **(See Appendix: Informed Parental Consent)**

1.2 On-Site Learning (OSL) / Internationalization

1.2.1 Dates

The dates must be approved by the AdCom before making arrangements with the venue, transportation, etc. Further, the schedule shall not be right after the

final exam to give allowance for teachers to submit their clearances on time.

1.2.2 Courses Credited for OSL

The following courses are credited for OSL:

<i>Courses</i>	<i>Units</i>
Readings in Philippine History	3
Life and Works of Rizal	3

2. Academic Qualifications for Students' Participation in Co-Curricular Activities

The participation of students in different co-curricular activities is essential for their professional growth and training as coupled with sound academic backgrounds, in line with the University Mission and Vision. Several functioning groups exist which are relevant to both the academe and the general community. University-wide organizations include:

Central Student Council (CSC)

The CSC is the “central student government and the... supreme body and official representative of the students.”

University Voice (UV) and Silang Memoirs (SM)

The UV and SM are the official publications of the CSC.

Senior Class Organization

This organization is an active group for graduating seniors.

Specialized Groups

These refer to the official religious groups, singing groups, varsity sports groups, and other specialized representations duly recognized by the Student Services Office.

Professional Clubs

These are the department and college organizations that strengthen the professional training and support systems of the students.

2.1 Leadership

2.1.1 Personal Qualifications

A student who vies for or is voted into a leadership position must:

- be a bona fide member of the Seventh-Day Adventist Church in the case of a president, vice-president (religious), editor-in-chief, playing coach, chairperson, or class pastor. Other positions are open regardless of religious affiliations;
- be a resident student for at least three semesters for university-wide organizations;
- be officially enrolled, and

- be of good moral standing.

2.1.2 Grading Requirement

Academic standing is of great importance among student leaders, with grades reflective of both intellectual competence and responsibility. The student must:

- have a GPA of not less than 3.50 and the lowest grade of B- if in the position of president, vice-president, editor-in-chief, playing coach, chairperson, or any position belonging to the highest among executive functions;
- have a GPA of not less than 3.00 and the lowest grade of B- if in the position of secretary, treasurer, staff editor, vice-chairperson, or any position belonging to the lower ranks of the hierarchy; and
- have no INCs during the semester or year when the position is held, except for practicum and research.

2.1.3 Student Load

To function as a leader, the student must have the following qualifications in terms of semestral load:

- for the CSC, UV, SM, and university-wide leadership, the student should not be enrolled in practicum, internship, or on-the-job training during any of the two semesters, except when the said academic requirements are done in campus, or in nearby communities such as Puting Kahoy, Lumil, Tartaria, or Sto. Domingo;
- the same is true with professional clubs and specialized groups.

2.1.4 Leadership Points System

Students vying for or are assigned both in university-wide and college-based leadership positions are given the following points:

	<i>University-Wide</i>	<i>College-Based</i>
President/Editor-in-Chief	80	40
Vice President	60	30
Secretary	40	20
Treasurer	30	10
Auditor	10	10
Class Pastor	10	10
PIO	10	10
Artist	10	10
Other positions, not executive	5	5

A maximum of 100 points is allowed for any student leader to hold different positions in a given term. These points do not influence in any way the student's final grades. However, these may be used to compute points needed to evaluate those who are aiming for leadership awards.

Section F – Attendance and Absences

1. Attendance Policy

The basis for attendance policy is that no student can absent himself or herself from a large number of classes without losing significantly from the learning opportunity available to him/her.

The rules on class absences are as follows:

- 1.1 As per the Manual of Regulations for Private Schools, “a student who incurs absences (excused or unexcused) more than 20% of the prescribed number of classes or laboratory periods shall be given an F.”
- 1.2 For a term covering 18 weeks of classes, the computation is as follows:

Lecture Classes	
<i>Frequency of meetings per week</i>	<i>Allowed Maximum Absences</i>
1	4
2	7
3	11
Laboratory Classes	4

- 1.3 Three instances of being tardy, at least 15 minutes after the class has started, are counted as one absence.
- 1.4 Classes missed due to late registration are included in the total number of excused and unexcused absences for the semester.

2. Reporting Students’ Absences

The teacher reports a student who incurred three consecutive absences in a month to the Vice President for Student Services (**See Appendix: Report of Student Delinquencies**). This office will relay the information to the following:

- Home/Village Dean
- Guidance Office for counseling
- Parents
- College Dean who will inform the Department Chair

3. Policies on Students’ Absences Due to Official Functions

A student is allowed up to four absences (within the 20% allowed as stipulated in the Bulletin) in one semester when attending approved official functions. Such student should be given make-up quizzes/tests missed without being charged with the make-up examination

fee. Any fee incurred for clinical duty make-ups will be shouldered by the student or the inviting organization.

A student's request for absences should be made through proper channels (from the teacher to the department head, to the dean, to the VP for Academics, and the AdCom).

4. Student Leave of Absence

All students who plan to stop schooling for at least one semester up to one year are required to apply for a leave of absence using the Study Leave of Absence Form (**See Appendix: Application for Study Leave of Absence**) up to two weeks after the last day of registration. Students who applied for leave of absence will proceed to pre-registration and registration just like the returning students.

Students who will not file for LOA will be considered in Absence Without Leave (AWOL) status. Students who are AWOL, or those who filed for LOA but returned beyond one year, must (a) apply to be re-admitted through the admissions process, and (b) be shifted to the curriculum in force.

5. Policy on Residency

Residency is a requirement for a student to be bona fide and officially included in the list of enrollment; therefore, the following policy must apply:

- 5.1 A student is required to enroll for residency equivalent to a one-unit load on the following conditions: Thesis Writing, Feasibility Study, IPO, Community Project, any academic requirements not accomplished during the previous term.
- 5.2 Residency should be enrolled during the general enrollment period.
- 5.3 The usual tuition fee will apply including the library fee.
- 5.4 The Residency will not be given a grade and will not get credit.

Section G – Quizzes and Examinations

1. Provision for Examination

To ensure that high standards are maintained in the administration of examinations in all undergraduate programs, the following policies and procedure shall be observed: (**See Appendix: Examination Process Flow for Undergraduate**)

1.1 For Preliminary, Midterm, and Pre-Final Examinations

- a. The teacher prepares the examinations in his/her assigned courses during the term.
- b. A seat plan is prepared before the start of the examination. (**See Appendix: Seat Plan**)
- c. The assigned classroom will serve as the testing room during major examinations.
- d. The teacher oversees the reproduction of the exam paper.

- e. The teacher must administer the exam on the dates specified on the Academic Calendar.
- f. The teacher shall serve as a proctor during the examination. In cases wherein the teacher is not available, he/she may recommend his/her substitute to his/her Department Chair for approval.
- g. The teacher must allow students to take examinations provided they present financial permits or financial arrangement permits duly issued by the Office of the Director for Student Finance. The teacher is not authorized to make financial arrangements with students.
- h. The teacher marks the examination and records the results.
- i. The examination result is given to students.

1.2 For Final Examinations

- a. The teacher prepares the examinations in his/her assigned courses during the term. A Table of Specifications is prepared for the final examination. **(See Appendix: Template for TOS)**
- b. For a course with multiple sections, a departmental examination may be prepared, where a common schedule is set. All teachers of the same course must contribute questions in the final examination.
- c. The teacher submits the examination for moderation to two of his/her co-teachers. The moderation period is part of the Academic Calendar. **(See Appendix: Examination Moderation and Reproduction Process Flow & Examination Moderation Report Form)**
- d. The teacher submits the moderated examination to the Department Chair and the College Dean for endorsement.
- e. A seat plan is prepared before the start of the examination. **(See Appendix: Seat Plan)**
- f. The assigned classroom will serve as the testing room during major examinations.
- g. The teacher oversees the reproduction of the exam paper.
- h. The teacher must administer the exam on the dates specified on the Academic Calendar.
- i. The teacher shall serve as a proctor during the examination. In cases where the teacher is not available, he/she may recommend his/her substitute to his/her Department Chair for approval.
- j. The teacher must allow students to take examinations provided they present financial permits or financial arrangement permits duly issued by the Office of the Director for Student Finance. The teacher is not authorized to make financial arrangements with students.
- k. The examination result is given to students.
- l. The final grades of students with an outstanding balance, however, remain INC until their financial obligations are settled. (The provisions for INC grade will apply).

2. Special Quiz/Examination

Special quiz/examination is not allowed unless the absence is excused or authorized such as illness and emergencies (sickness or death of a family member). The special quiz/exam fee will be P150/quiz and P300/exam. All payments will be made to the University Cashier's Office (50% of the payment goes to the teacher, 30% goes to the trust fund of the department, and 20% goes to the College income). The exam/quiz fee is waived if the absence is excused.

Students who cannot take quizzes or exams as scheduled may apply/request for a special quiz/exam (**See Appendix: Special Exam/Quiz Request Form**)

3. Special Moving Examinations

A student who missed a moving exam may request a special moving exam. Special moving exams will be given to students after paying the appropriate fee. The amount and the schedule of which will be determined by the department concerned. The payment must be made at the University Cashier's Office (50% of the payment goes to the teacher and 50% goes to the trust fund of the department).

4. Remedial Examinations

Remedial exam/s may be given (free of charge) if 20% or more of the class failed the exam. Remedial exam/s must not be the same as the special exam, must be announced to all students in the specific class, and must be given within a week after every major exam.

5. Administering Advance and Late Examinations

- a. Teachers should inform their Department Chairs at least two weeks before the exam schedule that they would be unable to administer the examination on the scheduled date. In cases of emergency, it is the responsibility of the Department Chair to assign a teacher who will administer the examination as scheduled.
- b. A copy of the teacher's information that he/she is unable to administer the exam as scheduled should be submitted to the Dean and the VP for Academics. Duplicates of these written requests should be kept in the department's file for future reference.
- c. A letter of warning from the department should be given to teachers who consistently do not follow exam schedules for at least three consecutive times. The Dean and the VP for Academics should each be furnished a copy of the letter.

6. Guidelines on Online Examinations

Students must secure first their examination or financial arrangement permits. This should be processed ahead of time and students are expected to do this a few days before the exam. NO PERMIT/NO FINANCIAL ARRANGEMENT PERMIT, NO EXAM.

6.1 Prepare 2 gadgets (and their chargers) for the examination. One will be connected thru Zoom and the other one for iStudy.

- macOS X with macOS 10.9 or later
- Windows 7 and up
- Android and IOS Phones

Laptops should be placed on a table void of any other objects.

Secondary gadget for zoom should be positioned at the 8 o'clock or 4 o'clock positions. Please see photos for reference:



Camera view from 8 o'clock position



Camera view from 4 o'clock position

6.2 Secure a good internet connection.

Internet is a great way to connect, but like any wireless connection, there can be fluctuations in the speed and reliability of a network. Taking a lengthier exam opens up

more possibilities for these disruptions to occur. To help ensure you are able to sit a stable connection for an online exam, here are some things you could consider:

- An internet connection – DSL, broadband wired, wireless (3G or 4G/LTE), or better with a bandwidth of at least 600Kbps or more for simultaneous screen sharing, video and audio conferencing is needed for both Zoom and iStudy.
- Have a stable connection.
- Identify the place in the house where WIFI is strongest and test there.
- Do not have other family members sucking up internet bandwidth with Netflix, social media, etc.

6.3 Remote testing environment should meet the following requirements:

- Testing location must be indoors (walled), well-lit, and free from background noise and disruptions.
- No third party may be present in the room or enter the room for the duration of the exam. If this occurs, the exam will be terminated and/or the results invalidated.
- Workstation and surrounding area must be free of pens, papers, electronic devices, etc. No content that could potentially provide an unfair advantage during the exam, including those posted on walls or within the immediate area, should be present during your exam session.
- Written notes, published materials, and other testing aids are strictly prohibited.
- Unauthorized personal items may not be accessible while testing. Such items include, but are not limited to outerwear, hats, food, drinks, purses, bags, notebooks, watches, cell phones, electronic devices, or wearable technology (such as headsets and earphones).

6.4 Exam Do's and Don'ts:

- Do keep the Zoom logged in at all times. Students may log off only when given permission by the proctor.
- Leaving the camera view while the exam is in progress is strictly prohibited unless otherwise specified by the test proctor.
- Unauthorized Zoom log off and exam taking outside of Zoom is strictly prohibited. Violators will have their exam terminated, results invalidated, and due sanction shall be given.
- Do keep the camera and microphone open while taking the exam.
- Changing location while testing, turning off lighting or audio, and speaking to or receiving aid from other individuals is strictly prohibited.
- Eating, drinking, and chewing gum are prohibited during the exam.
- Opening other tabs and messaging applications during the examination is strictly prohibited.
- Taking photos and screen captures of the examination is prohibited. Violators will have their exam terminated, results invalidated, and due sanction shall be given.

6.5 Additional guidelines for teachers and students:

- Set in safe exam browser mode.
- Rumble/Shuffle the sequence/options of the exam.
- Implement special exam fee as reflected in the MOAP and process the Special Exam Request online form.

- Monitor the students who are always requesting to take the special exam.
- Deduct 10% in the score of those whose special exam is not excused.
- Unexcused absences:
 - No financial permit/arrangement
 - No medical certificate or communication from the parent to the Department Chair
- Excused absences:
 - No internet connection or power interruption (student to provide proof)
 - With communication from the parent to the Department Chair or with a medical certificate
 - Other reasons subject to the review/discretion of the Department Chair

Section H - Grading

1. Grading System

The final grades for each term are recorded on the student's permanent record in the Records and Admissions Office and in the AOLIS. Students of the University with active accounts in the AOLIS can view their grades on the website (<http://www.aup.edu.ph>). Midterm grades are made available to the students by their respective departments.

The equivalent grade percentage and points are as follows:

Numerical Grade	Letter Grade	Percentage Equivalence	Point Equivalence per Unit
1.00	A	98-100	4.00
1.25	A-	95-97	3.75
1.50	B+	92-94	3.50
1.75	B	89-91	3.25
2.00	B-	86-88	3.00
2.25	C+	83-85	2.75
2.50	C	80-82	2.50
2.75	C-	77-79	2.25
3.00	D	75-76	2.00
5.00	F	74 and below	0.00

The Forum and WorkEd grades are the following:

	Major's Forum	Work Education
Excellent	√	√
Very Satisfactory	√	√
Satisfactory	√	√
Fair	√	
Poor	√	√

The student convocation grades are the following:

No. of Attendance	Grade Equivalent
15 and above	Outstanding
12-14	Very Satisfactory
9-11	Satisfactory
8 and below	Unsatisfactory

Other symbols and meanings that may appear in the grade sheet (transcript) or in the AOLIS are the following:

INC – Incomplete	Dropped
NC – No Credit	Exempted

Final grades are permanent and could only be changed through an approved **“Request for Change of Grade” (See Appendix: Request for Change of Grades)**. Further, the following labels are AOLIS-generated, temporary, and not recorded in the transcript of records:

- a. Enrolled – the default label for the currently enrolled courses and replaced at the end of the term.
- b. Deleted – courses in the roster of the AOLIS that were removed.

1.1 Components for Grading

The components for grading will include but are not limited to the following:

Examinations	Projects
Assignments	Class Participation
Quizzes	Research
Performance-based assessment	

The following are not included in the computation of grades:

Attendance
Behavior / Attitude of students
Participation in the extra-curricular activities

The weight requirement for grading is as follows:

Examinations	40%
Continuous Assessment	60%

Any deviation must be approved by the Department Chair, College Dean, and the VPA.

1.2 Grading Transmutation Formula

$\frac{\text{Raw score}}{\text{Perfect score}} \quad \times \quad 70 + 30$
--

2. Provision for Incomplete (INC) Grades

- 2.1 An INC is a temporary grade given at the discretion of the teacher to students who failed to complete the requirements for the course such as:
 - failure to take examinations;
 - failure to submit class requirements; and
 - poor performance due to illness, emergencies, and other unforeseeable circumstances but not because of:
 - negligence;
 - late work; or
 - low performance
- 2.2 Grade sheets with INC grades submitted by the teachers must include an attached “INC Grade Form” (**See Appendix: INC Grade Form**) that contains the current grade of the student, which becomes his/her final grade after the probation for the completion of an INC grade expires.
- 2.3 An INC grade must be completed the shortest possible time as indicated in the syllabus but not more than one academic year (two regular semesters and one intersemester). Upon completion, the RAO will encode the grade as reflected in the “Completion of INC Grade” (**See Appendix: Completion of INC Grade**).
- 2.4 As a temporary grade, an INC must be completed within one year after the grade of INC has been encoded. Otherwise, the system will automatically encode the final grade as previously indicated in the system.
- 2.5 An INC grade will have a bearing on the student’s GPA.
- 2.6 If the course with an INC is a pre-requisite for the next course, its passing/acceptable grade should have been encoded in the AOLIS before the student can process enrollment of the subsequent course.
- 2.7 A student who intends to re-enroll a course that has a current status of INC must be advised by his/her Department Chair to apply for NC before he/she will be allowed to re-enroll. This must be accomplished within the INC prescribed period. (**See Appendix: Request for NC Grade**)
- 2.8 When the reason for INC is no financial permit, grades of students can be encoded but automatically hidden until the student has settled his/her account. No need to accomplish the INC Completion Form.

3. The No Credit (NC) Grades

- 3.1 The No Credit (NC) grade is given in lieu of a final grade for the reasons that
 - a. The student may not be able to comply with the requirements to pass the course; or
 - b. The student may not be able to complete with the requirements to pass the course after receiving an INC grade.
- 3.2 The request must be filed before:
 - a. before the final exam; or
 - b. before the probation for the completion of an INC grade expires (**See Appendix: Request for NC Grade**).
- 3.3 The course requested for NC grade must be re-enrolled by the student and will disqualify him/her for academic honors.
- 3.4 The NC grade is not included in the computation of the GPA.

4. Grades for Student Convocation

Attendance in Student Convocations is a part of the academic program of the University. Convocations are provided for the spiritual, academic, and social benefits of the students. All students are to be given a grade in Student Convocations every semester based on the guidelines set by the AdCom. These grades are to be reflected in students' transcript of records and are to be considered in the awarding of honors.

Attendance to Student Convocation (SC) and Week of Prayer (WOP) is a must for all undergraduate students and thus, will be graded.

For every semester that a student is enrolled, he/she is required to have an encoded grade in Student Convocation.

The grade will be based purely on the attendances which are as follows:

No. of Attendance	Grade Equivalent	Academic Honor
15 and above	Outstanding	To qualify for honor, the grade must be at least Very Satisfactory
12-14	Very Satisfactory	
9-11	Satisfactory	
and below	Unsatisfactory	

Grade in Student Convocation during the following semesters will be at least “**Satisfactory**” for Latin Honors and Honor’s Award:

- 2019-2020 - Second Semester
- 2020-2021 - First and Second Semesters
- 2021-2022 - First and Second Semesters

4.1 Exemption Policy

Those who are enrolled in six (6) units or below in their final semester, enrolled in residency, on-the-job-training (for the whole semester), or students of College of Dentistry (COD) taking clinical courses are exempted from convocation attendance, provided with an endorsement from their department chair. The notation that will appear in the final grade is “Exempted.”

Submission of names of students eligible for exemption must be done by the department chair before the midterm exams.

4.2 Excused Absence Policy

On special occasions, an excused absence for a specific date may be granted. An excused absence is added to the overall number of student convocation attendance. The valid reasons are the following:

- a. Sickness that prevents the student from attending the convocation
- b. Death in the family

Relatives of the:

1st degree – Parent/s, Child/Children (legitimate or illegitimate)

2nd degree – Sibling/s (full or half-blood), Grandparent/s

3rd degree – Uncle/s, Aunt/s, Great Grandparent/s, Nephew/s, Nieces/s

4th degree – First Cousin/s

- c. Some programs with off-campus duty, training, or community service on specific dates
- d. Other special cases as approved by the Student Services Committee

Request for excuse must be submitted to the Student Convocation Coordinator in the Student Services Office not later than one (1) week after the missed convocation date.

The following must be submitted:

Accomplished Request for Student Convocation Excuse Form with the following attachments:

- A request letter from the student
- Supporting documents (medical certificate, parent’s/guardian’s letter, etc.)
- An endorsement from the department chair

A maximum of three (3) absences may be excused in one (1) semester.

5. Criteria in Grading Majors' Forum

The grade in Majors' Forum is based on the student's attendance using the following scheme:

No. of Attendance	Grade Equivalent	Academic Honor
5	Excellent	To qualify for honor, the grade must be at least Very Satisfactory
4	Very Satisfactory	
3	Satisfactory	
2	Fair	
1	Poor	

6. Release of Grades

The final grades of the students will be encoded. Scholastic reports or grade slips are issued by the Records and Admissions Office and recorded for permanent reference every semester. Teachers are to encode their grades in the AOLIS within five days after the final examination.

7. Change of Grades

Change of grades is discouraged. However, when a teacher made an error either in the computation or in encoding, a request for change of grade should be turned in not later than 30 days after the deadline for submission of grades (**See Appendix: Request for Change of Grades**).

Section I – Level Promotion of Students

1. Basis for Promoting Students

Students' promotion is done every May to determine the year level of students. The following criteria are used:

Year Level	Units Completed as reflected in the AOLIS
1 – First Year – Freshman	50 units and below
2 – Second Year – Sophomore	51 – 100 units
3 – Third Year – Junior	101 – 150 units
4 – Fourth Year – Senior/Graduating	151 – 200 units
5 – Fifth Year	201 – 250 units (Engineering, Accountancy)
6 – Sixth Year/Graduating	251 units and above (Dentistry)

Graduating includes:

- a. Internship/Practicum or On-the-Job Training
- b. Thesis/FS
- c. Comprehensive Exam

In addition to the above, the promotion of students includes the following:

- a. Completed the number of units as reflected in the promotion scale.
- b. Obtained a passing grade in required Professional Courses.
- c. Passed the qualifying exam or its equivalent set by the department.
- d. Attained the GPA requirement set by the department.

The declaration of students' level is approved by the AAC upon the recommendation of the Department Chair and College Executive Council. During the promotion, the Dean presents the following:

- a. An updated checklist of all students
- b. List of promoted students per level
- c. Checklist with an application for graduation and waiver for graduating students. The promotion process includes:
 - Evaluation of curriculum checklist by the Department Chair
 - Approval of the College Executive Council to be recommended to the AAC
 - Approval of the AAC and to be reported to the AdCom
- d. Summary of present and promoted students
- e. Minutes of departmental and college executive council meetings approving and recommending the promotion
- f. Use the template: **(See Appendix: Promotion of Undergraduate Students)**

2. Honors Award Guidelines

Honors award is given to the underclassmen (incoming second, third, fourth, and fifth year if applicable), based on their performance in the immediate past First, Second, and Intersemester (if applicable), to be awarded during the First Major's Forum in August.

2.1 Criteria for the Honors Award

- a. Overall GPA of 3.40 and above
- b. No repeated and/or dropped courses and no grades recorded as NC and/or INC
- c. No grade below B-, and at least a Very Satisfactory grade
- d. Active participation in CES of the College/Department/CES Office
- e. Commendable citizenship record from the Student Services Office or College/Department
- f. Active membership in the college/department professional clubs
- g. Active participation in their respective College Congregation/Religious/Singing Groups as evidences by certificate from the College/Department.
- h. Enrolled in one Academic Year with a total of at least 18 units.

2.2 Template and Signatories of the Certificate

a. Signatories: Department Chair and College Dean



Section J – Qualifying/Comprehensive Examination

1. Guidelines

- 1.1 Each board degree program should have a qualifying examination which is administered after each year level to qualify for the next level and comprehensive examination in Level 4/or graduating students with review/competency class.

Colleges	Qualifying Exam	Comprehensive Exam
CAH (Psychology)	Levels 1, 2 & 3	None
COB (Accountancy)	Levels 1, 2, 3, 4	None
(IT, BA, OA)	None	Levels 1, 2, 3, 4
COD	Levels 3 & 5	None
COE	Levels 1, 2 & 3	Level 4
COH (MLS)	Level 2	Levels 3 & 4
(Nutrition)	Levels 1 & 2	
COM		Levels 1, 2, 3, 4
CON	Levels 1, 2 & 3	None
CST (Engineering, Chemistry, & BLIS)	Levels 1, 2, & 3	Level 4
COT	None	Levels 3 & 4

- 1.2 Every non-board degree program should administer a comprehensive examination.
- 1.3 The Department Chair spearheads the preparation of the test items and recommends to the Executive Council/College Council the faculty who will be involved in the

preparation, administration/proctor, and checking of the qualifying/comprehensive examination.

- 1.4 The Department Chair will prepare the expense report approved by the College Dean and the VPA for payment to faculty involved in the qualifying/comprehensive examination, and shall attach the approval of the Executive Council before submission to Finance office.

2. Fees

- 2.1 A student who will take the qualifying/comprehensive examination for the first time has to pay the amount as reflected in the matrix below. For retake, the first retake is free while the second retake will require payment of the same amount:

COLLEGES	FEES
CAH (Psychology)	P200/exam/100 items
COB	P200/exam/100 items
COD	P300/exam/100 items
COE	P200/exam/100 items
COH (MLS & Nutrition)	P200/exam/100 items
CON	P200/exam/100 items
COM	P200/exam/100 items
CST (Engineering, Chemistry & BLIS)	P200/exam/100 items
COT	P200/exam/100 items

Note: For every 100 items, the College will charge P200.

- 2.2 Retake will be allowed. The Department has the discretion as to the maximum number of retakes.
- 2.3 Eighty percent of the payment will go to the teacher/s, while 20% will go to the department's income.

3. Schedule

- 3.1 The examination will be between May-July of every academic year or end of every semester.

Section K - Graduation

1. Graduation Dates

The graduation dates are as follows:

Intersemester	June	no graduation exercises
1st Semester	November	
2nd Semester	March	graduation exercises

2. Requirements for Graduation

The following are the requirements for graduation:

- 2.1 Completion of the curriculum specified by the department concerned as evidenced by a completed/evaluated checklist. (Any variation from the specified curriculum is subject to the approval of the Academic Administration Council)
- 2.2 Attainment of a specified grade point average (GPA) for Bachelor’s degree program: an overall GPA of 2.25 or above. For an Associate or Diploma program: an overall GPA of 2.0 or above
- 2.3 The final year in residence. (Transfer students must take at least 36 units or spend at least one full academic year residency taking 50% of the courses in the major field.)
- 2.4 Completion of required religion courses
- 2.5 Completion of required vocational education as specified in the curriculum
- 2.6 Completion of required work education courses equivalent to two credit units for two semesters
- 2.7 Filing of application for graduation at the beginning of the senior year before the close of the first eight weeks (**See Appendix: Application for Graduation**)
- 2.8 Submission of notarized Waiver on the Use of Graduation Picture and Clearance for Graduation (**See Appendix: Waiver on the Use of Graduation Picture and Clearance for Graduation**)
- 2.9 SSO clearance
- 2.10 The clearance for graduation must be approved by the Academic Administration Council. (**See Appendix: Clearance for Graduation**)
- 2.11 Membership in the Graduating Class Organization unless exempted by the Academic Council for valid reasons
- 2.12 Settlement of Accounts
- 2.13 Students should complete all the requirements set by the RAO.

All students graduating from AUP are expected to attend the graduation ceremony unless granted specific permission to graduate in absentia by the AAC. The graduation fee will be charged to the student graduating in absentia. Students’ degree certificates/diplomas will be released after attending the graduation ceremonies only unless there was a request for graduation in absentia. Specifically, the following are the graduation requirements for July, December, and May graduates:

<i>July, December, and May Graduates</i>	Completed all requirements
	GPA should be at least 2.25 for the Bachelor program and 2.00 for the Associate/Diploma program
	Settlement of account
	Completed all requirements set by the RAO
	Deadline: Thursday before Graduation Weekend, 12 noon

3. Procedures in Approving Candidates for Graduation

Listed below are the procedures involved in approving candidates for graduation:

PROCESS	IN-CHARGE	SCHEDULE
1. Updating of checklists	Department Chair	Every semester
2. Application for graduation	Department Chair	Upon enrollment
3. Approval of application for graduation	College Dean	On or before the last Friday of September (for December and May Candidates)
4. Confirmation of application	RAO Director	On or before the 2 nd Friday of October
5. Final approval of candidates for graduation and honors	AAC and confirmed by the RAO Director	July Graduates: (August)
		December graduates (January)
		May graduates (May)
6. The final list of graduates and honors to include the name of the student, degree program/college, honor, nationality, office if any	VP Academics Office	Thursday before Graduation: 12 noon

The AAC will, one by one, review the candidates as recommended by the department and college councils. The Dean, therefore, presents the following before the AAC checks each student's record in the AOLIS:

- a. Checklist with the application for graduation and waiver
- b. List of candidates using the approved template
- c. Minutes of College Executive Council recommending the candidates

4. Waiver for Graduation

The waiver on the use of graduation pictures must be attached when the student applies for graduation/processes for clearance. **(See Appendix: Waiver on the Use of Graduation Picture)**

5. Academic Recognition

The thrust of Christian education is academic and spiritual excellence. The objectives are:

- 5.1 To provide special recognition to students of outstanding achievement and scholarly ability to engage in independent study or research.
- 5.2 To encourage students to develop their talents.
- 5.3 To provide students opportunities for enrichment and acceleration in their educational experiences and intellectual stimulation through interaction among themselves and with their teachers.
- 5.4 To encourage students to consider the moral implications of their intellectual endowments and opportunities to their services to God and mankind.

The criteria for giving honors are:

<i>Institutional Outcomes</i>	<i>Criteria</i>		
Professional Competence Expertise and leadership in their academic or professional discipline, continually improving professionally through lifelong learning.	Academic Performance		
	1. Grades and GPA		
	<i>Academic Honors</i>	<i>Lowest Grade</i>	<i>Weighted GPA</i>
	Summa Cum Laude	B+	3.80-4.00
	Magna Cum Laude	B	3.60-3.79
	Cum Laude	B-	3.40-3.59
	Dean's Award	Not required	3.4 and above
	2. No repeated and/or dropped courses and no grades recorded as NC and/or INC		
3. For transferees, they must have taken 80 percent of their credits (equivalent to seven terms) at AUP			
Active Faith A growing, transforming relationship with God and the application of the biblical truths expressed in the Seventh-day Adventist beliefs and spirituality to a variety of real-world issues.	1. At least a Very Satisfactory grade in Student Convocation (Effective 2018-2019)		
	2. Grade in Student Convocation during the following semesters will be at least "Satisfactory" for Latin Honors and Honor's Award:		
	<ul style="list-style-type: none"> ● 2019-2020 – Second Semester ● 2020-2021 – First and Second Semesters ● 2021-2022 – First and Second Semesters 		
	3. The lowest grade of B- in all General Bible courses		
Social Responsibility Commitment and engagement to improve the quality of life of all people, and to care for the environment.	1. Grades in Work Education and Majors' Forum must at least be Very Satisfactory.		
	2. Grade in Major's Forum during the following semesters will be at least "Satisfactory" for Latin Honors and Honor's Award:		
<ul style="list-style-type: none"> ● 2019-2020 – Second Semester ● 2020-2021 – First and Second Semesters ● 2021-2022 – First and Second Semesters 			

<p>Selfless Service Application of knowledge to real-world challenges in the spirit of unselfish service, fulfilling God’s calling in their lifework.</p>	<p>1. Active participation in CES and annual Community Work activities of the University as evidenced by at least three certificates of participation.</p>
<p>Balanced Lifestyle The pursuit of wholeness by maintaining a balanced healthy lifestyle – spiritually, mentally, physically, and socially.</p>	<p>1. Commendable citizenship record from the Student Services Office (SSO) or College as determined by the College Council</p>
	<p>2. The lowest grade of B- in PE</p>
	<p>3. Active membership in their respective professional clubs</p>
	<p>4. Active participation in their respective College Congregation/Religious/Singing Groups</p>

6. Graduating Class Officers – Qualifications and Guidelines

The following are the qualifications and guidelines for the graduating class officers:

- 6.1 Grade Requirement: GPA – 3.50 for president and vice-president; 3.00 for other offices
- 6.2 Student Services Office (SSO) clearance regarding behavior
- 6.3 Religion – The president, vice-president, and class pastor must be Seventh-day Adventists.
- 6.4 Should be 2nd Semester graduates (not 1st Semester or Intersemester)
- 6.5 The president and the vice-president must not have any major office like SA President and Editor-in-Chief of Silang Memoirs or College Voice.
- 6.6 He/She should have maintained a residency of four semesters, including the current one.
- 6.7 All INC grades of graduating class officers should be completed before the election time, except in Thesis/Feasibility Study and Internship/Practicum/On-the-Job Training/Clinical Courses. **(See Appendix: Completion of INC Grade)**
- 6.8 The candidate must be present during the election.
- 6.9 Distribution of office for the graduating class should be according to the number of students in the college. Should there be no qualified candidate from a certain college, then the nomination may be opened to other colleges.
- 6.10 The offices are:

<i>Position</i>	<i>Count</i>	<i>Position</i>	<i>Count</i>
President	1	Auditor	1
Vice President	1	PIO	1
Secretary	1	Class Pastor	1
Associate Secretary	1	Artists	2
Treasurer	1	CGS Representative	1
Associate Treasurer	1		

6.11 As much as possible, the qualified candidates must come from the following colleges:

<i>Position</i>	<i>College</i>
Treasurer	COB
Class Pastor	COT
Artists	Fine Arts Dept., CAH

6.12 Officers must subscribe to the University graduation philosophy in planning for the whole event – the 4 S: simple, short, significant, and sacred.

6.13 Officers must submit a notarized Waiver for Graduating Class Officer. (See Appendix: **Waiver for Graduating Class Officer**)

Outlined below are the procedures involved in approving college representatives for the Senior Class Organization:

PROCESS	IN-CHARGE	DATE
1. Approval of application for graduation and evaluation of checklist of department candidates qualified for senior class organization	Department Chair	2 nd Friday of September
2. Approval of application for graduation of qualified college representatives for senior class organization	College Dean	4 th Friday of September
3. Confirmation of application for graduation	RAO Director	2 nd Friday of October
4. Election of college representatives	College Dean	3 rd Friday of October
5. Senior class organization	VPA, College Deans, and Senior Class Sponsors	4 th Friday of October

7. Graduating Class Trust Fund

The Graduating Class Trust Fund is created for the safekeeping of all excesses of graduating class collected fees. The money cannot be spent by the present batch. The money can only be used for academic project purposes to be approved by the AAC. The money can only be utilized after two years of graduation.

7.1 Seniors' Fee Payment

The Seniors' Fee is collected from students applying for graduation whether in absentia or not. This payment will be used for the preparation for the Graduation Exercises. The common components of the Senior's Fee payment are as follows:

- Documentation
- Souvenir Program
- Class Gift
- Souvenir Items/Tokens
- Decoration
- Program
- Music
- Working Budget
- Other expenses and services for the preparation

The component of the Seniors' Fee payment may vary from the needs of each Batch of Graduating Seniors.

7.2 General Policy for Refund of Seniors' Fee Payment

Seniors who will not be able to meet the requirements for graduation must inform their respective College Representative/s or any of the Seniors' Class Officers about this matter. Hence, they will be able to qualify for a refund of the Seniors' Fee (**See Appendix: Seniors' Fee Refund Form**). But if the student will fail to inform any of the officers before the date by which the officers have finalized the number of souvenir items and tokens to be ordered, the general procedures for the refund of the Seniors' Fee payment apply. The Seniors' Class Officers have a detailed schedule of pictorials and deadlines for ordering the souvenir items and tokens.

7.3 General Procedures for Refund of Seniors' Fee Payment

Students who opted to refund their Seniors' Fee payment will take note of the following measures: (**See Appendix: Seniors' Fee Refund Form**)

- 100% refund November 30
- No refund from December 1 onwards

7.4 Seniors' Fee Appraisal

While considering the 4 S: simple, short, significant, and sacred in the preparation for the Graduation Exercises, the cost for the preparation is not constant. The amount allotted for the Seniors' Fee is subject to increase/appraisal and should be determined by the current Graduating Class Officers. Considerations should be made based on the following:

- Inflation rate – increase/decrease in the value of services and goods
- Total number of expected Graduates

Changes in the amount of the Seniors' Fee Payment are still subject for approval of the AAC and the AdCom.

7.5 Amendments

Any amendments, revisions, and alterations of this policy should be made only if deemed necessary by the current Graduating Class Officers and its Sponsors. The future changes to this policy are subject for approval of the AAC and the AdCom.

8. Transcript of Records (TOR)/Degree Certificates

The Records and Admissions Office prepares the TOR and Degree Certificates right after the approval of academic clearance. The TOR is issued upon the student's request. However, no transcript of records will be issued until all financial obligations to the University are settled by the student. A student's degree certificate will be awarded during the graduation ceremonies unless there is a request for graduation in absentia. The transcript of records will be released within 10 working days after the date of filing.

Section L – Board Examination Topnotchers

1. ACE Awards and Incentives for Topnotchers

To motivate students to strive for excellent performance in Board Examinations, the University provides cash gifts to topnotchers to any degree program. Cash gifts for Board examination topnotchers are to be released upon submission of the PRC Certificate and upon approval of the ADCOM. It will be presented during a convocation organized by the College.

A. Cash Gift Recognition

<i>Rank</i>	<i>Cash Gift</i>
Top 1	₱100,000
Top 2	₱80,000
Top 3	₱70,000
Top 4	₱60,000
Top 5	₱55,000
Top 6	₱50,000
Top 7	₱45,000
Top 8	₱40,000
Top 9	₱35,000
Top 10	₱30,000

B. Non-Cash Incentives

<i>Rank</i>	<i>Health Foods Products</i>	<i>Cafeteria Gift Checks</i>
Top 1-3	₱3,000 worth	₱5,000 worth
Top 4-6	₱2,000 worth	₱3,000 worth
Top 7-10	₱1,000 worth	₱2,000 worth

C. Celebration Perk

Free Use of Finster Hall of All Nations Amenities or Swimming Pool:

All Top 10 are entitled to a one-time free use of Finster Hall/Swimming Pool amenities for a celebratory gathering.

Inclusions: Basic media setup (only for Finster), and up to 20 guests (limit applicable to swimming pool use only, not the Finster). Schedule is subject to booking.

Further, that the sources of fund are the following:

1. 50% general institutional fund
2. 50% department development fund