AREA III

CURRICULUM AND INSTRUCTION

PARAMETER E

GRADUATION REQUIREMENTS

SYSTEM - INPUTS AND PROCESSES

S.1. There is a policy on graduation requirements

Policies on graduation are provided in the USM Code 2024 Edition, Book III, The Academic Affairs. Chapter 61.

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.

Article 212. Graduation with Honors

Section 1. Students who complete their courses with the following range of weighted average, computed to the third decimal places without rounding off the final grades, shall graduate with honors:

Summa Cum Laude	1.000 – 1.249
Magna Cum Laude	1.250 – 1.499
Cum Laude	1.500 – 1.750

Provided, that the grades in all academic subjects prescribed in the curriculum shall be included in the computation of the final average; that the candidates for graduation with honors shall not have any failing grades or unremoved "INC" in any academic or non-academic course, that students who are candidates for graduation with honors must finish their program within the prescribed period of the curriculum.

Transferees and second course seekers are entitled to enjoy the immediately preceding paragraphs, provided that they shall complete the prescribed curriculum without availing course substitution or course credits.

Transferees and shifters in the University or from any other educational institution may graduate with honors even if course substitution or course credits is availed, provided that he/she did not have failing grade or unremoved INC in the previous or current program and have not incurred underload in any semester.

The student who has garnered the highest GWA shall be declared as the class valedictorian and shall deliver the Valedictory Address.

Section 2. For students who are candidates for moving up with honors in programs with prescribed length of less than four (4) years, may be awarded the English equivalent: "With Highest Honors", "With High Honors", and "With Honors", respectively, provided that their grades fall within the range as specified in section one (1) of the same article.

Section 3. Furthermore, students who are candidates for graduation and moving up with honors must not have been found guilty of any violation of moral turpitude.

Section 4. Students who are candidates for graduation with honors must have completed in the University, at least, 50% of the total number of academic units required for graduation and must have a cumulative residency in the University of at least two (2) years prior to graduation.

Section 8. Graduating students who incurred INC, NG, IP grades may be considered for graduation with honors, provided that such grades are incurred during pandemic and/or prolonged/recurring natural disasters and in the state of national emergencies as officially declared by the national government. Similarly, academic deficiencies cited above must be properly complied within the prescribed period of completion.

Article 213. Commencement and Baccalaureate Exercises

Section 1. Unless otherwise provided, the University may have two (2) commencement exercises: a regular graduation at the end of the school year and a mid-year graduation at the end of the first semester, as may be deemed appropriate by the Academic Council, provided there are at least 250 candidates for graduation.

Section 2. The Vice President for Academic Affairs shall oversee the commencement and baccalaureate exercises and may create committees for this purpose.

Section 3. The commencement exercises for graduating students of the University, except those from the laboratory schools, shall be held on the same date fixed for graduation in the University Academic Calendar.

Section 4. The cluster commencement exercises may be held separately from the general commencement exercises on the specific dates and venues fixed by the President of the University upon the endorsement of the Academic Council.

Section 5. Graduating students who cannot physically attend the commencement exercises for valid reasons must apply for graduation in absentia with the Admission and Records Office at least 10 days before the commencement exercises.

Section 6. The diploma shall bear the name and address of the University, name of the program, actual date of the commencement exercises, honors received (as applicable), the signature of the President (and/or other signatures as may be deemed appropriate), and the dry seal of the University.