



PRELIMINARY SURVEY VISIT

AREA III. CURRICULUM AND INSTRUCTION

E. GRADUATION REQUIREMENTS

E.2. SAMPLE COPY OF STUDENT CLEARANCE BEFORE GRADUATION,

**CHAPTER 61
GRADUATION**

Article 211. Graduation Requirements

Section 1. No student shall be recommended for graduation unless he/she has complied with all academic and other requirements for graduation.

Section 2. The Director of the Admission and Records Office shall prepare the tentative list of candidates for graduation before the enrolment for the second semester of the school year. In consultation with the college program evaluator, the Director shall examine the academic record of each listed candidate to ascertain if he/she has any deficiency or whether all other requirements for graduation have been satisfactorily fulfilled. In the case of deficiencies, the Director through the Vice President for Academic Affairs shall notify the concerned Deans of the deficiencies of their students. With the approval of the Vice President for Academic Affairs, the Director shall publish the complete list of prospective candidates for graduation one semester before graduation.

Section 3. All candidates for graduation shall clear all their deficiencies and records not later than five (5) weeks before the end of their last semester, except for their currently enrolled subjects for the last semester.

Section 4. All candidates for graduation must have their academic deficiencies satisfactorily submitted and complied with, not later than the scheduled College Academic Council Meeting.

Section 5. A College Academic Council Meeting shall be conducted to assess, evaluate, and approve candidates for graduation from the academic units prior to the University Academic Council Meeting.

Section 6. No student shall be allowed to graduate from the University unless his/her name shall have been endorsed as a candidate for graduation by the University Academic Council and approved by the USM Board of Regents.

Section 7. No student shall be issued his/her Certificate, Transcript of Records, and Diploma unless a corresponding FINAL CLEARANCE shall be duly accomplished.



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

STUDENT FINAL CLEARANCE

Office of the University Registrar

Academic Status: Active In-active
Purpose: Transfer Separation Graduation

Name: _____ ID No. _____ Sex: _____
(Surname) (First Name) (M.I.)

Home Address: _____

College: _____ Program: _____ Year/Section: _____

I HEREBY CERTIFY that the above signatures of the clearing officials are genuine and true.

Student's Signature

Date