

OFFICE OF THE COLLEGE SECRETARY  
 COLLEGE OF SCIENCE  
 University of the Philippines  
 Diliman, Quezon City

**APPLICATION FOR GRADUATION**

**Instructions to Applicant:** Before filling up this form, please check your deficiencies/status with the Student Record's Evaluator (SRE) at the Secretary's Office. It is your responsibility to submit the required certification (PE,CMT) to this office and to clear your deficiencies on time.

Name: \_\_\_\_\_ Student No.: \_\_\_\_\_  
 (Last) (First) (Middle/Maiden)

Local Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Telephone No./Fax No./Cell Phone No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Degree Program: \_\_\_\_\_ Thesis Adviser \_\_\_\_\_

Thesis Title: \_\_\_\_\_

I expect to fulfill all degree requirements by the end of \_\_\_\_\_

Are you a candidate for honors?  Yes  No.

If yes, please check appropriate box/es:  I was always on regular load (at least 15 units per semester)

I was underload during the \_\_\_\_\_ semester, 20\_\_ - 20\_\_ due to

Certifications attached: (to be checked by receiving examiner) _____ P.E. _____ C.M.T
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Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

**SCHEDULE OF CLASSES THIS SEMESTER/SUMMER**

SUBJECT	TIME	DAYS	ROOM

Authorization to Release Personal Information:

I am authorizing the Office College Secretary to release the above personal information for the following purpose/s. (Please check all applicable items).

1. employment opportunities     2. research studies     3. statistical surveys

I am not allowing the Graduate Office to release any of the above personal information.

\_\_\_\_\_  
 Signature

Rules on Underloading of Candidates for Graduation with Honors  
(page 15, 2000-2003 General Catalogue, University of the Philippines, Diliman)

Students who are candidates for graduation with honors must have taken during each semester/trimester/quarter not less than fifteen (15) units of credit or the normal load prescribed in each curriculum in cases where such normal load is less than 15 units, unless the lighter load was due to justifiable causes such as health reasons, the unavailability of courses needed in the curriculum to complete the full load, or the fact that the candidate is a working student.

To justify underloading, the submission of pertinent documents is required, as follows:

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

**NOTE:** It is the responsibility of the student to establish beyond any reasonable doubt the veracity of the cause(s) of his/her underloading.