Compendium of

ACADEMIC CIRCULARS
(2ND EDITION)

GENERAL ORDERS

And

MEMORANDA

On

STUDENTS

Volume 1

COMMITTEE ON
COMPENDIUMS OF GENERAL ORDERS
ACADEMIC CIRCULARS AND MEMORANDA
JANUARY 2007
FOREWORD

UNIVERSITY OF THE EAST
Manila

OFFICE OF THE PRESIDENT AND
CHIEF ACADEMIC OFFICER

The administration, faculty and students make up the three legs of the tripod that an academic institution is. All these three have for their main objective, the preparation of the youth, through professional training and humanistic education so they can eventually assume their roles in society – the administration, in the promulgation and implementation of policies and programs designed to promote instructional effectiveness; the faculty, in the efficient and effective delivery of quality instruction; and the students, as the beneficiaries of such training and education.

Acknowledgement of the students' well-being is the groundwork on which academic rules, policies, and procedures rest. It is one of the fundamental requirements for evaluating a university's performance over and above economic concerns. Since its foundation, the University of the East has always recognized the essential value of promoting student welfare.

Likewise, it has taken cognizance of the importance of promoting the welfare of its faculty, encouraging professional growth and intellectual pursuits, even as it sees to it that they provide quality instruction to their charges. Teachers are the most visible implementors of the school's educational programs. For this end, the University has recently launched its Institutional Monitoring and Evaluation for Quality Assurance (IQuAME) program.

Recognizing the importance of the faculty and students, the Technical Committee on the Compendium of Academic Circulars, General Orders, and Memoranda has come up with a collation of university policies, directives, and instructions relating to them. It is hoped that this compilation will contribute to a deeper understanding and appreciation of university policies governing faculty and students and will give the reader an easy and quick reference to relevant policies on faculty and students.

ESTER ALBANO-GARCIA, Ph.D.
President
and Chief Academic Officer

2219 C.M. Recto Avenue, Manila • Telephone No. 736-54-71 loc. 306
UNIVERSITY OF THE EAST
Manila

The Technical Committee on the Compendium of Academic Circulars, General Orders, and Memoranda has come up with a collation of University policies, directives, and instruction concerning students and faculty. The compendium is arranged into three (3) broad categories, namely, academic circulars, general orders, and memoranda, contained in two (2) volumes:

- **VOLUME 1** contains Academic Circulars relating to College Entrance Test (CET), Admission, Registration, Grades and Other Marks, Shifting of a Course, Retention Policy, Maximum Residency Requirements (MRR), Attendance and Leave of Absence (LOA), Scholarships and Grants, Honors and Awards, Policies on Graduation and other Academic Circulars, General Orders and Memoranda relating to Students.

- **VOLUME 2** contains Academic Circulars relating to Hiring of Faculty Members, Faculty Appointment, Faculty Evaluation and Appraisal, Tenure of Faculty, Reclassification and Promotion of Faculty, Teaching Assignment, Engagement of Faculty in Research and other Academic Circulars, General Orders and Memoranda relating to Faculty.

Academic Circulars, General Orders and Memoranda that concern both the faculty members and the students can be found in Volume 1 and in Volume 2.

This compendium reveals the conscientious efforts of the Academic Council that carefully authored and amended the policies reflecting the institution's mission and vision.

It is hoped that this compilation will provide the reader easy and quick reference to relevant policies relating to students and faculty.

The Compendium may be viewed and downloaded at the UE Website under the filename

- Volumes 1 and 2: [http://online.ue.edu.ph/manila/ueportal](http://online.ue.edu.ph/manila/ueportal)
- Volume 1: [http://online.ue.edu.ph/manila/studentsportal](http://online.ue.edu.ph/manila/studentsportal)
- Volume 2: [http://online.ue.edu.ph/manila/facultyportal](http://online.ue.edu.ph/manila/facultyportal)

Committee on Compendium of Academic Circulars, General Orders, Memoranda.

Chair: ROMEO Q. ARMADA, University Registrar

Members:

MARY RUTH S. PALANCA, Asst. University Registrar

CYNTHIA L. DIAZ, College Secretary, College of Education
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UNIVERSITY OF THE EAST
2219 C.M. Recto Avenue, 1008 Manila

OFFICE OF THE PRESIDENT

March 14, 1994

ACADEMIC CIRCULAR
No. 5, Series of 1994

TO: Chancellor, Kalookan Campus
   Dean of Students
   All Deans/Directors
   University Registrar
   Director of Admissions
   Assistant University Registrars
   All Others Concerned

SUBJECT: OPERATING DETAILS OF
THE POLICY ON COLLEGE
ENTRANCE TEST (CET)

The University Academic Council, in its regular meeting held on March 9, 1994, approved the operating details of the policy on College Entrance Test (CET) under Academic Circular No. 4, Series of 1993, to take effect starting April 1, 1994, viz:

1. Except for students enrolling in the Graduate School and in the Institute of Technical Education courses, the College Entrance Test (CET) to be given, shall include as components, English Proficiency Test and Achievement Tests in Science and Mathematics.

2. The CET, including the Proficiency and Achievement Tests, shall not exceed three (3) hours.

3. The Guidance and Human Resource Development Center (GHRDC) shall conduct the CET to the applicant who has paid the approved CET fee.

4. Incoming freshmen who graduated valedictorian or salutatorian shall be exempted from the CET and the CET fee but not from its English Proficiency and Achievement Tests in Science and Mathematics components.

5. For the first semester of every school year, the CET shall be given in or before NOVEMBER in the GHRDC Office and in different provincial schools (outside Metro Manila). However, the CET may be given in the different Metro Manila schools at an announced date in coordination with the UE Outreach Program.

6. (a) Examinees who are taking the CET in UE shall be required to submit a stamped, self-addressed envelope for mailing to them.
the result of the CET. A list of examinees who passed the CET shall be posted in strategic places in UE.

(b) Examinees who are taking the CET in their respective high schools shall be informed of the result by their School Principal, who shall be furnished by the Office of Admissions with a list of examinees who took and passed the CET.

8. If an enrolling student gets low score in the English Proficiency Test and/or Achievement Tests in Science and Mathematics components of the CET, he shall be required to enroll first in preparatory class in English and/or Science or Mathematics with no credited units for one semester before he can enroll in regular English and/or Science or Mathematics class/classes.

The Dean of Students (for Manila Campus) and the Chancellor (for Kalookan Campus) shall see to it that appropriate announcements are posted in strategic and conspicuous places in the Admissions Office and in the ORRM in all campuses, for the information and guidance of students/enrollees.

Please be guided accordingly and disseminate to faculty members and all others concerned for strict compliance.

Rosalina J. Cajucos
President

Copy furnished:

Mr. P. O. Domingo, Chairman of the Board and CEO

All Other Members of the Academic Council

UE Faculty Association
UNIVERSITY OF THE EAST
2219 C. M. Recto Ave., Manila, Philippines

OFFICE OF THE PRESIDENT

November 28, 1994

ACADEMIC CIRCULAR
Number 11, Series of 1994

TO: Chancellor, Kalookan Campus
    Vice President for Academic Affairs
    Dean of Student of Students
    All Deans/Directors
    University Registrar
    Director of Admissions
    Director, MIS Department
    Assistant University Registrars
    Guidance Coordinator
    All Others Concerned

SUBJECT: AMENDED POLICY AND IMPLEMENTING RULES ON ADMISSION OF FRESHMEN [HIGH SCHOOL GRADUATES]

In compliance with DECS Order No. 28, s. 1994, regarding the abolition of the National College Entrance Examination (NCEE), as mandated by Republic Act No. 7731; CHED Order No. 2, s. 1994, regarding the Rules and Regulations to Implement Executive Order No. 188 entitled, "Guidelines on the Entry and Stay of foreign Students in the Philippines x x x"; and consistent with the University’s goal of attaining quality and relevant education at the tertiary level, the following amended policy and implementing rules on admission of Freshmen [High School Graduates] are hereby promulgated for adoption starting January 4, 1995.

POLICY AND IMPLEMENTING RULES ON ADMISSION OF FRESHMEN

GENERAL POLICY

Admission in any of the undergraduate courses of the University shall be selective and shall be correlative with the retention policy of the University.

High School graduates applying for admission to the University who meet the prescribed requirements and qualifying factors enumerated hereunder shall be considered for admission and registration.

PRESCRIBED REQUIREMENTS/CREDENTIALS AND QUALIFYING FACTORS

I. PRESCRIBED REQUIREMENTS/CREDENTIALS

He/She should submit the following entrance credentials:

1. FOR FILIPINO STUDENTS

a. Original Form 138 (High School Report Card);
b. Original Certification of Good Moral Character from the Principal of the High School where he graduated;
c. Report of the UE-College Entrance Test (CET) Result;
d. Any other document/requirement that the University may prescribe;
e. Three (3) 2" x 2" photos.
2. FOR RESIDENT FOREIGN STUDENTS

In addition to the above cited requirements, the applicant is required to submit his/her Alien Certificate of Registration (ACR) issued by the Bureau of Immigration and Deportation (BID).

3. FOR NON-RESIDENT FOREIGN STUDENTS

GOVERNMENT REQUIREMENTS (to be submitted in quadruplicate)

The following documents should be duly authenticated by the Philippine Foreign Service Establishments (PFSE) located in the applicant's country of origin or residence:

a. Scholastic records;
b. Documentary proof of support to cover expenses incidental to their studies, such as board and lodging as well as return air tickets;
c. Police Clearance Certificate;
d. Medical Health Certificate, including standard size chest X-Ray.

[If the student is already in the Philippines under other visa status and is applying for conversion of such status to that of a student, the medical examination may be performed by a local medical practitioner authorized by the Department of Foreign Affairs (DFA).]

UNIVERSITY REQUIREMENTS

a. Letter of Intent to enrol in UE;
b. Personal History Statement;
c. Scholastic Records duly authenticated by PFSE;
d. Letters of recommendation (one from the Headmaster of the School and another from former teacher or professor);e. Alien Certificate of Registration (ACR) issued by the Bureau of Immigration (BI);
f. Study Permit for Foreign Student issued by the Commission on Higher Education (CHED);
g. Report of the UE-College Entrance Test (CET) Result;
h. TOEFL (Test of English as a Foreign Language) [in the absence of TOEFL the student shall be required to enrol in the UE Special English classes];
i. Ten (10) 2" x 2" photos;
j. Fifty U.S. dollars ($50.00) or its peso equivalent at the prevailing exchange rate as processing fee (check or money order should be made payable to the University of the East);
k. Acceptance fee of Seventy Five U.S. dollars ($75.00) or its peso equivalent at the prevailing exchange rate upon release of Letter of Acceptance (LOA) (check or money order should be made payable to the University of the East).

II. QUALIFYING FACTORS
[Revised – 2003-2004]

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<td>[H.S. CARD]</td>
<td>[Numerical Value]</td>
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Bachelor of Science in Biology (B.S.-BIO) 75% Pass
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<th>Program</th>
<th>G W A 1/</th>
<th>CET 2/</th>
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<td>Bachelor of Arts (A.B.)</td>
<td>75%</td>
<td>Pass</td>
</tr>
<tr>
<td>Pre-Dental</td>
<td>75%</td>
<td>Pass</td>
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<tr>
<td>Bachelor of Science</td>
<td></td>
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<tr>
<td>In Computer Science &amp;</td>
<td></td>
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<tr>
<td>Bachelor of Science In Information Technology</td>
<td>75%</td>
<td>Pass</td>
</tr>
<tr>
<td>Engineering</td>
<td>80%</td>
<td>Pass</td>
</tr>
<tr>
<td>Bachelor of Science in Accountancy</td>
<td>80%</td>
<td>Pass</td>
</tr>
<tr>
<td>Bachelor of Science in Business Administration (B.S.B.A.)</td>
<td>78%</td>
<td>Pass</td>
</tr>
<tr>
<td>Education</td>
<td>78%</td>
<td>Pass</td>
</tr>
<tr>
<td>Bachelor of Fine Arts (B.F.A.)</td>
<td>75%</td>
<td>Pass</td>
</tr>
<tr>
<td>[The applicant must also pass the CFA Talent Test]</td>
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<tr>
<td>Institute of Technical Education (I.T.E.)</td>
<td>75%</td>
<td>Pass</td>
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</tbody>
</table>

Only High School graduates who meet the requirements prescribed under the policy shall be considered for admission, except in meritorious cases when the Dean of the accepting college and the Director of Admissions recommend admission subject to the approval of the Vice President for Academic Affairs for Manila Campus or the Chancellor for Kalookan Campus.

SPECIAL PROVISO

1. A Freshman (High School Graduate), who graduated Valedictorian or Salutatorian, may avail of the University Entrance Scholarship for Valedictorians and Salutatorians (UES-VS) provided he/she submits a certification from the High School Principal of the school last attended of the honor achieved and the number of graduates of the graduating class.

1/ General Weighted Average
2/ College Entrance Test
3. In the absence of original credential, i.e. original Form 138 (High School Report Card) he/she must submit a certification by the High School Principal that the student’s Form 137A (High School Permanent Record) has not been sent to any college or university either here in the Philippines or abroad.

4. A Freshman with foreign sounding family name, like Tan, Jones, Kim, Yamamoto, etc. must submit his/her birth certificate and/or Certificate of Naturalization, if he/she is a naturalized Filipino citizen.

5. If any of the prescribed entrance credentials is later on found to be spurious or the student has committed a grave act of misrepresentation, he will be automatically dropped from the roll, the amount paid for his tuition and other fees will not be refunded, and no units for the subjects he enrolled in and passed will be given credit, without prejudice to the filing of the corresponding administrative charges.

This Academic Circular supersedes the policy and implementing rules on Admission of Freshmen under Academic Circular No. 4, series of 1993.

The Director of Admissions, University Registrar, and Guidance Coordinator shall see to it that appropriate announcements of the amended policy are posted in strategic and conspicuous place(s) in the Office of Admissions (OAD), Office of Registration and Records Management (ORRM) and Guidance and Human Resource Development Center (GHRDC) office; and that handouts are distributed to applicants for admission and prospective enrollees for their information and guidance.

For strict compliance of all concerned.

SGD,

ROSALINA S. CAJUCOM
President

Copy furnished:

Mr. P. O. Domingo
Chairman of the Board and CEO

All Other Members of the Academic Council

UE Faculty Association
UNIVERSITY OF THE EAST
Manila

February 22, 2006

ACADEMIC CIRCULAR
No. 1, Series of 1995
(AS REVISED, February 2006)

TO:
Executive Vice President and Chief Academic Officer
Chancellor, Manila Campus
Chancellor, Caloocan Campus
All Deans/ Directors
University Registrar
Director of Admissions
All others concerned

SUBJECT: AMENDED POLICY ON ADMISSION OF TRANSFERREES

As recommended by the University Academic council during its regular meeting held on February 10, 2006, the Policy and Implementing Rules on Admission of Transferes under Academic Circular No. 1, Series of 1995 (AS REVISED, FEBRUARY 2006), are hereby favorably indorsed for confirmation and approval of the Board of Trustees.

SECTION 1. Purpose. This circular is promulgated to revise Academic Circular No. 1, Series of 1995, to rationalize the qualifications of and the admission procedures for transferes who have good academic credentials in other universities/colleges and who may contribute to the improvement of the image of the University.

SECTION 2. General Policy. Admission of students in any of the courses of the University shall be selective and shall be correlative with the retention policy of the University.

As a general rule, no transfer student may be admitted to and registered in the University unless he satisfies all the prescribed requirements/credentials and qualifying factors laid down by the University Academic Council.

SECTION 3. College Policy. A student who has taken subjects in another university or college and who wishes to transfer to UE may be admitted to any college of the University provided he satisfies all the prescribed transfer
admission requirements/credentials and qualifying factors laid down by the University Academic Council.

3.1 ADMISSION PRESCRIBED CRITERIA/QUALIFYING FACTORS

The applicant should meet the following prescribed criteria for transfer to any of the colleges, viz. Arts & Sciences (CAS), Business Administration (CBA), Computer Studies & Systems (CCSS), Dentistry (CDENT), Education (CEDUC), Engineering (CENG’G), Fine Arts (CFA), Law (CLAW), Graduate School (GS), and Institute of Technical Education (ITE).

3.1.1 Credited Units Requirements.

- For CAS, CBA, CCSS, CEDUC, CENG’G, CFA, and ITE. He should take in UE 50% of the General Education subjects and 50% of the total number of units in the major subjects
- For College of Law. He should not be in his 2nd or higher curriculum year in the law school previously attended.
- For Graduate School. Pursuant to CHED regulation, only twelve (12) units should be credited to the transfer student, provided the course description of the subject to be credited conforms with the course description of the equivalent subject in the Graduate School, and irrespective of the number of units taken in another school.
- For College of Dentistry. He should not have earned more than sixty-two (62) units of acceptable transfer credits in the College of Dentistry. He should not be in his 3rd or higher curriculum year in the Dentistry School last attended.
- For AHSE Program (College of Dentistry). He should not have earned more than twenty four (24) academic units of acceptable transfer credits in the AHSE Program.

3.1.2 No Record of Failing Grades.

- For CAS, CBA, CCSS, CEDUC, CENG’G, CFA, ITE, and GS. He should have no record of failing grade(s).
- For College of Law. He should have no record of failing grade(s) in the major subjects taken from the law school where he came from.
- For College of Dentistry. He should have no record of failing grades in two or more subjects in the school last attended.
3.1.3 **No Record of Having Dropped His Subjects.**
- For All Colleges. He should have no record of having dropped (officially or unofficially) two or more subjects in two or more semesters.

3.1.4. **General Weighted Average (GWA)/Grade Point Average (GPA).**
- For CAS, CBA, CEDUC, CENG'G, CFA, and ITE. He should have a General Weighted Average (GWA) of at least 2.50 or better or its equivalent.
- For CCSS and Graduate School. He should have a General Weighted Average (GWA) of at least 2.00 or better or its equivalent.
- For College of Law. He should meet the grade point average (GPA) for his year level.

3.1.5 **Entrance Test/Examination.**
- For CAS, CBA, CCSS, CEDUC, CENG'G, CFA, and ITE. He should pass the UE College Entrance Test (CET).
- For College of Dentistry. He should pass the UE Dental validating Examinations.
- For College of Law. He should pass the oral and written communication examinations.

3.1.6 **Academic Load Requirement.**
- For CAS, CBA, CCSS, CEDUC, CENG'G, CFA, and ITE. He should enroll in at least twelve (12) academic units during his first semester in UE immediately after admission.

3.2 **PRESCRIBED CREDENTIALS AND OTHER REQUIREMENTS**

The applicant should submit the following prescribed credentials/requirements for transfer to any of the colleges specified above.

3.2.1 **FOR FILIPINO STUDENTS**

3.2.1.1 Transfer Credential;
3.2.1.2 For CAS, CBA, CCSS, CEDUC, CENG'G, CFA, and ITE. Original Transcript of Records or Certification of all the subjects and the corresponding grades obtained duly certified by the Registrar of the school last attended;
For College of Dentistry. Original and four (4) photocopies of the Transcript of Records.

3.2.1.3 For CAS, CBA, CCSS, CEDUC, CENG’G, CFA, and ITE.
Two (2) letters of recommendation (one from the Dean of the College and the other from the Dean of Students/ Director of Student Affairs of the school last attended);

- For College of Dentistry. Letters of good moral character from two (2) different persons.
- For College of Law. Certificate of good moral character signed by the Dean of Students/Director of Student Affairs of the school last attended.
- For Graduate School. He should submit two (2) letter references: one from a professor of the school last attended and another from a responsible person who knows the student personally, e.g. Director of Student Affairs/Dean of Students of the school last attended, supervisor, employer.

3.2.1.4 Three (3) 2” x 2” pictures;

3.2.1.5 Any other document/requirement that the University may prescribe.

- For College of Dentistry. Certified true copy of the Certification of Eligibility for Admission into the Dental Course (CEAD) plus four (4) photocopies of CEAD.

- For College of Law. Certified true copy of C-1 Certification of Eligibility for Admission into the Law School.(CEAL)

3.2.2 FOR RESIDENT FOREIGN STUDENTS

In addition to the above cited requirements in No. 3.2.1 of this section, the applicant is required to submit his/her updated Alien Certificate of Registration (ACR) issued by the Bureau of Immigration (BI).

3.2.3 FOR NON-RESIDENT STUDENTS

3.2.3.1 Transfer Credential;

3.2.3.2 Updated Alien Certificate of Registration (ACR) issued by the Bureau of Immigration (BI);

3.2.3.3 Original Transcript of Records or Certification of all the
subjects and the corresponding grades obtained duly certified by the Registrar of the school last attended;

- For **College of Dentistry**: Original and four (4) photocopies of Transcript of Records.

3.2.3.4 Letter of "No Objection" to transfer addressed to the University of the East signed by the Registrar of the school last attended.

3.2.3.5 Two (2) letters of recommendation (one from the Dean of the College and the other from the Dean of Students/ Director of Student Affairs of the school last attended;

3.2.3.6 Processing fee of Fifty US Dollars (US$50.00) or its peso equivalent at the prevailing exchange rate; (check or money order should be made payable to the University of the East)

3.2.3.7 Acceptance fee of Seventy-five US Dollars (US$75.00) or its peso equivalent at the prevailing exchange rate upon release of Notice of Acceptance (NOA); (check or money order should be made payable to University of the East)

3.2.3.8 Ten (10) 2" x 2" pictures;

3.2.3.9 Any other document/requirement that the University may prescribe.

- For **College of Dentistry**: Certified true copy and four (4) photocopies of the Certification of Eligibility for Admission into the Dental Course (CEAD);

- For **College of Law**: Certified true copy of his/her C-1/ Certificate of Eligibility for Admission into a Law School (CEAL);

- For **Graduate School**: The Graduate School does not accept non-resident foreign student transferees from foreign colleges/universities.

However, a non-resident foreign student transferee from a recognized Philippine College/University may be admitted, provided he meets the above cited criteria for admission to the Graduate School and submits the above stated prescribed requirements/credentials:

**SECTION 4. Special Proviso.** This section provides rules on accreditation of transfer units, exemptions from the provision/s and spurious documents.
4.1 No transfer units shall be credited to the transfer student without the approval of the Dean concerned.

4.2 Under no circumstances shall a transfer student who has not met certain requirements prescribed in this Circular be considered for admission, except in meritous cases recommended by the Dean of the accepting college and the Director of Admissions, and approved by the Chancellor for Manila Campus or the Chancellor for Caloocan Campus.

4.3 If any of the credentials/documents is later found to be spurious, or if the student has committed a grave act of misrepresentation, he shall be automatically dropped from the roll. The amount paid for this tuition and other fees will not be refunded, and no unit for the subjects he enrolled in and passed will be given credit, without prejudice to the filing of the corresponding administrative charges.

SECTION 5. Repealing Clause. This Circular revises Academic Circular No. 01, Series of 1995 and repeals all other Circulars pertaining to the same subject inconsistent herewith.

SECTION 6. Penal Clause. Any violation of this Circular shall be subject to disciplinary actions.

SECTION 7. Effectivity. This Circular shall take effect immediately upon its confirmation by the Board of Trustees.

For strict compliance and immediate dissemination by all concerned.

CONFIRMED by the Board of Trustees
under Board Res. No. 2006-4-31
dated April 20, 2006.

Ester A. Garcia
Acting President
and Chief Academic Officer

Copy furnished:
Mr. P.O. Domingo, Chairman of the Board and CEO
All Other Members of the Academic Council
UE Faculty Association.
UNIVERSITY OF THE EAST  
2219 Claro M. Recto Ave., Manila, Philippines  

OFFICE OF THE PRESIDENT  

November 04, 1994  

ACADEMIC CIRCULAR  
Number 10, Series of 1994  

TO :  
Chancellor, Kalookan Campus  
Vice President for Academic Affairs  
Dean of Students  
All Deans/Directors  
University Registrar  
Director of Admissions  
Director, MIS Department  
Assistant University Registrars  
Guidance Coordinator  
All Others Concerned  

SUBJECT :  
AMENDED POLICY ON ADMISSION OF NEW STUDENTS TO THE GRADUATE SCHOOL  

In compliance with CHED Order No. 2, s. 1994, regarding Rules and Regulations to Implement Executive Order No. 188 entitled, "Guidelines on the Entry and Stay of Foreign Students in the Philippines x x x" and consistent with the University’s goal of attaining quality and relevant education at the graduate level, the amended policy and implementing rules on admission of New Students to the Graduate School are hereby promulgated for adoption starting Second Semester 1994-1995 enrolment.  

POLICY ON ADMISSION OF NEW STUDENTS TO THE GRADUATE SCHOOL  

GENERAL POLICY  
Admission in any of the graduate courses of the University shall be selective and shall be correlative with the retention policy of the University.  

PRESCRIBED REQUIREMENTS AND QUALIFYING FACTORS  

A. GENERAL REQUIREMENTS FOR ALL APPLICANTS  

Graduate students applying for admission in any of the graduate courses of the University who meet the prescribed requirements and qualifying factors enumerated hereunder shall be considered for admission and registration.  

1. Earned Bachelor’s degree from government-recognized institution, supported by  

a. Transcript of Records (original and xerox copies) with Special Order Number (S.O. No.) indicated therein; and  

b. Diploma (xerox copy);
2. Grade point average of 2.00 or better in the baccalaureate degree for the masters program and 1.75 or better in the masters degree for the doctoral program;

   [An applicant who scores "average" in the entrance examination but whose GPA is lower than the required average may be admitted on "probation" for one semester and will qualify for readmission if he/she obtains a GPA of 2.00 or better at the end of the semester.]

3. English Language Proficiency based on TOEFL score or its equivalent. Qualified applicants (Filipinos, Resident and Non-Resident Foreign Students) with low English proficiency will be required to take Intensive English Program during their first semester in the Graduate School;

4. Certification of employment and study permit, if working in government or private agency;

5. Notarized medical certificate;

6. Passed the Graduate School Entrance Examination (GSEE);

7. Two character references, one from former professor;

8. Fully accomplished application for admission;

9. Interview by a member of the Academic Committee;

10. Any other document/requirement that the University may prescribe.

11. Two (2) 2" x 2" black and white pictures;

   **B. SPECIFIC REQUIREMENTS FOR FOREIGN STUDENTS**

1. **FOR RESIDENT FOREIGN STUDENTS:**

   In addition to the above cited requirements, the applicant is required to submit his/her Alien Certificate of Registration (ACR) (Original and xerox copies) issued by the Bureau of Immigration and Deportation (BID).

2. **FOR NON-RESIDENT FOREIGN STUDENTS:**

   The applicants are required to submit the following prescribed requirements:

   **GOVERNMENT REQUIREMENTS**

   [The documents should be duly authenticated by the Philippine Foreign Service Establishments (PSFE) located in the applicant’s country of origin or residence:]

   a. Scholastic records;
   b. Documentary proof of support to cover expenses incidental to their studies, such as board and lodging as well as return air tickets;
c. Police Clearance Certificate;
d. Medical Health Certificate, including standard size chest X-Ray.

If the student is already in the Philippines under other visa status and is applying for conversion of such status to that of a student, the medical examination may be performed by a local medical practitioner authorized by the Department of Foreign Affairs (DFA).

UNIVERSITY REQUIREMENTS

e. Letter of Intent;
f. Personal History Statement;
g. Character references;
h. Transcript of Records/Mark Sheets and Diploma original and Xerox copies) properly authenticated by the Philippine Embassy of his/her respective country;
i. Alien Certificate of Registration (ACR) issued by the Bureau of Immigration and Deportation (BID);
j. Study Permit of Foreign Student issued by the Commission on Higher Education (CHED);
k. Passport (original and xerox copies);
l. Two (2) 2" x 2" black and white pictures;
m. Any other document/requirement that the University may prescribe;

n. Fifty U.S. dollars (US$50.00) or its peso equivalent at the prevailing exchange rate as processing fee (check or money order should be made payable to the University of the East);
o. Seventy Five U.S. dollars (US$75.00) or its peso equivalent at the prevailing exchange rate as acceptance fee upon release of Letter of Acceptance (LOA) (check or money order should be made payable to the University of the East);

REQUIREMENTS FOR ADMISSION TO SPECIFIC PROGRAMS

1. FOR ADMISSION TO MBA/MCM EXECUTIVE PROGRAM:
   a. Five years or more managerial/executive experience;
   b. Certification of employment and Permit to Study, if working;
   c. Non-BSBA graduates are required to enrol in 15 units basic BSBA subjects;
   d. MCM applicants must have a Bachelor's degree in Engineering or Architecture.

2. FOR ADMISSION TO MBA/MCM REGULAR PROGRAM:
   a. Prerequisites of 15 units basic BSBA subjects will be required of non-BSBA graduates;
   b. MCM applicants must have a Bachelor's degree in Engineering or Architecture.
3. FOR ADMISSION TO MAT/MA IN EDUCATION:
   a. Non-Education graduates are required to take 12
      units of basic education subjects;
   b. Must be a major in the area of specialization.

4. FOR ADMISSION TO THE ED. D. – Administrative/supervisory
   experience in education.

SPECIAL PROVISO

If any of the credentials/documents is later on found to
be spurious or the student has committed a grave act of mis-
representation, the student shall be automatically dropped from
the roll, the amount paid for his tuition and other fees will not
be refunded, and no units for the subjects he enrolled in and
passed will be given credit, without prejudice to the filing of
the corresponding administrative charges.

This Academic Circular supersedes the policy and imple-
menting rules on Admission of New Students to the Graduate School
under Academic Circular No. 4, series of 1993.

The Director of Admissions, University Registrar, and Dean
of Graduate School, shall see to it that appropriate announce-
ments of this amended policy are posted in strategic and conspi-
cuous place(s) in the Office of Admissions (OAD), Office of
Registration and Records Management (ORRM), and Graduate School
(GS) office and hand-outs are distributed to applicants for
admission and prospective enrollees for their information and
guidance.

For strict compliance of all concerned.

[Signature]
ROsalina S. Cajucos
President

Copy furnished:

Mr. P. O. Domingo
Chairman of the Board and CEO

All Other Members of the Academic Council

UE Faculty Association
UNIVERSITY OF THE EAST
2219 Claro M. Recto Ave., Manila, Philippines

OFFICE OF THE PRESIDENT

August 16, 1983

ACADEMIC CIRCULAR
Number 4, Series of 1983

To: Chancellor, Kalookan Campus
Vice President for Academic Affairs
Dean of Students
All Deans/Directors
University Registrar
Director of Admissions
Assistant Registrars
All Others Concerned

Subject: 1. POLICY ON ADMISSION OF FRESHMEN [HIGH SCHOOL GRADUATES]; NEW STUDENTS TO THE COLLEGE OF DENTISTRY, COLLEGE OF LAW, AND GRADUATE SCHOOL; DEGREE-HOLDERS; AND CROSS-REGISTRANTS

2. POLICY ON COLLEGE ENTRANCE TEST [CET]

As approved by the University Academic Council, the following policy on admission of Freshmen [High School Graduates]; new students to the College of Dentistry, College of Law, and Graduate School; Degree-Holders; and Cross-Registrants; and policy on College Entrance Test (CET) are hereby promulgated for adoption effective this First Semester, School Year 1983-1984.

I. POLICY ON ADMISSION OF FRESHMEN

High School graduates applying for admission to the University who have met the prescribed requirements and qualifying factors enumerated hereunder shall be considered for admission and registration.

A. PRESCRIBED REQUIREMENTS/CREDENTIALS

He/She should submit the following entrance credentials:

1. FOR FILIPINO STUDENTS
   a. Original Form 138 (High School Report Card);
   b. Original NCPEE Report of Results (Computerized Report of Rating) [not required for I.T.E.];
   c. Original Certification of Good Moral Character from the Principal of the High School where he graduated;
2. FOR RESIDENT ALIENS
   a. Original Form 138 (High School Report Card);
   b. Original NCEE Report of Results (Computerized Report of Rating) [not required for I.T.E.];
   c. Original Certification of Good Moral Character from the Principal of the High School where he graduated;
   d. Report of the UE-College Entrance Test (CET) Result;
   e. Birth Certificate;
   f. Alien Certificate of Registration (ACR) duly validated by DECS; and
   g. Three (3) 2" x 2" photos.

3. FOR NON-RESIDENT FOREIGN STUDENTS
   GOVERNMENT REQUIREMENTS
   (to be submitted in quadruplicate)
   a. Letter of Intent to enroll in UE;
   b. Personal History Statement;
   c. Scholastic Records;
   d. Affidavit of Support;
   e. Letters of recommendation (one from the Headmaster of the School and another from former teacher or professor);
   f. Bank Remittance (per Central Bank Circular IRD 2-87-1650 dated April 1, 1987);
   g. National College Entrance Examination (NCEE) [per DECS ORDER No. 25, s. 1987];
   h. Study Permit issued by DECS;

   UNIVERSITY REQUIREMENTS
   i. Report of the UE-College Entrance Test (CET) Result;
   j. TOEFL (Test of English as a Foreign Language) [in the absence of TOEFL, the student shall be required to enroll in the UE Special English class];
   k. Ten (10) 2" x 2" photos;
   l. Fifty U.S. dollars ($50.00) or its peso equivalent at the prevailing exchange rate as processing fee (check or money order should be made payable to the University of the East);
m. Acceptance fee of Seventy Five U.S. dollars ($75.00) or its peso equivalent at the prevailing exchange rate upon release of Letter of Acceptance (LOA) (check or money order should be made payable to the University of the East).

B. QUALIFYING FACTORS

<table>
<thead>
<tr>
<th>COURSE</th>
<th>NCEE RATING</th>
<th>G W A [H.S. CARD]</th>
<th>C E T</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Science in Business Administration (B.S.B.A.)</td>
<td>30% or better</td>
<td>Passing</td>
<td>Qualified</td>
</tr>
<tr>
<td>Bachelor of Science in Accountancy (B.S.A.)</td>
<td>30% or better</td>
<td>Passing</td>
<td>Qualified</td>
</tr>
<tr>
<td>Bachelor of Arts (A.B.)</td>
<td>30% or better</td>
<td>Passing</td>
<td>Qualified</td>
</tr>
<tr>
<td>Bachelor of Science in Biology (B.S.-BIO)</td>
<td>80% or better</td>
<td>Passing</td>
<td>Qualified</td>
</tr>
<tr>
<td>Pre-Dental</td>
<td>75% or better</td>
<td>Passing</td>
<td>Qualified</td>
</tr>
<tr>
<td>Education</td>
<td>30% or better</td>
<td>Passing</td>
<td>Qualified</td>
</tr>
<tr>
<td>Engineering</td>
<td>30% or better</td>
<td>Passing</td>
<td>Qualified</td>
</tr>
<tr>
<td>Bachelor of Science in Computer Science (B.S.C.S.)</td>
<td>85% or better</td>
<td>Passing</td>
<td>Qualified</td>
</tr>
<tr>
<td>Bachelor of Fine Arts (B.F.A.)</td>
<td>30% or better</td>
<td>Passing</td>
<td>Qualified</td>
</tr>
</tbody>
</table>

[He/She must also pass the CFA Talent Test]

SPECIAL PROVISO

1. A Freshman (High School Graduate), who graduated Valedictorian or Salutatorian, may avail of the University Entrance Scholarship for Valedictorians and Salutatorians (UES- VS) provided he/she submits a certification from the High School Principal of the school last attended of the honors achieved and the number of graduates of the graduating class.

2. A Freshman may also avail of the University President Scholarship (UPS) provided he/she has a general weighted average of 85% or better, financially underprivileged, and has complied with all the requirements of the University.

3. In the absence of original credentials, i.e. original Form 138 and/or original NCEE Report of Rating:
   a. he/she must submit a certification by the High School Principal that the student's Form 137A (High School Permanent Record) has not been sent to any college or university either here in the Philippines or abroad and/or

   [Signature]
b. an NCCEE Certification of Result together with an affidavit of undertaking (if affiant is a minor the conforme of a parent/guardian is needed) that the certification is a genuine document issued by DECS-NETRC and that the NCCEE Certification of Results confirmed/authenticated as correct by the DECS-NETRC be sent and submitted to the UE Admissions Office in sealed envelope and signed on the flap within a reasonable period during the semester/term.

4. If any of the prescribed entrance credentials is later found to be spurious or the student has committed a grave act of misrepresentation, he will be automatically dropped from the roll, the amount paid for his tuition and other fees will not be refunded, and no units for the subjects he enrolled in and passed will be given credits, without prejudice to the filing of the corresponding administrative charges.

II. POLICY ON ADMISSION OF NEW STUDENTS TO THE COLLEGE OF DENTISTRY, COLLEGE OF LAW, AND GRADUATE SCHOOL

COLLEGE OF DENTISTRY

A. PRESCRIBED REQUIREMENTS/CREDS

1. FOR FILIPINO STUDENTS
   a. Original Transcript of Records plus four (4) photocopies;
   b. Certificate of Eligibility for Admission into the Dental Course (CED) issued by the Department of Education, Culture and Sports plus four (4) photocopies;
   c. Original Birth Certificate plus four (4) photocopies;
   d. Letters of good moral character from two different persons.

2. FOR RESIDENT OR NON-RESIDENT FOREIGN STUDENTS
   a. Original Transcript of Records plus four (4) photocopies;
   b. Certificate of Eligibility for Admission into the Dental Course (CED) issued by the Department of Education, Culture and Sports plus four (4) photocopies;
   c. NCCEE Report of Results;
   d. Original Birth Certificate plus four (4) photocopies;
e. Alien Certificate of Registration (ACR) or Study Permit issued by the DECS;

f. Letters of good moral character from two different persons.

g. Student Visa issued by the Department of Foreign Affairs (original and xerox copy);

h. Passport duly validated by the Bureau of Immigration and Deportation (original and xerox copy);

i. Police clearance from the country of origin;

B. QUALIFYING FACTORS

1. The applicant should have no record of failing grade/s.

2. He/She should have a general weighted average of 2.50 in his Pre-Dental course.

3. He/She should qualify in the UE-College Entrance Test (CET).

4. He/She should pass the personal interview.

COLLEGE OF LAW

A. PRESCRIBED REQUIREMENTS/CREDENTIALS

1. Original Transcript of Records with Special Order (S.O.) and degree indicated therein.

2. C-1 - Certificate of completion of all requirements for Admission to a Law School.

B. QUALIFYING FACTOR

He/She should qualify in the UE-College of Law Entrance Examination.

GRADUATE SCHOOL

A. PRESCRIBED REQUIREMENTS/CREDENTIALS

1. FOR FILIPINO STUDENTS

a. Transcript of Records with Special Order (S.O.) and degree indicated therein (original and xerox copy);

b. Diploma (authenticated xerox copy);

c. Character Reference; and

d. Certification of Employment, if working.
2. FOR RESIDENT OR NON-RESIDENT FOREIGN STUDENTS
   a. Certificate of Eligibility to Enroll;
   b. Alien Certificate of Registration (ACR) or Study Permit issued by DECS;
   c. Mark Sheets (original and/or xerox duly authenticated) or Transcript of Record (original and xerox copy);
   d. Diploma (authenticated xerox copy); and
   e. Character Reference.

B. QUALIFYING FACTORS

1. He/She should pass the UE-Graduate School Entrance Examination.
2. He/She should pass the Personal Interview.

SPECIAL PROVISO

If any of the credentials/documents is later on found to be spurious or the student has committed a grave act of misrepresentation, the student shall be automatically dropped from the roll, the amount paid for his tuition and other fees will not be refunded, and no units for the subjects he enrolled in and passed will be given credits, without prejudice to the filing of the corresponding administrative charges.

III. POLICY ON ADMISSION OF DEGREE-HOLDERS AND CROSS-REGISTRANTS

As a general rule, a Degree-Holder or a Cross-Registrant may be admitted to the University provided he/she satisfies all the prescribed requirements/credentials.

DEGREE-HOLDERS

A Degree-Holder is a graduate student seeking admission to the University to pursue another collegiate course, or a postgraduate course, or another major.

PRESCRIBED REQUIREMENTS/CREDENTIALS

1. Original copy of Transcript of Records including the
Special Order (S.O.) number and degree earned if graduated from a private institution or a certification of graduation if from a state institution;

2. A Medical Certificate that he is of sound health.

CROSS-REGISTRANTS

A Cross-Registrant or Cross-Enrollee is a student of another school seeking admission to the University to cross-enroll in one or more subjects.

PRESCRIBED REQUIREMENT/CREDENTIAL

Original copy of Cross-Enrollment Permit signed by the Registrar of the student's home school.

SPECIAL PROVISO

1. A Degree-Holder seeking admission to the University to pursue another major in the same course or to take up an altogether different baccalaureate course is not considered a transfer student.

2. If the Degree-Holder is enrolling in another major in the course for which he already has a degree, he must have an academic load approved by the Dean concerned. Satisfaction of the requirements for this second major shall entitle the Degree-Holder to a certificate of completion but not to a second degree for the same program or a second diploma for the same degree.

3. If he is enrolling for another degree, he must have to satisfy the residence requirement of not less than four (4) semesters.

4. No student may be admitted for audit purposes.

5. If any of the credentials/documents is later found to be spurious or the student has committed a grave act of misrepresentation, the student shall be automatically dropped from the roll, the amount paid for his tuition and other fees will not be refunded, and no units for the subjects he enrolled in and passed will be given credits, without prejudice to the filing of the corresponding administrative charges.

IV. POLICY ON COLLEGE ENTRANCE TEST [CET]

1. Only those who took and passed the UE-College Entrance Test (CET) shall be considered for admission and registration in their desired course in the University.

2. The Guidance and Human Resource Development Center
The College Entrance Test (CET) shall be conducted by the GHRDC to the applicant who has paid the CET fee of seventy-five pesos (P75.00).

3. For the First Semester of every ensuing School Year, the College Entrance Test (CET) shall be given on or before NOVEMBER in UE-GHRDC Office and in different provincial schools (outside Metro Manila). However, the CET may be given in the different Metro Manila Schools at an announced date in coordination with the UE-Outreach Program.

4. One month before the start of the Outreach Program and the College Entrance Test, the Director of Admissions, in coordination with the GHRDC, shall prepare the letters to the School Principals.

5. a) Examinees who have taken the CET in UE shall be required to submit a self-addressed envelope with stamp for mailing to them the result of the CET. A list of examinees who passed the CET shall be posted also in strategic places in UE.

   b) Examinees who have taken the CET in their respective schools shall be informed of the result by their School Principal, who shall be furnished by the Office of Admissions with a list of examinees who took and passed the CET.

Although this Circular is distributed after the opening of classes for the 1st Semester, School Year 1983-1984, it has been understood that its provisions take effect in the said semester.

For strict compliance by all concerned.

ROSAINA S. CAJUCOM
President

Copy furnished:

Mr. P. O. Domingo
Chairman of the Board

All other members of the
Academic Council

Internal Auditor
ACADEMIC CIRCULAR
NO. 7, Series of 2000

TO Executive Vice President and Chief Administrative Officer
Chancellor, Caloocan Campus
Vice President for Academic Affairs
All Deans/Directors
University Registrar
All Others Concerned

SUBJECT: POLICY AND RULES ON RE-ENROLLMENT OF STUDENT RETURNEES

The University Academic Council, at its regular meeting held on August 8, 2000, approved the following Policy and Rules on Re-enrollment of Student Returnees, to wit:

SECTION 1. Purpose of Circular. This Circular is promulgated to make clear the University's policy on re-enrollment of student returnees.

SECTION 2. Who are considered student returnees herein. A student returnee is one who, after having stopped studying in the University, seeks re-enrollment in the degree program he was previously enrolled in and who has none of the disqualifications hereunder enumerated.

SECTION 3. Disqualifications from re-enrollment. A student is disqualified from re-enrolling in the University, if:

a) he failed 60% or more of the total number of units he enrolled in starting from the initial period of his enrollment in UE;

b) he officially or unofficially dropped all his subjects for two or more semesters;

c) he failed to meet the retention policy of the College/University;

d) he exceeded the Maximum Residency Requirement (MRR) of the University.

August 29, 2000
e) he has been dismissed for academic deficiency or for violation of University policy.

SECTION 4. Requirements for re-enrollment of student returnees. A student returnee who seeks re-enrollment in the University shall:

a) secure corresponding clearance from SAO and Students' Account Section, Comptroller's Office;

b) file a formal request for re-enrollment in the Office of the University Registrar who shall endorse the same to the Dean of the College concerned. If such re-enrollment is within existing policy, said Dean may approve it. If it is outside existing policies, i.e. with impediments, said Dean shall endorse the same to the Vice President for Academic Affairs/Chancellor, for appropriate action;

c) submit a certificate of approval of his "Leave of Absence" (LOA) and the required clearances, if he was granted LOA;

SECTION 5. Implementation of Revised Curriculum. - A student returnee shall be subject to the curriculum in which he started. A student returnee whose subjects are no longer offered shall be advised to take substitute subjects under the new curriculum to be determined by the Dean of the College concerned and need not be referred to CHED.

SECTION 6. Effectivity - This Circular shall take effect during the enrollment for the Second Semester 2000-2001. All the Deans, the University Registrar and the SAO Director shall see to it that copies of this Circular shall be posted in strategic and conspicuous places in their respective offices and bulletin boards, both in Manila and Caloocan campuses.

For strict compliance by all concerned.

[Signature]

JOSEFINA R. CORTES
President
and Chief Academic Officer

Copy furnished:

Mr. P.O. Domingo, Chairman of the Board & CEO
All other Members of the University Academic Council
UE Faculty Association

[Signatures]

2219 C. M. Recto Avenue, Manila • Telephone No. 735-5471 Loc. 308 • FAX: 733-5204 • E-mail: president@ue.edu.ph
ACADEMIC CIRCULAR
Number 8, Series of 1995

TO
Chancellor, Kalookan Campus
Vice President for Academic Affairs
Dean of Students
All Deans/Directors
University Registrar
Director, MIS Department
Assistant University Registrars
All Others Concerned

SUBJECT: POLICY AND RULES ON CROSS-ENROLMENT/CROSS-REGISTRATION

The following Policy and Rules on Cross-Enrolment/Cross-Registration, as approved by the University Academic Council, are hereby promulgated for adoption and implementation effective before the registration period for the 2nd Semester, School Year 1995-1996.

DEFINITION OF CROSS ENROLMENT

Cross-enrolment or cross-registration is an authorization given to a student to enroll in another school.

POLICY

Authorization to cross-enrol or cross-register in another school shall be granted to a student subject to the rules on cross-enrolment or cross-registration.

RULES

The following are the rules on cross-enrolment:

1. The student must be graduating.

2. The subjects are not offered in the University.

3. The total academic load that a student shall take shall not exceed the maximum load allowed by the University, i.e. as specified in the curriculum of his course.

4. Any subject taken by the student in another school, including ROTC, shall not be credited unless authorized by the University Registrar upon the recommendation of the Dean/Commandant.
5. The subject's cross-enroled in another school shall be given the corresponding unit/s if these are substantiated by an official certification of grades signed by the Registrar of the school where the student cross-enroled.

6. Enrolment in another campus of the same University is not considered cross-enrolment. The student who does so must seek the permission of the Dean of his mother campus and the approval of the University Registrar.

To implement the foregoing, the following procedures should be observed:

1. The student shall secure an application form for cross-enrolment from the Dean's office;

2. After accomplishing the form, he shall proceed to the following offices for clearance:
   1. Student Affairs Office (SAO);
   2. Comptroller's Department (Student's Accounts Section).

3. After securing the required clearance, he shall secure the Dean's recommendation for his cross-enrolment.

   If the student is cross-enrolling his ROTC, he shall first secure the recommendation of the UE DMST Commandant.

4. After securing the recommendation of the Dean and the approval of the University Registrar, he shall proceed to the Treasurer's Office to pay the cross-enrolment fees.

5. After payment of fees, he shall secure his official cross-enrolment permit from the ORRM.

   Dean/Directors shall disseminate the above policy and rules to students for their information and guidance.

The University Registrar, the Dean of Students, and the Deans, shall post the announcement of these policy and rules in conspicuous places at the ORRM, SAO, and Dean's offices in both Manila and Kalookan campuses.

For strict compliance by all concerned.

P. O. DOMINGO
Chairman of the Board
and President

Copy furnished:
All Other Members of the Academic Council
UE Faculty Association
UNIVERSITY OF THE EAST  
2219 C. M. RECTO AVENUE, 1008 MANILA  

OFFICE OF THE PRESIDENT  

March 10, 1994

ACADEMIC CIRCULAR  
No. 4, Series of 1994

TO:  
Senior Vice President for Finance  
Vice President for Administration  
Chancellor, Kalookan Campus  
Vice President for Academic Affairs  
Dean of Students  
All Deans/Directors  
University Registrar  
Comptroller  
Director, MIS Department  
Assistant - University Registrars  
All Others Concerned

SUBJECT:  
SEMI ON-LINE COMPUTER-AIDED REGISTRATION PROCEDURE and IMPLEMENTING RULES on REGISTRATION

As approved by the University Academic Council during its regular meeting held on March 9, 1994, the following Semi On-Line Computer-Aided Registration Procedure and Implementing Rules on Registration are hereby promulgated for adoption and implementation effective Summer 1994.

I. FRESHMEN ENROLMENT IN BLOCK SECTION

1. Student goes to the Office of Registration and Records Management (ORRM) counter and:

a. submits (1) duly validated admission forms and Permit to Enroll (PTE), (2) original entrance credentials, and (3) in case of resident or non-resident foreign student, ACR or DECS Study Permit; and

b. secures (1) Pre-Enrollment Form (PEF) with block section schedule, (2) Personal Information Data (PID) form, and (c) Letter of Request for Form 137-A.

2. Proceeds to the Management Information Systems Department (MISD) and:

a. submits duly accomplished PEF and PID form; and

b. secures computer-printed registration card.

3. Goes to the Treasurer's Office (for paying students) or to the Comptroller's Department (for scholars) and:
a. submits computer-printed registration card and accomplished receipt of payment;

b. pays tuition and other fees (for paying students); and

c. secures duly validated registration card and (for paying students) receipt of payment.

II. UPPERCLASSMEN ENROLMENT IN BLOCK SECTION

1. Student goes to the respective Dean's Office counter and:

   a. submits (1) registration card of the last semester attended with corresponding final examination permit or accounts verification form, and (2) for resident and non-resident foreign student, Temporary Study Permit (TSP) issued by ORRM;

   b. secures Pre-Enrolment Form (PEF) with block section schedule.

2. Proceeds to the PE Department and (for male enrollees) DMST Headquarters and:

   a. submits PEF;

   b. secures duly marked PEF.

3. Proceeds to the area designated by the MIS Department; and:

   a. submits duly marked PEF; and

   b. secures computer-printed registration card.

4. Goes to the Treasurer's Office (for paying students) or to the Comptroller's Department (for scholars) and:

   a. submits the computer-printed registration card and (for paying students) an accomplished receipt of payment;

   b. pays tuition and other fees (for paying students); and

   c. secures duly validated registration card and (for paying students) receipt of payment.
III. ENROLMENT IN FREE SECTION

A. FOR NEW STUDENTS
(FRESHMEN, TRANSFERREES, DEGREE-HOLDERS,
AND CROSS-REGISTRANTS)

1. Student goes to the Office of Registration and Records Management (ORRM) counter and:
   a. submits (1) duly validated admission forms and Permit to Enroll (PTE), (2) original entrance credentials, and (3) for resident or non-resident foreign student, ACR or DECS Study Permit; and
   b. secures (1) Pre-Enrolment Form (PEF), (2) Personal Information Data (PID) form, and (c) Letter of Request for Form 137-A or Transcript of Records;

B. FOR RESIDENT UPPERCLASSMEN

1. Student goes to the respective Dean’s Office counter and:
   a. submits (1) registration card of the last semester together with the corresponding final examination permit or accounts verification form, and (2) for resident or non-resident foreign student, the Temporary Study Permit (TSP) issued by ORRM; and
   b. secures Pre-Enrolment Form (PEF).

2. Proceeds to Subject Adviser of the subjects to be enrolled; to CAS Subject Advisers if enrolling in CAS subjects; to Course Adviser if enrolling subjects in his own College and:
   a. submits PEF;
   b. secures PEF with sticker(s)* indicating, among other things, the code of subject. There shall be one sticker per subject.

* A sticker is a self-adhesive paper where the computer code, subject, section, and sticker number are printed. The sticker will facilitate the encoding of the subject because the computer code is already printed; will eliminate possible encoding errors because the computer codes are self-checking; will provide the Colleges an immediate indicator of class size; and will control the class size by limiting the number of stickers released.
3. Goes to the PE Department and (for male enrollees) to the DMST Headquarters, if enrolling in PE and/or ROTC, and
   a. submits PEF;
   b. secures duly marked PEF.

4. Proceeds to the area designated by the MIS Department and
   a. submits PEF with code of subject and (if enrolled in PE and/or ROTC) the PEF must be duly marked; and
   b. secures computer-printed registration card.

5. Goes to the Treasurer's Office (for paying students) or to the Comptroller's Department (for scholars) and:
   a. submits computer-printed registration card and accomplished receipt of payment;
   b. pays tuition and other fees (for paying students); and
   c. secures duly validated registration card and (for paying students) receipt of payment.

IV. IMPLEMENTING RULES ON REGISTRATION

1. The MIS Department (MISD) shall generate and provide the registrant with computer-printed:

   a. Pre-Enrolment Form (PEF) where a student enrolling in free section shall write the subjects he shall enroll in or where the block section schedule is pre-printed for a student enrolling in a block section; and

   b. Registration Card (RC) where the subjects he will enroll in and the assessment of tuition and other fees are already printed on the basis of the PEF submitted to the MISD.

2. The computer-printed PEF shall be issued to the registrant:

   a. For Freshman and New Student - by the ORRM, upon submission of the prescribed entrance and admission credentials; or

   b. For Upperclassman - by the respective Dean's Office, upon presentation of (1) registration card of the last semester with the corresponding final examination permit or accounts
verification form attached; and (2) for resident or non-
resident foreign student, Temporary Study Permit issued by
OFRM.

3. The computer-printed registration card shall be issued to
the registrant upon submission of the duly validated PEF.

4. The registration card shall not be printed for any of the
following reasons:

   a. The registrant is included in the Student Affairs
      Office (SAO) list of students with cases.
   b. The registrant has an outstanding account balance.
   c. There is conflict in schedule.
   d. The PEF is not properly accomplished.
   e. The PEF is submitted to the MISD beyond the
      prescribed period of one (1) business day.

   In which case, the student shall be required to secure
   clearance from the SAO if his name is in the list of students with
   cases; to settle his account with the Comptroller's Department if he
   still has an outstanding account balance; to go to the Subject/Course
   Adviser for adjustment of his schedule if there is conflict in
   schedule; to have the PEF properly filled up; or to secure clearance
   from the Subject/Course Adviser if the PEF is submitted beyond the
   prescribed period.

5. The Comptroller's Department shall post the schedule of
fees at strategic places so that enrollees can calculate their tuition
and other fees on the basis of such schedule and be ready to pay as
soon as they receive their computer-printed registration cards.

6. The registrant shall be given only one (1) day within which
   to pay his tuition and other fees after he is issued his computer-
   printed registration card. Thus, a student who is issued a computer-
   printed registration card today should pay his tuition and other fees
   not later than the following enrollment day.

7. Failure to pay the tuition and other fees within the
   prescribed period shall invalidate the registration card of the
   registrant; the reservation for the subjects he intends to enroll in is
cancelled; he shall be required to have his registration card
reprocessed by the Subject and/or Course Adviser; and he shall be
required first to pay a processing fee of ten pesos (P10.00) before
his registration card is reprocessed.

8. The payment by a registrant with expired registration card
shall not be accepted by the tellers. The registrant shall be required to first undertake the following process:

a. He pays the processing fee of ten pesos (P10.00) at the Treasurer's Office;

b. He goes to the Course and/or Subject Adviser and consults if he can still be accommodated in all the subjects indicated in his registration card.

If he can still be accommodated, the student is given a Renewal Slip indicating that the registration card is valid provided that payment is made on that same day.

If any of the subjects that the registrant intends to enroll in is already closed and additional stickers had been already issued, he shall be required to surrender the expired registration card; he shall be issued a new PEF to be attached to the old registration card where the cancelled subject(s) are already crossed out. Only the replacement subject(s) and the corresponding sticker(s) shall be placed on the new PEF marked valid provided that payment is made on the same day.

If the registrant fails to pay his tuition and other fees on the prescribed day, he shall be required to repeat and undertake the whole process all over again.

8. A report of the updated size of classes shall be generated by the MISD once a day and shall be given to the College Secretaries/Associate Deans/Deans. The number of stickers issued may also serve as an immediate indicator of class size.

9. Change of subject(s) shall be undertaken on the first day of classes. Inasmuch as conflict in schedule is detected by the computer and change for closed subject is made directly on the PEF before the registration card is printed, the only reason for a change of subject(s) by the student is the dissolution of the class/classes.

Thus, if the subject was dissolved and all students enrolled in that section were transferred to another section of the same subject, the student need not apply for a change of subject. A note on the movement of students to another section because of dissolution, equalization, merging or splitting of classes, should be sent by the College Secretary/Associate Dean/Dean to the MISD.

10. The following procedure for change of subject(s) shall be followed:
a. The student notifies and secures the signature of the faculty member concerned; (For dissolved classes, the student goes to the College Secretary/Associate Dean/Dean);

b. Proceeds to the Subject Adviser for sticker;

c. Secures approval of the Course Adviser or the Dean;

d. Presents the approved form to the MISM/Computer Area.

e. Proceeds to Comptroller's Department for validation;

f. Keeps his copy as part of his record.

11. Class lists generated by the MISM shall be distributed by the office of the respective Deans to the faculty members three (3) times each semester/term:

a. An initial class list is released to faculty members early on the first day of classes. This list shall include all students who paid their school fees before that day.

b. The revised class list is generated immediately after the last day of enrolment. This should include the late enrollees and those who changed their subject(s).

c. The final class list shall be distributed one week after the revised class lists are released.

12. Faculty advisers and casual employees concerned shall be sufficiently oriented with the process by the ORRM and the MISD.

13. The subject offerings shall be submitted (in a disk if possible) to the MISM not later than two (2) weeks before the start of enrolment. Editing of the hard copy by the MISM and their submission of the corrections to the respective Dean's Office shall not be later than one week before the start of classes.

The schedule of newly-opened classes shall be submitted by the Dean to the MISM one (1) day before the subject is opened.

14. A subject shall be removed from posting by the Subject Adviser before the stickers run out.

15. The time schedule for enrolment shall be from 8:00 A.M. to 6:00 P.M. This may be extended by the University Registrar to 7:00 P.M. if the need arises. The working time of enrolment personnel shall be scheduled in such a way that the "no noon break" enrolment schedule is observed.
The Chancellor (for Kalookan Campus) and the Dean of Students (for Manila Campus) shall coordinate the efforts of all concerned—the University Registrar, the Assistant University Registrars, the Director, MISD, the Comptroller, as well as all the Deans/Directors, for a proper understanding and appreciation of these new enrolment procedures/documentation such that implementation thereof can be done smoothly and with the least confusion and complaints, especially from the students.

The University Registrar shall coordinate with each Dean/Director for the dissemination of these policy and rules to faculty members and students for their information and guidance.

The University Registrar shall also see to it that appropriate announcements are posted in strategic and conspicuous place(s) in the ORRM offices and other strategic parts of the campuses for information of students and to avoid confusion.

Particularly in the first year of implementation, it is imperative that students be adequately informed about the new rules/procedures and also about the rationale therefor. Simplified step-by-step procedure(s) should be distributed to students and enrollees. This duty is hereby assigned to the Dean of Students (for Manila Campus) and the Chancellor (for Kalookan Campus), to be assisted by the University Registrar/Assistant University Registrars.

For information, guidance, and strict compliance of all concerned.

[Signature]
ROSALINA S. CAJUCOM
President

Copy furnished:

Mr. P. O. Domingo, Chairman of the Board and CEO
All Other Members of the Academic Council
All Faculty Members (Through their respective Deans/Directors)
UE Faculty Association
ACADEMIC CIRCULAR
NO. 01, Series of 2003

TO: Executive Vice President and Chief Administrative Officer
   Chancellor, Caloocan Campus
   Vice President for Academic Affairs
   Vice President for Information Technology and Systems
   All Deans/Directors
   All Others Concerned

SUBJECT: POLICY AND IMPLEMENTING RULES ON ONLINE AND REAL-TIME SYSTEM FOR ENCODING OF FINAL GRADES OF STUDENTS

The University Academic Council, at its regular meeting held on July 04, 2003, approved the following Policy and Implementing Rules on online and real-time system for encoding of final grades of students, to wit:

SECTION 1. Purpose of this Circular. - This circular is promulgated to prescribe a more definitive, precise and clear policy, implementing rules and procedure in facilitating and expediting the encoding and posting of the final grades of students.

SECTION 2. Policy. - All faculty members shall encode, post and print the final grades of their students.

SECTION 3. Rationale. - An online and real-time system for encoding, posting and printing of the final grades of students by the respective faculty members shall be adopted to facilitate and expedite the encoding, posting and printing of the final grades of students.

The system will ensure that:

- Final grades are immediately posted for the online registration and accurate evaluation of students' records;
- Common errors arising from manual encoding and posting of grades are totally eliminated. These common errors come mainly from:
  
  O Manually written grades that are not legible;
  O Non-alignment of entries in the Final Grade Sheet;
  O Switching of grades (whether intentional or unintentional);
  O Inappropriate grades given to students (e.g. 4.00 as final grade)

- Accurate encoding and posting of grades are assured such that grades posted are real grades given to the students by their teachers.


3.1 The faculty member shall encode the grades at the designated areas, viz. POD-CIT in Manila and 2nd Floor Engineering Building in Caloocan.

3.2 The faculty member shall verify and check the correctness of the encoded grades and shall post the same to the student record.

Once the grades are posted to the student record, any correction/change/updating of grades shall be supported by the necessary documents and shall be undertaken by the DRRM.

3.3 Three (3) copies of the encoded grades shall be printed for signature/certification of the faculty member. Two (2) copies shall be submitted to the respective Dean’s Office for clearance purposes.

3.4 The Dean’s Office shall submit one (1) copy of the encoded grades to the DRRM for documentation purposes.

3.5 The DRRM shall print the grade cards of the students and shall forward the same to the Dean’s Office for distribution to the students.

3.6 The Dean’s Office shall distribute the grade cards to their students.

SECTION 4. Repealing Clause. - This Circular repeals all other circulars and supersedes all other policies pertaining to the same subject and inconsistent herewith.

SECTION 5. Effectivity. - This circular takes effect immediately upon its confirmation by the Board of Trustees.

For strict compliance and immediate dissemination by all concerned.

[Signature]

P. O. DOMINGO
Chairman and President

cc: All Other Members of the Academic Council
UE Faculty Association
UNIVERSITY OF THE EAST
Manila

OFFICE OF THE PRESIDENT
AND CHIEF ACADEMIC OFFICER

May 23, 2005

ACADEMIC CIRCULAR
NO. 4, Series of 2000
(AS REVISED, MAY 2005)

TO: Executive Vice President and Chief Administrative Officer
    Chancellor, Caloocan Campus
    Vice President for Academic Affairs
    All Deans/Directors
    University Registrar
    All Others Concerned

SUBJECT: REVISED POLICY ON THE MARK OF "LFR"

As approved by the University Academic Council during its regular meeting held on May 10, 2005, the policy and implementing rules under Academic Circular No. 4, Series of 2000 (As Revised, September 2001 and Confirmed by the Board of Trustees on September 18, 2001) are hereby revised, to wit:

SECTION 1. Purpose of this Circular -

This Circular is promulgated to revise Academic Circular No. 4, Series of 2000 (As Revised, September 2001 and Confirmed by the Board of Trustees on September 18, 2001) to distinguish the students with unsettled account balances from those with academic requirement deficiencies and to efficiently facilitate the clearance of the students’ grades.

SECTION 2. Definition of terms -

2.1 "W" (Officially Dropped/Withdrawn) - This mark shall be given to a student who has withdrawn his subject(s) with the approval of the Dean and as validated by the Comptroller's Department -
a. before the mid-term examinations; or

b. after the mid-term examinations provided his mid-term grade is passing.

2.2 "D" (Unofficially Dropped) - This mark shall be given to a student who:
a. had enrolled but never attended his class(es);

b. had stopped attending his class(es) before the mid-term examinations without the approval of the Dean and the validation by the Comptrollers Department; or

c. had stopped attending his class(es) after the mid-term examinations and had obtained a mid-term passing grade; however, if the mid-term grade is 4.00, the student shall be given a final grade of 5.00.

2.3 "LFR" (lacks Final Requirements) - This mark shall be given to a student who has failed to comply with the final requirements, viz. failed to take the final examination and/or failed to submit specified requirements of the course.

2.4 "GW" (Grade Withheld) - This mark shall be given to a student with unsettled tuition and other accounts with the University.

SECTION 3. Implementing Rules/Guidelines -

3.1 The student shall repeat the subject if he has a mark of "W" or "D".

3.2 The mark of "D" shall disqualify a student from availing of a University Scholarship, Service Grant/Grant-in-Aid in the semester immediately following, or from being awarded Latin Honors.

3.3 The mark of "LFR" should be removed within the succeeding semester by following the flow chart shown in the attached Annex "1" and by applying for removal of his "LFR" using the attached UE Form No. 1 Revised 2001. The special examination should be taken and/or the lacking requirements specified by the faculty concerned in the grade sheet of the previous semester should be submitted. Otherwise, the student shall be given a grade of "5.00" by the faculty.
3.4 The penalty imposed for late submission of grade sheets shall apply to the grade sheets for removal of "LFR".

3.5 The faculty member concerned shall indicate the cause/reason why the student was given a mark of "LFR" on the "Remarks" column of the faculty grade sheet.

3.6 The MISD shall print the Grade Sheets for removal of "LFR". In these grade sheets, the faculty member concerned shall enter the final grade of the student who has fully accomplished the requirements for the removal of "LFR" mark. A grade of "5.00" shall be given to a student who failed to take the special final examination or to submit the specified requirements.

3.7 These grade sheets shall be submitted to the Dean's office by the faculty member concerned.

3.8 Computation of Grade Point Average (GPA): - The Grade Point Average (GPA) will not be computed when the student has incurred a mark of "W", "D", "LFR" or "GW" in any subject during the semester.

3.9 Fees or Charges - No fee shall be charged for the removal of an "LFR" mark.

3.10 During encoding of final grades, the faculty members shall encode the final grades or marks of all students. However, the encoded grade or mark of students with unsettled accounts will not appear on the printed faculty grade sheet. Only "GW" will appear in all the records of the students for the semester when the student has unsettled accounts. The "GW" mark on the student’s Grade Card will serve as a notice for the student to settle his account balance.

3.11 When the student with "GW" settles his account in full, the "GW" will automatically be replaced with the student’s grades in all his records through the computer program facilities. The full settlement by the student of his account balance will serve as the clearance of the "GW" marks. As such, there will be no need to fill up any form for clearance of "GW".

3.12 The "GW" marks will not appear in the Transcript of Records since the students will only be issued Transcripts of Records by the DRRM upon settlement of all his pending obligations with the University.
SECTION 4. The Grading System. - The Grading System under this Circular is as follows:

<table>
<thead>
<tr>
<th>Number/Letter</th>
<th>Percent</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>98 - 100</td>
<td>A+</td>
<td>Excellent</td>
</tr>
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<td>1.50</td>
<td>92 - 94</td>
<td>A-</td>
<td>Very Good</td>
</tr>
<tr>
<td>1.75</td>
<td>89 - 91</td>
<td>B+</td>
<td>Very Good</td>
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<td>77 - 79</td>
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<td>75 - 76</td>
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<td>Passed</td>
</tr>
<tr>
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<td>70 - 74</td>
<td>D</td>
<td>Conditioned</td>
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<td>Below 70</td>
<td>F</td>
<td>Failed</td>
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<tr>
<td>W</td>
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<td></td>
<td>Officially Dropped/Withdrawn</td>
</tr>
<tr>
<td>D</td>
<td></td>
<td></td>
<td>Unofficially Dropped</td>
</tr>
<tr>
<td>LFR</td>
<td></td>
<td></td>
<td>Lacks Final Requirements</td>
</tr>
<tr>
<td>GW</td>
<td></td>
<td></td>
<td>Grade Withheld</td>
</tr>
</tbody>
</table>

The grade of 4.00 should be given only during Prelim and Mid-term, and should not be given in the Finals.

SECTION 5. Repealing Clause. - This Circular revises Academic Circular No. 4, Series of 2000 and repeals all other circulars pertaining to the same subject inconsistent herewith.

SECTION 6. Penal Clause. - Any violation of this Circular shall be subject to administrative disciplinary sanction.

SECTION 7. Effectivity. - This Circular shall take effect immediately upon its confirmation by the Board of Trustees.

For strict compliance and immediate dissemination by all concerned.

[Signature]

BALTAZAR N. ENDRIGA
President and Chief Academic Officer

2219 C. M. Roces Avenue, Manila • Telephone No. 735-5471 loc. 308• E-mail: president@ue.edu.ph
FLOW CHART: PROCEDURE FOR THE REMOVAL OF "LFR"

1. STUDENT GETS APPLICATION FORM FROM THE DEAN'S OFFICE/COLLEGE

2. STUDENT SUBMITS TO THE DEAN'S OFFICE THE APPLICATION FORM PROPERLY FILLED OUT BY THE STUDENT WITH THE FOLLOWING DATA: STUDENT NAME, STUDENT NUMBER, SUBJECT/SECTION, TIME, SEMESTER, SCHOOL YEAR, TEACHER

3. DEAN'S OFFICE LOGS IN THE INFORMATION INDICATED IN THE APPLICATION FORM AND THE DATE OF FILING

4. DEAN'S OFFICE ADMINISTERS THROUGH THE DEPARTMENT CHAIR CONCERNED THE REMOVAL EXAMINATION ON THE SET DATE IN THE COLLEGE CONFERENCE ROOM/DEAN'S OFFICE

5. DEAN'S OFFICE FORWARDS TO THE FACULTY CONCERNED EXAMINATION COPY FOR CHECKING AND GRADING AND THIS IS THE DATE FACULTY RECEIVED THE EXAMINATION

6. FACULTY SUBMITS THE CORRECTED EXAMINATION TOGETHER WITH FINAL GRADE INDICATED IN THE FORM WITHIN FIVE CALENDAR DAYS

7. THE DEAN APPROVES THE REMOVAL FORM OF "LFR" AND FURNISHES THE OFFICES CONCERNED WITH COPIES OF SAID FORM
APPLICATION FOR REMOVAL OF "LFR" MARK

Hue Dean
College of __________________________

Dear Sir/Madam:

{ } I would like to apply/request your approval to take a SPECIAL EXAMINATION in:
{ } I would like to apply for the completion of my PRESCRIBED REQUIREMENT(S) in:

SUBJECT & SECTION: ___________________________ COURSE: ___________________________

SEMESTER AND S.Y.: ___________________________ MAJOR: ___________________________

INSTRUCTOR: ___________________________ CURR. YR: ___________________________

(Student's Name in Print) ___________________________ (Signature) ___________________________ (Student Number) ___________________________

CERTIFICATION

This is to certify that ___________________________ S.N. was my student in the subject and section indicated above and that he/she was given a mark "LFR" because of the following reason(s):

________________________

His/Her grades were:

PRELIM: ___________________________ MID-TERM: ___________________________

{ } He/She was given a special examination on (date) ___________________________ in view of this, his/her FINAL GRADE is as follows:

{ } He/She has submitted the prescribed requirements on (date) ___________________________ in view of this, his/her FINAL GRADE is as follows:

(Figure) ___________________________ (Words) ___________________________

(Date) ___________________________ (Instructor's Name in Print) ___________________________ (Signature) ___________________________

ACTION OF THE DEAN

{ } APPROVED ___________________________ { } DISAPPROVED ___________________________

REMARKS: ___________________________

________________________

Date Dean

DISTRIBUTION: 1 copy (Dean), 1 copy (DRRM), 1 copy (ITSD), 1 copy (Student), 1 copy (Faculty)

IMPORTANT: Students are not allowed to hand-carry duly accomplished form but should be submitted personally by the faculty member concerned to the Dean's Office.
OFFICE OF THE PRESIDENT
AND CHIEF ACADEMIC OFFICER

May 17, 2001

ACADEMIC CIRCULAR
No. 6, Series of 2000

TO: Chancellor, Caloocan Campus
   Vice President for Academic Affairs
   All Deans/Directors
   All others concerned

SUBJECT: CIRCULAR AUTHORIZING THE GIVING OF A STUDENT’S FINAL GRADE UNDER CERTAIN CIRCUMSTANCES

As approved by the University Academic Council at its regular meeting held on March 13, 2001, Academic Circular No. 6, Series of 2000, authorizing the giving of a student's final grade under certain circumstances, is hereby promulgated.

SECTION 1. Purpose of Circular. - This Circular is promulgated to remedy the problem arising from the failure of a faculty member to submit the final grade of a student under certain exceptional circumstances.

SECTION 2. Rationale. - The final grade, the minimum measure of a student's knowledge acquired in a particular subject, determines whether the student qualifies to enroll in other subjects or to complete the curriculum required for the conferment of a certificate or degree.

SECTION 3. Application of Circular. - This Circular shall apply only to students who are enrolled in the University and entitled to a final grade but have no final grade because:

(a) the faculty member who taught the course/subject has died or has become seriously ill or incapacitated physically or mentally; or
(b) the faculty member has been dismissed by the University, or has unreasonably delayed to submit the final grade of the student.

SECTION 4. Creation of a Committee. The determination of the final grade of the student entitled thereto under this circular shall be done by an Ad Hoc Committee created by the concerned Dean. The Committee shall be composed of the Dean as Chair, the concerned Department Chair or College Secretary, and a professor who teaches the subject or an expert in the subject.

The final grade shall be based on the records of the concerned faculty member as well as the test papers or other documents in the possession of the student concerned;

In the absence of any such records, the student shall take a special examination based on the syllabus of the subject, textbook prescribed and/or, lectures given by the concerned professor.

SECTION 5. Final Grade. The final grade to be given the student shall be as determined by the said Committee.

SECTION 6. Effectivity. This Circular shall take effect immediately.

JOSEFINA R. CORTES
President
and Chief Academic Officer

APPROVED ___________ 2001

Copy Furnished:
The Chairman of the Board and CEO
The Executive Vice Pres. & Chief Administrative Officer
All Members of the Academic Council
All Faculty Members (through their respective Deans/Directors)
UE Faculty Association
ACADEMIC CIRCULAR  
No. 5, Series of 1999  

TO: Chancellor, Caloocan Campus  
Vice President for Academic Affairs  
All Deans/Directors  
University Registrar  
DMST Commandant  
All Others Concerned  

SUBJECT: REVISED POLICY ON THE PETITION FOR CHANGE OF ROTC GRADES AND THE NEW POLICY ON INCLUSION OF OMITTED NAME AND ROTC GRADE  

The University Academic Council in its regular meeting held on August 10, 1999 approved the revised policy on the petition for change of ROTC grades and the new policy on the inclusion of omitted name and the ROTC grade. These policies shall take effect starting the 1st Semester of School Year 1999-2000 and shall supersede Academic Circular No. 7, Series of 1996.

For purposes of avoiding erroneous entries in the worksheets of officially registered ROTC cadets and in order that extra and utmost care shall be exercised by the DMST in the preparation of ROTC grades and encoding data on the cadets, the following policy, implementing rules and procedure on change/correction of ROTC grades, inclusion of omitted name and/or ROTC grade in the worksheet, recording and encoding of ROTC grades, and processing of petition for change/correction of ROTC grades are hereby promulgated.

I. POLICY  

A. PETITION FOR CHANGE/CORRECTION OF ROTC GRADES  

The DMST Commandant may petition for the change/correction of omitted name and/or ROTC grade of a cadet in the worksheet within a period of one
schoolyear only from the end of the term that the grade was submitted, provided it is with a justifiable reason and supported by documentary evidence.

B. PETITION FOR INCLUSION OF OMITTED NAME AND/OR ROTC GRADE IN THE WORKSHEET

The DMST Commandant may petition for the inclusion of omitted name and/or ROTC grade of a cadet in the worksheet within a period of one schoolyear only from the date indicated in the worksheet, provided the cadet is officially enrolled in MS (ROTC) and has complied with the requirements of the said subject.

II. IMPLEMENTING RULES AND PROCEDURE

A. RECORDING/ENCODING OF ROTC GRADES

1. The DMST shall record the attendance, examinations, “aptitudes” of each officially enrolled cadet on the the list of students enrolled in MS (ROTC) as submitted to the Department of Military Science and Tactics (DMST) by the Management Information Systems Department (MISD) after each enrollment period

2. The DMST Office shall post on their bulletin board the list of names of failing cadets after the first four (4) training days and shall furnish the Department of Registration and Records Management (DRRM) with a copy of the list.

3. The DMST shall submit to the DRRM the worksheets together with the final grade of the cadets and a hard copy of the data base and to the MISD the diskette which contains the data base and a hard copy of the data base, in lieu of the grade sheets, within six (6) working days after the last day of final examinations.

B. PROCESSING OF PETITION FOR CHANGE OF ROTC GRADES

1. The DMST Commandant shall forward four (4) copies of the petition for change of grade to the University Registrar by using the corresponding form signed by the DMST Commandant together with the cadet’s classcard and manual worksheet.

2. The University Registrar and the Dean of the College shall endorse the petition for change of grade to the Vice President for Academic Affairs/Chancellor for approval/disapproval.

3. From the Vice President for Academic Affairs/Chancellor, the petition

2219 C. M. Recto Avenue, Manila • Telephone No. 735-5471 loc. 306 • E-mail: president@ue.edu.ph
shall be returned to the University Registrar who shall distribute the copies to the offices concerned.

C. PETITION FOR INCLUSION OF OMITTED NAME AND/OR ROTC GRADE

1. The DMST Commandant shall forward four (4) copies of the petition for inclusion of omitted name and/or grade to the University Registrar for approval/disapproval by using the corresponding form signed by the DMST Commandant together with the certified true copy of the cadet's worksheet and xerox copy of his registration card.

2. The University Registrar shall forward the petition for inclusion of omitted name and/or grade to the Dean of the College and to the Vice President for Academic Affairs/Chancellor for approval/disapproval.

3. From the Vice President for Academic Affairs/Chancellor, the petition shall be returned to the University Registrar who shall distribute the copies to the offices concerned.

   The Deans, Dean of Students, University Registrar and DMST Commandant shall see to it that appropriate announcements of the policy and procedures are posted in strategic and conspicuous places in the Student Affairs Office (SAO), Department of Registration and Records Management (DRRM), and Department of Military Science and Tactics (DMST) for the information and guidance of the students concerned.

   For immediate dissemination and strict compliance.

   JOSEFINA R. CORTES
   President and Chief Academic Officer

cc: Chairman of the Board & CEO
    EVP and Chief Administrative Officer
    All other Members of the University Academic Council
    UE Faculty Association

2219 C. M. Recto Avenue, Manila • Telephone No. 735-5471 loc. 306 • E-mail: president@uc.edu.ph
UNIVERSITY OF THE EAST
2219 Claro M. Recto Avenue, 1008 Manila, Philippines

OFFICE OF THE CHAIRMAN
AND PRESIDENT

September 4, 1996

ACADEMIC CIRCULAR
Number 7, Series of 1996

TO:
Senior Vice President for Academic Affairs
Chancellor, Caloocan Campus
Vice President for Academic Affairs
Dean of Students
All Deans/Directors
University Registrar
Director, MIS Department
Commandant, DMST
Assistant University Registrars
All Others Concerned

SUBJECT: POLICY ON RECORDING OF ROTC GRADES
AND PROCESSING OF PETITION FOR CHANGE
OF ROTC GRADES

Effective the First Semester, School Year 1996-1997, the following
policy and rules on recording of ROTC grades and processing of petition for
change of ROTC grades, as adopted by the University Academic Council, are
hereby promulgated and implemented.

A. RECORDING/ENCODING OF ROTC GRADES

The following are the policy and rules on recording/encoding of ROTC
grades:

1. The Department of Military Science and Tactics (DMST) shall
post on their bulletin board the list of names of failing cadets after the first
four (4) training days and shall furnish the Department of Registration and
Records Management (DRRM) with a copy of the list.

2. The DMST shall verify from the source document (classcard) the
encoding of attendance, examinations and "aptitude" of each cadet.
3. The DMST shall submit to the DRRM the worksheets of the cadets and to the MISD the diskette which contains the data base, instead of the grade sheets.

B. PROCESSING OF PETITION FOR CHANGE OF ROTC GRADES

The following are the policy and rules on the processing of petition for change of ROTC grades:

1. The DMST Commandant shall forward the petition for change of grade in four (4) copies to the University Registrar by using the corresponding form signed by the DMST Commandant together with the cadet's classcard or manual worksheet.

2. The University Registrar shall endorse the petition for change of grade to the Vice President for Academic Affairs/Chancellor for approval or disapproval.

3. From the Vice President for Academic Affairs/Chancellor, the petition shall be returned to the University Registrar who shall distribute the copies to the offices concerned.

The Dean of Students, University Registrar, and DMST Commandant shall see to it that appropriate announcements of the policy and procedures are posted in strategic and conspicuous place(s) in the Student Affairs Office, (SAO), Department of Registration and Records Management (DRRM), and Department of Military Science and Tactics (DMST) for the information and guidance of the students concerned.

For strict compliance by all concerned.

[Signature]

P. O. DOMINGO
Chairman and President

copy furnished:

All Other Members of the Academic Council

UE Faculty Association
March 14, 2000

ACADEMIC CIRCULAR
No. 3, Series of 2000

TO: Executive Vice President and Chief Administrative Officer
   Chancellor, Caloocan Campus
   Vice President for Academic Affairs
   All Deans/Directors
   University Registrar
   All Others Concerned

SUBJECT: POLICY ON SHIFTING OF A COURSE

The following Policy and Implementing Rules on Shifting of a Course, as approved by the University Academic Council at its regular meeting held on February 8, 2000 are hereby promulgated for adoption and implementation effective the First Semester, School Year 2000-2001.

Shifting of a course is an authorization given to a student to transfer from one course/major to another course/major subject to the following rules:

1. The student must meet the qualifying factors of the course he intends to shift to, as defined by the respective college.

   The Dean of the College where he intends to shift to may require the applicant to submit other documents for purposes of evaluation of his records and of further determining the qualification of the student for admission.

2. The student should comply with the prescribed provisions of the Maximum Residency Requirement policy of the University.

3. The student has no record of dismissal on account of scholastic delinquency in accordance with the Retention Policy of the University or of administrative case.

4. No student shall be allowed to shift his course more than twice, except a foreign student who shall be allowed to shift his course only once within the first two semesters of his enrollment in UE in accordance with the Bureau of Immigration and CHED policy.
5. The student returnee who intends to shift his course shall have his re-enrollment processed first before he applies for shifting.

6. The shifting of a course/major must be done during the enrollment period prior to advising and must be approved by the Dean of the College where he intends to shift to.

For immediate dissemination and strict compliance.

[Signature]

JOSEFINA R. CORTES
President
and Chief Academic Officer

Copy furnished:

Mr. P.O. Domingo, Chairman of the Board & CEO
All other Members of the University Academic Council
UE Faculty Association
UNIVERSITY OF THE EAST  
2219 C.M. Recto Avenue, 1008 Manila  

July 15, 1997

ACADEMIC CIRCULAR
NUMBER 6, Series of 1997

TO:
Chancellor, Caloocan Campus  
Vice President for Academic Affairs  
All Deans/Directors  
Dean of Students  
University Registrar  
Director of Student Affairs, Manila Campus  
Director of Student Affairs, Caloocan Campus  
All Others Concerned

SUBJECT:
STUDENT RETENTION POLICY

To raise the University's academic standard, the following Policy and Rules on Retention, in lieu of Academic Circular Number 3, Series of 1993, as approved by the Academic Council in its regular meeting held on July 8, 1997, are hereby promulgated for adoption and implementation for all registered students, effective 1st Semester 1997-1998.

GUIDELINES FOR SCHOLASTIC DELINQUENCY

1. WARNING

A student who, in any given semester, obtains failing grades or mark of "D" in 25% to 49% of the total number of academic units enrolled in, shall be warned by the Dean to improve his grades and shall be required:
a. to enroll and pass the failed subject/s in the next semester of enrollment; and

b. to report to the Guidance and Counseling Office for counseling.

2. PROBATION

a. A student shall be placed under probation in the next semester of enrollment under any of the following conditions:

   1) a student who obtains failing grades or mark of “D” in 25% to 49% of the total number of academic units enrolled in for two successive semesters;

   2) a student who did not comply with the other requirements imposed on him during his warning status;

   3) a student who, in any given semester, obtains failing grades or mark of “D” in 50% to 75% of the total number of units registered in.

b. A student placed under probation shall be limited in academic load, as determined by the Dean, and shall be required to enroll in the failed subject/s in the next semester of enrollment.

c. A student on probation who fails in one (1) or more subject(s) but not more than 75% of the total number of academic units registered in shall be allowed to continue to be under probation for another semester with further reduction in academic load at the discretion of the dean.

   A student on probation shall be released therefrom only upon passing all subjects enrolled in during probation.

3. DISMISSAL

A student who in any given semester obtains failing grades or mark of “D” in more than 75% of the total number of academic units registered in shall be dismissed from the college.
A student who incurs any of the above stated scholastic delinquency shall be allowed to re-enroll in the succeeding semester only after securing due clearance from the Dean.

A College or Unit may impose its own retention policy provided the requirements shall not be lower than those prescribed by the University policy on retention.

SPECIAL PROVISO

A student who is slated to be dismissed may, however, appeal his case, and, in meritorious cases (for causes other than scholastic reasons), upon the recommendation of and under the conditions set by the College Ad Hoc Committee as approved by the Dean, may be allowed to re-enroll in the next semester of enrollment.

A student who fails to meet the conditions so imposed shall no longer be allowed to re-enroll and shall be issued his transfer credentials.

A student, who is no longer allowed to re-enroll in a particular college because of scholastic delinquency, may seek admission to another college. However, he shall be referred first to the Guidance and Counseling Office for evaluation of capacity and possibility of success in another college or unit of the University and his application for admission must be favorably considered by the Dean of the accepting College.

PROCEDURE

1. The MISP, at the end of every semester,

   a. shall print in the computerized grade card of students who incur any of the above stated scholastic delinquency, the corresponding notation:

   "WARNING - SEE THE DEAN" or
   "UNDER PROBATION - SEE THE DEAN" or
"FOR ISSUANCE OF TRANSFER CREDENTIAL - SEE THE DEAN."

b. shall provide the Deans concerned with a list of students who incur any of the above stated scholastic delinquency of their course together with their Form IX.

2. The Dean shall implement the policy and rules on Retention and shall forward the list of students who shall be granted their transfer credentials to the University Registrar.

This Academic Circular supersedes the policy and implementing rules on Retention under Academic Circular No. 3, Series of 1993.

Deans/Directors shall disseminate these policy and rules to students for their information and guidance.

The Deans, University Registrar, Director of Admissions, and Director of Student Affairs, shall see to it that appropriate announcements of this revised Policy on Retention are posted in strategic and conspicuous place(s) in the Dean’s Office, Office of Admissions (OAD), Department of Registration and Records Management (DRRM), and Students Affairs Office (SAO) in both Manila and Caloocan Campuses.

For strict compliance of all concerned,

JOSEFINA R. CORTES
Acting President and
Senior Vice President for
Academic Affairs

Copy furnished:

All Other Members of the Academic Council
UE Faculty Association
## NUMBER OF UNITS FAILED FOR WARNING, PROBATIONARY OR DISMISSAL

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<th>Units Enrolled</th>
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ACADEMIC CIRCULAR
NO. 8, Series of 2000

TO:
Executive Vice President and Chief Administrative Officer
Chancellor, Caloocan Campus
Vice President for Academic Affairs
All Deans/Directors
University Registrar
All Others Concerned

SUBJECT: REVISED POLICY ON THE MAXIMUM RESIDENCY REQUIREMENT (MRR) OF THE UNIVERSITY

As approved by the University Academic Council at its regular meeting held on August 8, 2000, the following Revised Policy and Implementing Rules, superseding Academic Circular No. 3, series of 1995, are hereby adopted, to wit:

SECTION 1. Purpose of Circular. - This Circular is promulgated to supersede Academic Circular No. 3, Series of 1995 and prescribe a more definitive policy on maximum residency in the University for any specific program of study.

SECTION 2. Maximum Residency Requirement (MRR). - The University prescribes a maximum period for a student to finish the course or program of study he enrolled in, as prescribed in the approved curriculum governing such course or program.

2.1 MRR for Undergraduate Students. - The Maximum Residency Requirement (MRR) for all undergraduate students shall start from the initial period of their enrollment in UPE.
2.2 The (MRR) for all undergraduate students shall be as follows:

a) For a five (5) year degree course or program of study, the residency of a student should not exceed seven (7) years and one (1) semester, excluding official Leave Of Absence (LOA), regardless of whether he shifted to another degree course;

b) For a four (4) year degree course or program of study, the residency of a student, whether he is regular/full-time or part-time student, should not exceed six (6) years, excluding official LOA, regardless of whether he shifted to another degree course, except in the College of Dentistry where the residency shall not exceed seven (7) years;

c) For a non-degree program, the residency of a student should not exceed four (4) years, excluding official LOA. However, if the student shifts/seeks admission to a degree program, the residency should not exceed the residency prescribed by the course above stated.

2.3 MRR for Regular/Full-Time Students of Graduate School. - The maximum residency requirement (MRR) for regular/full-time students of the Graduate School shall be as follows:

a) For those pursuing a Master's Degree, the residency of the student shall not exceed five (5) years; and

b) For those pursuing a Doctoral Degree, the residency of the student shall not exceed seven (7) years.

2.4 MRR for Part-time Working Students of Graduate School. - The maximum residency requirement (MRR) for part-time students of the Graduate School shall be as follows:

a) For those pursuing a Master's Degree, the residency of the student shall not exceed six (6) years; and

b) For those pursuing a Doctoral Degree, the residency of the student shall not exceed eight (8) years.
SECTION 3. Determination of MRR. — For purposes of determining the MRR, the academic load of students shall be considered as follows:

For Undergraduate Students —

a) A regular/full-time student shall carry a maximum load allowed by the curriculum of his course (18 to 24 credited units) a semester and a maximum of nine (9) credited units during the Summer term.

b) A part-time/working student shall only be allowed a maximum of 17 credited units and a minimum of 12 credited units a semester and a maximum of 9 credited units during the Summer term.

For Graduate Students —

a) A regular/full-time student shall be allowed a maximum of twelve (12) units a semester and six (6) units during Summer term. A graduating student, however, may be allowed a maximum load of fifteen (15) units in a regular semester or nine (9) units during the Summer term.

b) A part-time/working student shall be allowed a maximum of nine (9) units a semester and a maximum of six (6) units during the Summer term. If the student is graduating, he may be allowed a maximum load of 12 units in a regular semester or 6 units during the Summer term.

SECTION 4. Exceeding the MRR. — A student who exceeds the maximum residency requirement (MRR) will be issued transfer credential by the University Registrar upon a written advice of the Dean concerned after the student has complied with prescribed clearances and requirements for transfer.

SECTION 5. Exception. — Request for re-enrollment by a student who has exceeded the MRR may, for meritorious reason, be evaluated on a case to case basis, and may be allowed to re-enroll upon recommendation of the Dean and approval of the Vice President for Academic Affairs for the Manila Campus or of the Chancellor for the Caloocan Campus.
SECTION 6. Leave of Absence. - Approved Leave of Absence (LOA) of a student shall be for one (1) year only and shall not be included in determining the MRR, in consonance with the rules on leave of absence under Academic Circular Number 4, Series of 1995.

SECTION 7. Effectivity. - This Circular shall take effect in the Second Semester 2000-2001, and shall be disseminated regularly to students and to faculty members for their information and guidance at the beginning of the semester/term by the Deans/Directors. The Deans/Directors, the University Registrar, and the Dean of Students shall see to it that appropriate announcement of these policy and rules is posted in a strategic/conspicuous place in the Dean’s Office, the Student Affairs Office and the DRRM Office in all campuses for information of students.

For strict compliance by all concerned.

[Signature]

JOSEFINA R. CORTES
President
and Chief Academic Officer

Copy Furnished:

Mr. P.O. Domingo, Chairman of the Board and CFO
All Other Members of the Academic Council
All Faculty Members (through their respective Deans/Directors)
U.P. Faculty Association

[Handwritten signatures]

2219 C. M. Recto Avenue, Manila • Telephone No. 735-5471 loc. 306 • E-mail: president@ue.edu.ph
UNIVERSITY OF THE EAST
2219 C.M. Recto Avenue, 1008 Manila, Philippines

OFFICE OF THE PRESIDENT

July 27, 1995

ACADEMIC CIRCULAR
Number 4, Series of 1995

TO : Chancellor, Kalookan Campus
     Vice President for Academic Affairs
     Dean of Students
     All Deans/Directors
     University Registrar
     Director, MIS Department
     Assistant University Registrars
     All Others Concerned

SUBJECT : POLICY AND RULES ON STUDENTS’ ATTENDANCE
          AND LEAVE OF ABSENCE (LOA)

The following Policy and Rules on Students’ Attendance and
Leave of Absence (LOA), as approved by the University Academic
Council, are hereby promulgated for adoption and implementation
effective Second Semester 1995-1996.

I. STUDENTS’ ATTENDANCE

   POLICY

   As a general rule, prompt and regular attendance in all
   classes is required of all students from the first day of
   classes.

   RULES

1. A student is considered absent from class if he is not
   present within the third fraction of the scheduled class time.
   Thus, he is considered absent if he arrives after:

   a. the first 20 minutes for a 60-minute class;
   b. the first 30 minutes for a 90-minute class;
   c. the first 33 minutes for a 100-minute class;
   d. the first 40 minutes for a 120-minute class;
2. A student who arrives after the second bell but not within the third fraction of the scheduled class time shall be considered late/tardy.

However, an aggregate of four (4) accumulated tardiness in a class shall be considered as one class meeting absence.

3. A student who leaves the room earlier than the prescribed time may be marked absent by his professor.

4. A student shall not be marked absent if he officially represented the University at some function or affair and he has an excuse slip approved by the Dean.

5. Prolonged absences due to sickness even if duly attested by the student's parent, or guardian, and certified by a physician, may not be considered approved absences, unless certified by the University Physician and approved by the Dean.

6. A student, who has incurred absences beyond 20 percent of the required total number of class and laboratory periods in one or more subjects in a given semester or term, shall not be readmitted, shall be marked "D" (Unofficially Dropped), and shall not be given credit in the said subject(s).

7. A student who has incurred more than six (6) absences in any subject during the summer term shall not be readmitted, shall be marked "D" (Unofficially Dropped), and shall not be given credit.

8. The discretionary authority to exempt students who had incurred more than the prescribed number of absences is delegated to the Deans.

II. STUDENTS' LEAVE OF ABSENCE (LOA)

POLICY

As a general rule, a student who, for meritorious reasons, could not comply with the requirements of his academic program in a particular semester, may request permission to go on leave of absence (LOA).
R U L E S

1. The leave of absence (LOA) shall be granted for meritorious reason/s, taking into consideration the retention policy under Academic Circular Number 3, Series of 1993; the maximum residency requirement (MRR) of the University under Academic Circular Number 2, Series of 1995; and shall be subject to approval by the Vice President for Academic Affairs/Chancellor upon the recommendation of the Dean.

2. A student must apply in writing for an LOA at the Office of the Dean, either before the start of the semester or not later than ten (10) schooldays after the start of the semester, by accomplishing UE Form No. 17, copy attached.

3. A student, whose application for LOA is approved, shall be given a mark of "LOA" in his transcript of records and certification of grades.

4. A student, who is officially enrolled but does not attend his classes and fails to apply for a leave of absence within the prescribed period, shall be officially dropped from all his subjects. Otherwise, he shall be given a mark of "D" (Unofficially Dropped).

5. A student may apply for an LOA for a maximum period of two (2) semesters only, which may or may not be consecutive. However, highly meritorious cases may be treated on a case to case basis.

6. The LOA shall be for the whole semester.

7. The duly approved LOA of a student shall not be included in the period prescribed by the Maximum Residency Requirement (MRR) under Academic Circular Number 3, Series 9 of 1995.

8. The mark "LOA" shall be reflected in the University's eleven-point system of grading, to wit:
<table>
<thead>
<tr>
<th>Grade Point</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>98-100</td>
</tr>
<tr>
<td>1.25</td>
<td>95-97</td>
</tr>
<tr>
<td>1.50</td>
<td>92-94</td>
</tr>
<tr>
<td>1.75</td>
<td>89-91</td>
</tr>
<tr>
<td>2.00</td>
<td>86-88</td>
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<tr>
<td>2.25</td>
<td>83-85</td>
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<td>2.50</td>
<td>80-82</td>
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<td>2.75</td>
<td>77-79</td>
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<tr>
<td>3.00</td>
<td>75-76</td>
</tr>
<tr>
<td>4.00</td>
<td>70-74</td>
</tr>
<tr>
<td>5.00</td>
<td>Failed</td>
</tr>
<tr>
<td>X</td>
<td>Absent during Final Examinations</td>
</tr>
<tr>
<td>INC</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Officially Dropped</td>
</tr>
<tr>
<td>D</td>
<td>Unofficially Dropped</td>
</tr>
<tr>
<td>LOA</td>
<td>Leave of Absence</td>
</tr>
</tbody>
</table>

9. The mark "LOA" shall also be transcribed in the faculty grade sheets, students' certification of grades and transcript of records.

Deans/Directors shall disseminate these policy and rules to faculty members and students for their information and guidance.

The Dean of Students, the University Registrar, and the Deans shall also see to it that appropriate announcement of above policies and rules is posted in conspicuous places at the ORRM and Deans offices in all campuses.

For strict compliance by all concerned.

ROSALINA D. Cajucom  
President

Att:
Copy furnished:

Mr. P.O. Domingo  
Chairman of the Board and CEO

All Other Members of the Academic Council

All Faculty Members  
(Through their respective Deans/Directors)

UE Faculty Association
APPLICATION FOR A LEAVE OF ABSENCE

The Dean
College of:

Dear Sir/Madam:

May I respectfully apply for a Leave of Absence (LOA) effective ____________ up to ____________, in view of the following reasons:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Attached are pertinent official documents to substantiate my application for a leave of absence.

Very truly yours,

__________________________________________________________________________

Signature

Name in Print: ____________________________

Surname          First Name          M.I.

Student No: ____________________________ College of: ____________________________

Course: ____________________________ Year Level: ____________________________

(Continued on Reverse Side)
UNIVERSITY OF THE EAST
2219 Claro M. Recto Avenue, 1008 Manila, Philippines

OFFICE OF THE PRESIDENT

July 24, 1995

ACADEMIC CIRCULAR
Number 3, Series of 1995

TO: Chancellor, Kalookan Campus
Vice President for Academic Affairs
Dean of Students
All Deans/Directors
University Registrar
Director, MIS Department
Assistant University Registrars
All Others Concerned

SUBJECT: POLICY AND RULES ON MAXIMUM RESIDENCY REQUIREMENT (MRR)

The following Policy and Rules on Maximum Residency Requirement (MRR), as approved by the University Academic Council, are hereby promulgated for all freshmen/new students enrolled in UE, starting the First Semester (June 1995), School Year 1995-1996.

DEFINITION OF MAXIMUM RESIDENCY REQUIREMENT (MRR)

Maximum Residency Requirement (MRR) is the maximum period prescribed by the University for a student to finish his course or program of study.

POLICY

As a general rule, a student should finish his course or program of study in consonance with the number of years/semesters prescribed by the curriculum of the course he is enrolled in.
RULES

The following are the rules on the Maximum Residency Requirement (MRR) for students:

FOR UNDERGRADUATE STUDENTS

ACADEMIC LOAD:

A regular/full time student shall only be allowed 18 to 24 credited units a semester and a maximum of 9 credited units during the Summer term.

A part time/working student shall only be allowed 17 or less credited units a semester and a maximum of 9 credited units during the Summer term.

MAXIMUM RESIDENCY REQUIREMENT (MRR):

✓ The MRR for all undergraduate students shall start from the initial period of their enrolment in UE.

✓ The residency of a student, whether he is regular/full time or part time student pursuing an undergraduate degree program, should not exceed ten (10) years, regardless of whether he shifted to another degree course.

✓ The residency of a student pursuing a non-degree program should not exceed four (4) years. However, if he shifts to a degree program, the residency should not exceed ten (10) years.

FOR GRADUATE STUDENTS

ACADEMIC LOAD:

A regular/full time student shall only be allowed 9 to 12 units a semester and 6 units during the Summer term. A graduating student, however, may be allowed a maximum load of 15 units in a regular semester or 9 units during the Summer term.

A part time/working student shall only be allowed 6 to 9 units a semester and a maximum of 6 units during the Summer term. If the student is graduating, he may be allowed a maximum load of 12 units in a regular semester or 6 units during the Summer term.

A student shall not be allowed a load of more than 6 units in one day.
MAXIMUM RESIDENCY REQUIREMENT (MRR):

REGULAR/FULL TIME STUDENTS

For Master's Degree: The residency of a student should not exceed five (5) years;

For Doctoral Degree: The residency of a student should not exceed seven (7) years.

PART TIME/WORKING STUDENTS

For Master's Degree: The residency of a student should not exceed six (6) years;

For Doctoral Degree: The residency of a student should not exceed eight (8) years.

GUIDELINES APPLICABLE TO GRADUATE AND UNDERGRADUATE STUDENTS

1. Approved leaves of absence (LOA) of students shall not be counted in the MRR in consonance with the rules on leave of absence under Academic Circular Number 4, Series of 1995.

2. FOR UNDERGRADUATE STUDENTS:

✓ Normally a student who exceeds the maximum residency requirement (MRR) shall no longer be allowed to re-enrol. He will be issued his transfer credential by the University Registrar after he has complied with all the prescribed clearances and requirements for transfer.

✓ However, requests for re-enrolment of students who have exceeded the maximum residency requirement due to meritorious reasons shall be treated on a case to case basis and shall be allowed only upon the recommendation of the Dean and the approval of the Vice President for Academic Affairs for the Manila Campus or of the Chancellor for the Kalookan Campus.

FOR GRADUATE STUDENTS:

✓ On meritorious cases, the Dean is authorized to allow graduate students to re-enrol beyond the MRR, subject to certain requirements.
1st INDOREMENT  
OFFICE OF THE DEAN  
COLLEGE OF  

Respectfully forwarded to the Vice President for Academic Affairs/Chancellor recommending ☐ APPROVAL ☐ DISAPPROVAL of the application of Mr./Ms. ____________________________ for a leave of absence in view of the following reason/s:

________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________

Date  Dean

ACTION OF THE VICE PRESIDENT  
FOR ACADEMIC AFFAIRS/CHANCELLOR

On the basis of the recommendation of the Dean, the application for a leave of absence of the above cited student is hereby

☐ APPROVED  
☐ DISAPPROVED

Date  Vice President for Academic Affairs/Chancellor

Copy furnished:

Dean of Students  
University Registrar  
Director, MISO
To implement the foregoing, the following procedure should be observed:

1. Every semester immediately after the Mid-Term examinations, the MIS Department (MISD) shall furnish the Dean and the University Registrar with a list of students who, as records show, are bound to exceed the allowable maximum residency requirement.

2. The Dean shall advise the University Registrar regarding students who have exceeded the maximum residency requirement and shall recommend the issuance of their transfer credential.

3. The University Registrar shall issue to the students concerned their transfer credential, after they have complied with all the prescribed requirements and clearances (Student Affairs Office, Dean concerned and Comptroller's Department) for transfer.

Deans/Directors shall disseminate these policy and rules to students for their information and guidance.

The University Registrar, the Dean of Students, and the Deans, shall also see to it that appropriate announcement of these policy and rules is posted in conspicuous places at the ORRM, SAO, and Deans' offices in both Manila and Kalookan Campuses.

For strict compliance of all concerned.

[Signature]

President

Rosalina J. Cajucom

Copy furnished:

Mr. P.O. Domingo
Chairman of the Board and CEO

All Other Members of the Academic Council

All Faculty Members
(Through their respective Deans/Directors)

UE Faculty Association
UNIVERSITY OF THE EAST
Manila

OFFICE OF THE PRESIDENT
AND CHIEF ACADEMIC OFFICER

February 10, 2005

ACADEMIC CIRCULAR
NO. 3, Series of 1999
(AS REVISED, FEBRUARY 2005)

TO: Executive Vice President and Chief Administrative Officer
   Chancellor, Caloocan Campus
   Vice President for Academic Affairs
   All Deans/Directors
   University Registrar
   All others concerned

SUBJECT: THE REVISED INTEGRATED SCHOLARSHIP PROGRAM FOR
UNDERGRADUATE STUDENTS EFFECTIVE SY 2005-2006

As approved by the University Academic Council during its regular meeting held
on February 8, 2005, the policy, implementing rules and procedure under Academic
Circular No. 3, Series of 1999, are hereby revised to wit:

SECTION 1. Purpose of this Circular. - This circular is promulgated to revise
Academic Circular No. 3, Series of 1999 confirmed by the Board of Trustees on May,
27, 1999. This amended Academic Circular prescribes a more definitive, precise and
dearer policy, implementing rules and procedures for expeditious processing of,
documents of prospective scholars.

SECTION 2. Policy, Implementing Rules/Guidelines and Procedures. -

The University grants scholarships to deserving bonafide undergraduate students
under the three (3) categories: The University President Scholarship, the University,
Scholarship, and the College Scholarship.

A. UNIVERSITY PRESIDENT SCHOLARSHIP (UPS)

The University President Scholarship is awarded for one semester, renewable
every semester, to a bonafide undergraduate student who meets the following
requirements:

...
a. A grade point average of 1.00-1.20 (rounded off to the nearest hundredths) obtained in the academic subjects taken in the previous semester.

b. No non-passing grade or mark in any subject, including bracketed/non-credited subjects and NSTP.

c. An academic load of not less than 18 credited units enrolled in UE in the previous semester, except when the curriculum prescribes less than 18 credited units of academic load.

d. Enrolled in the same degree program which the student was previously registered.

e. No record of misconduct or misbehavior.

The awardee shall enjoy the following benefits:

1. Free 100% tuition and miscellaneous fees for one semester.
2. A stipend of Php 6,000/semester.
3. Book allowance of Php 1,500/semester

B. UNIVERSITY SCHOLARSHIP

The University Scholarship is awarded for one semester, renewable every semester, to a bonafide undergraduate student who meets the following requirements:

a. A grade point average of 1.21-1.40 (rounded off to the nearest hundredths) obtained in the academic subjects taken in the previous semester.

b. No non-passing grade or mark in any subject, including bracketed/non-credited subjects and NSTP.

c. An academic load of not less than 18 credited units enrolled in UE in the previous semester, except when the curriculum prescribes less than 18 credited units of academic load.

d. Enrolled in the same degree program which the student was previously registered.

e. No record of misconduct or misbehavior.

The awardee shall enjoy free 100% tuition and miscellaneous fees for one semester.

This scholarship is also awarded to entering freshman student who graduated valedictorian in a high school class with at least 45 graduates.

C. COLLEGE SCHOLARSHIP

The College Scholarship is awarded for one semester, renewable every semester, to a bonafide undergraduate student who meets the following requirements:

a. A grade point average of 1.41-1.60 (rounded off to the nearest hundredths) obtained in the academic subjects taken in the previous semester.

b. No non-passing grade or mark in any subject, including bracketed/non-credited subjects and NSTP.
c. An academic load of not less than 18 credited units enrolled in UE in the previous semester, except when the curriculum prescribes less than 18 credited units of academic load.

d. Enrolled in the same degree program which the student was previously registered.

e. No record of misconduct or misbehavior.

The awardee shall enjoy 50% free tuition and miscellaneous fees for one semester.

This scholarship is also awarded to entering freshman student who graduated salutatorian in a high school class with at least 45 graduates.

The student-scholar shall enjoy the benefits of the above stated scholarships immediately the following semester he/she earned the required GPA; otherwise, the scholarship benefits shall be forfeited. However, for reasons of health, he may request that the scholarship be deferred for a period of not more than one (1) semester.

SECTION 3. Procedure.

1. The FACULTY MEMBERS

a. encode, post and print the final grades of students on or before the 4TH WORKING DAY FOLLOWING THE LAST DAY OF FINAL EXAMINATION.

b. submit to the Dean's Office two (2) copies of the encoded gradesheets, original of which shall be submitted to the DRRM by the Dean's Office for documentation purposes.

2. The DRRM

a. generates a print-out of list of students per college who qualified for University President Scholarship, University Scholarship, or College Scholarship two (2) working days after the deadline for submission of grades,

b. indorses the list of Scholars to the Dean of the College for confirmation,

c. indorses the list of University President Scholars, University Scholars or College Scholars as confirmed by the respective Dean to the University Scholarship Committee

d. furnishes the Comptroller's Department, the Colleges concerned, and the MISP with a complete list of Scholars, and

e. posts the approved list of the Scholars on the bulletin boards of the DRRM and the various colleges.

(Signature)

(Signature)

(Signature)

(Signature)
3. The UNIVERSITY SCHOLARSHIP COMMITTEE confirms the list of University President Scholars, University Scholars and College Scholars and indorses the same to the President, through the Vice President for Academic Affairs/Chancellor for approval.

4. The SCHOLAR verifies his scholarship from any of the following offices: DRRM, Information Kiosk, Dean concerned, Comptroller’s Office.

The tuition and other fees of the student-scholar shall be adjusted in the computer immediately after the President approved the list of Scholars. The student-scholar shall be allowed to enroll without having to pay the initial payment of his tuition and other fees.

DEADLINE FOR SUBMISSION OF PERTINENT DOCUMENTS OF QUALIFIED SCHOLARS FOR APPROVAL OF THE PRESIDENT: The list of scholars shall be indorsed to the President by the University Committee on Scholarships three (3) days after the prescribed deadline for encoding the final grades on the on-line grading system by the faculty members.

SECTION 4. Repealing Clause. – This Circular revises Academic Circular No. 3, series of 1999 and repeals all other circulars pertaining to the same subject inconsistent herewith.

SECTION 5. Penal Clause. – Any violation of this circular shall be subject to administrative disciplinary sanction.

SECTION 6. Effectivity. – This circular takes effect immediately upon its confirmation by the Board of Trustees.

For strict compliance and immediate dissemination by all concerned.

BALTAZAR N. ENDRIGA
President and Chief Academic Officer

cc: Chairman of the Board and CEO
All other members of the Academic council
UEFA
UNIVERSITY OF THE EAST
Manila

OFFICE OF THE PRESIDENT
AND CHIEF ACADEMIC OFFICER

ACADEMIC CIRCULAR
NO. 3, Series of 1999

TO: Chancellor, Caloocan Campus
   Vice President for Academic Affairs
   Dean of Students
   All Deans/Directors
   University Registrar
   All others concerned

SUBJECT: THE NEW INTEGRATED SCHOLARSHIP PROGRAM
EFFECTIVE SY 1999-2000

May 21, 1999

CONFIRMED by the Board of Trustees

The University Academic Council, in its regular meeting held on May 11, 1999,
approved the following criteria for selection and retention, and benefits under the New
Integrated Scholarship Program, to take effect this SY 1999-2000. The new policy shall
supersede the prevailing policies under the UE President Scholarship, University
Scholarship in Accounting, University Scholarship in Engineering, University
Scholarship-Dean's List, and University Entrance Scholarship for Valedictorians and
Salutatorians.

THE NEW INTEGRATED SCHOLARSHIP PROGRAM

The University grants scholarships to deserving students under the three (3) categories: The University President Scholarship, the University Scholarship, and the College Scholarship.

A. UNIVERSITY PRESIDENT SCHOLARSHIP

The University President Scholarship is awarded for one semester, renewable every semester, to students who meet the following requirements:

1. Grades:
   a. A grade point average of 1.00-1.20 obtained in the academic subjects taken in the previous semester.
   b. No non-passing grade in any subject, including ROTC.

2. An academic load of not less than 18 units in the previous semester.
3. No record of misconduct or misbehavior.

The awardee shall enjoy the following benefits:

1. Free full tuition and miscellaneous fees for one semester.
2. A stipend of Ps. 6,000/semester
3. Book allowance of Ps. 1,500/semester
B. UNIVERSITY SCHOLARSHIP

The University Scholarship is awarded for one semester, renewable every semester, to students who meet the following requirements:

1. Grades:
   a. A grade point average of 1.21-1.40 obtained in the academic subjects taken in the previous semester.
   b. No non-passing grade in any subject, including ROTC.

2. An academic load of not less than 18 units in the previous semester.
3. No record of misconduct or misbehavior.

The awardee shall enjoy free full tuition and miscellaneous fees for one semester. To be eligible for the scholarship grant, an entering freshman must have graduated valedictorian in a high school class of 45 or more students.

C. COLLEGE SCHOLARSHIP

The College Scholarship is awarded for one semester, renewable every semester, to students who meet the following requirements:

1. Grades:
   a. A grade point average of 1.41-1.60 obtained in the academic subjects taken in the previous semester.
   b. No non-passing grade in any subject, including ROTC.

2. An academic load of not less than 18 units in the previous semester.
3. No record of misconduct or misbehavior.

The grantee shall enjoy 50% free tuition and miscellaneous fees for one semester. To be eligible for the grant, an entering freshman must have graduated salutatorian in a high school class of 45 or more students.

Moreover, the general rules, policies and implementing guidelines of the following scholarships and service grants are retained except for the University Study Grant Program (USGP) which shall be discontinued effective 1st semester SY 1999-2000:

I. Scholarship:
   1. President Francisco Dalupan Sr. Scholarship

II. Grants-in-aid:
   1. PD 577 (For Dependents of Military Personnel Who Died or Became incapacitated in Line of Duty.)

2. Service Grants:
   2.1 Athletic Service Grants
   2.2 Extended Service Grants to Athletes
   2.3 Cultural Service Grants:
      ▪ Cultural Service Grant to Drama & Music Repertory Workshop Members (UE Chorale)
      ▪ Cultural Service Grants to Dance Troupe Members
      ▪ Cultural Service Grants to Band Members

3. Service Grant to CMT (ROTC) Officers
4. Student Assistantship (formerly Working Scholars)
At the end of the semester the Management Information Systems Department (MISD), shall generate the name of the students who are qualified to be included in the Integrated Scholarship Program because of their general weighted average. Said list shall be forwarded to the University Registrar for checking and processing and shall be forwarded through channels, to the President for approval.

Deans/Directors shall disseminate these rules to faculty members and students for their information and guidance.

The Dean of Students, University Registrar, Deans and the SAO Directors shall see to it that appropriate announcements of these rules are in strategic/conspicuous places in the DRRM, SAO, and the Dean's Offices in both Manila and Caloocan campuses.

For strict compliance by all concerned.

JOSEFINA R. CORTEZ
President and Chief Academic Officer

cc: Chairman of the Board and CEO, P. O. Domingo
Treasurer and EVP Carmelita G. Mateo
UEFA
MEMORANDUM

TO : Chancellor, Kalookan Campus
     Vice President for Academic Affairs
     Dean of Students
     All Deans/Directors
     University Registrar
     Internal Auditor

SUBJECT : AMENDMENT OF PERTINENT, NECESSARY
           PROVISIONS OF THE POLICIES ON UNIVERSITY
           SCHOLARSHIPS, GRANTS-IN-AID, AND LATIN
           HONORS RELATIVE TO THE APPROVED RULES
           ON THE MARKS "W", "D", "X" AND "INC" UNDER
           ACADEMIC CIRCULAR NO. 7, SERIES OF 1994

Pursuant to the Policy and Implementing Rules on the marks "W", "D", "X", and "INC" as finally approved by the University Academic Council at its regular meeting held on July 14, 1994, particularly Rule No. 11, the following pertinent provisions of the University Scholarships, Grants-in-Aid, and Latin Honors relative to the marks "W", "D", and "X" are accordingly amended in accordance with said rules, as follows:

I. SCHOLARSHIPS

1. University President Scholarship (UPS)
2. University Scholarship (Dean's List) (US-DL)

Criteria for Selection:

He/She must have no non-passing grade in any subject, including PE and CMT/ROTC.

Grades of W and X are considered as non-passing grades.

3. Outstanding University Student Scholarship (OUSS)

Criteria for Awarding the Scholarship:

He/She must have earned a general weighted average of 1.75 or higher with no failing grade or W in any subject including PE and CMT.

He/She must have earned a general weighted average of 1.75 or higher with no failing grade or mark of "D" in any subject, including PE and MS (ROTC).
PRESENT POLICY/RULE

4. University Scholarship in Accounting (USA)

Retention of Scholarship:

He must have had no grade lower than 2.00 nor a grade of W in other academic subjects

5. Honors Program in Accounting (HPA)

Criteria for Selection:

He must have no grade of W in any subject.

6. Ruben H. Alvina Scholarship (RHAS)

Criteria for Selection:

He must have a general weighted average of 1.75 or better with no Ws and no non-passing grade in the second semester of his sophomore year, based on a load of not less than 18 units.

Retention of Scholarship:

The scholar must maintain a general weighted average of 1.75 or better with no non-passing grade and W, 1.75 or better in all political science subjects, and 2.75 or better in all other academic subjects

AMENDED POLICY/RULE

He must have had no grade lower than 2.00 nor a mark of "D" in other academic subjects.

He must have no mark of "D" in any subject.

He must have a general weighted average of 1.75 or better with no mark of "D" and no failing grade in the second semester of his sophomore year based on a load of not less than 18 units.

The scholar must maintain a general weighted average of 1.75 or better with no failing grade and/or mark of "D", 1.75 or better in all political science subjects, and 2.75 or better in all other academic subjects.

II. GRANTS-IN-AID

1. Athletic Service Grant

Retention of the Grant:

A grade of W shall be considered as a non-passing grade.

A mark of "D" shall be considered as a non-passing grade.
PRESENT POLICY/RULE

2. Extended Service Grant to Athlete

Retention of the Grant:

He must not have a non-passing grade or a W in any subject.

AMENDED POLICY/RULE

He must not have a failing grade or a mark of "D" in any subject.

3. Cultural Service Grant and Repertory Workshop Members (Manila Campus) or Dulaang Kayumanggi (Kalookan Campus)
4. Service Grant to Dance Troupe Members
5. Service Grant to Band Members
6. Service Grant to MS (ROTC) Officers

Retention of the Grant:

He must have no non-passing grade or W in the immediately preceding semester.

He must have no failing grade or a mark of "D" in the immediately preceding semester.

III. GRADUATION WITH LATIN HONORS


Criteria for Selection:

The student must not have a final grade of W, NONE, or X in any of the subjects, including PE and MS (ROTC).

The student must not have a final mark of "D" in any of the subjects, including PE and MS (ROTC).


Criteria for Selection:

The student must not have a final grade of 5.00, W, X or NONE in any of the subjects, including PE and MS (ROTC), whether obtained in this University or elsewhere.

The student must not have a final grade of 5.00 or mark of "D" in any of the subjects, including PE and MS (ROTC), whether obtained in this University or elsewhere.

Furthermore, in view of the abolition of the NCEE, the criterion for selection for the University Scholarship in Engineering (USE); viz: "He must have an NCEE percentile rating of 87% or better in Math and Science and an over-all rating of 87% or better" is hereby deleted.
Amendment of Policies on Scholarships, etc.

Please be guided accordingly.

Deans/Directors shall disseminate these rules to faculty members and students for their information and guidance.

The University Registrar, Deans, and SAO Directors shall see to it that appropriate announcement of these rules is posted in a strategic/conspicuous place in the ORRM, SAO, and Dean's Offices in all campuses for information of students.

For strict compliance by all concerned.

[Signature]

ROSALINA A. CAJUCOM
President

Copy furnished:

Mr. P. O. Domingo
Chairman of the Board and CEO

All Other Members of the Academic Council

All Others Concerned.
UNIVERSITY OF THE EAST
Manila

September 19, 2000

ACADEMIC CIRCULAR
NO. 9, Series of 2000

TO: Executive Vice President and Chief Administrative Officer
   Chancellor, Caloocan Campus
   Vice President for Academic Affairs
   All Deans/Directors
   University Registrar
   All Others Concerned

SUBJECT: REVISED POLICY, RULES AND PROCEDURE ON
SERVICE GRANT TO ROTC OFFICERS

The University Academic Council, at its regular meeting held on
September 12, 2000, approved the following revised Policy, Rules and
Procedure on Service Grant to ROTC Officers.

SECTION 1. Purpose of Circular. - The Circular is promulgated to
encourage cadets to join the Corps of Cadet Officers and enjoy the
benefits of the grant. This supersedes the present policy.

SECTION 2. Policy. - The University awards the service grant
consisting of free tuition, in full or in part, chargeable against ROTC Fund, to a
ROTC Cadet/Cadette Officer, categorized as follows:

<table>
<thead>
<tr>
<th>Corps Commander</th>
<th>100% free tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Class</td>
<td>75% free tuition</td>
</tr>
<tr>
<td>Second Class</td>
<td>50% free tuition</td>
</tr>
<tr>
<td>Third Class</td>
<td>25% free tuition</td>
</tr>
</tbody>
</table>

SECTION 3. Selection and Conditions for Awarding the Grant.
In the selection of a grantee, the following criteria and conditions must be
strictly observed:

[Signatures]

2219 C. M. Recto Avenue, Manila • Telephone No. 735-5471 loc. 306 • E-mail: president@ue.edu.ph
1. He must be a bona fide student of the University.

2. He must be physically fit.

3. He must be a Cadet/Cadette Officer.

4. He must have no record of misconduct or misbehavior.

5. He must have (a general weighted average of 2.00) passed all his subjects enrolled in, including PE and ROTC, in the immediately preceding semester.

6. He must be enrolled in not less than [eighteen (18) units] fifteen (15) units and not more than twenty one (21) units in the current semester.

   (A) Marks of ['X'] "LFE" and "INC" shall not be considered as non-passing marks, provided they are removed [within two months from the first day of classes of the term immediately following it] on the date prescribed by the University Registrar of the term immediately following it, i.e. one week after the scheduled preliminary examinations.

SECTION 5. Withdrawal of Grant. - A service grant may be terminated or withdrawn for the following reasons:

1. The grantee's inability to perform his duties as cadet/cadette officer;

2. Misbehavior or misconduct or any act prejudicial to the group or University after due investigation by proper authority;

3. Failure to meet scholastic/academic requirements.

4. Termination of his term as ROTC officer.

SECTION 6. Procedure. - To facilitate and expedite the processing of papers of ROTC grantees, the following procedure shall be strictly observed:
1. The UE-DMST COMMANDANT shall prepare list of qualified officers classified by type of rank and grant indicating the colleges to which the students belong. He shall submit to the President, for appropriate action, the list of grantees, through [the Dean of Students] proper channel (to Screening Committee on Integrated Study Grant Program, Vice President for Academic Affairs/Chancellor) with the following attachments: xerox copy of registration card and grade card last semester.

2. The [Dean of Students] SCREENING COMMITTEE ON INTEGRATED STUDY GRANT PROGRAM submits their evaluation and recommendation to the President, for proper action, through the [Internal Auditor] Vice President for Academic Affairs/Chancellor.

3. The [Internal Auditor] COMMITTEE shall furnish the following with copies of the approved list: Comptroller, DMST Commandant, and MISD Director.

SECTION 7. Effectivity - This Circular shall take effect in the Second Semester 2000-2001. The SAO Director and the DMST Commandant shall see to it that copies of this Circular shall be posted in strategic and conspicuous places in their respective offices and bulletin boards, both in Manila and Caloocan campuses.

For immediate dissemination and strict compliance by all concerned.

JOSEFINA R. CORTES
President
and Chief Academic Officer

Copy Furnished:

Mr. P. O. Domingo, Chairman of the Board and CEO
All Other Members of the Academic Council
UE Faculty Association

2219 C. M. Recto Avenue, Manila • Telephone No. 735-5471 loc. 306 • E-mail: president@ue.edu.ph
March 14, 2000

ACADEMIC CIRCULAR
NO. 5, Series of 2000

TO: Executive Vice President and Chief Administrative Officer
Chancellor, Caloocan Campus
Vice President for Academic Affairs
All Deans/Directors
University Registrar
All Others Concerned

SUBJECT: THE INTEGRATED SERVICE GRANT PROGRAM

The University Academic Council, at its regular meeting held on February 8, 2000, approved the following criteria for selection and retention and benefits under the Integrated Service Grant Program, to take effect this SY 2000-2001. The new policy shall supersede the prevailing policies under the Athletic Service Grant, Cultural Service Grant to Drama Workshop Members, to University Chorale Members, to Dance Troupe Members, and to Band Members.

THE INTEGRATED SERVICE GRANT PROGRAM

The University, under the Integrated Service Grant Program, awards the ATHLETIC SERVICE GRANT to bona fide students with an outstanding skill, aptitude and ability in a particular sport, who are potential University representatives in the University Athletic Association of the Philippines (UAAP) or CULTURAL SERVICE GRANT TO DRAMA WORKSHOP MEMBERS, TO UNIVERSITY CHORALE MEMBERS, TO DANCE TROUPE MEMBERS, TO BAND MEMBERS, TO CHEERING SQUAD MEMBERS, who, by reason of their artistic talent or of their proficiency in dancing, in reading notes or skill in playing one or more musical instruments, or of their pleasing personality and their being a potential gymnast are accepted into the core group which will be trained and developed for ensemble work in the Theater or accepted in the UE Band or in the University Cheering Squad. The grant consists of free tuition, in full or in part, and miscellaneous fees and other related benefits and free tuition in part only and other related benefits for cheering squad members.
CRITERIA FOR SELECTION

The applicant must be a bona fide student of the University, of good moral character, physically fit, and with the aptitude, skills and ability required by the service.

CONDITIONS FOR AWARDING THE GRANT

1. A graduate student must be enrolled in not less than two (2) subjects of a duly approved course leading to a post-graduate degree per semester.

   An undergraduate student must be enrolled per semester in no less than twelve (12) units and not more than twenty one (21) units of a duly approved course leading to a degree course.

   A high school student must enroll in all the subjects corresponding to the year in which he is enrolled. A repeater is ineligible.

2. A regular player/grantee must complete four (4) playing years or four-year residence at the University and a reserve player/grantee must complete four (4) playing years at the University. Should he transfer to another school without completing his four (4) playing years, he shall be required to pay one (1) year tuition and other fees covered by the grant. and to surrender uniform and equipment issued to him.

3. A grantee must not drop out after enrollment without justifiable reason; otherwise he shall be required to pay the tuition and other fees corresponding to the unexpired term.

RETENTION OF GRANT

A grantee must have satisfied the following academic load, grade and other requirements to retain the grant.

1. ACADEMIC LOAD: - A graduate student must be enrolled per semester in not less than two (2) subjects of a duly approved course leading to a degree in the school year immediately preceding.

   - An undergraduate student must be enrolled in a semester in not less than twelve (12) units and not more than twenty one (21) units of a duly approved course leading to a degree per semester in the school year immediately preceding.

   - A high school student must be enrolled in all the subjects corresponding to the year in which he is enrolled. He must not be a repeater.

2. GRADES: - A graduate student must have passed all the graduate subjects he has taken in the semester immediately preceding.

   - An undergraduate student must at least pass 3 out of 4 or 5 subjects; pass 4 out of 6 or 7 subjects; pass 5 out of 8 subjects.

   - A high school student must have been promoted to a higher year and/ or must not be carrying two or more back subjects.
A mark of "NFE" (X), "INC" and "GW" shall be removed within two months from the first day of classes of the term immediately following it.

2. OTHER REQUIREMENTS: - He must have no record of disciplinary or administrative case, such as alcoholism, the taking in of prohibited drugs, malicious mischief, vandalism, theft.

[FOR CULTURAL SERVICE GRANTEES:] (In addition to the above stated requirements)

- He must not be a member of any professional drama or musical group or choral group or professional band.

- He must have finished basic and advanced workshops and must be an active core group member.

- He must have participated in four (4) productions for the season. A season represents one (1) year.

WITHDRAWAL OF THE GRANT: A service grant may be terminated or withdrawn for the following reasons:

The grantee's inability to perform his duties; Inability to meet the academic requirements of the policy; Irregular attendance; Active membership in professional team or organization; Misbehavior, misconduct, or any act prejudicial to the team, group or the University.

The Dean of Students, University Registrar, Deans, PE Director, SAO Directors shall see to it that appropriate announcements of these rules are in strategic/conspicuous places in the DRRM, SAO, and the Dean's Offices in both Manila and Caloocan campuses.

For strict compliance by all concerned.

JOSEFINA R. CORTES
President
and Chief Academic Officer

Copy furnished:

Mr. P.O. Domingo, Chairman of the Board & CEO
All other Members of the University Academic Council
UE Faculty Association
UNIVERSITY OF THE EAST
Manila

OFFICE OF THE ACTING PRESIDENT
AND CHIEF ACADEMIC OFFICER

February 22, 2006

ACADEMIC CIRCULAR
NO. 4, SERIES OF 1999
(AS REVISED, FEBRUARY 2006)

TO: Executive Vice President & Chief Administrative Officer
    Chancellor, Manila Campus
    Chancellor, Caloocan Campus
    All Deans/Directors
    University Registrar
    All Others Concerned

SUBJECT: REVISED POLICY ON GRADUATION WITH LATIN HONORS
          EFFECTIVE UPON APPROVAL BY THE BOARD OF TRUSTEES

As recommended by the University Academic Council during its regular
meeting held on February 10, 2006, the "Revised Policy on Graduation with Latin
Honors" under Academic Circular No. 4, series of 1999, AS REVISED, FEBRUARY
2006, is hereby favorably indorsed for confirmation and approval of the Board of
Trustees.

SECTION 1. Purpose. This circular is promulgated to prescribe a clear,
definite policy on Graduation with Latin Honors for all bona fide candidates for
graduation.

SECTION 2. Latin Honors. The University shall grant Latin Honors to
graduating students with a general weighted average (GWA) of at least 1.60 or
better and who have satisfied all the other prescribed requirements for
graduation with Latin Honors.

SECTION 3. Criteria for Selection. The following Implementing Rules shall
be observed in the selection of candidates for graduation with Latin Honors:

[Signatures and initials]

2219 C.M. Recto Avenue, 1008 Manila, Philippines • Telephone No. 735-54-71 loc 306
3.1 **Computation of GWA.** In the computation of the GWA, only the grades in the subjects that are credited for the degree for which the student is a candidate shall be considered. Grades in NSTP and non-credited subjects required in the curriculum shall not be included in the computation.

3.2 **Grade Requirements.**

3.2.1 A student who shall obtain the following GWA shall be awarded the corresponding Latin Honors:

- **SUMMA CUM LAUDE**
  - 1.00 to 1.20
- **MAGNA CUM LAUDE**
  - Below 1.20 to 1.40
- **CUM LAUDE**
  - Below 1.40 to 1.60

*In case of courses with prescribed length shorter than four (4) years, the descriptive equivalents: "WITH HONORS, WITH HIGH HONORS, WITH HIGHEST HONORS", shall be used in lieu of the above.*

3.2.2 The student does not have a failing grade of "5.00" and a non-passing mark of "D" in all subjects whether credited or non-credited.

3.3 **Load Requirement.** The student shall have carried a load of not less than eighteen (18) academic units during a regular semester, unless a lesser load is specified in the curriculum of the course and the student is in his/her terminal term.

3.4 **Completion Period of the Degree Program.**

3.4.1 The student shall have completed a 4-year course in not more than four (4) years and a 5-year course in not more than five (5) years.

3.4.2 The student shall have completed all the academic requirements in this University.

3.5 **No Record of Misconduct or Misbehavior.** The student must have no record of misconduct or misbehavior during the entire stay in the University.
SECTION 4. SPECIAL PROVISO. Under no circumstances shall a transfer student be considered for Latin Honors, except in very meritorious cases, recommended by the Dean, through the Chancellor, and approved by the Academic Council.

SECTION 5. Procedure on Processing of Papers of Candidates for Graduation with Latin Honors:

DEAN’S OFFICE
1. reviews/up-dates evaluation result of students graduating with Latin Honors and verifies compliance with all requirements for graduation with Latin Honors.
2. forwards to the President, thru the University Registrar and indorsed by the Chancellor, the papers of the candidates, together with the Dean’s recommendation, confirmation of the University Registrar, and the following documents:
   a. Form IX (Transcript of Records Master Sheet)
   b. Index for graduation

DEPARTMENT OF REGISTRATION AND RECORDS MANAGEMENT (DRRM)
3. verifies academic records, makes final computation/evaluation and confirms the candidates qualification for graduation with Latin Honors.
4. prepares list of candidates qualified to graduate with Latin Honors and forwards to the President, indorsed by the Chancellor, for approval.

SECTION 6. Repealing Clause. This Circular repeals, revokes, rescinds all other circulars and/or supersedes all other policies pertaining to the same subject and inconsistent herewith.

SECTION 7. Effectivity. This amended policy on Graduation with Latin Honors shall take effect upon the confirmation and approval by the Board of Trustees and shall be effective for all entering freshmen in the First Semester 2006-2007.
SECTION 8. Information Dissemination. The Deans, University Registrar and SAO Directors shall ensure that appropriate announcement of this policy and rules is posted in strategic and conspicuous places.

For strict compliance by all concerned.

ESTER A. GARCIA
Acting President
and Chief Academic Officer

cc: Chairman of the Board and CEO P.O. Domingo
   All Other Members of the Academic Council
   UE Faculty Association

CONFIRMED by the Board of Trustees
under Board Res. No. 2006-4-30
dated April 20, 2006.

Secretary
UNIVERSITY OF THE EAST
Office of the Chairman and President
Manila

September 17, 1996

ACADEMIC CIRCULAR
No. 8, Series of 1996

TO: Senior Vice President for Academic Affairs
    Vice President for Academic Affairs
    Chancellor, Caloocan Campus
    All Deans/Directors/Associate Deans/
    College Secretaries
    Principal, ELS/SLS
    All Faculty members and Teachers
    All Others Concerned

SUBJECT: Revised Policy and Guidelines on the
         Selection of Recipients of the Outstanding
         Graduate Award, the Leadership Award for
         Men, and the Leadership Award for Women

Academic excellence, outstanding achievements and leadership
potentials of students are acknowledged and well appreciated by the
University. Thus, in the continuing search for excellence which is constantly
nourished in the University of the East, appropriate rewards for and
incentives to academic excellence are accorded during the annual
commencement exercises to deserving graduates of the year.

As approved by the Academic Council on September 10, 1996
this Revised Policy and Guidelines on the Selection of Recipients of the
Outstanding Graduate Award, the Leadership Award for Men, and the
Leadership Award for Women are promulgated for adoption effective 1st

Deans/Directors shall disseminate these policy and procedures to
faculty members and students for their information and guidance.
The Dean of Students, the University Registrar, the Deans, and the Director of Admissions shall also see to it that appropriate announcement of these policy and procedures is posted in conspicuous places at the DRRM, SAO, Dean's offices, and Admissions office in both Manila and Caloocan Campuses.

For strict compliance by all concerned.

P. O. DOMINGO
Chairman of the Board and President
ACADEMIC CIRCULAR
No. 2, Series of 2001
(AS REVISED, AUGUST 2005)

TO: Executive Vice President and Chief Administrative Officer
    Chancellor, Manila Campus
    Chancellor, Caloocan Campus
    All Deans/Directors
    University Registrar
    All Others Concerned

SUBJECT: REVISED POLICY AND IMPLEMENTING RULES ON
          DIPLOMAS AND CERTIFICATES FOR GRADUATION

As recommended by the University Academic Council held on August 12, 2005, Academic Circular No. 2, Series of 2001, as Revised August 2005, is hereby favorably indorsed for confirmation and approval of the Board of Trustees.

SECTION 1. Purpose of this Circular. - This Circular is promulgated to prescribe a more definite, precise and clear policy, implementing rules, and procedure on Diplomas and/or Certificates to be issued to the graduates.

SECTION 2. Definition of terms. -

2.1 "DIPLOMA" — is an official document signed by duly designated authority, conferring honor, power, or privilege, and granted by an educational institution certifying that the recipient has completed a course of study or earned a degree.

2.2 "CERTIFICATE" — is a legally authenticated and written testimony to the truth that a student has completed all the prescribed requirements of a course of study.

SECTION 3. Implementing Rules/Guidelines. -

3.1 A "Diploma of Completion" of Academic and Non-Academic Requirements shall be awarded to graduates of Baccalaureate Degrees, Post-Baccalaureate Degrees, Secondary Academic Course, and Associate Course.
3.2 A “Diploma of Proficiency” shall be awarded to graduates of Vocational Courses.

3.3 A “Certificate of Completion” shall be awarded to graduates of Elementary Course.

3.4 A graduating student on his terminal year shall be assessed of the approved graduation fee and shall pay the corresponding charges in the last two semestral installments.

3.5 A graduating student who has completed all academic and non-academic requirements of the course and has been granted authority to graduate by CHED/DECS/TESDA, shall be awarded his diploma and transcript of records after he has been duly cleared of all his financial obligations/accountabilities with the University.

3.6 The Department of Registration and Records Management (DRRM) shall take charge of processing, preparing and printing the diplomas/certificates of graduation. The University Registrar shall transmit the diplomas/certificates to the duly authorized signatories certifying that the graduates whose names appear in the list have completed all academic and non-academic requirements, have been recommended for graduation by their respective Deans, and are therefore authorized to graduate by CHED/DECS/TESDA.

3.7 The DRRM shall prepare and print all the diplomas of current legitimate graduates, regardless of whether or not they have filed their application for the issuance of their diploma.

3.8 The diplomas issued to graduates of the second semester shall bear the date of the yearend commencement rites, while those issued to graduates of the first semester or summer term shall bear the date of the midyear commencement rites. Diplomas issued to honor graduates shall bear the kind of honor bestowed upon them, such as summa cum laude, magna cum laude, or cum laude.

3.9 Diplomas/Certificates of current graduates shall be issued following the scheduled commencement ceremonies previous to which the graduates shall have filed the corresponding application for it, and shall have been cleared of all financial obligations/accountabilities with the University.

3.10 A copy of the diploma shall be issued only once to a graduate. However, if the original copy is lost or destroyed, he may be given another copy after submission of a notarized affidavit or a written declaration of the loss of his diploma and upon payment of the corresponding fees.

3.11 The diploma/certificate of a graduate that is not claimed after two years shall be cancelled, and if desired the graduate shall be required to apply for another copy of his diploma and pay the corresponding fees.
SECTION 4. Diploma/Certificate Specifications and Text. – The text of the Diploma/Certificate shall be in English and the shadow of Lualhati shall be imprinted on the diploma. This shall be printed in a specially designed and made-to-order security paper.

SECTION 5. Signatories of Diplomas/Certificates – A Diploma/Certificate shall be signed by a duly designated authority, as follows:

5.1 “Diploma of Completion” of prescribed requirements for Baccalaureate and Post-Baccalaureate Courses shall be signed by the Dean of the College at the lower left side of the diploma: opposite it, at the right side, shall be the signature of the Chancellor and at the center shall be the signature of the President.

5.2 “Diploma of Completion” of prescribed requirements for Associate Courses/ Pre-Baccalaureate shall be signed by the Dean of the College at the lower left side of the diploma: opposite it, at the right side, shall be the signature of the Chancellor.

5.3 “Diploma of Proficiency” for Vocational Course shall be signed by the Director of Institute of Technical Education at the lower left side of the diploma: opposite it, at the right side, shall be the signature of the Chancellor.

5.4 “Diploma for Secondary Course” and “Certificate of Completion for Elementary Course” shall be signed by the Principal at the lower left side of the diploma/certificate: opposite it, at the right side, shall be the signature of the Dean, College of Education.

SECTION 6. Repealing Clause – This Circular repeals other circulars and supersedes all other policies pertaining to the same subject and inconsistent herewith.

SECTION 7. Effectivity – This Circular takes effect immediately upon its confirmation and approval by the Board of Trustees.

For strict compliance and immediate dissemination by all concerned.

P. O. DOMINGO
Chairman and President

Copy Furnished:
Chairman of the Board and CEO
All other members of the Academic Council
UE Faculty Association
ACADEMIC CIRCULAR
Number 7, Series of 1995

TO: Chancellor, Kalookan Campus
   Vice President for Academic Affairs
   Dean of Students
   All Deans/Directors
   University Registrar
   Director, MIS Department
   All Academic Evaluators
   All Others Concerned

SUBJECT: POLICY AND RULES ON EVALUATION OF CREDIT AND
RECOMMENDATION FOR GRADUATION

The following Policy and Rules on Evaluation of Credit and
Recommendation for Graduation shall be implemented effective at the end of the
First Semester, School Year 1995-1996.

POLICY

The Dean shall evaluate and determine the units to be credited to
students officially enrolled in his college/unit.

Students who have satisfied all academic and other requirements
prescribed for his course shall be recommended to the National Capital Region,
Higher Education Regional Office, Commission on Higher Education (NCR-
HERO-CHED) for graduation.

The University shall confer a degree or title upon students only after the
NCR-HERO-CHED has issued a special order (SO) certifying to the students
eligibility to receive the degree or title.

RULES

1. Only the subjects prescribed and specified by the approved curriculum of
   the course and officially enrolled in by the student shall be credited and
given the corresponding units.

2. A subject taken in excess of the regular load prescribed by the curriculum
   of the course shall be credited and given the corresponding unit/s, if the
   student has an official permit to carry an overload prior to his enrolment.

3. A student shall not be allowed to take a subject unless he has
   satisfactorily passed the prerequisite subject(s).

4. When a student changes an officially enrolled subject to another subject,
the changed subject shall only be credited and given the corresponding unit/s, if the change of subject was duly approved by the Dean.

5. When a student obtains two grades in one and the same subject, but in two different sections and class hours, no grade and corresponding unit/s shall be given for the said subject unless he submits a document that he was allowed by the Dean to transfer from one section to another section and hour.

6. When a student obtains grades in two subjects in the same semester/term, one of which is a pre-requisite to the other, the higher subject shall not be credited unless there is a formal approval by the Dean and the University Registrar for him to take the two subjects simultaneously prior to his enrolment.

7. Accreditation for a course work/subjects completed in another institution shall conform with the provisions of the University Code, Chapter V, Article 71, Section 1 (October 1992 Revision), viz.

a. "Credit for course work done elsewhere in excess of course credit requirements at the University shall not be allowed.

b. No advanced credit shall be given to a subject taken in another institution whose unit assignment is less than that for the same subject at the University."

8. For transfeerees, the subjects credited shall be properly identified and only these subjects shall be reflected in their Form IX.

9. An undergraduate subject taken in another school shall be credited and given the corresponding unit/s if the student on the basis of the credentials submitted, was admitted and registered in UE as a transfeeree and not as a freshman (high school graduate).

10. A subject cross-enrolled in another school shall be credited and given the corresponding unit/s, if the student has an official permit to cross-enroll as endorsed by the Dean and approved by the University Registrar.

11. The evaluation and recommendation for graduation of graduating students and applications for special order shall be done with dispatch and shall be filed with the NCR-HERO-CHED at least sixty calendar days before the end of the semester, in conformity with the time table stipulated in Article XVI, Section 84, par. 2 of the 1992 DECS Manual of Regulations.

12. Under no circumstances shall a student be allowed to enrol in two degree programs simultaneously.

GUIDELINES

1. Erroneous entries of grades either in the faculty grade sheets or in the computerized grade report card should be accordingly rectified, to wit:

a. if the erroneous entry of grade or mark is committed by a faculty member, he shall file a petition for a change of grade at the Dean's Office;

b. if the erroneous entry of grade or mark is due to computer error, the MISD should rectify the erroneous grade or mark by giving the student
a computerized grade report card where the correct grade and the corresponding units or the correct mark are reflected.

2. The basis of evaluation of the academic status of non-resident foreign students shall be their original scholastic records/transcript of records sent directly to UE by the school they last attended. The above cited document shall also be the basis in issuing to the student a Notice of Acceptance (NOA).

3. Evaluation and recommendation of records of candidates for graduation with Latin Honors should be automatic. The MISD shall compute the General Weighted Average (GWA) of candidates for graduation with Latin honors in accordance with the policy and procedure on graduation with Latin Honors under Academic Circular No. 5, Series of 1993, and shall indicate in the ORRM Form No. 7 of those who are qualified the notation "Candidate for Summa/Magna/Cum Laude".

4. The Dean's Office Evaluation Section shall provide the students concerned with a copy of their evaluation results.

5. The Advanced Report of Final Grades (ARFG) is a necessary condition for the completion of the records of graduating students and for an early issuance by NCR-HERO-CHED of their respective Special Order (SO).

Thus, the final examinations of graduating students shall be given two weeks ahead of the scheduled final examinations and the faculty members shall submit the ARFG to the Dean's Office five calendar days after the examinations.

Deans/Directors shall disseminate these policy and rules to students for their information and guidance.

The Dean of Students, the University Registrar, and the Deans shall also see to it that appropriate announcement of these policy and procedure is posted in conspicuous places at the ORRM, SAO, and Dean's offices in both Manila and Kalookan Campuses.

For strict compliance by all concerned.

\[\text{[Signature]}\]

P.O. DOMINGO
Chairman of the Board
and President

Copy furnished:
All Other members of the Academic Council
All Faculty Members (Through their respective Deans/Directors)
UE Faculty Association
UNIVERSITY OF THE EAST  
Manila  

OFFICE OF THE PRESIDENT AND  
CHIEF ACADEMIC OFFICER  

18 September 2006  

ACADEMIC CIRCULAR  
No. 2, Series of 2006  

TO: Executive Vice President and Chief Administrative Officer  
Chancellor, Manila Campus  
Chancellor, Caloocan campus  
All Deans/Directors/Principals  
All Others Concerned  

SUBJECT: POLICY ON ABSENTEEISM, TARDINESS, AND  
EARLY DISMISSAL OF FACULTY MEMBERS IN  
THE TERTIARY LEVEL  

As recommended by the University Academic Council in its 145th  
regular meeting on July 8, 2006, the Policy on Absenteeism, Tardiness and  
Early Dismissal of Faculty Members at the Tertiary Level is hereby  
favorably endorsed for confirmation and approval of the Board of  
Trustees.  

SECTION 1. Purpose of this Circular  
This Policy, which has been in effect since 1987 and reinforced by the issuance of Special Order  
No. 5, Series of 1995, as stated in the Faculty Manual (Revised June  
2000), is hereby re-drafted to prescribe a clearer policy on faculty  
absenteeism, tardiness and early dismissal.  

SECTION 2. Scope of this Circular. This policy covers faculty  
members in the tertiary level (except those in the Department of Physical  
Education), regardless of their rank and status, i.e., permanent,  
probationary, full-time, part-time, substitute, emergency, and semester-to-
semester.  

SECTION 3. Definition of Terms  
3.1 Absence  
3.1.1 The non-appearance of the assigned faculty in his  
official class schedule and official room assignment;  
or  
3.1.2 A situation in which the assigned faculty is not  
present in the designated class, time, and room.
3.2 Excused absence

This can be any of the following:

3.2.1 Officially-filed and approved University leave benefits (i.e. maternity, paternity, birthday, incentive, emergency and sick leave);
3.2.2 Approved/authorized attendance and/or participation in university in-campus or off-campus activities; or
3.2.3 Sudden sickness, death of a family member, natural calamities, and other force majeure incidents.

3.3 Unexcused absence

3.3.1 Absence not falling under the definition of excused absences as previously stated; or
3.3.2 Absence resulting from three (3) accumulated officially audited report of tardiness or early dismissal, consecutive or otherwise, either in the same or different subject.

3.4 Tardiness - the failure to arrive on time in the official subject and classroom assigned by the Dean.

3.5 Official substitute - another faculty recommended by the Department Chair and approved by the Dean to handle the class of an absent or unavailable teacher.

3.6 Qualified teacher - an officially-hired teacher, who regardless of rank and status, can competently handle teaching assignment for an absent teacher.

3.7 Official teaching assignment – the official subjects and sections, with the days and class hours, approved by the Dean for a faculty member to handle in a given semester.

SECTION 4. Faculty Absenteeism, Tardiness and Early Dismissal

4.1 Regardless of the number of teaching assignment of a faculty member, the following sanctions shall be imposed without prejudice as a result of his accumulated unexcused absences, and officially audited report of tardiness and early dismissal in the given semester:

4.1.1 1st and 2nd absence/s - written warning from the Dean
4.1.2 3rd and 4th absences - written reprimand from the Dean
4.1.3 5th absence - removal from the faculty member of his teaching assignment where the most number of
absences has been incurred and upon the recommendation of the Dean for final approval of the Chancellor.

4.1.4 If the same faculty member has been observed to be displaying recalcitrant behavior regarding absences, tardiness and early dismissal in a given or succeeding semester, he shall be subjected to appropriate administrative disciplinary actions.

4.2 Changes in any room assignment or class schedule must have the official approval of the Dean; otherwise, any faculty not found in his classroom, or not following his official teaching assignment shall be considered absent.

4.3 Faculty members should start and dismiss classes on time

4.3.1 A faculty member who comes to his class beyond the start of its official time schedule shall be considered tardy/late;

4.3.2 A faculty member who leaves his room, with or without the students, five (5) minutes or more before the end of the official time schedule shall be audited for early dismissal; and

4.3.3 A faculty member reported to have incurred a number of tardiness or early dismissal, whether consecutively or otherwise, in the same or in different classes, will have the corresponding penalty:

4.3.3.1 A total of three (3) accumulated officially audited report of tardiness and/or early dismissal shall be considered equivalent to one (1) unexcused absence. For example, two (2) reports of tardiness and one (1) report of early dismissal would be equal to one (1) unexcused absence. As such, it would be subjected to salary deduction based on the subject where the faculty has incurred the most number of absences. Tardiness and early dismissal of classes may be incurred consecutively or otherwise, in either the same or different classes.

4.3.3.2 The Dean shall have the discretion to excuse or not to excuse absences, tardiness, and early dismissal claimed by the faculty as resulting from fortuitous events.
6.2 In extreme exigencies when the Dean is unable to find or hire substitute or emergency teacher for the recalled teaching assignment of a sanctioned faculty, the Dean may recommend for approval of the Chancellor the continuance of the erring faculty to handle his class.

6.3 A faculty member who is removed from a specific teaching assignment/class, shall be paid for services he rendered.

SECTION 7. Repealing Clause. This Circular repeals all other circulars/policies pertaining to the same subject inconsistent herewith.

SECTION 8. Penal Clause. Any violation of this circular shall be subject to administrative disciplinary sanction.


For strict compliance and immediate dissemination by all concerned.

CONFIRMED
by the Board of Trustees
Res. No.: OCT 26 2006
Date: 

ESTER ALBANO-GARCIA, Ph.D.
President
and Chief Academic Officer

Secretary

cc: The Chairman of the Board and Chief Executive Officer
All members of the Academic Council
UE Faculty Association

2219 C.M. Recto Avenue, Manila ■ Telephone: 735-54-71, loc 306
SECTION 5. Faculty Substitution

5.1 Only officially approved substitutions by the Dean shall be recognized and duly compensated.

5.2 Only qualified teacher shall be assigned as the official substitute.

5.3 The absence of a faculty member, even if provided with substitution, shall not be automatically considered as an excused absence. Its classification/status shall be determined in accordance with the foregoing definition of excused and unexcused absences.

5.4 A faculty member who goes on a scheduled leave or absence shall inform the Department Chair and the Dean ahead of time by securing and accomplishing the official request form for substitution. For the class where the faculty will be absent, he shall submit to the Department Chair the course outline of the subject, seat plan, photocopy of his record book, and list of textbooks or references for the guidance of the substitute teacher.

The Official Substitute shall, for the duration of the substitution:

5.4.1 meet the class at the appointed room, time and day,
5.4.2 handle the class competently and effectively,
5.4.3 submit students’ output, and return everything submitted by the original teacher to the Department Chair after the substitution period.

5.5 For emergency substitution where the Department Chair may not be able to comply with the pre-requirements of submitting for approval of the Dean the request for official substitution because of time constraints, the Department Chair is given three (3) working days after the first day of substitution to comply with all the requirements, otherwise, such substitution will be considered unofficial and will therefore prejudice payment due to the substitute teacher.

SECTION 6. Implementing Guidelines

6.1 Teaching assignment recalled from a faculty member due to his excessive absences, tardiness and early dismissal would be reassigned to another faculty member. If no faculty is available, the Dean shall have a substitute or an emergency teacher and report such reassignment and new hiring to the Chancellor and the University Comptroller.
UNIVERSITY OF THE EAST
Senior Vice President for Academic Affairs
and Acting President
MANILA

7 May 1998

ACADEMIC CIRCULAR
No. 1, Series of 1998

TO: Chancellor, UE Caloocan
   Vice President for Academic Affairs
   Deans/Directors/Associate Deans
   All Faculty Members
   All Others Concerned

SUBJECT: Policy Guidelines on Student’s Uniform

The Board of Trustees under Board Resolution No. 98-3-21 dated 19 March 1998 authorized the Academic Council to formulate Guidelines on Student’s School Uniform. Accordingly, the following Policy Guidelines shall be implemented effective Schoolyear 1998-1999:

1. The University through the Student Affairs Office (SAO) shall exercise the jurisdiction over the student’s uniform to ensure the systematic and proper monitoring of the wearing of school uniform.

2. The Presidents and officers of the student governments, (USG in Manila Campus and CSC in Caloocan Campus) including any management, faculty or rank-and-file employee of the University shall cease and desist (a) from negotiating and/or contracting with any party for the supply of UE student’s uniform; and (b) from issuing exemption passes/permits from wearing the prescribed uniform.

3. The grant of exemption from wearing the school uniform shall be handled by the University, through the Student Affairs Office, in accordance with the prescribed policy guidelines.

4. The students shall be advised to have their uniform made/sewn by any seamster/seamstress of their choice in accordance with the prescribed specifications.

The Implementing Guidelines and Procedures are attached as Annex 1, which includes the prescribed specifications for the uniform.

For strict compliance and immediate dissemination by all concerned.

JOSEFINA R. CORTES
Acting President
UNIVERSITY OF THE EAST
Manila

March 13, 1997

ACADEMIC CIRCULAR
No. 3, Series of 1997

TO:
Senior Vice President for Administrative Affairs
Senior Vice President for Academic Affairs
Chancellor, Caloocan Campus
Vice President for Academic Affairs
Dean of Students
All Deans/Directors
University Registrar
Director, P.E. Department
Comptroller
All Others Concerned

SUBJECT:
Guidelines In The Administration
Of Departmental Examinations
(As Amended)

As approved by the University Academic Council during its regular meeting on March 11, 1997, the following guidelines on the administration of Departmental Examinations is hereby amended and promulgated for adoption effective the Second Semester, School Year 1996-1997.

1. Objectives

1.1 To insure the teaching of correct and uniform syllabus for each discipline.

1.2 To standardize instruction.

1.3 To assess effectiveness of teaching and learning.

1.4 To upgrade instruction.

1.5 To prepare students for government examinations.

2. Subject Coverage

2.1 The discipline to be covered during departmental examinations will be at the discretion of the Deans.
3. **Financial Implications**

3.1 Teachers shall be paid for the number of hours scheduled for their final examinations.

3.2 They shall be required to render service for the number of hours timed in.

3.3 Should they render more hours than what is scheduled, like in the administration of the departmental examinations, they shall be paid for the extra hours.

4. **Examination Committee**

4.1 An examination committee is created for every subject for which departmental examination is given. The committee is headed by a Chairman whose honorarium is **P200.00**. A member of the committee shall receive **P150.00**. Members are limited to two (2).

4.2 Each college administering departmental examinations may employ not more than 5 student utility helpers at **P50.00** each during the preparation and administration of the examinations.

4.3 The College of Business Administration is given permission to employ correctors of Accounting examinations.

For strict compliance by all concerned.

[Signatures]

P.O. DOMINGO
Chairman and President
UNIVERSITY OF THE EAST  
2219 C. M. Recto Avenue, 1008 Manila

January 4, 1996

ACADEMIC CIRCULAR  
No. 01, Series of 1996

TO: Chancellor, Kalookan Campus  
Senior Vice President for Academic Affairs  
Vice President of Academic Affairs  
Dean of Students  
All Deans/Directors/Associate Deans/College Secretaries  
All Others Concerned

SUBJECT: Revised Rules on Student Group Activities

This circular is issued to further reinforce the University Policy on encouraging Student Group Activities that would enrich college life.

Student group activities may consist of seminars, convocations, symposia, peaceful assemblies, art exhibits and the like which shall be held with the approval of the Dean of Students, Manila Campus, Chancellor, Kalookan Campus or the President of the University as the case may be.

I. Application for Campus Activities

1. Request for the holding of such activities should be submitted in the prescribed form, accompanied by a project proposal through the Student Affairs Office, five (5) days prior to the activity and should contain the following information:

1.1 theme and objectives of the activity  
1.2 proposed date(s) of activity  
1.3 proposed venue  
1.4 duration of activity  
1.5 list of speakers, if any with their biodata if they are outsiders  
1.6 proposed budget, if any  
1.7 endorsement of Faculty Adviser and the Dean concerned  
1.8 signature of the President of Student Organization/Student Government or his/her duly authorized representative  
1.9 approved project request will be couriered back to the Student Affairs

II. Policies on Campus Activities

2. Applicants should consider the pertinent University Policies on campus activities, such as:

2.1 Ban period of five (5) school days before Preliminary and Mid-Term examinations and ten (10) school days before the Final examinations

2.2 Orderly procedure in the conduct of such activities
2.3 Observance of class hours since academic functions take precedence over extra-curricular activities

2.4 Cleanliness, be observed to avoid littering in campus

2.5 Use of school facilities and the like, to be properly coordinated with the office concerned and other service units

III. Designated Areas

3. The following places/areas have been designated for use in these activities in order to avoid disruption of classes.

A. Manila Campus

3.1 CAS Little Theatre
3.2 Conference Hall
3.3 University Theatre
3.4 Old Briefing Room
3.5 New Briefing Room
3.6 Audio Visual Room
3.7 Rizal Hall

B. Kalookan Campus

3.1 SAO Open Terrace
3.2 Gazebo
3.3 Kalookan Gym
3.4 Kalookan Field
3.5 Stage
3.6 Audio Visual Room

4. Room to room campaign unless with written permission of the Dean of Students, Manila Campus or Chancellor, Kalookan Campus, in connection with Student Council or Student Government Elections is prohibited. Faculty members are enjoined to implement this strictly.

This Academic Circular which supersedes Academic Circular No. 1, Series of 1984 as well as other issuances related thereto, shall take effect immediately.

P. O. DOMINGO
Chairman of the Board, CEO and President

cc: Board of Trustees
All Other Members of the Academic Council
September 1, 2003

ACADEMIC CIRCULAR
NO. 6, Series of 1995
(AS REVISED, SEPTEMBER 2003)

TO: Executive Vice President and Chief Administrative Officer
   Chancellor, Caloocan Campus
   Vice President for Academic Affairs
   All Deans/Directors
   All Others Concerned

SUBJECT: POLICY AND IMPLEMENTING GUIDELINES ON
REGULAR, SMALL AND SPECIAL CLASSES IN
THE UNDERGRADUATE PROGRAMS

As approved by the University Academic Council during its regular meeting
held on August 12, 2003, the policy and implementing rules under Academic
Circular No. 6, Series of 1995, are hereby revised, to wit:

SECTION 1. Purpose of this Circular. – This circular is promulgated
to prescribe a more definitive, precise and clear Policy and Implementing Rules
on Regular, Small and Special Classes in the Undergraduate Programs.

SECTION 2. Definition of Terms. – The following are the definition of
terms accompanying the policy on regular, small and special classes and shall
be used in classifying and establishing classes:

2.1 Regular Class – a class for a General Education, major, laboratory,
elective or core subject, consisting of thirty one (31) to forty five (45)
students

2.2 Small Class – a class for a major, elective or core subject,
consisting of fifteen (15) to thirty (30) students, and which has met
the other conditions required for it to exist
2.3 **Special Class** – a small class which does not meet the conditions for a small class but has been approved to exist under exceptional conditions.

2.4 **Merged Class** – a class formed from a combination of two (2) or more classes to form one (1) regular class.

2.4.1 The merged class may be a combination of two or more classes of the same Subject Code and Subject Title, or

2.4.2 The merged class may be a combination of two or more classes of different Subject Codes or Subject Titles but which have the same course description.

2.5 **Dissolved Class** – a class for a General Education, major, laboratory, elective or core subject which is discontinued because it has failed to meet the conditions required for it to exist.

2.6 **General Education Subject** – a subject which forms the broad base of knowledge stressing the commonality of all academic concerns and which is the same for all curricular program offerings of the different colleges. As of this writing, these are: EN 110, EN 111, EN 112, EN 113, EN 250, LIT 101, LIT 202, PAN 101, FI 101, FI 112, FI 113, NS 101, NS 102, NS 103, HI 324, HI 101, SS 111, PHI 203, PS 112, PSY 101, EC 111, HU 101, MA 101, STA 111 AND CO 113.

2.7 **Major Subject** – a subject belonging to the major field of specialization of a curricular program.

2.8 **Core Subject** – a subject which lays the foundation for further studies in a major field of specialization of a curricular program.

2.9 **Elective Subject** – a required subject which is neither a general education, major nor core subject but which a student should enroll in as part of the curriculum.

SECTION 3. **Policy.** – In line with the thrust of the university to maintain quality education, the optimum number of students in a class in the undergraduate programs shall be strictly observed. The formation of small classes shall be allowed only when certain limited conditions are satisfied and upon prior evaluation and approval.

SECTION 4. **Implementing Rules/Guidelines.** –

4.1 There will be two (2) types of classes: regular and small classes. The following minimum and maximum class sizes and subject coverage shall determine the type of the class, subject to the guidelines on small classes:
### Guidelines on the establishment of classes:

4.2.1 Establishment of classes should strictly follow the curriculum schedule per semester.

4.2.2 At the start of the enrollment period, only seventy-five percent (75%) of the projected number of classes to be offered for a subject must be opened initially.

4.2.3 The projected number of classes to be offered for one (1) subject, in turn, must be based on the projected number of students who will enroll in the subject. The basis for the projection of the number of classes to be opened, should be the number of classes actually opened during the same period of the previous school year and/or the number of students taking up a prerequisite subject in the current semester. (Example: the number of EN 112 classes to be opened must be based on the number of students who are projected to pass EN 111).

4.2.4 Additional classes for the same subject may be opened only after the maximum class size for a regular class (45) for all the classes opened for the same subject has already been reached, and upon written approval of the Dean or Associate Dean.

4.2.5 Elective subjects must be offered only once every school year during the first semester or second semester as the college may determine.

### Guidelines on the dissolution of classes:

4.3.1 A class with less than thirty-one (31) students should be dissolved, unless at least one of the conditions required for it to exist as a small class has been met.
4.3.2 A class with less than fifteen (15) students should be dissolved.

4.3.3 Students must be notified of the dissolution and must be assisted in transferring to other classes. In case a student in a dissolved class is unable to transfer to another class because of conflict in schedule, such subject will not be marked "dropped" in the student's record.

4.4 Guideline on Merging of small classes: Each college must merge small classes except if the total number of students in the merged class will exceed forty-five (45), in which case, the guidelines on small classes listed herein shall apply. The Associate Dean shall recommend for approval by the Dean, which classes should be dissolved or merged, not later than one (1) week after the start of the semester.

4.5 Guidelines to justify the existence of a small class:

4.5.1 A small class may consist of fifteen (15) to thirty (30) students and may only be for a major, elective or core subject.

4.5.2 A small class may be allowed to exist under any of the following conditions:

4.5.2.1 There is at least one graduating student in the class in his last curricular semester or year, and it is the only class opened for that semester.

4.5.2.2 There is at least one graduating student in the class in his last curricular year, and the class is a prerequisite to a higher subject in the last curricular semester of the student.

4.5.2.3 The subject belongs to an old curriculum and substitution by an existing subject is not possible.

4.5.2.4 The subject is not offered in nearby schools.

4.5.2.5 Even if the subject is offered in nearby schools, cross-enrollment is not possible due to conflict in schedule of the students concerned.

4.6 The Department Chair must file a request for a small class, reviewed by the Associate Dean and endorsed by the Dean, and submitted to either the Chancellor (for Caloocan campus) or the Vice President for Academic Affairs (for Manila campus) for approval. The attached
SECTION 5. **Exceptions.** Exceptions to these guidelines may be allowed only upon the approval of the Chancellor (for Caloocan campus) or the Vice President for Academic Affairs (for Manila campus) based on proper justification and evaluation, but in no case should a class under this exception be less than ten (10) students. For purposes of classification, any small class allowed to exist under this section shall be called a "special class."

SECTION 6. **Repealing Clause.** This Circular repeals all other circulars and supersedes all other policies pertaining to the same subject which are inconsistent herewith.

SECTION 7. **Effectivity.** This circular takes effect immediately upon its confirmation by the Board of Trustees.

For compliance by and immediate dissemination to all concerned.

[Signature]

BALTAZAR N. ENDRIGA
Acting President

cc: All Other Members of the Academic Council
    UE Faculty Association
REQUEST FOR SMALL CLASS or SPECIAL CLASS

For: ☐ Chancellor ☐ Vice President for Academic Affairs

Date: 
Locally Endorsed: 
Requesting Department: 
Semester: ___ 1st ___ 2nd

THIS IS TO RESPECTFULLY REQUEST APPROVAL FOR THE CREATION OF THE FOLLOWING SMALL/SPECIAL CLASS:

☐ Subject & Section: ______________ Day: ___MWF ___TTH Time: ______

☐ Class Size (as per attached class list as of ______________):
  SMALL CLASS (15-30 students):
  SPECIAL CLASS (10-14 students):

Note: A small class may only be for a major, elective or core subject. A special class may only be for a major or core subject. Check one:

☐ Major Subject ☐ Core Subject ☐ Elective Subject

JUSTIFICATION(S): (Check/list appropriate item/s and/or attach supporting document/s)

SMALL CLASS (Check one or more):
☐ There is at least one graduating student in the class in his last curricular semester or year, and it is the only class opened for that semester.
  ☐ Name of student in last curricular year or semester ________________
  ☐ Latest Student Evaluation is attached.

☐ There is at least one graduating student in the class in his last curricular year, and the class is a pre-requisite to a higher subject in the last curricular semester of the student.
  ☐ Name of student in last curricular year or semester ________________
  ☐ Latest Student Evaluation is attached.
  ☐ Pre-requisite for __________________________

☐ The subject belongs to an old curriculum and substitution by an existing subject is not possible.

☐ The subject is not offered in nearby schools.

☐ Even if the subject is offered in nearby schools, cross-enrollment is not possible due to conflict in schedule of the students concerned.

SPECIAL CLASS:

________________________________________

________________________________________

Submitted by: ________________ Verified by: ________________ Endorsed by: ________________

Department Chair ________________ Associate Dean ________________ Dean ________________

Action Taken:
☐ APPROVED ☐ DISAPPROVED

REASON(S):

Chancellor / VPAA

Date: __________________________

Chancellor / VPAA

Date: __________________________

SEPTEMBER 2003

2219 C. M. Recto Avenue, Manila • Telephone No. 735-5471 loc. 306 • E-mail: president@ue.edu.ph
31 July 2003

ACADEMIC CIRCULAR
NO. 02, Series of 2003

TO: Executive Vice President and Chief Administrative Officer
Chancellor, Caloocan Campus
Vice President for Academic Affairs
Vice President for Information Technology and Systems
All Deans/Directors
All Others Concerned

SUBJECT: UNIVERSITY LANGUAGE POLICY
Adoption of English as Language of Instruction

The Board of Trustees, at its regular meeting held on 19 June 2003, promulgated the University Language Policy upon the recommendation of the Academic Council.

SECTION 1. Purpose of this Circular – To address the need for an official University Language Policy, which will explicitly define its position on the language issue in bilingual education.

SECTION 2. Policy - English is hereby designated as the main language of instruction in all university degree programs. All prescribed textbooks and academic works such as research reports, thesis and dissertations should be written in English. Exceptions to this policy include courses in Filipino and other foreign languages such as Mandarin, Japanese, French, etc.

All members of the faculty should possess or develop a high level of competence in English, both oral and written communication for purposes of effective teaching and learning of both language and course content.

The target or ideal goal in teaching in terms of grammar, vocabulary and pronunciation as indicated in the syllabus is the native standard English. But in actual language use, the teacher should be flexible in accepting the students own choice of variety, whether – local, American or so-called "regional accent", using as criteria intelligibility and appropriateness to the classroom situation. Slang and other deviant forms should be avoided.

SECTION 3. Rationale - The University leadership recognizes the merits of bilingualism implied in the 1987 Philippine Constitution and supports the Policy on Bilingual Education adopted in Philippine basic education including the 6-year elementary and 4-year high school curriculum.
Research evidence such as the UNESCO bilingual studies shows that bilingual teaching in the Philippines leads education provides strong cognitive bases for the learning of a second language like English. On the basis of the theory of cross-lingual transfer, it is shown that the thinking processes involved in the skills of listening, speaking, reading or writing – i.e., perceiving, analyzing, generalizing, etc. are the same for all languages. So the cognitive skills developed in the first language serve as foundation to enhance learning English the second language.

In a non-English speaking context like the Philippines, the teacher in the classroom in which English is the medium of instruction is the main source of input. The classroom setting is seen as “acquisition rich environment” possessing the three characteristics in fostering language growth: 1) meaningful use of the language; 2) interactive communication between teacher and students, and 3) high learner motivation to learn content.

SECTION 4. Implementation

4.1 Creation of an Ad Hoc Committee on Implementation of the University Language Policy.

4.1.1 Members of the Committee

- Dean of the Graduate School
- Dean of Arts & Sciences, Recto Campus
- Director, TEPO
- Representatives from the Department of English: Recto Campus
- Caloocan Campus

Chairperson
Member
Member
Member

4.1.2. The Committee is mandated to accomplish the following tasks including operating details related to each:

a. Textbook Development Project: Curricular Framework
b. Teacher Training

SECTION 5. Repealing Clause – This Circular repeals all other circulars and supersedes all other policies pertaining to the same subject and inconsistent herewith.


Full compliance is required of all concerned.

[Signature]
P. O. DOMINGO
Chairman and President
UNIVERSITY OF THE EAST
2216 Garcia V. Reyes Ave., Manila, Philippines

OFFICE OF THE PRESIDENT

October 4, 1993

ACADEMIC CIRCULAR
Number 6, Series of 1993

TO: Chancellor, Kalookan Campus
   Vice President for Academic Affairs
   Dean of Students
   All Deans/Directors
   University Registrar
   Assistant Registrars
   All Others Concerned

SUBJECT: COLLEGE LOGO/EMBLEM, COLOR, AND PENNANT

As approved by the Board of Trustees on September 30, 1993
under Resolution No. 93-9-57, the following guidelines on the
usage of the College Logo/Emblem, Color, and Pennant are hereby
promulgated for adoption effective this School Year 1993-1994.

COLLEGE LOGO/EMBLEM AND COLOR

Each College shall have the following logo/emblem (see attached design) and color:

1. COLLEGE OF ARTS AND SCIENCES
   a) Logo/Emblem: bottle of ink and a feather, a flash,
      a test tube, and the year of founding [1948]
   b) Color: Light Green

2. COLLEGE OF BUSINESS ADMINISTRATION
   a) Logo/Emblem: a wheel, a pair of wings, and the
      year of founding [1947]
   b) Color: Drab

3. COLLEGE OF COMPUTER STUDIES AND SYSTEMS
   a) Logo/Emblem: a computer, a book, an inscription
      "Scientia et Humanitas" (Science and Humanity),
      and the year of founding [1968]
   b) Color: Emerald Green

4. COLLEGE OF DENTISTRY
   a) Logo/Emblem: a spear, a snake, sampaguita leaves
      and flowers, a letter D, and the year of founding [1848]
   b) Color: Lilac
5. COLLEGE OF EDUCATION
   a) Logo/Emblem: a torch, a book, a globe supported by branches, flowers, ribbons, and the year of founding [1948]
   b) Color: Light Blue

6. COLLEGE OF ENGINEERING
   a) Logo/Emblem: a castle, a lightning bolt, atoms, a gear, and the year of founding [1957]
   b) Color: Orange

7. COLLEGE OF FINE ARTS
   a) Logo/Emblem: a palette with brushes, three bands, and the year of founding [1964]
   b) Color: Brown

8. GRADUATE SCHOOL
   a) Logo/Emblem: a torch, a book, an academic cap, and the year of founding [1948]
   b) Color: Light Yellow

9. COLLEGE OF LAW
   a) Logo/Emblem: a sword, the scale of justice, and the year of founding [1850]
   b) Color: Purple

PENNANT

The logo/emblem shall be used in a pennant and in no case shall it be used as a seal. The following design and usage shall be followed:

DESIGN

The College pennant shall use the official color of the College specified above. On the upper portion of the pennant, the words "UNIVERSITY OF THE EAST" are written in Roman-type letters, and on the bottom portion of the pennant is the name of the College, also in the same letter type.

In the center, the logo/emblem of the College shall be displayed inside concentric circles, with the outer circle bounded by a scallop.
SIZE

Enlargement or reduction of the logo/emblem or pennant should always be done in such a way that the parts of the logo/emblem or pennant will remain proportional.

USAGE

To guarantee consistency with and prevent unauthorized use of and deviations from the design of the College logo/emblem and pennant, the following guidelines for its usage shall be observed:

1. The College pennant shall be commonly used for ceremonial purposes only and together with the UE Flag in commencement exercises, conferment of degrees, investitures, convocations, intramural games and other official rites or ceremonies of the University and/or College.

2. The College logo/emblem shall be used only in a pennant and should not be used in the following where the seal of the University is used:

   a. Official documents such as transcripts of records, certifications, and diplomas;
   b. Publications such as the University/College Bulletin yearbooks, newsletters, gazettes and college brochures;
   c. Office supplies such as stationery, letter envelopes, and manila envelopes;
   d. Items of clothing such as school or college uniforms;
   e. Other paraphernalia such as plaques, trophies, rings, and medals.

For compliance by all concerned.

[Signature]

Rosalina Cajueco
President

attachments

Copy furnished:

Mr. P. O. Domingo
Chairman of the Board

All Other Members of the
Academic Council
UNIVERSITY OF THE EAST

color of flag - DRAB (brownish yellow)

COLLEGE OF BUSINESS ADMINISTRATION

tassel - royal blue

1947

royal blue with white lining

light yellow with black lining

light blue with black lining

drab

royal blue with white lining

royal blue with white lining

1.39.93
UNIVERSITY OF THE EAST

color of flag - LIGHT GREEN

WHITE

white with black lining

blue with white lining

GOLD

1948

COLLEGE OF ARTS AND SCIENCES

tassel - white

royal blue with gold lining

Light green

white with black lining

royal blue with white lining

royal blue with white lining
UNIVERSITY OF THE EAST

combination of red & gold

royal blue with gold lining

gold with royal blue lining

color of flag - LIGHT BLUE

royal blue with gold lining

gold with black lining

light blue

white with black lining

green with black lining

black

green

white with black lining

gold with royal blue lining

1948

gold with royal blue lining

college of education

tassel - royal blue
UNIVERSITY OF THE EAST

college of law

1950

1 meter

color of flag - purple

gold with royal blue lining

royal blue with white lining

purple

gold with black lining

royal blue with white lining

tassel - gold

gold with royal blue lining
May 12, 1998

ACADEMIC CIRCULAR
No. 2, Series of 1998

TO: Chancellor, UE Caloocan
    Vice President for Academic Affairs
    All Deans/ Directors
    All Faculty Members
    All Others Concerned

SUBJECT: DISCONTINUANCE OF THE COMMON ACTIVITY HOUR
    AND THE COMMON BREAKTIME

The University Academic Council, in its 58th regular meeting held on
May 7, 1998 approved to discontinue the Common Activity Hour and the
Common Breaktimes, which had been prescribed in Academic Circular No.
6, Series of 1994. In view hereof, the following rules are hereby
prescribed:

1. Starting the first Semester SY 1998-1999, the schedule of
classes will be as follows:

<table>
<thead>
<tr>
<th>MWF</th>
<th>TTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 - 8:30</td>
<td>7:30 - 9:00</td>
</tr>
<tr>
<td>8:30 - 9:30</td>
<td>9:00 - 10:30</td>
</tr>
<tr>
<td>9:30 - 10:30</td>
<td>10:30 - 12:00</td>
</tr>
<tr>
<td>10:30 - 11:30</td>
<td>12:00 - 1:30</td>
</tr>
<tr>
<td>11:30 - 12:30</td>
<td>1:30 - 3:00</td>
</tr>
<tr>
<td>12:30 - 1:00</td>
<td>3:00 - 4:30</td>
</tr>
<tr>
<td>Lunch Break</td>
<td>4:30 - 6:00</td>
</tr>
<tr>
<td>1:00 - 2:00</td>
<td></td>
</tr>
<tr>
<td>2:00 - 3:00</td>
<td>6:00 - 7:30</td>
</tr>
<tr>
<td>3:00 - 4:00</td>
<td></td>
</tr>
<tr>
<td>4:00 - 5:00</td>
<td>7:30 - 9:00</td>
</tr>
<tr>
<td>5:00 - 6:00</td>
<td></td>
</tr>
<tr>
<td>6:00 - 7:00</td>
<td></td>
</tr>
<tr>
<td>7:00 - 8:00</td>
<td>9 periods</td>
</tr>
</tbody>
</table>

12 periods

[Signature]
2. The existing policy on teaching loads of not more than three (3) consecutive lecture hours shall be strictly observed.

3. Deans, in consultation with their faculties, shall designate an Activity Hour suitable for their respective Colleges. Student Activities during Activity Hours shall be as prescribed in the Student Manual.

This Academic Circular supersedes Academic Circular No. 6, Series of 1994.

For strict compliance by all concerned.

[Signature]
JOSEFINA R. CORTES
Acting President
November 27, 1995

UNIVERSITY OF THE EAST  
2219 C. M. Recto Avenue, 1008 Manila

ACADEMIC CIRCULAR  
No. 2, Series of 1995, as Amended

TO  
Chancellor, Kalookan Campus  
Senior Vice President for Academic Affairs  
Vice President for Academic Affairs  
Dean of Students  
All Deans/Directors  
University Legal Counsel  
Director, Student Affairs Office - Manila Campus  
Director, Student Affairs Office - Kalookan Campus  
All Other Concerned

SUBJECT: Flow Chart - Disciplinary Administrative Sanctions

Complaints against UE students by any member of the University community, including guests/visitors/third persons, or the University itself through any of its officials, shall be handled in accordance with the attached flow chart.

[A “Board of Discipline” is hereby created to investigate complaints against students, conduct necessary hearings, and to recommend the corresponding appropriate action.] A ‘BOARD OF DISCIPLINE’ COMPOSED OF THE DEAN OF THE COLLEGE, AS CHAIRMAN, AND THE STUDENT AFFAIRS OFFICE DIRECTOR AND UNIVERSITY LEGAL COUNSEL, OR HIS DUTY AUTHORIZED REPRESENTATIVE AS MEMBERS, IS HEREBY CREATED TO INVESTIGATE COMPLAINTS AGAINST STUDENTS, CONDUCT NECESSARY HEARINGS, AND RECOMMEND THE CORRESPONDING APPROPRIATE ACTION.

A recommendation for dismissal of a case, or for reprimand or suspension of a student, shall be [approved by] SUBMITTED TO the Dean of Students (for Manila Campus) or [by] TO the Chancellor (for Kalookan Campus), FOR APPROVAL.

A recommendation for exclusion or expulsion shall be [endorsed] SUBMITTED by the Dean of Students/Chancellor [for approval by] TO, the President FOR ENDORSEMENT TO THE BOARD OF TRUSTEES.

The Dean of Students and the SAO Directors of Manila and Kalookan are hereby instructed to:

1. Designate the specific SAO staff to whom the complaint(s) shall be submitted by a complainant and such designation shall be posted in a conspicuous place in the Student Affairs office;

2. Disseminate the procedure to University officials and employees concerned, and to students, including those that will enrol in subsequent semester; and
(3) Work together on the immediate updating of the "Code of Conduct for Students".

For compliance.

[Signature]

P. O. DOMINGO
Chairman of the Board, CEO
and President

Attached: Flow Chart

cc: Board of Trustees
FLOW CHART - DISCIPLINARY ADMINISTRATIVE SANCTIONS
(For Students)

COMPLAINANT*

Files a case/written complaint (against a student) at the Student Affairs Office

SAO writes letter to student-respondent and to parents/guardian through the Dean of College

INVESTIGATION WITH Due Process - by the Board of Discipline composed of:
(1) Dean of College (as Chairman)
(2) SAO Director
(3) University Legal Counsel

Board of Discipline submits recommendation TO [for approval by]:
(1) Dean of Students/Chancellor, for dismissal of case/complaint, for reprimand, or for suspension;
(2) President, FOR EXCLUSION OR FOR EXPULSION subject to approval by the Board of Trustees, [for exclusion or for expulsion]

SAO Director implements approved recommendation

SAO Director reports to the President and the Dean of Students/Chancellor the implementation of the recommendation

Dean of Students/Chancellor sees to it that the Complainant, the Student, and his parents/guardian are informed accordingly and that the papers/documents are properly filed.

*Complainant - Any member of the University community, including guests/visitors/third persons or the University itself through its officials; e.g., Deans, Directors, or Heads of Departments/Offices.
UNIVERSITY OF THE EAST  
Manila, Philippines

OFFICE OF THE CHAIRMAN OF THE BOARD  
AND CHIEF EXECUTIVE OFFICER

October 11, 2004

GENERAL ORDER NO. 3  
Series of 2004

MEMORANDUM

T O : All Heads of Colleges/ Departments/ Offices  
and All Concerned

SUBJECT : GUIDELINES ON THE SPEAK ENGLISH PILOT  
PROGRAM

In line with the University's efforts to improve the English proficiency of  
students, faculty and non-teaching personnel in the University of the East, we are  
implementing the "Speak English Pilot Program" starting 2nd semester 2004-  
2005. This pilot program designates Speak English Zones where participants  
are required to speak in English. The use of English is aimed at developing the  
competence and proficiency of students, faculty, and employees in using English  
as a medium of communication as they interact with each other.

The following are the guidelines for the implementation of the pilot  
program:

A. PARTICIPANTS

A.1. ACADEMIC:  
All Management Officials  
All Faculty  
All Students  
All Employees

A.2 NON-TEACHING:  
All Heads of Offices: Directors/Coordinators  
All Managements Employees  
All Rank-and-File Employees
B. SPEAK ENGLISH ZONES

B.1 ACADEMIC:
- Deans' Offices: Clerical Staff
- Classrooms
- Corridors
- Laboratories
- Faculty rooms
- Library
- Cafeteria/Canteen
- Infirmary
- Faculty and Student Lounges
- Gymnasium
- Study Areas/Lobby

B.2 NON-TEACHING:
- Executive Offices
- HRD
- Budget, Comptroller, Accounting Offices
- Auditing Office
- Security Office
- Engineering Office
- URO/TEPO
- ESO

C. FREE ZONES:
- Comfort Rooms

D. OFFICERS-IN-CHARGE:
- Heads of Colleges/Units/Departments

For the information and strict compliance of all concerned.

[Signature]

P.O. DOMINGO
Chairman of the Board
and Chief Executive Officer
UNIVERSITY OF THE EAST

OFFICE OF THE CHAIRMAN OF THE BOARD
AND CHIEF EXECUTIVE OFFICER

GENERAL ORDER NO. 2
Series of 2002

MEMORANDUM

TO: All Heads of Colleges/Departments

DATE: June 6, 2002

SUBJECT: COST-SAVING MEASURES

The continued decline in our enrollment, of which we are all aware, coupled with the escalating cost of goods and services calls for an accelerated effort to adopt comprehensive and stringent cost-saving measures.

In light of the pervading effects of the present economic crisis, we hope that through cost-reduction and increased productivity, we may be able to minimize its impact on our operations. It is in this regard that Management enjoins every officer, faculty member and employee to strictly implement the attached cost-saving measures.

I hold the Heads of Offices responsible for compliance.

P. O. DOMINGO
Chairman of the Board
and Chief Executive Officer
COST-SAVING MEASURES

A. OVERTIME

1. Overtime shall be authorized only when extremely necessary as determined by the head of office concerned. No employee shall render overtime work without prior approval of the Supervising Vice-President/Chancellor.

2. Authority to render overtime services shall be given only in case of specific projects/activities which are absolutely necessary and with set deadlines which cannot be met without resorting to overtime work.

Hence, there shall be no overtime pay for work done beyond office hours if this involves completion of work/assignments which are part of the regular functions/responsibilities of the employee concerned.

3. The request to render overtime work, accomplished by the Head of Office (DHRD Form No. 75) shall be submitted for the approval of the Supervising Vice President/Chancellor. The request shall indicate the justification for and duration of the overtime.

4. Work should begin immediately at the start of overtime hours. Break periods in excess of 15 minutes shall not be allowed.

5. Employees rendering overtime shall group together to minimize use of light and aircondition units.

6. Personnel rendering overtime should be supervised by a responsible personnel.

7. An office requesting for overtime services of an employee from another unit shall secure prior clearance from the head of the unit where the employee belongs. The unit who will assume the expenses should be so indicated in the request (DHRD Form No. 75) before submission for approval of the proper authority. This shall be the basis for the proper charging of overtime expenses by the Comptroller’s Department.

8. An accomplishment report shall be submitted duly certified by the head of office and noted by the supervising Vice President/Chancellor. No payment of overtime shall be allowed without the accomplishment report.

9. Overtime during Saturdays, Sundays and Holidays are discouraged to save on cost of maintaining facilities.

10. Whenever practicable, staggered office hours shall be resorted to in order to minimize overtime cost.
B. OFFICE SUPPLIES

11. Employees should observe care in encoding/typing to avoid wastage of manhours, paper, ink, ribbons, etc.

12. The use of expensive bond papers, folders/morocco covers and other costly binding materials should be limited to external reports and those for submission to the Board of Trustees. Plain folders shall be used for inter-office communications, reports for office file, and materials for in-campus training.

13. Each office shall designate an employee who shall be responsible for distributing and monitoring office supplies.

14. Reusable folders, fasteners and paper clips taken from discarded old files should be set aside and recycled.

15. Both sides of adding machine tapes should be utilized.

16. Requisition of ballpens, pencils and the like shall only be approved upon presentation to the Stock and Receiving Officer the fully used pens, pencil stubs, etc., of items previously issued.

17. Obsolete forms (reports/memos) should be used as scratch pads, for drafting purposes and for reproducing copies of memos/reports for internal use. Forms should not be printed in the computer. This will unnecessarily ruin computer printer heads.

18. Replacement of staplers, punchers, rulers, scissors and other semi-expendable items shall only be allowed upon presentation of the worn-out items previously issued and upon ascertaining that the breakdown of the item was not due to carelessness and/or improper care by the accountable employee concerned.

Items replaced should be surrendered to the Property Office.

19. For offices with copying machines, a responsible employee should be designated to operate the machine to ensure that it is used for official purposes only. A request slip for photocopying shall be approved by an officer/head of office. The designated personnel shall see to it that requests for copies are properly authorized.

20. Photocopying services of offices without copying machines should be done only at the University Copy Center. Expenses for photocopying by other establishments shall not be reimbursed, unless prior authorization was given.

21. Newsprint shall, as much as possible, be used for mimeographing purposes.
COST-SAVING MEASURES

B. OFFICE SUPPLIES – Cont’d.

22. In preparing memoranda, circulars, reports, training materials, etc. care should be taken that only the required number of copies are mimeographed/reproduced.

23. All matters received by an office should be given immediate attention in order to avoid follow-up memos which entail additional expenses.

24. Resolution of matters shall, as much as possible be expedited over the phone or thru meetings to minimize communicating thru memoranda.

25. Only the University Libraries shall be authorized to subscribe for newspapers, bulletins and journals. Subscription of individual offices shall not be chargeable to the University.

C. TELEPHONES

26. Outgoing long distance/overseas calls should be limited to urgent official matters. No outsider should be allowed to use any of the University telephones.

27. Personal calls during office hours are strongly discouraged.

28. In the event of disconnection due to the failure of the caller/office to pay/return the billings before due date, payment of the reconnection fee shall be for the account of the Head of Office concerned.

D. MEALS AND REFRESHMENTS/REPRESENTATION/MISCELLANEOUS

29. Cost of snacks/lunch served to officers/personnel during meetings/discussions involving office/department functions are not chargeable to the University.

30. As a matter of policy, committee meetings/conferences among officers of different departments/colleges and/or officials or representatives of other entities/educational institutions to discuss matters relative to the functions of the University shall be conducted within University premises.

If such meetings or conferences are to be held outside university premises, prior clearance shall be secured from the Chairman and Chief Executive Officer or President.

31. In entertaining foreign visitors to the University, attendance shall be limited to school officials/employees who have actual dealings with such visitors.
D. MEALS AND REFRESHMENTS/REPRESENTATION/
MISCELLANEOUS – Cont’d.

32. Meals and refreshments ordered during events should closely
approximate the number of guests/officials expected. Guests/officials
should be asked to confirm their attendance to avoid wastage. A list of
attendees should be attached to the liquidation report corresponding to
the cash advanced for the event.

33. Membership fees/dues for credit cards are not chargeable to the
University. Only institutional membership fees are chargeable to the
University.

E. TRANSPORTATION AND TRAVEL

34. Use of University vehicles, taxis and hiring of private vehicles shall only
be resorted to when less expensive means of transportation is not
readily available.

35. Conferences or meetings that require travel shall be subject to prior
clearance from the Chairman or President. Before such conference or
meeting is set, the benefits must first be weighed against relative cost
implications.

36. University-owned vehicles should be used only for official business and
upon prior approval of the trip ticket by the proper authorities.

37. Trips should be scheduled so that vehicle utilization can be optimized
with minimum fuel consumption.

38. A motor vehicle logbook should be maintained. This logbook should
indicate the date of trip, destination, passengers, purpose/s, time of
departure and arrival, distance travelled, gasoline/oil consumed and
name of officer who authorized the trip.

39. Drivers should be oriented on the cost-saving program of the University.
While waiting for their passengers, drivers should turn off the car
airconditioning/engines.

40. University cars and service vehicles should be maintained in good
operating condition.
F. WATER, LIGHT AND POWER

41. Electric lights and electrically operated machines, equipment and appliances should be switched off immediately after office hours, during breaktime, or when not in use. University personnel who have nothing to do in the office after office hours shall be asked to leave the office premises immediately upon the close of office hours.

42. Use of electric stoves for cooking inside the campus shall be prohibited except those used for Home Economics classes.

43. Employees working together shall group in one work area so the lights and electric fans/air conditioners in other areas of the office or building can be turned off. The Electrical Section shall monitor the use of electricity by employees working overtime. The Office/Department head concerned shall advise the Engineering Department of their scheduled overtime so that power supply in their area can be provided.

44. Lights/ceiling fans/air con units shall be turned off after classes.

45. Students shall not be allowed to stay in vacant rooms.

46. Classes, as much as possible, shall be concentrated on certain floors of the building.

47. College secretaries shall submit a list of the schedules of classes per college to assist the Engineering and Security Departments in their schedule for turning off electricity within the building.

48. Lights and exhaust blowers in comfort rooms should be turned off when not in use.

49. Whenever possible, switch air-conditioning units to “low” or “medium” cool only. During the cold season, switching to “fan” may be sufficient.

50. Keep all windows and fire exit doors closed when the air conditioning system is in operation. Report to the University Engineer any part of the room that has opening or air leaks.

51. Airconditioning, electric fans and lights at unoccupied areas within offices and unoccupied classrooms shall be turned off.

52. Turn off lights in classrooms when daytime illumination is sufficient.

53. Keep faucets tightly closed after use. Leaking faucets, pipelines and water closets should be immediately reported to the Department of Engineering.

54. A staff member from each college or office/department shall be designated to see to it that all energy conservation measures are observed.
G. REPAIRS AND MAINTENANCE

55. Buildings, furniture and equipment should always be properly maintained to forestall deterioration and costly repairs.

56. The faculty/heads of offices are enjoined to warn students and employees against vandalism and graffiti.

57. In case of brownouts, immediately turn off the air con unit. Units may be turned on once current has been restored and has stabilized. This will prolong the life of the unit.

58. Clean the filter of air con units once a month. Filters should be replaced whenever necessary.

59. To avoid costly repainting, pasting/taping of notices, posters, schedules, announcements on walls, windows, glass doors is prohibited. Announcements/streamers/posters, etc. should be cleared with the proper authorities before these are installed. These should be installed only at bulletin boards or dividers which can be provided by ESO.

60. Old files, newspapers and scrap papers should be turned-over to the Department of General Services for shredding and disposal.

61. Offices shall regularly check their storage areas, keep these in good order and condition to maximize space utilization and avoid pest infestation.

62. Use of the venues shall suit the number of participants to minimize cost of electricity and maintenance work. Use of the Briefing Room for meetings/conferences shall be allowed only when the number of participants exceed fifteen (15) or unless authorized by Management.

63. No office/room/facilities shall be provided for student organizations except for the Student Councils.

64. Use of the bulletin boards are limited to the Colleges and Student Councils.

65. Except for the staff of the Department of Security, no one is authorized to stay overnight in the campus. No one is allowed to maintain sleeping/living quarters within the campus.

H. SPECIAL EXPENSES

66. Donation/contributions shall be allowed only upon approval of the Chairman or President.
COST-SAVING MEASURES

I. TRAINING/SEMINARS

67. As much as possible, seminars should be conducted within University premises. In meritorious cases, attendance in out of town seminars may be allowed but only the seminar fee and cost of the minimum means of transportation shall be subsidized by the University.

68. Incentives (like out-of-pocket expenses for out-of-campus seminars) shall not be allowed.

J. CASUALS/EMERGENCY PERSONNEL/STUDENT ASSISTANTS

69. Hiring of casual employees and student assistants should be highly justified. Operating procedures should be properly systematized to ensure equitable distribution of workload and minimize the need for additional personnel.
GENERAL ORDER NO. 1
Series of 2001

MEMORANDUM
T O : ALL Personnel of Offices/Departments/Colleges
And All Concerned

SUBJECT : STEPS TO TAKE IN CASES OF ARREST
WITHIN THE UNIVERSITY

SECTION 1. Declaration of Policy - It is the policy of the University
to see to it that the laws are duly observed, upheld, and respected within its
campuses. To this end, this order is issued to secure its students, faculty,
academic and administrative personnel, and visitors who are lawfully within
the University campus, against illegal or irregular arrest and/or detention.

SECTION 2. Coverage - To avoid mistaken encounters or resistance,
al arrest within the University campus, whether in Manila or Caloocan City,
must be upon prior coordination with the Security Office of the University in
such campus, so that the same may be carried out in a peaceful and orderly
way.

SECTION 3. Duty of Security Office - It shall be the duty and
responsibility of the University's Security Force within said campuses to take
cognizance and keep record of arrests made therein. For the purpose,
prominent notices may be posted in conspicuous places at the entry gates of
the University campuses, admonishing warrant officers and process servers
to coordinate with the University's Security Office to avoid any untoward
incident or conflict of authority. The University's Security Force shall be
expected to know incidents of this nature occurring within the University
campus and to report the same as soon as possible to the appropriate
University authority.

SECTION 4. Arrest Within The Campus - Whenever an arrest, with or
without a warrant, is made within the University campus, whether in Manila or
Caloocan City, the Security Force therein shall see to it that the person
arrested or taken into custody be first taken to the University Security Office
thereat for record purposes. The Desk Officer on duty shall enter in the
official blotter of said Office these details, to wit:

1. The name and other personal circumstances of the person arrested,
and if a student, the student number shall also be recorded;
2. The name, specific office, and official designation of the officer(s) making the arrest or taking custody of the subject, with the date and time thereof;

3. A statement of whether the arrest is with or without a warrant of arrest, and if based on a warrant of arrest, the court, branch and venue, including the name of the officer who issued the same, shall be recorded in the same blotter;

4. A brief statement of the facts and circumstances as may be known to be the cause of the arrest.

SECTION 5. Rights Of The Arrestee Within the Campus - Any person who has been officially arrested or taken custody of while in any of the University campuses by any warrant officer, shall be afforded the right to seek assistance from the University Security Office in such campus, to secure respect for his human rights. He shall be allowed the use of the Office telephone or otherwise communicate with any person he wishes to inform of such arrest. Said person shall have the right to require the arresting officer while inside the University campus to first take him/her to the University Security Office to call by telephone a lawyer of his/her choice and/or next of kin, and for recording of such arrest in the blotter of said University Security Office.

When necessary, the Chief Security Officer may designate a Security Guard to accompany the arrestee at the latter's expense, to the office where he/she will be taken by the arresting officer.

SECTION 6. Sanction Against Violation - Any member of the University Security Force found remiss or in dereliction of duty for noncompliance with this Order shall be subject to disciplinary sanction.

SECTION 7. Effectivity - This Order shall take effect upon approval.


P. O. DOMINGO
Chairman of the Board &
Chief Executive Officer

D). Violation of the University of the East Faculty Manual; and

E). Any other misconduct affecting the University, which the Chairman of the Board/Chief Executive Officer or President of the University may refer to any of the Disciplinary Boards herein created.

SECTION 3. Disciplinary Boards - To investigate cases involving violations above-referred to, there shall be -
a). a **Student Disciplinary Board** composed of the Dean of Students as chairperson, and two members to be designated by the President of the University: one shall be a regular faculty member and the other shall be a member of the Integrated Bar of the Philippines. The members should not belong to the same College where the respondent student(s) is enrolled;

b). a **Faculty Disciplinary Board** distinct and independent of the College Board, composed of the Dean of a College as chairperson, and two (2) members to be designated by the President of the University, one of whom shall be a member of the Integrated Bar of the Philippines and the other shall be a College Secretary. The composition of the Board should not be from the same College to which the respondent faculty belongs: otherwise they should be disqualified and temporary substitutes should be named. If the respondent faculty is a member of the faculty union, the President of such union or his duly authorized representative shall be allowed to sit with the Board and participate in its proceedings but without decisional prerogative beyond submitting a dissenting opinion; and

c). an **Employees Disciplinary Board** composed of the Director of Human Resources & Development as chairperson and two (2) members to be designated by the Chief Executive Officer of the University or in his absence, by the Executive Vice-President. One of such members shall be a member of the Integrated Bar of the Philippines and the other, a Department Head who must not be the superior of the respondent. If the respondent employee is a member of the employees' union, the President of such union or his duly authorized representative shall be allowed to sit with the Board and participate in its proceedings but without decisional prerogative beyond submitting a dissenting opinion.

**SECTION 4. Term of Disciplinary Boards** - The Disciplinary Boards shall be constituted within a month after opening of classes in the first semester of every schoolyear, and except for the chairpersons whose term shall be co-terminous with their position in the University, the members thereof shall have a term of one schoolyear unless extended, or they are sooner relieved, or they are disqualified by reason of a common affiliation or interest with any of the respondents involved in a particular case: provided, that the successor of a Board Member who had been relieved shall hold the position only for the remaining unexpired term unless extended, or in case of disqualification, only in respect of the case where the Member was disqualified.
SECTION 5. Jurisdiction of the Disciplinary Boards

a). The Student Disciplinary Board shall exercise jurisdiction over students involved in any violation of University policies, rules and regulations, and in all cases involving discipline of students;

b). The Faculty Disciplinary Board shall, in accordance with Section 31 hereof, exercise jurisdiction over faculty members involved in any violation of University policies, rules and regulations, and in all cases involving discipline of faculty members.

c). The Employees Disciplinary Board shall, in accordance with Section 31 hereof, exercise jurisdiction over violations committed by employees affecting the interest of the University, and in all cases involving discipline of employees.

SECTION 6. Violations Committed Jointly By Student With Faculty Member And/Or Employee - Where the violation was conjointly committed by student(s) with faculty member(s) and/or employee(s), the respondents shall be proceeded against as though the violation was separately committed, and jurisdiction shall accordingly be exercised by the respective Disciplinary Board independently of each other.

SECTION 7. Preventive Suspension Of Respondent - In the exercise of their respective jurisdiction, Disciplinary Boards may place the respondent(s) under preventive suspension conformably with governing laws and/or jurisprudence.

SECTION 8. Officials Not Subject Of Disciplinary Boards' Jurisdiction - Disciplinary Boards shall have no jurisdiction over management officials who are directly appointed by the Board of Trustees and/or whose appointments are subject to approval or confirmation by the Board of Trustees.

SECTION 9. Uniformity of Procedure - In all cases subject hereof, the procedure to be followed shall be uniform except insofar as it is modified in cases directly referred by the Chairman of the Board of Trustees and Chief Executive Officer, or President of the University, or Executive Vice President to any of the Disciplinary Boards to act thereon.
SECTION 10. Commencement of Proceedings - Disciplinary proceedings for violations governed by these procedural rules shall be commenced either by written complaint from the aggrieved party or by written report from any person (referred to as the relator) of the violation committed.

SECTION 11. Sufficiency of Complaint/Report - The complaint/report must state concisely the ultimate facts constituting the violation as personally known to the complainant/relator, without repetition nor insinuations. It must state the time, place, and persons present when the violation was committed or incurred, and must be legibly signed over printed name of the complainant or relator and indicating his/her postal or office address. Failure to comply substantially with these requirements may render the complaint/report insufficient for official action and may be disregarded as a mere nuisance imputation unless the deficiency could be rectified in due course. If possible, witnesses and/or documentary evidence to support the same shall be named or indicated therein.

SECTION 12. Proceeding Against Students(s) - When the respondent is a student of the University, the complaint/report shall be addressed to the Dean of the college where the student is enrolled in, copy furnished the higher authorities of the University. Said Dean shall evaluate the merit of the complaint/report and for the purpose, may summon the respondent and conduct a summary inquest but must render a report of his evaluation of the case to the Student Disciplinary Board within five (5) days from receipt of such complaint/report. If found to be sufficient in substance and with merit, the Dean shall recommend to the Student Disciplinary Board that the case be investigated; otherwise, he shall recommend that the case be dismissed, stating his reasons therefor.

SECTION 13. Proceeding Against Faculty Member(s) - The complaint/report against a faculty member of the University shall be addressed to the Vice-President for Academic Affairs, copy furnished the higher authorities of the University, who shall evaluate its merit within five (5) days from receipt of such complaint/report. If found sufficient in substance and with merit, the case shall be recommended for investigation by the Faculty Disciplinary Board; otherwise, the case shall be recommended for dismissal, stating the reasons therefor.

SECTION 14. Proceeding Against Employees(s) - Complaint/report against an employee of the University shall be addressed to the Department Head concerned who shall evaluate its merits within five
(5) days from receipt thereof. If found sufficient in substance and with merit, the case should be recommended for investigation by the Employees Disciplinary Board; otherwise, the same shall be recommended for dismissal, stating the reasons therefor.

SECTION 15. Notice To University Legal Counsel - Where the complaint/report, after evaluation, is recommended to the Disciplinary Board for dismissal, copies of the complaint/report and the evaluation report stating the reasons for such recommendation, shall be furnished the University Legal Counsel who may, within five (5) days from receipt of the case records, oppose the recommendation for dismissal before such Board on substantive ground.

SECTION 16. Warning Or Admonition - The dismissal of the case by the appropriate Disciplinary Board shall be without prejudice to a warning or admonition by such Board as may be considered helpful to state in its order of dismissal.

SECTION 17. Notice To Respondent(s) - If the case was referred to the Disciplinary Board for investigation, notice shall forthwith be issued not later than three (3) days from receipt of the records, informing the respondent of the complaint/report and requiring him to appear before such Board to receive copy thereof within three (3) days from such notice.

SECTION 18. Respondent's Answer - Within five (5) days after receiving the complaint/report, the respondent must answer it in writing and state with certainty the ultimate facts on which his denials and refutations are based. Respondent's answer shall be filed with the Disciplinary Board acting on the case, with enough copies for the complainant/relator.

SECTION 19. Motion To Dismiss/Dilatory Motions Not Allowed - No motion to dismiss or any dilatory motion shall be entertained. Cases shall be resolved on the merits and with reasonable dispatch.

SECTION 20. Respondent's Refusal To Appear or Answer - If inspite of due notice, the respondent failed to appear within the allowed period, or having appeared and received copy of the complaint/report, he failed to file an answer within the given period, a show-cause order shall be issued by the Disciplinary Board acting on the case, requiring him
to explain in writing within three (3) days from receipt of such order, why he failed to appear or failed to file answer and why the case should not be considered submitted for resolution even without his answer. If still no responsive pleading was filed within three (3) days after receipt of the show-cause order, the respondent shall be deemed to have waived his right to contest or refute the charge, and the case shall be deemed submitted for resolution on the basis of the records already with the Disciplinary Board provided, however, that there is sufficient proof of notice to the respondent.

SECTION 21. Reply - Upon receipt of respondent's answer by the Disciplinary Board, an order shall be issued directing the complainant/relator to file within three (3) days after receipt thereof, a reply traversing the allegations in such answer. Copy of the answer must be annexed to the order for complainant's/relator's reply.

SECTION 22. Rejoinder To The Reply - Upon receipt of complainant's/relator's reply, the Disciplinary Board acting on the case shall forthwith issue an order directing the respondent to file within three (3) days after receipt thereof, a rejoinder traversing the allegations in such reply. Copy of the reply must be annexed to such order for respondent's rejoinder.

SECTION 23. Preliminary Conference - Within three (3) days after the lapse of the period for filing the reply or the rejoinder, if none was filed as the case may be, the Disciplinary Board shall set the case for preliminary conference of which due notice shall be served to all the parties. The notice for preliminary conference must inform the parties to be ready with their evidences, to include the affidavits of their witnesses which shall allege only facts of affiant's personal knowledge. Affidavits alleging opinions, surmises/conjectures, and matters which are not of affiant's personal knowledge shall not be entertained nor accorded any probative value.

SECTION 24. Submission Of Evidence - The preliminary conference shall be held not later than five (5) days after notice thereof has been duly served to all the parties. During such conference, the Disciplinary Board shall receive the affidavits of the witnesses and evidences of the parties, and may ask clarificatory questions thereabout. The parties may also submit written clarificatory questions which they may want the Board to ask, but subject to the Board's discretion to ask the questions or not. The conference shall be concluded on the same day it is held, without any continuance.
SECTION 25. Submission Of Position Papers - Upon termination of the preliminary conference, the Disciplinary Board shall order the parties to simultaneously submit their respective position paper about the case within ten (10) days from said order. The ten-day period shall not be extended except for unavoidable, compelling cause shown by affidavit of merit. In no case, shall the extension be more than five (5) days from the end of the ten-day period.

SECTION 26. Resolution By The Disciplinary Board - After the parties filed their position papers or the period for filing it had lapsed, the case shall be deemed submitted for resolution and the Disciplinary Board shall render its resolution of the case not later than ten (10) days thereafter. The resolution shall state clearly the established facts; the specific rule(s) of the University which was violated and the sanction prescribed therefor; the issue(s) raised; the evidences submitted by the parties; and a discussion of the appreciation made of the case, sufficient to warrant the resolution stated in the dispositive portion thereof. Any dissenting member of the Board shall submit his dissenting opinion in writing, which must clearly state the reasons therefor.

SECTION 27. Decision - The resolution of the Disciplinary Board shall require the concurrence of at least a majority of its members but the same is only recommendatory and shall not operate as a decision on the case unless and until approved by the higher authorities specifically named therefor in the University's By-Laws or in the University's Manual On Signing And Approving Authority. After approval, the parties shall be served each with a copy of the decision within three (3) days from such approval.

SECTION 28. Motion For Reconsideration - Any party to the case may file a motion for reconsideration of the decision with the concerned Disciplinary Board, within ten (10) calendar days from receipt thereof. Only one (1) motion for reconsideration shall be allowed and must categorically state the grounds thereof.

SECTION 29. Appeal - When proper and availing, any party adversely affected by the decision may pursue an appeal to the Chairman of the Board of Trustees and Chief Executive Officer or the President of the University, within fifteen (15) calendar days after receipt of the approved resolution/decision; otherwise such decision shall become final and executory.
SECTION 30. Right To Counsel - In all disciplinary cases governed by these rules, the parties shall have the right to be assisted by counsel. However, the counsel shall not interfere with the conduct of the proceedings, beyond advising his client and/or guiding his client during the proceeding and in the preparation of pleadings, position paper, motion for reconsideration and/or appeal.

SECTION 31. Separate And Independent Proceedings - The disciplinary proceedings under these Rules shall be distinct and independent of any grievance procedure provided for in existing Collective Bargaining Agreement (CBA) of the University which however, shall not impede or abate the University's right to investigate violations of rules and policies essential to maintain its standard as an institution of learning.

SECTION 32. Repealing Clause - All cases arising from violations governed by this Order shall be subject to these procedural rules and all other procedures heretofore followed shall, insofar as contrary or incompatible herewith, be deemed pro tanto amended, repealed and/or superseded, save those prescribed in the covenants of existing Collective Bargaining Agreement of the University.

SECTION 33. Effectivity - The foregoing procedure shall govern and must be accordingly followed effective _____ JAN 25 _____, 2000.

[Signature]
P.O. DOMINGO
Chairman of the Board
And Chief Executive Officer
GENERAL ORDER NO. 4
Series of 1999

SUBJECT: REVISED GUIDELINES FOR IN-HOUSE APPLICATIONS
FOR THE USE OF THE UE THEATER & OTHER VENUES

Attached for the information and guidance of all concerned are the revised
Guidelines for In-House Applications for the Use of the UE Theater and
Other Venues.

Venues covered include the UE Theater, Conference Hall, Briefing Room,
CAS Little Theater, CAS Patio, Rizal Hall, SFC Main Lobby, SFC
Quadrangle, Education Building Lobby and the Gastambide Parking Area.

All applications for the use of the UE Theater and other venues within the
Manila Campus shall be coursaged through the Coordinating Office for the
Theater and Other Venues.

However, in the absence of a Theater Director, all applications shall be
coursed through the Office of the Vice President for Administration for
approval by the Executive Vice President and Chief Administrative Officer.

Please be guided accordingly.

P. O. DOMINGO
Chairman of the Board and
Chief Executive Officer

Enclosure a/s

2219 CM RECTO AVENUE, 1008 MANILA, PHILIPPINES TEL. 735-5471 LOC. 301-303 DL 735-69-74
GUIDELINES FOR IN-HOUSE APPLICATIONS FOR THE USE OF THE UE THEATER AND OTHER VENUES

1. The applicant conducts a preliminary inquiry with the Office of the Theater Director on the availability of the venue required for a particular event/production at least one (1) week before the actual event.

2. If the venue is available on the requested date and time, the Theater Staff reserves the venue for the planned activity/event in the Initial Reservation Book.

3. The applicant accomplishes in duplicate a Venue Reservation Form (VRF)

4. To make the initial reservation official, the fully accomplished VRF should be signed by the following authorized signatories:

   **TYPE OF ACTIVITY/EVENT**  |  **TO BE RECOMMENDED BY**
   
   - Duly recognized campus organization-sponsored events  |  - College Dean and Student Affairs Office Director
   
   - Student Organizations which do not belong to any College  |  - Dean of Students
   
   - College-based events  |  - College Dean
   
   - Activities by an Administrative Unit  |  - Department Head

5. Duly accomplished and signed VRF must be filed at least four (4) days before the actual event.

6. The Theater Director screens and evaluates the application. If everything is in order, the application is endorsed to the Office of the Vice President for Administration. The VP for Administration makes the appropriate recommendations and thereafter, forwards the application to the Office of the Treasurer, Executive Vice President and Chief Administrative Officer for approval.

2219 CM RECTO AVENUE, 1008 MANILA, PHILIPPINES TEL. 735-5471 LOC. 341-342 DL 735-85-67
7. In case of anticipated overtime (meaning the activity/event will be held outside of the regular working/school days and office hours), the applicant secures a certification/justification from the Dean or Department Head concerned.

8. If the justification is reasonable, the overtime pay for the Theater technical and janitorial staff is charged to the cost center of the organization, department, college or unit concerned. For duly recognized student organizations, a resolution to this effect must be passed and approved by their respective officers.

9. Exempted from the preceding rule are official and mandated University activities/events such as the Commencement Exercises, Baccalaureate Rites, Foundation Anniversary presentations, Academic and Pre-Academic Council meetings and UCSCA presentations.

10. Upon receipt of the approved VRF, the Theater Office includes the activity/event in the official Theater Calendar of Activities (TCA).

11. The Theater Office Staff informs the applicant about the approval of his application and gives him a copy of the VRF.

12. The Theater Director calls a pre-production meeting to evaluate the production’s technical and physical feasibility. The following are required:

   a. Brief description of the intended show/event
   b. Complete set designs (if any)
   c. Complete backdrop lay-out (if any)
   d. Sound equipment lay-out
   e. Complete list of stage participants, including crew, staff and guests (if any)
   f. Completely drawn lay-out of arrangement of chairs, tables, boards, and other related materials
   g. Initial programme
   h. Other related requirements

13. The Theater Director forwards the physical arrangement requirements and lay-out to the Environmental Services Office (ESO) for completion and actual execution of the requirements.
14. Two (2) days before the actual event, the activity/event organizer submits the final programme (press or computer-printed) to the Theater Director.

15. In case of changes in the programme, plans and designs, the organizer secures the consent of the Theater Director.

16. The Theater Director will have the final approval of all sets and other specifications related and required for the intended show or event.
UNIVERSITY OF THE EAST
2219 C.M. RECTO AVENUE, 1008 MANILA

OFFICE OF THE CHAIRMAN & CEO

March 9, 1999

GENERAL ORDER
No. 1, Series of 1999

TO: Chancellor, Caloocan Campus
Vice-President for Academic Affairs
All Deans/Director/Heads of Departments and Offices
All others Concerned

SUBJECT: POLICY AND GUIDELINES ON THE OFFICE
HOURS AND TEACHING LOAD OF MANAGEMENT
PERSONNEL

As approved by the University Academic Council during its
regular meeting held on March 9, 1999, the following policy and
implementing guidelines on the office hours and teaching load of
management personnel are hereby promulgated for adoption

Management personnel, either academic or administrative,
refers to those who have been appointed as such and who do not
belong to the "Rank-and-File" category of university employees who
are union members.

A. Regular Office Hours

1. Management personnel shall render forty (40) hours of office
   work per week, i.e., eight hours a day for five days. Generally,
   this is 8:00 a.m. to 12:00 noon and 1:00 to 5:00 p.m., Monday
to Friday.

2. Deans/Directors/Heads of Departments and Offices shall
   schedule the office hours of management personnel such that
   at least one responsible management personnel shall be in
   the office during the period 8:00 a.m. to 12:00 noon and 1:00
to 5:00 p.m.

3. Deans of Colleges that follow a different regular school
   hours/days such as the Graduate School, the College of Law
   and others, may make a different arrangement for their office
   and consultation hours/days, and that of the other
   management personnel in their College.
B. Teaching Loads

1. Management personnel, as a privilege, may be allowed a teaching load of not more than twelve (12) hours per week during the regular semester, and not more than ten (10) hours per week during the summer term. They shall observe teaching hours which shall not prejudice their rendering eight hours a day, five days a week of office work.

2. No teaching loads should be scheduled later than 9:30 in the morning session nor earlier than 5:30 in the afternoon session. Preferably, teaching loads should be scheduled before 8:00 in the morning and after 5:00 in the afternoon.

3. Except when they have official business/mission outside the Campus, Deans/Directors/Heads of Departments and Offices should be available for conference and/or consultation during the following hours of their daily office work:

   9:30 a.m. to 12:00 noon and 2:00 to 6:00 p.m.

During these periods, they shall not be allowed any teaching loads, with or without pay.

4. The daily office and teaching schedule of management personnel should provide for a lunch break of at least one hour.

C. Guidelines

1. Within two weeks from the start of each term, Deans/Directors/Heads of Departments and Offices shall submit to the Chancellor (in the case of the Caloocan Campus) or the Vice-President for Academic Affairs/Vice President for Administration (in the case of the Manila Campus), a copy furnished the Director, Department of Human Resources and Development, the schedule of office hours, and teaching & study hours, if any, of all management personnel in their respective College/Department/Office using revised UE Form No. 8, sample attached.

2. These schedules must be posted in a conspicuous place in the office of the College/Department/Office.

3. Any deviations from these policy and guidelines may be allowed upon the recommendation of the Chancellor/Vice President for Academic Affairs/Vice President for Administration and the approval of the Chief Academic Officer or the Chief Administrative Officer, as the case may be.

D. Sanctions

Violations of provisions of this general order shall be meted out the following sanctions:

First Offense: Warning
Second Offense: Reprimand
Third Offense : Withdrawal of Teaching Privilege

In each case, the management personnel involved shall be relieved of the teaching load which is subject of the violation and which shall be assigned to another faculty member by the concerned Dean.

This General Order supersedes General Order No. 1, Series of 1994.

Please be guided accordingly and disseminate to all concerned for strict compliance.

P.O. DOMINGO
Chairman of the Board
and President
30 September 1998

GENERAL ORDER No. 2
Series of 1998

MEMORANDUM
TO: ALL CONCERNED
SUBJECT: UE Policy Re: Anonymous Letters

Anonymous letters are received from time to time in the UE's executive offices complaining against some policies of the University, decisions and/or the behavior of academic officers, graduation and registration processes, etc.

These anonymous letters tend to create more problems instead of helping the authority concerned to attend to the complaint/s immediately and effectively for the following reasons:

1) difficulty of verifying the problem thoroughly because the complainant is unknown;

2) the respondent concerned tend to dismiss the complaint as baseless and fabricated by a disgruntled person; and

3) giving due course to anonymous letters would dignify cowardice, foster injustice and entail a waste of precious time and energy on the part of management.

In view thereof, the Management Committee resolved that as a matter of policy UE will not, give due course to anonymous letters received from any source.

This Order takes effect immediately.

P. O. DOMINGO
Chairman of the Board
and Chief Executive Officer

2219 C M RECTO AVENUE 1008 MANILA PHILIPPINES • TELEPHONE 741-4517 • FAX 741-6603
MEMORANDUM

TO: All Heads of Offices/Departments, Deans of Colleges and All Others Concerned

SUBJECT: Policies and Guidelines on Students'/Individuals' Conduct and on the Maintenance of Peace and Order in the Manila and Caloocan Campuses

Under the Code of the University, a student, upon admission, binds himself/herself to recognize and accept the authority of the University in all matter relating to his/her conduct and behavior as a student, and disciplinary action may be taken for such misconduct as carrying a deadly weapon, drunkenness, vandalism, assaulting a teacher or a student, etc.

In addition to the policies and guidelines on the entry of students/outsiders into the UE Campuses under General Order No. 3, Series of 1996, and in a similar Memorandum dated 23 August 1996, the following policies and guidelines on the conduct and behavior of students/individuals while inside the UE Campuses must be observed:

1. UE Manila and Caloocan Campuses are hereby declared “No Smoking and No Drug Areas” starting January 1997. For this purpose, appropriate notices shall be conspicuously posted in the premises.
2. The security guards shall strictly enforce this “No Smoking and No Drug” Policy.

3. The student who violates the “No Smoking” rules shall be reported to the Guidance and Counselor for record purposes and appropriate sanction; while similar violation by an employee or faculty member shall be reported to the Head/Dean of the Office/College concerned.

4. Violators of the “No Smoking” rule, whether a student, an employee, or faculty member shall be meted the following sanctions: warning for the first violation; reprimand for the second violation; suspension for the third violation; and exclusion or dismissal from the University as the case may be, for any additional violation.

5. Outsiders violating the “No Smoking” rule in the UE Campuses shall be courteously informed of the prohibition, and if insistent on smoking, shall be courteously escorted out of the campus.

6. Use, possession, or distribution of prohibited and/or regulated drugs within the UE Manila or Caloocan campus shall be a ground for expulsion or dismissal from the University, without prejudice to criminal liability/prosecution.

7. Carrying of any firearm and/or bladed instrument inside the UE Campuses is strictly prohibited. Exceptions are firearms carried in pursuance of a mission or duty, bladed instruments used by students in laboratory classes, and bladed tools of workers while being used in their place of work.

8. Fraternities, sororities and non-academic/extra-curricular associations of students shall be screened and those whose activities are prejudicial or inimical to the welfare of the students shall not be allowed to exist and operate within UE campuses. Those fraternities and sororities which are recognized and given clearance to operate by the Students Affairs Office (SAO) shall be issued Certificate of Recognition/Registration, good only for one school year, and must be displayed in their respective bulletin boards to show their authority to operate in UE;
9. All recognized students' associations, fraternities and sororities, shall be required to file with the SAO copies of the their constitution and by-laws, and the list of current officers and members; otherwise the officers thereof shall be subject to disciplinary sanctions and their permit to operate shall be withdrawn.

10. ID cards of graduating, suspended, dropped, and/or dismissed students shall be surrendered to and invalidated by, the SAO before any University clearance may be issued to them.

11. ID cards of enrolled students shall be valid only for one semester unless validated by the SAO upon ensuing enrolment of the student.

For strict compliance, effective on the date of approval.

[Signature]

P. O. DOMINGO
Chairman of the Board
and President
UNIVERSITY OF THE EAST  
Manila

August 15, 1996

GENERAL ORDER  
No. 3, Series of 1996

MEMORANDUM

T O : All Heads of Offices/Departments/ Colleges  
and all Concerned

SUBJECT : Policies and Guidelines on the Entry of Students/ Individuals inside the Manila and Caloocan Campuses

The Code of the University of the East states that “a student, upon admission, binds himself to recognize and accept the authority of the University in all matters relating to his conduct and behavior as a student.” To this end, the following policies and guidelines must be observed by those concerned with the entry of students/visitors/individuals inside the UE Manila and Caloocan campuses

A. Security Guards

1. The “No ID, No Entry” Policy should be strictly enforced.

2. The security guard(s) should be alert and strictly guard the gates at all times.

3. The security guard(s) should request for the ID of any person, except those who have been invited by the University, in exchange for a “visitor’s pass”. If the visitor has no ID, the security guard should call up the person/office concerned for verification. All visitors, except those who have been invited, should leave their ID’s with the guard, and should sign on the log book indicating the following:

Name ______________________  Surname  First Name  Middle I.
Office/Person to Visit ______________________
Purpose ______________________
Date ______________________
Time in ______________________
Time out ______________________
4. "No sticker, No car entry" except for invited guests. The driver leaves his ID with the guard and signs the log book.

5. "No entry" to vendors and agents unless requested by the Administration.

6. The security guards should be courteous and should exercise maximum tolerance in dealing with students, visitors and all other concerned.

B. The Deans

1. The deans should require faculty members to be in their respective classrooms on time.

2. The deans should dialogue with faculty members who are always late/absent.

3. The deans should assign the Associate Dean/College Secretary to monitor the presence of faculty members in their respective classrooms.

C. Faculty

1. Every faculty member should report to his/her classes on time and not beyond the second bell.

2. He/She should wear his/her ID prominently at all times.

3. He/She should cooperate in the implementation of the "No ID, No Entry" policy.

4. He/She should not allow students to do teach-ins in the class, except with permission from the Dean or the duly authorized representative.

D. Students

1. Every student should wear his/her ID prominently at all times within the campus.

2. He/She should report faculty members to the Dean who are always late.

3. He/She should report any unauthorized person who speaks in their class without permission.

4. Students should have ID's revalidated every semester.
E. Dean of Students and/or SAO Director

1. The Dean of Students and/or the SAO Director should dialogue with the security.

2. The Dean of Students and/or the SAO Director should dialogue with the students.

3. The Dean of Students and/or the SAO Director should post school policies, rules and regulations on appropriate bulletin boards.

For strict compliance by all concerned, effective on date of approval.

[Signature]

P.O. DOMINGO
Chairman and President
UNIVERSITY OF THE EAST
2219 C.M. Recto Avenue, 1008 Manila

Office of the President

03 June 1996

GENERAL ORDER
No. 2, Series of 1996

TO
Chancellor, Catolican Campus
Senior Vice President for Academic Affairs
Vice President for Academic Affairs
Dean of Students
All Deans/Directors/Heads of Departments
All Others Concerned

SUBJECT: The UE Research and Development Center (UERDC) and its Operations

Board Resolution 92-8-55 dated August 20, 1992, created a Research and Publications Department to handle the planning and implementation of the University's program of research and publications. This office was however renamed "UE Research and Development Center (UERDC)" on March 31, 1995 upon the recommendation of then President R. Calucom and approved by the CEO and Chairman of the Board, Mr. P.O. Domingo.

On May 9, 1996, the Board of Trustees under Resolution No. 96-5-32 transferred the UERDC from the Office of the President to the direct supervision of the office of the Office of the Senior Vice President for Academic Affairs, as a staff office.

For the information and guidance of all concerned, hereunder are the functions, organization and staffing of UERDC.

FUNCTIONS

The RDC shall perform research coordination functions which shall include promotion, development, monitoring, evaluation, dissemination, publication of research outputs including related functions as follows:

1. Research promotion and development

1.1 Implement policies, rules, regulations and incentive schemes governing research promotion and administration formulated by the University Research Committee and approved by the President and confirmed by the Board of Trustees (BOT);

1.2 Coordinate with the College Research Coordinators (Deans) the initial review of research proposals;

1.3 Coordinate the development of research projects/programs along the directions set by the URC for the academic units of the University;
1.4 Coordinate and convene meetings of panels of experts to evaluate research proposals and research results;

1.5 Coordinate with College Deans through the office of SVPAA action on requests by faculty for release time for research; and

1.6 Foster a dynamic relationship among units of the University undertaking collaborative research.

2. Training and Development

2.1 Organize short-term training programs e.g. seminar-workshops, to upgrade faculty research skills and evaluate the same.

3. Monitoring and Evaluation

3.1 Monitor the research activities of faculty through quarterly and annual progress reports; and

3.2 Follow up the implementation of approved research projects and propose and/or seek solutions for problems of implementation.

4. Research Publication and Dissemination

4.1 Implement approved guidelines and standards set by the Editorial Board for the publication of research results;

4.2 Coordinate publication of faculty research;

4.3 Develop mechanisms for effective linkages with media and other academic institutions or societies, in assisting the publication of research reports;

4.4 Initiate research colloquia, symposia, workshops and other fora for the wide dissemination of research results; and

4.5 Maintain regular and up-to-date publications of research briefs summaries/reports/approved proposals.

5. Resource Generation

5.1 Coordinate with proper school authorities for a flexible outlay of research budget;

5.2 Locate sources of external research grants for faculty; and

5.3 Generate additional funds for research through consultancy services and commissioned studies, data processing services for research, sale of publications, etc.
6. Research Utilization

6.1 Coordinate with school authorities and other agencies for the utilization/implementation of research results.

ORGANIZATION

The RDC shall be under the direct supervision of the Office of the Senior Vice President for Academic Affairs. It shall function with the guidance of the University Research Committee and the assistance of the Technical Committees.

1. The University Research Committee. The University Research Committee, hereinafter referred to as the URC shall consist of the following:

1.1 Chancellor of Caloocan and Vice President for Academic Affairs as the chair and co-chair, respectively;

1.2 Director of RDC as Vice-Chair;

1.3 Research Coordinators (Deans) from each College; The URC shall meet regularly to:

1.3.1 Formulate research policy or measures to ensure efficient and effective implementation of the University Research Program;

1.3.2. Identify research priorities especially in the areas of upgrading instruction and enhancing learning in the University;

1.3.3. Formulate standards for research including the choice of research topic, methodology and system of monitoring; and

1.3.4. Discuss research management problems and propose solutions to these.

1.4 Annex 1 shows the place of the RDC in relation to the academic and administrative structure of the University.

2. Technical Committees

There shall be two (2) technical committees: one composed of at least three (3) members of the faculty representing the Natural Sciences; the other Technical Committee is also composed of at least three (3) members representing the Social Sciences. All members must themselves be researchers and/or have done research other than for a master's thesis and appointed by the SVP for Academic Affairs upon recommendation of their respective Deans.

The following are their functions:

2.1 Set guidelines/criteria for the evaluation of research proposals in a particular discipline;
2.2 Review research proposals and recommend to the URC proposals for funding; and

2.3 Make recommendations for renewal of grants; and

2.4 Review and recommend approval of terminal research reports.

3. The Director. The RDC shall be headed by a full-time Director who is appointed for a term of two (2) years which is renewable, subject to pertinent University policies, rules and procedures.

Functions:

To provide leadership in all aspects of research implementation and management in the University. Specifically:

3.1 Implement University policies on research programs and activities formulated by the University Research Committee;

3.2 Generate funds for research through linkages with local and foreign institutions and agencies;

3.3 Monitor and evaluate progress of research activities;

3.4 Devise strategies for research dissemination and utilization;

3.5 Establish linkages with other educational institutions for collaborative research efforts;

3.6 Prepare annual budgets and annual reports of the Center; and

3.7 Perform other functions to further enhance the promotion of University research.

4. Research Specialist. The Director shall be assisted by a Research Specialist who under general supervision shall perform the following functions:

4.1 Organize and conduct research training programs and seminar-workshops;

4.2 Establish research linkages and coordinate with other institutions that may serve a research purpose;

4.4 Evaluate progress reports;

4.5 Provide technical guidance to faculty engaged in research;

4.6 Conceptualize ideas and plan activities that will further promote and enhance research in the University;

4.7 Perform other duties/obligations assigned by the Director.
5. Staffing Pattern. Refer to Annex 2

FUNDING

The UERDC shall receive a yearly allocation from the University based on the annual budget prepared by the Director. Additional funding for research from other sources shall be generated through linkages forged by the Center with other agencies.

P.O. Domingo
Chairman of the Board, CEO
and President
June 16, 1995

GENERAL ORDER
No. 2, Series of 1995

To : ALL CONCERNED

Subject: GRAFFITI AND VANDALISM

We have received alarming reports on proliferation of graffiti on walls of classrooms, comfort rooms, and along hallways and corridors in the campus. We have also received reports on numerous acts of vandalism inside the campus.

In this regard, all members of the UE community, especially students, through their respective College Student Governments and the University Student Government, are enjoined to help maintain the improvements we have made. Let us keep our University clean.

The area allocated to a College shall be considered the responsibility of the College Student Government while common areas shall be the responsibility of the University Student Government. Officers of the student governments are expected to exercise their leadership over their constituents and discipline those committing wrongful acts.

In order to protect our University from these malpractices, any one caught writing graffiti, committing acts of vandalism and/or acts that tend to destroy our physical facilities, will be charged for the restoration cost without prejudice to more severe disciplinary action as circumstances shall warrant.

In the event that the commission of the act cannot be pinpointed with certainty, the restoration cost shall be charged to the College Student Government (for acts committed in the area of the College) or the University Student Government (for acts committed in common areas).

Please be guided accordingly.

(Signature)

P. O. DOMINGO
Chairman of the Board
and Chief Executive Officer
UNIVERSITY OF THE EAST
Manila

June 25, 1990

GENERAL ORDER
Number 1
Series of 1990

TO: ALL CONCERNED

In order to enable the University to operate an effective system of internal communications, it is desired that starting July 1, 1990 official University communications be classified and issued as follows:

1. GENERAL ORDER: This will be issued and signed by the Chief Executive Officer to disseminate policies, directives, rules and regulations or information of high import or urgency which have University-wide application. General Orders shall be properly numbered and shall contain the year of issuance.

2. SPECIAL ORDER: This, too, will be issued and signed by the Chief Executive Officer to convey instructions or directives of limited application, to specific entities in the University. Special Orders shall be identified with numbers and year of issuance in a series.

3. MEMORANDUM FROM THE CHAIRMAN: Under this category are all official communications of the Chairman to any official of the University not otherwise covered by Nos. 1 or 2.

4. CIRCULARS: These are communications intended for wide circulation and shall be categorized as:

a) ACADEMIC CIRCULAR: This will be issued and signed by the President of the University for circulation of academic policies, instructions, directives, etc. Academic circulars shall be properly dated and numbered in series format.

b) ADMINISTRATIVE CIRCULAR: This will be issued and signed by the President for circulation of administrative policies, instructions, directives, etc. Administrative circulars shall be properly dated and numbered in series format.
c) COLLEGE CIRCULAR: This will be issued and signed by the Dean to disseminate college policies, instructions, directives, etc. to the members of his faculty. The Circular is further identified by mentioning the issuing college, i.e., BA Circular, Education Circular, CAS Circular, Law Circular, etc. It follows the format of the above-mentioned circulars.

5. MEMORANDUM: Under this category fall official communications between and among officials of the University, whether the direction be vertical or horizontal. Policy instructions, directives, etc., issued and disseminated by the Vice-Presidents/Directors/Heads of Department to their staff also fall under this category. However, memoranda to higher authorities shall be in this format:

MEMORANDUM FOR: The Chairman
SUBJECT: Approval of the Budget

They shall be correctly dated and signed by the sender. Unless the memorandum is essentially a Report, i.e., an enumeration of accomplishments, it shall limit itself to one subject.

6. REPORTS: Until otherwise instructed, personnel submitting periodic reports shall continue to do so to the person/s and in the manner hitherto prescribed.

Offices issuing Orders and Circulars per Nos. 1, 2 and 4 shall compile such communications for submission to the Office of the Chairman at the end of each fiscal year.

For the information and compliance of all concerned.

P. O. DOMINGO
President and
Chairman of the Board
MEMORANDUM
TO: ALL HEADS OF COLLEGE/DEPARTMENTS/OFFICES

SUBJECT: LIMITATIONS ON ADDITIONAL ELECTRICAL LOADS
AT THE UE MANILA CAMPUS

September 11, 2000

The University is undergoing an audit and upgrading of its electrical system due to its future expansion program. This includes a review of its current electrical load and the installation of an additional power supply from Meralco.

In this regard therefore, pending and future requests for purchase and/or installation of additional air-conditioning units, electrical equipment, computers and the like, shall be held in abeyance. Requests for said equipment shall be evaluated as to their urgency and power requirements.

This shall be effective immediately until such time when the review/audit is completed and the additional transformer from Meralco is installed and operational.

Furthermore, the entire UE Community is encouraged to practice the following energy saving measures, some of which were previously issued per General Order No. 7, series of 1991:

1. Electric lights and electrically operated machines, equipment and appliances must be switched off immediately after office hours, during breaktime, or when not in use. University personnel who have nothing to do in the office after office hours are advised to leave the office premises immediately upon the close of office hours.

2219 C. M. Recto Avenue, Manila • Telephone No. 735-5471 loc. 301 • E-mail: ceo@ue.edu.ph
2. Employees working together shall group together in one work area so the lights and electric fans/air conditioners in other areas of the office or building can be turned-off.

3. Classes, as much as possible, shall be concentrated on certain floors/areas of the building.

4. College secretaries shall submit a list of the schedules of classes per college to assist the Engineering and Security Departments in their schedule for turning-off electricity within the building.

5. Whenever possible, switch air-conditioning units to "low" or "medium" cool only. During the cold season, switching to "fan" may be sufficient.

6. Keep all windows and fire exit doors closed when the air-conditioning system is in operation. Report to the University Engineer any part of the room that has openings or air leaks.

7. Air-conditioning, electric fans and lights at unoccupied areas within offices and unoccupied classrooms shall be turned-off.

8. Lights and exhaust blowers in comfort rooms should be turned off when not in use.

9. Use of electric stoves for cooking inside the campus shall be prohibited except those used for Home Economics classes.

10. A staff member from every college or office shall be designated to see to it that all energy conservation measures are observed.

For the information and strict compliance of all concerned.

[Signature]

P.O. DOMINGO
Chairman of the Board and Chief Executive Officer
MEMORANDUM

TO: All Heads of Offices/Departments/Colleges and All Concerned

SUBJECT: RULES OF PROCEDURE GOVERNING DISCIPLINARY CASES IN THE UNIVERSITY

SECTION 1. Declaration of Policy - It is the objective of these Rules to bring about a speedy and just resolution/disposition of every disciplinary case in the University, in strict accord with due process of law. To this end, technicalities shall not be allowed to control the proceedings and dilatory moves shall not be entertained, so long as the substantial rights of the parties are not impaired.

SECTION 2. Coverage - In accordance with Section 31 hereof, these Rules govern and shall be followed in disciplinary cases in the University, involving but not limited to:

a). Violation of the Code of the University of the East;

b). Violation of the University Code of Conduct for Students;

c). Violation of the University Manual for Employees;

d). Violation of the University of the East Faculty Manual; and

e). Any other misconduct affecting the University, which the Chairman of the Board/Chief Executive Officer or President of the University may refer to any of the Disciplinary Boards herein created.

SECTION 3. Disciplinary Boards - To investigate cases involving violations above-referred to, there shall be -
MEMORANDUM

TO: Chancellor, Manila Campus
    Chancellor, Caloocan Campus
    Deans and Directors
    All Others Concerned

SUBJECT: IMPLEMENTING RULES/GUIDELINES AND
PROCEDURE ON CORRECTION OF GRADE AND CHANGE OF GRADE

As agreed upon by the University Academic council during its regular
meeting held on August 8, 2006 the Implementing Rules/Guidelines and
Procedure on CORRECTION OF GRADE and CHANGE OF GRADE
are hereby promulgated.

PURPOSE: This memorandum is promulgated to prescribe a more
definite, precise and clearer Implementing Rules/Guidelines and Procedure on
Correction of Grade and Change of Grade.

DEFINITION OF TERMS

- CORRECTION OF GRADE is a petition of a faculty member to
correct his student’s grade erroneously recorded in the faculty grade
sheet.

- CHANGE OF GRADE is a petition of a faculty member to change his
student’s grade for justifiable reasons.

IMPLEMENTING RULES AND GUIDELINES

CORRECTION OF GRADE

1. A faculty member shall petition for correction of his student’s grade for the
   following reasons:

   1.1 Errors in the computation of student’s grade
   1.2 Errors in the encoding of student’s grade
   1.3 Errors in typing

2. To prove that there was incorrect entry of grade in the faculty grade sheet,
   the faculty member shall attach to his application for correction of grade
   his class record, the student’s final test paper, the correct computation of
   the student’s grade, and other pertinent documentary evidence.
3. The College Council, chaired by the College Dean or the head of the academic unit, shall recommend its approval to the Chancellor.

4. The correction of grade shall be finally approved by the Chancellor.

5. UE Form No. 2 (Revised August 2006) Application for Correction of Grade shall be used for this purpose. (see Annex A)

6. The flow chart for correction of grade shall be followed. (see Annex B)

CHANGE OF GRADE

1. A faculty member shall petition for change of his student's grade because of justifiable reasons other than those cited above.

2. The faculty member shall attach to his application for change of grade substantiating documentary evidences.

3. The College Council, chaired by the College Dean or the head of the academic unit, shall indorse the application of change of grade, thru the Chancellor, to the University Academic Council.

4. The faculty member shall present and explain to the University Academic Council "en banc" his justifications for the change of grade.

5. The change of grade shall be finally approved by the University Academic Council.

6. UE Form No. 3 (Revised August 2006) Application for Change of Grade shall be used for this purpose. (see Annex C)

7. The flow chart for change of grade shall be followed. (see Annex D)

Repealing Clause. This memorandum revises all other memorandum pertaining to the same subject inconsistent herewith.

Effectivity. This memorandum takes effect immediately.

For strict compliance and immediate dissemination by all concerned.

ESTER A. GARCIA
President and Chief Academic Officer

Cc: Chairman of the Board and CEO
EVP and Chief Administrative Officer
All Other members of the Academic Council
ANNEX “A”
APPLICATION FOR CORRECTION OF GRADE

THE CHANCELLOR
University of the East
Campus

THRU: THE DEAN/DIRECTOR
College/Department of

Dear Sir:

I would like to request that the FINAL GRADE of my student indicated hereunder be corrected as follows:

STUDENT'S NAME (PRINT) ___________________________ S.N. ___________________________

SUBJECT AND SECTION: ___________________________ SEM/SY ___________________________

FINAL GRADE: FROM (Figure) _______________ (Word) ___________________________

TO (Figure) ___________________________ (Word) ___________________________

This request is made because of the following reason/s: ___________________________

Attached are pertinent records as proof thereof (Classrecord, Final Test Paper of Student ...)

NAME OF FACULTY IN PRINT ___________________________ SIGNATURE ___________________________ DATE ___________________________

ENDORSEMENT TO THE COLLEGE/DEPARTMENT COUNCIL

Respectfully forwarded to the College/Department Council recommending appropriate action.

COLLEGE/DEPT. SECRETARY ___________________________ SIGNATURE ___________________________ DATE ___________________________

RECOMMENDATION OF THE COLLEGE/DEPARTMENT COUNCIL

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<th>MEMBERS OF THE COLLEGE/DEPARTMENT COUNCIL</th>
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Respectfully endorsed to the Chancellor the recommendation for ( ) APPROVAL ( ) DISAPPROVAL of the College/Department Council on the abovementioned petition of the faculty member for the revision of his/her student's final grade.

DEAN/DIRECTOR ___________________________ DATE ___________________________

ACTION OF THE CHANCELLOR

The abovementioned petition is hereby [ ] APPROVED [ ] DISAPPROVED. Remarks: ___________________________

CHANCELLOR

DISTRIBUTION: 1 copy (Dean), 1 copy (DRRM), 1 copy Faculty, 1 copy Student

IMPORTANT: Students are not allowed to handcarry duly accomplished forms but should be submitted personally by the faculty concerned to the Dean's Office.
FLOW CHART

APPLICATION FOR CORRECTION OF GRADE

SUBMISSION OF THE FACULTY MEMBER OF THE ACCOMPLISHED APPLICATION FORM FOR CORRECTION OF GRADE TO THE COLLEGE SECRETARY'S OFFICE

ENDORSEMENT OF THE COLLEGE SECRETARY ADDRESSED TO THE DEPARTMENT/COLLEGE COUNCIL

RECOMMENDATION OF THE COLLEGE COUNCIL

ENDORSEMENT OF THE DEAN ADDRESSED TO THE CHANCELLOR

ACTION OF THE CHANCELLOR
APPLICATION FOR CHANGE OF GRADE

THE UNIVERSITY ACADEMIC COUNCIL
University of the East
C.M. Recto Avenue, Manila

THRU: THE CHANCELLOR

____________________ Campus

THE DEAN/DIRECTOR
College/Department of _____________

Dear Members of the University Academic Council:

I would like to request that the FINAL GRADE of my student indicated hereunder be changed as follows:

STUDENT'S NAME (PRINT) ___________________________ S.N. __________________

SUBJECT AND SECTION: ________________________ SEM/SY ________________

FINAL GRADE: FROM (Figure) _______ (Word) ____________________________

TO (Figure) _______ (Word) ____________________________

This request is made because of the following reason/s:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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________________________________________________________________________

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________________________________________________________________________

Attached are pertinent records as proof thereof (Classrecord, Final Test Paper of Student ...)

NAME OF FACULTY IN PRINT ___________________________ SIGNATURE __________

DATE __________
INDORSEMENT TO THE COLLEGE/DEPARTMENT COUNCIL

Respectfully forwarded to the College/Department Council recommending appropriate action.

COLLEGE/DEPT. SECRETARY ___________________________ SIGNATURE ___________________________

Date: ___________________________

RECOMMENDATION OF THE COLLEGE/DEPARTMENT COUNCIL

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ACTION OF THE DEAN/DIRECTOR

Respectfully endorsed to the Chancellor the recommendation for ( ) APPROVAL ( ) DISAPPROVAL of the College/Department Council on the abovementioned petition of the faculty member for the change of his/her student’s final grade.

DEAN/DIRECTOR ___________________________ Date ___________________________

RECOMMENDATION OF THE CHANCELLOR

Respectfully recommended for ( ) APPROVAL ( ) DISAPPROVAL of the University Academic Council on the above-mentioned petition of the faculty member for the change of his/her student’s final grade.

CHANCELLOR ___________________________ Date ___________________________

ACTION OF THE UNIVERSITY ACADEMIC COUNCIL

The above stated petition for Change of Grade is hereby [ ] APPROVED [ ] DISAPPROVED by the Academic Council en banc.

Remarks: ___________________________

SECRETARY OF THE ACADEMIC COUNCIL ___________________________

Date ___________________________

DISTRIBUTION: 1 copy (Dean), 1 copy (DRRM), 1 copy Faculty, 1 copy Student

IMPORTANT: Students are not allowed to hand carry duly accomplished forms but should be submitted personally by the faculty concerned to the Dean’s Office.
APPLICATION FOR CHANGE OF GRADE

SUBMISSION OF THE FACULTY MEMBER
OF THE ACCOMPLISHED APPLICATION FORM
FOR CORRECTION OF GRADE TO THE
COLLEGE SECRETARY'S OFFICE

ENDORSEMENT OF THE COLLEGE SECRETARY
ADDRESSED TO THE COLLEGE COUNCIL

RECOMMENDATION OF THE
COLLEGE/DEPARTMENT COUNCIL

ENDORSEMENT OF THE DEAN, THRU THE
CHANCELLOR, ADDRESSED TO THE UNIVERSITY
ACADEMIC COUNCIL

RECOMMENDATION OF THE
CHANCELLOR

ACTION OF THE
UNIVERSITY ACADEMIC COUNCIL EN BANC

NOTE: The faculty proponent shall present
his petition for change of his student's final
grade and the corresponding documentary
evidence, thru the Dean and the Chancellor, to
the University Academic Council en banc for
appropriate action.
UNIVERSITY OF THE EAST
Manila

OFFICE OF THE PRESIDENT

31 August 2006

MEMORANDUM

TO: All Concerned

SUBJECT: CONFIRMATION OF ACADEMIC CIRCULAR NO. 2, SERIES OF 2001 AS AMENDED, AUGUST 2006 AND THE APPROVAL OF THE PHRASE "VERY MERITORIOUS CASES"

This is to provide you with a copy of Academic Circular No. 1, Series of 2001 as amended August 2006 otherwise known as the Policy on Faculty Academic/Non-Academic Management Personnel Research in the University which was confirmed by the Board of Trustees during its regular meeting last August 17.

May I also provide you with a copy of the approval of the Board of Trustees during its regular meeting last June 15 regarding the description and/or definition of the phrase "very meritorious cases" in Academic Circular No. 1, Series of 1995 as revised February 2006 known as Amended Policy on Admission of Transferees and Academic Circular No. 4, Series of 1999 as revised February 2006 also known as Amended Policy on Graduation with Latin Honors. This shall form part as addendum of these two Circulars.

Please be guided accordingly and ensure their proper implementation.

ESTER A. GARCIA
President

cc: Chairman and CEO P.O. Domingo
EVP Carmelita G. Mateo
UEFA

2219 C. M. Recto Avenue, Manila • Telephone No. 735-5471 loc. 306
MEMORANDUM

FOR: The Board of Trustees
THRU: The Chairman of the Board and Chief Executive Officer
SUBJECT: DESCRIPTION AND/OR DEFINITION OF THE PHRASE "VERY MERITORIOUS CASES"

It will be recalled that the Board of Trustees, during its regular meeting on 20 April, confirmed Academic Circular No. -1, Series of 1995 as revised February 2006 known as Amended Policy on Admission of Transferees and Academic Circular No. 4, Series of 1999 as revised February 2006 also known as Amended Policy on Graduation with Latin Honors, with the instruction that these two circulars be remanded to the Academic Council to explicitly define the phrase "very meritorious cases" and to include guidelines, terms and conditions to be observed that would make a case meritorious. I immediately convened the Committee which drafted these circulars chaired by Univ. Regis. Armada and the Committee submitted its report during the 144th Academic Council Meeting on 6 June. The Academic Council favorably considered the report of the Committee and recommended its submission to the Board of Trustees for consideration.

Relative to Academic Circular No. 1, Series of 1995 as revised February 2006:

Section 4.2 of this Circular mandates that "under no circumstances shall a transfer student who has not met certain requirements prescribed in this Circular be considered for admission, except in meritorious cases recommended by the Dean of the accepting college and the Director of Admissions, and approved by the Chancellor for Manila Campus or the Chancellor for Caloocan Campus." The phrase "meritorious cases" here refers to highly justifiable reasons accorded to a student to transfer to UE such as change of residence or work from the province to Metro Manila or due to financial reasons or other analogous reasons or causes which are not predictable but their merits depend on the Dean's critical evaluation and sound judgment, subject to the approval of higher authority.
Relative to Academic Circular No. 4, Series of 1999 as revised February 2006:

Section 4 of this Circular states that "under no circumstances shall a transfer student could be considered for Latin Honors, except in very meritorious cases, recommended by the Dean, through the Chancellor, and approved by the Academic Council." The phrase "very meritorious case" here refers to excellent academic records of a transferee, in toto, both in the previous school and in UE and taking into consideration his original reasons for the transfer.

To qualify for a Latin honor, the following Guidelines, Terms and Conditions should be strictly observed:

a. Completion Period of the Degree Program

The transferee should be able to complete a four-year or five-year degree program in four or five years, respectively, reckoning from the start of his enrollment in the previous school.

b. Load Requirement

The transferee should have carried a load of not less than eighteen (18) academic units during a regular semester, unless a lesser load is specified in the curriculum of the course during his terminal term.

c. Grade Requirement

In the computation of the General Weighted Average (GWA), his grades in the previous school shall be considered.

- A transferee who is vying for a Latin honor of SUMMA CUM LAUDE should have a GWA ranging from 1.00 to 1.20 with no grade in any subject lower than 1.50 or its equivalent. In case he obtained a grade of 1.75 in any subject from his previous school, he shall be awarded the Latin honor of MAGNA CUM LAUDE.

- A transferee who is vying for a Latin honor of MAGNA CUM LAUDE should have a GWA ranging from 1.21 to 1.40 with no grade in any subject lower than 1.75 or its equivalent. In case he obtained a grade of 2.00 in any subject from his previous school, he shall be awarded the Latin honor of CUM LAUDE.

- A transferee who is vying for a Latin honor of CUM LAUDE should have a GWA ranging from 1.41 to 1.60 with no grade in any subject lower than 2.00 or its equivalent from his previous school.
MEMORANDUM

TO: All Heads of Colleges/Departments/Offices and All Concerned

SUBJECT: RE-ISSUANCE OF GENERAL ORDER NO. 3, SERIES OF 2004
OTHERWISE KNOWN AS GUIDELINES ON THE SPEAK
ENGLISH PILOT PROGRAM

After carefully reviewing the progress of the Speak English Pilot Program
which was adopted barely two years ago, majority of the Academic Council members
agreed that the program was not successfully implemented in most colleges,
departments and offices.

In view of this, the Academic Council, during its 144th Academic Council meeting
last 06 June 2006, decided to re-issue the Guidelines on the Speak English Pilot
Program which was approved and signed by the Chairman of the Board and Chief
Executive Officer on 11 October 2004.

This General Order mandates that all students, faculty members and non-
teaching personnel up to the clerical level are required to speak in English in places
designated as Speak English Zones. The use of English is aimed at developing their
competency and proficiency in using English as a medium of communication as they
interact with each other.

Please be guided accordingly.

CARMELITA C. MATEO
Executive Vice President and
Chief Administrative Officer

ESTER A. GARCIA
Acting President and
Chief Academic Officer

cc: Chairman and CEO P.O. Domingo

2219 C. M. Recto Avenue, Manila • Telephone No. 735-5471 loc. 306
MEMORANDUM

FOR: MR. BALTAZAR N. ENDRIGA
President and Chief Academic Officer

THRU: DR. ROGER D. POSADAS
Vice President for Academic Affairs

SUBJECT: COMMON ACTIVITY HOUR AND COMMON BREAKTIME

In our meeting on October 13, 2004, the Committee on On-Line Registration was informed that, effective 2nd Semester 2004-2005, there will be common breaktime and common activity hour in both campuses pursuant to the approval of the Academic Council in its regular meeting held on October 12, 2004. Thus, the schedule of classes for the 2nd Semester 2004-2005 shall be prepared in accordance with the recently approved policy. The Associate Deans and/or College Secretaries informed the President Officer, the VPAA, and the Chair of the Committee, the University Registrar, that they already finished the schedule of classes for the 2nd Semester 2004-2005 and already inputted in the computers. If they will revise and re-schedule the class-offerings, for sure they cannot finish this undertaking on time and the enrollment of upperclassmen on October 25, 2004 will have to be rescheduled to a later date. Eventually, our school calendar for the 2nd Semester will be adversely affected. We cannot revise and re-schedule the schedule of classes for freshmen because we started already the enrollment last October 6, 2004.

In view of the foregoing, it is requested that the implementation of the policy on common breaktime and common activity hour be deferred.

Furthermore, we wish to inform you that on March 9, 1994 the Academic Council approved the policy on a common breaktime to provide for rest time and assure effective teaching and study (Academic Circular No. 6, series of 1994). On November 27, 1995, Academic Circular No. 6, series of 1994 was amended...
and the policy on a common breaktime and activity hour...to provide for rest time (BREAKTIME) and ensure effective teaching and study (ACTIVITY HOUR) was promulgated.

However, on May 7, 1998, the Academic Council approved to discontinue the Common Activity Hour and the Common Breaktimes (Academic Circular No. 2, series of 1998). The basic reason for the discontinuance was that student-activists utilized the Common Breaktimes and Common Activity Hour for their on-campus teach-in-activities and rallies and some faculty members even encouraged students to join these activities.

In view of the foregoing, may we earnestly request the members of the Academic Council to reconsider their decision of promulgating and implementing the revived policy on Common Activity Hour and Common Breaktime.

Thank you.

[Signature]

ROMEO Q. ARMADA
University Registrar

attachments

cc: All Members of the Academic Council
UNIVERSITY OF THE EAST
Manila

OFFICE OF THE PRESIDENT
AND CHIEF ACADEMIC OFFICER

October 19, 2004

MEMORANDUM

TO : MEMBERS OF THE ACADEMIC COUNCIL
FROM : PRESIDENT BALTAZAR N. ENDRIGA

SUBJECT: COMMON ACTIVITY HOUR AND COMMON BREAKTIME

In view of the attached, the implementation of the above approved policy is deferred. However, those colleges who are prepared to have the Common Activity Hour/Common Breaktime incorporated into their class schedules for the second semester 2004-2005 may do so as approved by the Academic Council on October 13, 2004.

Thank you.
MEMORANDUM

TO: All Heads of Colleges/Departments/Offices

SUBJECT: PROCEDURE ON ADMISSION AND ENROLLMENT AND POLICY ON ADMISSION FOR INCOMING FRESHMEN

April 15, 2003

UNIVERSITY OF THE EAST
Manila

In order that all concerned will be well informed and properly guided in disseminating correct and accurate information to expedite and facilitate the registration of our enrollees, we are furnishing you with copies of the following:

a. Admission and Enrollment Procedures for Incoming Freshmen (in English and in Filipino)
b. Admission and Enrollment Procedures for Degree Holders and Cross Registrants (in English and in Filipino)
c. Enrollment Procedure for Upperclassmen (in English and in Filipino)
d. Policy on Admission of Incoming Freshmen

The Head of Office shall see to it that employees under his supervision are adequately informed of these procedures and policies so that they can help in the dissemination of correct and accurate information to our prospective enrollees.

The MISD and the DRRM shall prepare the posters for procedures on admission and enrollment and the Office of the VP for Administration shall place these posters on the bulletin board in different strategic places.

Please be guided accordingly.

CARMELITA G. MATEO
Executive Vice President
and Chief Administrative Officer

JOSEFINA R. CORTES
President
and Chief Academic Officer

cc: Chairman of the Board and CEO
PROCEDURE ON ADMISSION AND REGISTRATION

INCOMING FRESHMEN

STEP 1. Submit at the OFFICE OF ADMISSIONS (OAd) the original and photocopies of:

   a. F-138 (High School Card)

   NOTE: High School graduates prior to 2002-2003 need to submit a certification from their Principal that indicates that the F-137A has not yet been forwarded to other school for admission and registration purposes.

   b. Certificate of Good Moral Character

STEP 2. Fill up Application Form for admission.

STEP 3. Secure from OAd the Schedule of CET and pay CET fee at the FINANCE DEPARTMENT (Windows 3-5).

STEP 4. Proceed to the Office of the DEAN OF STUDENTS for testing. Results will be issued on the same day.

STEP 5. Proceed to OAd for enrollment of subjects.

STEP 6. Pay tuition fees at the FINANCE DEPARTMENT.

   NOTE: FOR ENROLLEES WHO WISH TO PAY THEIR TUITION FEES THRU ANY BRANCH OF ALLIED BANK PLEASE SEE ATTACHED PROCEDURE.

STEP 7. Proceed to the SAO/INFORMATION KIOSK area for processing of school ID.

REMINDER: Present registration card to the faculty member on the first day of classes.
HAKBANG SA ADMISSION AT REGISTRATION

INCOMING FRESHMEN

HAKBANG 1. Isumite sa OPISINA NG ADMISSIONS (OAd) ang orihinal na kopya at xerox ng:

   a. Form-138

   Ang mga nagtapos ng High School bago mag school year 2002-2003 ay kailangang magsumite ng sertipikasyon mula sa Prinsipal na nag-sasaad na ang F-137A ng aplikante ay hindi pa naligaw sa ibang paaralan para sa kanyang pag-aaral sa Kolehiyo.


HAKBANG 2. Sagutan ang application form para sa admission sa Kolehiyo.

HAKBANG 3. Kunin ang schedule ng pagsusulit (CET) mula sa OAd at bayaran ang CET fee sa FINANCE DEPARTMENT (Windows 3-5).

HAKBANG 4. Magtungo sa Opisina ng DEAN OF STUDENTS para sa CET. Maaaring kunin ang resulta ng CET sa araw din ng pagsusulit.

HAKBANG 5. Magtungo sa OAd para sa enrollment ng mga subjects, kung pasado sa CET.

HAKBANG 6. Magbayad ng tuition fees sa FINANCE DEPARTMENT.

NOTE: PARA SA MGA NAGEENROL NA GUSTONG MAGBAYAD NG KANILANG TUITION FEES SA ALINMANG SANGAY NG ALLIED BANK, PAKITINGNAN ANG NAKALAKIP NA HAKBANG.

HAKBANG 7. Magtungo sa SAO/INFORMATION KIOSK para sa pagkuha ng school ID.

PAALAALA: I present ang registration card sa guro sa unang araw ng klase.
DEGREE HOLDERS

STEP 1. Submit at the OFFICE OF ADMISSIONS (OAd) the official transcript of records (OTR) and a 2"x2" picture.

STEP 2. Fill up the Application form for admission.

STEP 3. Secure endorsement of the Director of OAd to the College Dean for evaluation of OTR. Proceed to the concerned College Dean.

STEP 4. Go back to the OAd for issuance of Notice of Admission.

STEP 5. Proceed to the College for enrollment of subjects.

STEP 6. Pay tuition fees at the FINANCE DEPARTMENT.

NOTE: FOR ENROLLEES WHO WISH TO PAY THEIR TUITION FEES THRU ANY BRANCH OF ALLIED BANK, PLEASE SEE ATTACHED PROCEDURE.

STEP 7. Proceed to the INFORMATION KIOSK area for processing of school ID.

STEP 8. Present registration card to the faculty member on the first day of classes.

ADMISSION TO THE COLLEGES OF LAW, DENTISTRY AND GRADUATE SCHOOL

Proceed to the Office of the College Dean.
DEGREE HOLDERS

HAKBANG 1. Isumite sa OPISINA NG ADMISSIONS (OAd) ang orihinal na kopya ng official transcript of records (OTR) at isang 2"x2" picture.

HAKBANG 2. Sagutan ang application form para sa admission sa kolehiyo.

HAKBANG 3. Kumuhang endorsement ng Director ng OAd patungo sa College Dean para sa evaluation ng OTR. Magtungo sa kinauukulang College Dean.


HAKBANG 5. Magtungo sa kinauukulang College para sa enrollment ng mga subjects.

HAKBANG 6. Magbayad ng tuition fees sa FINANCE DEPARTMENT.

NOTE: PARA SA MGA NAGEENROL NA GUSTONG MAGBAYAD NG KANILANG TUITION FEES SA ALINMANG SANGAY NG ALLIED BANK, PAKITINGNAN ANG NAKALAKIP NA HAKBANG.

HAKBANG 7. Maglunyo sa INFORMATION KIOSK para sa pagkuha ng school ID.

HAKBANG 8. Ipresenta ang registration card sa guro sa unang araw ng klase.

ADMISSION SA COLLEGES OF LAW, DENTISTRY AT GRADUATE SCHOOL

Magtungo sa Opisina ng College Dean.
CROSS REGISTRANTS

STEP 1. Submit at the OFFICE OF ADMISSIONS (OAd) the official permit to cross-enroll. Fill up the application form for admission.

STEP 2. Proceed to the concerned College for the certification of the availability of subjects to be enrolled.

STEP 3. Go back to the OAd for issuance of the Notice of Admission.

STEP 4. Proceed to the College for enrollment of subjects.

STEP 5. Pay tuition fees at the FINANCE DEPARTMENT.

NOTE: FOR ENROLLEES WHO WISH TO PAY THEIR TUITION FEES THRU ANY BRANCH OF ALLIED BANK PLEASE SEE ATTACHED PROCEDURE.

STEP 6. Proceed to the INFORMATION KIOSK area for processing of school ID.

STEP 7. Present registration card to the faculty member on the first day of classes.
CROSS REGISTRANTS

HAKBANG 1. Isumite sa OPISINA NG ADMISSIONS (OAd) ang Official Permit to Cross-Enroll. Sagutan ang application form para sa admission sa Kolehiyo.

HAKBANG 2. Magtungo sa kinauukulang kolehiyo para sa sertipikasyon na nagsasaad na ang mga subjects na i-enroll ay bukas pa.


HAKBANG 4. Magtungo sa kolehiyo para sa enrollment ng subjects.

HAKBANG 5. Magbayad ng tuition fees sa FINANCE DEPARTMENT.

NOTE: PARA SA MGA NAGEENROL NA GUSTONG MAGBAYAD NG KANILANG TUITION FEES SA ALINMANG SANGAY NG ALLIED BANK, PAKITINGNAN ANG NAKALAKIP NA HAKBANG.

HAKBANG 6. Magtungo sa INFORMATION KIOSK para sa pagkuha ng school ID.

HAKBANG 7. Ipresenta ang registration card sa guro sa unang araw ng klase.
PROCEDURE ON ENROLLMENT

UPPER CLASSMEN

STEP 1. Present the following to the College Dean for the issuance of Advising and Information Update Forms:

a. Registration Card of the previous semester
b. Final examinations permit or Account Verification Slip.

STEP 2. Fill up the forms completely. Refer to the bulletin boards for schedule of subjects.

STEP 3. Proceed to the advising area for submission of accomplished forms, encoding and printing of registration forms.

DESIGNATED ADVISING AREA

Manila Campus
Arts and Sciences - Audio Visual Room
Bus. Administration - SFC 2nd Floor
Computer Science - CCSS Dean' Office
Dentistry - Dean's office (Dent)
Education - Dean's Office (Educ)
Engineering/ITE - Faculty Room (Eng'g)
Graduate School - Dean's Office (GS)
Law - Dean's Office (Law)

Caloocan Campus
Arts and Sciences - CAS Faculty Room
Bus. Administration - ACA Bldg. 101, 102 & Administration Building
Engineering - Engineering Bldg. Rooms 108, 109, 110
Fine Arts - Computer Room Fine Arts Bldg

STEP 4. Pay tuition fees at the FINANCE DEPARTMENT.

NOTE: FOR ENROLLEES WHO WISH TO PAY THEIR TUITION FEES THRU ANY BRANCH OF ALLIED BANK PLEASE SEE ATTACHED PROCEDURE.
HAKBANG SA ENROLLMENT

UPPER CLASSMEN

HAKBANG 1. Ipakita ang mga sumusunod sa College Dean upang mabigyan ng forms para sa Advising at information Update.

a. Registration Card ng katatapos na semestre.
b. Final examinations permit, or Account Verification Slip.

HAKBANG 2. Sagutan ang mga forms. Sumangguni sa bulletin boards para sa schedule ng subjects.

HAKBANG 3. Magtungo sa advising area para isumite at sinagutang forms, encoding ng subjects, at printing ng registration forms.

DESIGNATED ADVISING AREA

Manila Campus
Arts and Sciences
Bus. Administration
Computer Science
Dentistry
Education
Engineering/ITE
Graduate School
Law
- Audio Visual Room
- SFC 2nd Floor
- CCSS Dean’ Office
- Dean’s Office (Dent)
- Dean’s Office (Educ)
- Faculty Room (Eng’g)
- Dean’s Office (GS)
- Dean’s Office (Law)

Caloocan Campus
Arts and Sciences
Bus. Administration
Engineering
Fine Arts
- CAS Faculty Room
- ACA Bldg. 101, 102 & Administration Building
- Engineering Bldg. Rooms 108, 109, 110
- Computer Room Fine Arts Bldg

HAKBANG 4. Magbayad ng tuition fees sa FINANCE DEPARTMENT.

NOTE: PARA SA MGA NAGEENROL NA GUSTONG MAGBAYAD NG KANILANG TUITION FEES SA ALINMANG SANGAY NG ALLIED BANK, PAKITINGNAN ANG NAKALAKIP NA HAKBANG.
CHANGING OF SUBJECTS

STEP 1. Fill up the request form for change of subjects which may be secured from the Office of the Dean.

STEP 2. Request approval of the Dean. (Changing of subjects which are offered by another College needs countersignature of the Dean of the servicing College).

STEP 3. Submit accomplished form at the Office of the Dean for encoding of subjects and printing of official change of subject form.

STEP 4. Proceed to the Student Accounts Section, Comptroller's Department for re-assessment of fees.

STEP 5. Pay fees, if any, at the Finance Department.

ADDITIONAL SUBJECTS

STEP 1. Fill up the advising form.

STEP 2. Proceed to the Advising area for encoding of subjects and printing of registration forms.

STEP 3. Pay fees at the Finance Department.
PAGPAPALIT NG SUBJECTS

HAKBANG 1. Sagutan ang form para sa pagpapalit ng subjects na makukuha sa Opisina ng Dean.

HAKBANG 2. Hingin ang pahintulot ng Dean sa pagpapalit ng subjects. (Kung ang subjects na papalitan ay itinuro sa ibang Kolehiyo, kailangang hilingin ang pahintulot ng Dean ng Kolehiyong nabanggit)

HAKBANG 3. Isumite ang sinagutan na form sa Opisina ng Dean para sa encoding ng subjects at printing ng opisyal na change of subject form.

HAKBANG 4. Magtungo sa Students Accounts Section, COMPTROLLER'S DEPARTMENT para sa re-assessment ng fees.


KARAGDAGANG SUBJECTS

HAKBANG 1. Sagutan ang advising form

HAKBANG 2. Magtungo sa Advising Area para sa encoding ng subjects at printing ng registration form.

HAKBANG 3. Magbayad sa FINANCE DEPARTMENT.
UNIVERSITY OF THE EAST
Manila, Philippines

CIRCULAR NO. 2
Series of 1993

1 July 1993

TO: ALL PERSONNEL AND OFFICERS

1) During the annual stockholders meeting held 29 May 1993, the attention of the undersigned was called by several stockholders to the impolite, arrogant, and boorish behavior of certain personnel and even officers in certain offices of the University.

2) While no specific persons were named, instances of the impolite, arrogant, and boorish behavior were cited by enough stockholders to warrant the assumption that a problem existed and was recurrent.

3) I have received the same complaint before from other people, who deal with the University, including students, and I, myself, had on occasion been a victim of this unseemly behavior from time to time, particularly over the telephone when the responder did not know who I was.

4) There is absolutely no excuse for this kind of behavior.

5) Even when the circumstances are really trying, as when the personnel or officer is overworked, has personal problems, or where the student or outsider dealing with us is himself abusive or exasperating, UE personnel and officers should remain decorous and calm at all times.

If the student or outsider dealing with us becomes truly abusive or unruly, the remedy is not to be abusive or unruly in return, but to call the guards.

6) We are in the business of education and our personnel and officers should themselves behave as good examples of educated people.

7) Politeness and considerate behavior toward others are marks of the educated person.
MEMORANDUM

FOR: The Board of Trustees

THRU: Chairman and CEO P.O. Domingo

SUBJECT: APPROVAL OF THE REVISED VERSION OF UE DIPLOMA

This is to respectfully endorse to the Board of Trustees for approval the revised version of UE diploma.

It may be recalled that on July 4, 2003, Chairman Domingo inquired from the Academic Council if it is appropriate for the President to sign the diploma despite its wordings that state that it is the Board of Trustees that confers the degree on the graduates. He suggested verification of the authority of the President to sign the diploma on behalf of the Board of Trustees.

During the 113th Academic Council meeting on August 12, EVP Mateo cited two documents justifying the authority of the President to sign the diploma on behalf of the Board of Trustees. First, in approving the list of candidates for graduation, the President is given the authority and empowered by the Board of Trustees to confer upon the graduates the degrees, which they have earned with all the rights, privileges, and honor appertaining thereto. Second, in the Manual on Signing and Approving Authority (MSAA) approved by the Board of Trustees under Board Resolution No. 98-8-53 dated August 20, 1998, the President is authorized to sign the diploma for tertiary, secondary and elementary levels.

Furthermore, the Academic Council agreed on the use of English language in the wordings of the diploma (without Filipino translation underneath the English text) and the imprinting of the shadow of Luwalhati on the diploma.

Attached herewith are sample copies of UE diplomas.

Thank you.

Chairman

Acting President and VPAA
Geoffrey of the College and Chancel

and Chancel of the College, in the year of our Lord, two thousand and

Tressel of Science in Accountancy who has fulfilled all the requirements of the course, the degree of

John de la Conch

and upon recommendation of the faculty has conferred on

be it known that the degree of Bachelor by the authority vested in this University

Freelings

be it also known that the Diploma may come

Philippines

Characteristics of the East
MEMORANDUM

FOR: The Board of Trustees

THRU: Chairman P.O. Domingo

SUBJECT: AMENDMENTS TO ACADEMIC CIRCULAR NO. 4, SERIES OF 2000 (AS REVISED SEPTEMBER 2001)

September 18, 2001

Transmitted herewith for confirmation of the Board of Trustees is Academic Circular No. 4, Series of 2000 (AS REVISED, SEPTEMBER 2001).

The proposed amendments prescribe a more definitive, precise and clear policy, implementing rules and procedure on:

a. The marks that should be given to students, who are not allowed to take the final examination because of unsettled tuition and other accounts with the University. The "No Examination Permit, No Examination" policy is revived and shall be strictly enforced.

b. The marks that should be given to students are reduced from five (5) to only three (3). The marks "W" (Officially Dropped) and "D" (Unofficially Dropped) are retained. The mark "GW" (Grade Withheld) is deleted. While the marks "LFE" (Lacks Final Examination) and "INC" (Incomplete) are changed to "LFR" (Lacks Final Requirements). "LFR" means Lacks Final Requirements and this mark shall be given to a student who has failed to comply with the final requirements, viz: failed to take the final examination and/or failed to submit specified requirements of the course.

The "No Examination Permit, No Examination" policy will deter the occurrence of unsettled tuition and other accounts by not allowing students to take the final examination. The reduced number of marks that should be given to students shall avoid confusion on the giving of marks and the scrapping of the fees for taking special examination and/or submission of prescribed requirements shall eliminate corruption which has marred the marks of "LFE" (formerly "X") and "INC".

Thank you.


JOSÉFINA R. CORTES
President
and Chief Academic Officer

2219 C. M. Recto Avenue, Manila • Telephone No. 735-5471 loc. 306 • E-mail: president@ue.edu.ph
MEMORANDUM

FOR : The Board of Trustees
THRU : Chairman P.O. Domingo

SUBJECT : AMENDMENTS TO ACADEMIC CIRCULAR NO. 4,
SERIES OF 2000 (AS REVISED NOVEMBER 2000)

The proposed amendments to Academic Circular No. 4, Series of 2000, were referred back to the Academic Council by the Board of Trustees, after it was observed that the use of "NG" (No Grade) as one of the marks to be given to a student, may be questioned and be a cause for lawsuit inasmuch as the contract of enrollment obligates the school to give a grade to a student at the end of the term.

The members of the committee convened to study the matter unanimously agreed to adopt the following marks:

1. "D" to signify unofficially dropped, and
2. "W" to signify officially dropped or withdrawn

The proposed amendments have been simplified by distinctly providing for definition of terms (Section 2); implementing rules (Section 3); and the procedure to be followed, including a flow-chart and application form for the removal of "LFE" and "INC" marks.

It is hoped that the proposed amendments as re-formulated would be acceptable.

Thank you

JOSEFINA R. CORTES
President
October 25, 1999

MEMORANDUM

FOR: The President
THRU: The Chancellor
The Vice President for Academic Affairs

SUBJECT: PROCEDURE ON SHIFTING OF COURSE

Per agreement reached and action taken during the 73rd Academic Council meeting held last Tuesday, 12 October 1999, a student who would like to shift his course shall proceed directly to the Dean's office of the admitting college where he shall file his application for shifting of course by duly accomplishing the corresponding application for shifting of course.

May we respectfully submit the following, as herewith attached, for your approval:

a. Procedure on Shifting of Course; and
b. Application Form for Shifting of Course.

Thank you.

ROMEO Q. ARMADA
University Registrar

REYNALDO F. NOCUM
Director, MISD

MAXIMO S. GOMEZ
Director, Office of Admissions

attachments
APPLICATION FOR SHIFTING OF COURSE

Date

The Dean
College of _______________________
Manila Campus

Dear Dean:

May I respectfully apply for shifting of course from _______________________
to ________________________ effective this_____ Semester, SY____ because of
the following reason/s: _________________________________________________________

I enrolled in UE in the following semester/s: ____________________________

Attached are my registration card/s and grade card/s in the previous
semester/s.

Name in Print: ____________________________
Signature: ____________________________
Student Number: ____________________________

ACTION OF THE DEAN

The above stated application for shifting of course is hereby

[ ] APPROVED  [ ] DISAPPROVED

Remarks: ________________________________________________________________

Date: ____________ College __________________ Dean __________________

cc: DRRM
STUDENT

IMPORTANT:

a) Shifting of Course must be undertaken during enrollment
    period before advising.

b) The Dean's office shall update the student profile on their
    terminal upon approval using THE DEAN'S MODULE.

c) The Dean's Office shall issue the student's copy directly to the
    student and shall forward the duly approved application forms by batch
to the DRRM.

[Signatures]
UNIVERSITY OF THE EAST  
Manila  

PROCEDURE ON SHIFTING OF COURSE  

STUDENT:  
1. secures application form for shifting of course from the Dean's Office;  
2. fills up the form and attaches prescribed documents, viz. copy of all registration and grade cards of previous semesters;  
3. submits the duly accomplished form to the Dean's Office for action of the Dean;  
4. secures the duly acted upon application form for shifting of course and proceeds to the On-line Selection of Subjects and Schedules.  

*** ON ON-LINE MODE, STUDENT WILL AUTOMATICALLY SEE THE UPDATED COURSE.  

DEAN’S OFFICE:  
1. issues to the applicant Application Form for Shifting of Course;  
2. (Dean) evaluates and acts on the duly accomplished and submitted application form;  
3. updates the new approved course of the student on their terminals using THE DEAN’S MODULE;  
4. issues the student’s copy directly to the student and transmits by batch a copy of approved application forms to the DRRM for documentation purposes.  

IMPORTANT:  
1. Shifting of course must be done during enrollment period prior to advising. If applicant has a validated registration card and have paid the downpayment for current semester, SHIFTING SHALL BE DENIED and STUDENT SHALL BE ADVISED to change course on their next enrollment prior to advising.  
2. If applicant has unvalidated printed Registration Form for current semester, the unvalidated Registration Form shall be CONFISCATED and the student shall be issued Re-processing Form:  
   a. Student pays re-processing fee at POS; and  
   b. Student proceeds to advising area and submits duly approved application form and the official receipt.  

[Signatures]
MEMORANDUM

TO:
Treasurer & Executive Vice President
Chancellor, Caloocan Campus
Vice President for Academic Affairs
All Deans/Directors
Dean of Students
University Registrar
Director, MIS Department
All Others Concerned

SUBJECT: IMPLEMENTING RULES AND PROCEDURE ON THE NEW INTEGRATED SCHOLARSHIP PROGRAM

The University Academic Council, in its regular meeting held on May 11, 1999, approved the criteria for selection and retention, and benefits under the New Integrated Scholarship Program and confirmed by the Board of Trustees under Res. No. 99-5-35 dated May 27, 1999. In accordance with the new policy, which shall supersede the prevailing policies on scholarships, as stipulated in Academic Circular No. 3, Series of 1999, the following Implementing Rules and Procedure are hereby formulated to take effect this SY 1999-2000:

THE NEW INTEGRATED SCHOLARSHIP PROGRAM

I. IMPLEMENTING RULES

The University grants scholarships to deserving students under the three (3) categories: The University President Scholarship, the University Scholarship, and the College Scholarship.

A. UNIVERSITY PRESIDENT SCHOLARSHIP

The University President Scholarship is awarded for one semester.
renewable every semester, consisting of free full tuition and miscellaneous fees and other benefits, to students who meet the prescribed requirements of the scholarship.

The awardee shall also enjoy the following other benefits:

a. A stipend of P6,000/semester  
b. Book allowance of P1,500/semester

B. UNIVERSITY SCHOLARSHIP

The University Scholarship is awarded for one semester, renewable every semester, consisting of free full tuition and miscellaneous fees, to students who meet the prescribed requirements of the scholarship.

C. COLLEGE SCHOLARSHIP

The College Scholarship is awarded for one semester, renewable every semester, consisting of 50% free tuition and miscellaneous fees, to students who meet the prescribed requirements of the scholarship.

FOR INCOMING FRESHMEN [FIRST YEAR, FIRST SEMESTER]

1. An entering freshman must have graduated valedictorian in a high school class of 45 or more students to qualify for University Scholarship consisting of free full tuition and miscellaneous fees for one semester.

2. An entering freshman must have graduated salutatorian in a high school class of 45 or more students to qualify for College Scholarship consisting of 50% free tuition and miscellaneous fees for one semester.

FOR FRESHMEN [FIRST YEAR, SECOND SEMESTER] AND UPPER-CLASSMEN:

1. He must have had a semestral general grade point average of

   | 1.00 to 1.20 | for University President Scholarship |
   | 1.21 to 1.40 | for University Scholarship           |
   | 1.41 to 1.60 | for College Scholarship              |

obtained in the academic subjects taken in the previous semester.

2. He must have carried a load of not less than eighteen (18) units and not more than what is specified in his course/curriculum in the previous semester.
3. He must have no non-passing grade/mark in any subject, including ROTC.

A mark of "D" is considered as non-passing grade.

4. He must have no record of misconduct or misbehavior.

II. PROCEDURE

1. The DRRM
   
a. generates a print-out of list of students per college who qualified for University President Scholarship and/or University Scholarship and/or College Scholarship two weeks after the end of the semester;

b. processes, evaluates, and validates the papers of the candidates;

c. furnishes the SAO and the Dean’s Office with copies of the said list for certification of no record of misbehavior or misconduct;

d. prepares the list of University President Scholars and/or University Scholars and/or College Scholars by accomplishing NIS Form No.2;

e. endorses the list of College Scholars to the Dean of the College for review and confirmation;

f. endorses the list of University President Scholars and/or University Scholars and/or College Scholars as confirmed by the respective Dean to the University Scholarship Committee;

g. posts the approved list of the Scholars on the DRRM Bulletin Board;

h. issues to the scholars a certification of Scholarship; and

i. furnishes the Comptroller’s Department, the Colleges concerned, and the MISD with a complete list of Scholars.

3. The UNIVERSITY SCHOLARSHIP COMMITTEE confirms the list of University President Scholars and/or University Scholars and/or College Scholars and endorses the same to the President, through the Vice
President for Academic Affairs/Chancellor for approval:

3. The SCHOLAR

   a. verifies his scholarship from any of the following offices: DRRM, Dean of Students, Dean concerned, Comptroller; if his name is in the list of scholars,

   b. signs, together with his parents/guardian, the letter of understanding and submits the same to the Dean of Students;

   c. gets a certification of his scholarship from the DRRM;

   d. then goes to the Comptroller’s Department and submits the certification for tuition adjustment/refund.

DEADLINE FOR SUBMISSION OF THE PAPERS OF THE CANDIDATES FOR SCHOLARSHIPS TO THE PRESIDENT: – The list of scholars shall be indorsed to the President by the University Committee on Scholarships on or before the scheduled Mid Term Examinations.

For strict compliance by all concerned.

JOSEFINA R. CORTES
President
and Chief Academic Officer

cc: Chairman of the Board and CEO
All Other Members of the Academic Council

2219 C. M. Recto Avenue, Manila • Telephone No. 735-5471 loc. 305 • E-mail: president@ue.edu.ph
MEMORANDUM

TO: All Heads of Offices/Departments/Colleges
    and All Others Concerned

RE: Corrections to the General Order No. 3, Series of 1996

The following propositions in the above-mentioned General Order
shall be corrected and shall read thus: (Corrections are in bold letters.)

A. 1. The “NO ID, NO ENTRY” Policy should be **strictly** enforced.

A. 2. The security guard(s) should be alert and **should** strictly guard
    the gates at all times.

A. 3. ... All visitors, except those who have been invited, should leave
    their **ID** with the guard, and should sign on the log book
    indicating the following:

A. 6. The security guards should **observe courtesy** and exercise
    maximum tolerance in dealing with students, visitors and all
    **others** concerned.

D. 1. Every student should wear his/her **ID** prominently at all times
    **inside** the campus.

D. 2. He/She should report to the **Dean faculty members who are**
    **always late.**

D. 3. He/She should report any unauthorized person who speaks in
    class without permission.

D. 4. Students should have **their ID** revalidated every semester.

For the guidance and information of all concerned.

[Signature]

P. O. DOMINGO
Chairman and President
Amendment to Academic Circular No. 4, Series of 1994 (Semi On-Line Registration Procedure)

TO: Chancellor
    Vice-President for Academic Affairs
    All Deans
    Director, MIS Dept.
    Director, Office of Admission
    Director, P.E. Dept.
    Asst. University Registrars
    All Others Concerned

SUBJECT: ISSUANCE OF PRE-ENROLLMENT FORM

To facilitate and expedite the registration of enrollees, particularly those who are ready to have their registration validated, to minimize overcrowding in the sticker area during the first few days of enrollment period, and to avoid unnecessary delay in processing the enrollment papers of those who are under academic probation/warning, the following amendments on Semi-On-Line Computer-Aided Registration Procedure under Academic Circular Number 4, Series of 1994, must be strictly observed starting the enrollment period for the Second Semester, School year 1995-1996:

1. An enrollee shall be issued a Pre-Enrollment Form (PEF) only after he paid a down payment of not less than eight hundred fifty pesos (P850.00) which is the down payment of scheme 2 of installment mode.

2. Non-paying students must secure a certification from head of the Students Account Section in lieu of the required down payment.

3. A student under academic probation/warning must secure first a clearance from the Dean.

For strict compliance of all concerned.

P. O. DOMINGO
Chairman of the Board and President

October 11, 1995
June 16, 1994

MEMORANDUM

TO : All Concerned

As we start school year 1994-1995 it may be well to encourage our faculty members to identify, together with their students especially the freshmen, certain aspects in our value system which would help ensure a satisfying and successful student life.

One such value is on our concept of TIME. At times, this is taken for granted and that we tend to justify/rationalize habits of being late for appointments, meeting deadlines in our work or even coming to classes late. We often cite the reasons of coming late in that we are following Filipino time or that it is a Spanish influence on our Philippine culture.

Orientation of students to the subjects enrolled in, and/or initial instruction on the subject matter may incorporate discussions on the value of TIME. I further suggest that slogans or quotations on the importance of TIME be submitted to the University Relations Office for proper handling. To mention some examples: "Time lost is never regained", "Time is precious", "Time is Gold", "It is not charming to hurry, but it is selfish to be late", etc.


P. O. DOMINGO
Chairman of the Board/Chief Executive Officer and Acting President
UNIVERSITY OF THE EAST
Manila

October 30, 1987

MEMORANDUM

TO: All Faculty Members and Students

FROM: The Dean

It has been brought to the attention of this office that a good number of faculty members accept students in their classes even if they are not officially enrolled in the said classes. In many instances, this practice has resulted in having students' names appear in faculty grade sheets of two faculty members with grades. Reports have also reached us that, because of faculty accommodation, students from one class are allowed to transfer to another class without the written approval of the Dean of the College.

In view of the above observations, the following policies are hereby formulated for compliance of the people concerned effective immediately:

1. No faculty member must accept any student transferring to his/her class without the approval of the Dean. This approval is reflected in the CHANGE SLIP that the student must present to the faculty.

2. No subject, including PE and ROTC, shall be credited and given the corresponding unit/s if not officially enrolled in by the student.

3. No subject taken in lieu of another subject shall be credited and given the corresponding unit/s if no change of subject was officially undertaken.

4. No subject taken in excess of the regular load prescribed by the curriculum of the course shall be credited and given the corresponding unit/s if the student has no official permit to carry an overload prior to his enrolment.

5. No subject cross-enrolled in another school shall be credited and given the corresponding unit if the student has no official permit to cross-enroll the said subject as endorsed by the Dean and approval by the University Registrar.

6. No undergraduate subject taken in another school shall be credited an given the corresponding unit/s if the student, on the basis of the credentials submitted, was admitted and registered in the University as Freshman and not as transferee.
7. When student obtains two grades in one and the same subject, no
credit and corresponding unit/s shall be given to the said subject unless
he submits a document that he was allowed by the Dean to transfer to
another section and hour.

8. When a student obtains grades in two subjects: one of which is a pre-
requisite to the other, the higher subject shall not be credited and given
the corresponding units unless there is a formal approval by the Dean
and the University Registrar to take the two subjects simultaneously
prior to his enrolment.

9. A student who, after 2 years of stay in the University and after due
notices, does not have F-137A or transcript of record from the school
he attended last, will not be allowed to enroll in the ensuing terms
unless the required document is submitted and dully incorporated in his
records.

Faculty members are enjoined to discourage this practice of students so as
not to prejudice their interest.

(SGD.)
ISIDRO D. CARIÑO
President and Chairman
Of the Board
• Any non-passing mark shall automatically disqualify a transferee from receiving a Latin honor.

d. Record of Misconduct or Misbehavior

The transferee must have no record of misconduct or misbehavior during his stay in his previous school and in UE.

If the above merits the approval of the Board of Trustees, this shall form part as addendum to Academic Circular No. 1, Series of 1995 as revised February 2006 and Academic Circular No. 4, Series of 1999 as revised February 2006.

For consideration of the Board of Trustees.

Thank you.

APPROVED & CONFIRMED by the Board of Trustees under Board Res. No. 2006-6-54 dated June 15, 2006.

ESTER A. GARCIA
Acting President

[Signature]
Secretary
8) The University of the East is now going through rebirth and regeneration.

This renewal should be accompanied by the death of old undesirable habits.

There should be a renaissance also of civil, polite, and considerate behavior.

Our personnel and officers should set the example to our students and to the outsiders who deal with us.

9) It is not my intention to go after the subjects of past complaints.

I would rather that we simply wipe the slate clean and let us all have a fresh start.

10) I enjoin all our personnel and officers to join me in this effort to make the new University of the East not only a center of learning and academic accomplishment but also a place that is a model for harmonious social inter-action that is the product of considerate and civilized behavior.

P. O. DOMINGO
Chairman of the Board
and
Chief Executive Officer