OFFICE OF THE COLLEGE SECRETARY

MEMORANDUM NO. OCS-EUO 14-014

TO : ALL UPCA STUDENTS

FROM : EMILIO U. OZAETA
       College Secretary

SUBJECT : MONITORING OF GRADES FOR DELINQUENCY

DATE : 21 November 2014

Please be reminded that all students must monitor their grades which must be uploaded by the faculty members on or before 22 December 2014.

Students who determine that they have entered Dismissed or Disqualified (DQ) status or have reached the maximum residency limit this first semester and who wish to be readmitted to the College in the second semester must submit a letter appealing for readmission. The letter must state the student’s situation and provide reasons why their request for readmission must be considered. The letter must be addressed to the Dean as Chair of the College Committee on Student Admission, Progress, and Graduation (CCSAPG), and must be submitted to the Office of the College Secretary not later than 9:00 a.m. on Monday, 5 January 2015, the first official working day of 2015.

Students who submit their letters must await the Committee’s decision which may be released by 3:00 p.m. of that same day. If approved for readmission, they must fill out and sign the necessary Readmission forms for processing on that same day.

For your guidance, the following are the University definitions of Dismissed and Disqualified status:

Dismissal (from the College) – Students who, at the end of the semester, obtain final grades below “3” (not including grades of DRP and INC) in at least 76% of the units in which they received final grades shall be dropped from the rolls of the College.

Permanent Disqualification – Students who, at the end of the semester, obtain final grades below “3” (not including grades of DRP and INC) in 100% of the final grades shall be permanently barred from readmission to any college or school of the University.