

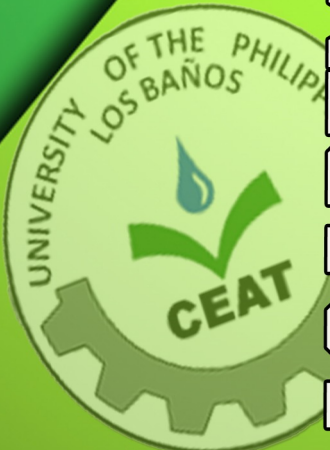


COLLEGE OF ENGINEERING AND AGRO-INDUSTRIAL TECHNOLOGY

ACADEMIC

P

PROGRAMS
POLICIES
PROCEDURES





FOREWORD

The purpose of this handbook is to provide details of the academic programs, policies, and procedures of CEAT. It contains information concerning admission and registration, attendance, examination and grades, honorific awards, graduation requirements, and other matters of general interest to CEAT students. The guidelines were sourced from the University Code, Board of Regent, UPLB University Council, and CEAT Faculty Resolutions. All CEAT students are expected to abide by these policies accordingly.

We sincerely hope that this guidebook will be of value to you during your stay in the university. Other publications of interest to CEAT students are available at the Office of the College Secretary and at the www.ceat.uplb.edu.ph website. You are also strongly encouraged to consult regularly with your academic advisers regarding your plan and progress of study.

I wish you all the best in your pursuit of your engineering education.

ARNOLD R. ELEPAÑO, Ph.D.
Dean, CEAT



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BRIEF HISTORY OF CEAT

The **College of Engineering and Agro-industrial Technology (CEAT)** traces its roots to the former Department of Agricultural Engineering which was created in 1912 as one of the departments of the College of Agriculture. On June 24, 1976, the department became the Institute of Agricultural Engineering and Technology. It was elevated to a College on February 24, 1983. The elevation of the institute to a college gave rise to the establishment of Chemical Engineering Department and creation of Engineering Science Department. In all these years, CEAT pursues the university goals of providing leadership in agro-industrial engineering for countryside development.

Today, the College offers undergraduate curricular programs leading to the Bachelor of Science degrees in Agricultural and Biosystems Engineering (BSABE), Chemical Engineering (BSChE), Civil Engineering (BSCE), Electrical Engineering (BSEE) and Industrial Engineering (BSIE). The College also offers post-graduate programs in the following fields: Master of Science in Agricultural Engineering and Chemical Engineering and PhD in Agricultural Engineering.

CEAT envisions excellence in engineering education, research and extension; committed to progressive transformation and global relevance of Philippine agriculture and industry.

CEAT's curriculum provides basic education that integrates engineering science and design with applied biological, environment, and agricultural sciences that allows the students to develop skills and professional knowledge common to their specialized fields. Graduates of CEAT are expected to apply their knowledge and skill for the agro-industrial development needs of the country.



UNDERGRADUATE PROGRAMS

Bachelor of Science in Agricultural and Biosystems Engineering

The undergraduate program provides the basic education for developing skills and professional knowledge common to the specialized fields of agricultural and biosystems engineering. The BSABE program is accredited by the ASEAN University Network (AUN). The curriculum integrates engineering science and design with applied biological, environmental, and agricultural sciences that allows the students to develop professional command of a particular specialized area of discipline such as agricultural power and machinery for bio-production systems, agricultural and bio-process engineering, agrometeorology and farm structures or land and water resources engineering. The BS curriculum provides the basic entry level competencies into engineering design, biosystems and agro-industrial development, operation and services including teaching and research.

Undergraduate students enroll in a five-year curriculum that meets the minimum requirements set by the Commission on Higher Education and for the Professional Regulations Commission board examination for agricultural engineers. Graduates of the program are expected to apply their professional knowledge in tapping emerging technologies that will provide safe food and water to consume, renewable energy, a stable environment and products and processes that will improve quality of life, and contribute to the agro-industrial development needs of the country.

BS Agricultural and Biosystems Engineering Curriculum

FIRST SEMESTER	UNIT	SECOND SEMESTER	UNIT
FIRST YEAR			
BIO 1	3	BIO 2	3
ABE 30	1	ANSC 1	3
MATH 17	5	MATH 26	3
ECON 10 (SSP)	3	ENSC 10a	2
GE	3	CHEM 15	3
ENG 1 (AH)	3	CHEM 15.1	2
PE 1	(2)	ENG 2 (AH)	3
		PE 2 or 3	(2)
TOTAL	18	TOTAL	19

FIRST SEMESTER	UNIT	SECOND SEMESTER	UNIT
SECOND YEAR			
MATH 27	3	MATH 28	3
PHYS 3	3	PHYS 13	3
STAT 1	3	ENSC 11	3
ENSC 10b	2	ABE 70	3
SOIL I	3	GE (SSP)	3
GE (AH)	3	GE (MST)	3
GE (MST)	3	SPCM 1 (AH)	3
PE 2/3	(2)	PE 2/3	(2)
NSTP 1	(3)	NSTP 2	(3)
TOTAL	20	TOTAL	21
THIRD YEAR			
CRSC 1	3	CRSC 2	3
ABE 31	2	ENSC 15	3
ENSC 12	3	ENSC 16	3
ENSC 13	3	Elective	3
ENSC 14	3	ENSC 18	3
ENSC 21	3	GE (SSP)	3
ENSC 26	3	GE (MST)	3
TOTAL	20	TOTAL	21
FOURTH YEAR			
EE 1	3	ABE 51	3
ABE 50	3	ABE 72	3
ABE 71	3	ABE 12	3
ABE 11	3	ABE 42	3
ABE 40	4	ABE 47	3
ABE 41	4	IE 150	3
TOTAL	20	TOTAL	18
FIFTH YEAR			
ABE 81	3	Specialization Course	3
ABE 73	3	Specialization Course	3
ABE 49	1	ABE 199	1
ABE 200/200a	3	ABE 200/200a	3
Specialization Course	3	PI 10	3
ENG 10	3	IE 141	3
GE (AH)	3		3
TOTAL	19	TOTAL	19

Total Number of Units = 195

*All students are required to undergo National Service Training Program (NSTP; 6 units) for one year as a requirement for graduation.

**A 3-unit course on Philippine Studies can be chosen by the student from the list of qualified courses

**Faculty of the Institute of Agricultural Engineering**◆ **Agricultural and Bio-Process Division**

BAWAR, RINA A., Assistant Professor, BSAE, 2009, UPLB, MS AE, 2013, UPLB
ELAURIA, JESSIE C., Professor, BSAE, 1978, UPLB, M Mechanical Engineering, 1986,
UP Diliman, PhD Energy Engineering, 1993, UP Diliman
ELEPAÑO, ARNOLD R., Professor, BSAE (cum laude), 1985, UPLB, MS Energy Engi-
neering, 1988, UP Diliman, PhD Mechanical Engineering, 1991, Queen's University,
Canada
FLORES, FIDELINA T., Assistant Professor, BSAE, 2007, UPLB, MSAE, 2013, UPLB
GONZALES, MA. CAMILLE T., Instructor, BSABE, 2014, UPLB
IGNACIO, MA. CRISTINE CONCEPCION D., Assistant Professor, BSAE, 2005, UPLB, MS
AE, 2011, UPLB
PERALTA, ENGELBERT K., Professor, BSAE, 1978, UPLB, M Eng'g, 1981, Asian Institute
of Technology, Thailand, PhD AE, 1990, Texas A&M University
YAPTENCO, KEVIN F., Professor, BSAE, 1988, UPLB, MS AE, 1993, University of Illinois,
PhD Bio-Industry, 2000, Tokyo University of Agriculture
LOZADA, ERNESTO P., Professor Emeritus, BS ChE, 1965, University of San Agustin, MS
AE, 1970, UPLB, PhD AE, 1974, Pennsylvania State University

◆ **Agrometeorology and Farm Structures Division**

BALLARAN, VICENTE G. JR. Assistant Professor, BSAE, 1998, UPLB, MS Agromet 2006,
UPLB, vdballaran@up.edu.ph
CASTRO, MARION LUX Y., Assistant Professor, BSAE, 1996, UPLB, MS Agromet, 2005,
UPLB, mycastro@up.edu.ph
DORADO, MOISES A., Professor, BSAE, 1987, UPLB, MS Agromet, 1993, UPLB, mado-
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MAGTOTO, KEYNTY BOY V., Assistant Professor, BSAE, 2013, UPLB, MSAE, 2016,
UPLB, kvmagtoto@up.edu.ph
RELATIVO, PATRICK LEMUEL P., Instructor, BSAE, 2012, UPLB, pprelativo@up.edu.ph
SALUDES, RONALDO B., Associate Professor, BSAE (cum laude), 1997, MS Agromet,
2001, UPLB, PhD AE, 2008, Tokyo U of Agric and Tech, Japan, rbsaludes@up.edu.ph

◆ **Agricultural Machinery Division**

AMONGO ROSSANA MARIE C., Associate Professor, BSAE, 1988, UPLB, MSAE, 1995, UPLB, PhD AE, 2008, UPLB, rcamongo@up.edu.ph

BATO, PEPITO M., Professor, BSAE, 1984, UPLB, M Eng'g, 1990, Lincoln University New Zealand, PhD AgSci, 2000, Miyazaki University, Japan, pmbato@up.edu.ph

FAJARDO, ARTHUR L., Associate Professor, BSAE, 1998, UPLB, MSAE, 2007, UPLB, PhD AE, 2015, UPLB, alfajardo@up.edu.ph

GALLEGOS, RALPH KRISTOFFER B., Assistant Professor, BSAE (*magna cum laude*), 2007, UPLB, MSAE (Academic Achievement Award), 2012, UPLB, PhD Mechanical Engg, on going, University of Auckland, New Zealand, rbgallegos@up.edu.ph

ONAL, MARK KEYLORD S., Assistant Professor, BSAE, 2008, UPLB, MSAE, 2011, UPLB, msonal@up.edu.ph

PARAS, FERNANDO JR, O., Associate Professor, BSAE, 1993, UPLB, MS AE, 2003, UPLB, PhD Energy Eng'g, 2012, UP Diliman, fopars1@up.edu.ph

QUILLOY, ERWIN P., Assistant Professor, BSAE, 2006, UPLB, MSAE, 2014, UPLB, epquilloy@up.edu.ph

SUMINISTRADO, DELFIN C., Professor, BSAE, 1976, UPLB, M Eng'g, 1980, Asian Institute of Technology, PhD AE, 1991, Tsukuba University, Japan, dcsuministrado@up.edu.ph

ZUBIA, OMAR F., Assistant Professor, BSAE, 1998, UPLB, MSAE, 2007, UPLB, ofzubia@up.edu.ph

RESURRECCION, ARSENIO, N., Professor Emeritus, BSAE, 1971, UPLB, MSAE, 1978, UPLB, PhD AE, 1980, Iowa State University, AMES, Iowa, USA, archieresu@yahoo.com.ph

◆ **Land and Water Resources Division**

CATUBIG, JOAN CECILIA M., Assistant Professor, BSAE, 2007, UPLB, MS AE, 2011, UPLB, jmcaturbig@up.edu.ph

DELOS REYES, AURELIO JR. A., Associate Professor, BSAE, 1979, UPLB, M. Engineering, 1982, Asian Institute of Technology, Thailand, PhD Eng Sci, 1995, Louisiana State University, USA, aadelosreyes2@up.edu.ph

DE LOS REYES, ROSA B., Assistant Professor, BSAE, 1996, UPLB, MS Agromet, 2003, UPLB, rbdelosreyes2@up.edu.ph

DUKA, Maurice A., Assistant Professor, BSAE (*magna cum laude*), 2007, UPLB, MS ES, 2015, University of Auckland, New Zealand, maduka@up.edu.ph

ELLA, VICTOR B., Professor, BSAE, 1982, UPLB, MSAE, 1986, Catholic University of Leuven, Belgium, PhD AE & CE, 1999, Iowa State University, USA, vbella@up.edu.ph

GONZALES, JEFFREY A., Instructor, BSAE, 2010, MSAE (on-going) UPLB, jagonzales7@up.edu.ph

LUYUN, ROGER JR. A., Assistant Professor, BSAE, 1993, UPLB, MSAE, 2003, UPLB, PhD Env Eng'g 2010, Kagoshima University, Japan, raluyun1@up.edu.ph

SANDOVAL, JOSEPH DANIEL C., Instructor, BSABE, 2014, UPLB, jcsandoval@up.edu.ph

SOBREMISANA, ANTONIO GABINO G. P., Assistant Professor, BSAE (*cum laude*), 1988, UPLB, MSAE, 1994, University of Karlsruhe, Germany, PhD on-going, North Carolina State University USA, apsobremisana@up.edu.ph



Bachelor of Science in Chemical Engineering

The graduates of this curriculum are expected to meet the technical manpower requirements of the emerging agri-based industries and traditional chemical process industries, specifically in the area of bio-process engineering and chemical process engineering. Chemical engineers with some understanding of bio-processes are needed to scale-up production from laboratory to bench levels into the industrial level. In the long run, local processing of raw materials into consumer and industrial products should help raise rural income, generate foreign exchange, and protect the Philippine economy from adverse external trade conditions.

Students in this program may take the general curriculum or the major in Sugar Technology or Pulp and Paper Technology options.

B.S. CHEMICAL ENGINEERING* (General Curriculum) (RGEP INCLUDED)

FIRST YEAR

FIRST SEMESTER	UNIT	SECOND SEMESTER	UNIT
GE (SSP)	3	CHEM 17	3
CHEM 16	3	CHEM 17.1	2
CHEM 16.1	2	ENG 2(AH)	3
ENG 1(AH)	3	MATH 36	5
MATH 17	5	PHYS 3	3
PI 10(SSP)	3	MCB 1	3
P.E. 1	(2)	P.E. 2	(2)
	19		19

SECOND YEAR

FIRST SEMESTER	UNIT	SECOND SEMESTER	UNIT
CHEM 32	3	ChE 31	3
CHEM 32.1	2	CHEM 111	3
CHEM 40	3	ENSC 11	3
CHEM 40.1	1	MATH 38	3
MATH 37	5	GE (SSP)	3
PHYS 13	3	ENSC 10a	2
SPCM1(AH)	3	NASC 5(MST)	3
P.E. 2	(2)	P.E. 2/3	(2)
NSTP 1*	(3)	NSTP 2*	(3)
	21		20

**THIRD YEAR**

FIRST SEMESTER	UNIT	SECOND SEMESTER	UNIT
ChE 32	3	ENSC 26	3
CHEM111.1	2	ChE 142	3
CHEM 112	3	ChE 149	3
ENSC 12	3	ChE 147	3
EE 1	3	GE (AH)	3
ENSC 21	3	STAT 1	3
CHEM 160	3	ChE 152	3
	20		21
FOURTH YEAR			
FIRST SEMESTER	UNIT	SECOND SEMESTER	UNIT
ChE 143	3	ChE 41	3
ChE 153	3	ChE 156	2
ChE 145	3	ChE 192	3
ChE 154	3	ChE 172	3
ChE 155	2	ENG 10	3
ENSC 10b	2	GE (SSP)	3
ENSC 13	3	Cognate Course	3
	19		20

FIFTH YEAR

FIRST SEMESTER	UNIT	SECOND SEMESTER	UNIT
ChE 193	3	ChE 191**	3
ChE 180	3	ChE 199	1
ChE 200**	3	ChE 200***	3
ChE 185	2	GE	3
GE (AH)	3	ChE 170	3
GE (MST)	3	GE (MST)	3
Cognate Course	3		16
	20		

Total Number of Units = 195

A 3-unit course on Philippine Studies can be chosen by the student from the list of qualified courses



**B.S. CHEMICAL ENGINEERING* (Major in Sugar Technology Curriculum)
(RGEP INCLUDED)**

FIRST YEAR

FIRST SEMESTER	UNIT	SECOND SEMESTER	UNIT
GE (SSP)	3	SUTC 185	2
CHEM 16	3	CHEM 17	3
CHEM 16.1	2	CHEM 17.1	2
ENG 1(AH)	3	ENG 2(AH)	3
MATH 17	5	MATH 36	5
PI 10(SSP)	3	PHYS 3	3
P.E. 1	(2)	MCB 1	3
		P.E. 2	(2)
	19		21

SECOND YEAR

FIRST SEMESTER	UNIT	SECOND SEMESTER	UNIT
CHEM 32	3	ChE 31	3
CHEM 32.1	2	CHEM 111	3
CHEM 40	3	ENSC 11	3
CHEM 40.1	1	MATH 38	3
MATH 37	5	GE (SSP)	3
PHYS 13	3	ENSC 10a	2
SPCM1(AH)	3	NASC 5(MST)	3
P.E. 2	(2)	P.E. 2/3	(2)
NSTP 1*	(3)	NSTP 2*	(3)
	21		20

**THIRD YEAR**

FIRST SEMESTER	UNIT	SECOND SEMESTER	UNIT
ChE 32	3	ChE 41	3
CHEM 111.1	2	ChE 142	3
CHEM 112	3	ChE 149	3
CHEM 160	3	ChE 147	3
EE 1	3	ENSC 13	3
ENSC 21	3	ChE 152	3
ENSC 12	3	ENSC 26	3
	20		21
FOURTH YEAR			
FIRST SEMESTER	UNIT	SECOND SEMESTER	UNIT
ChE 143	3	GE (AH)	3
ChE 145	3	STAT 1	3
ChE 153	3	GE (MST)	3
ChE 154	3	ChE 192	3
SUTC 148	3	SUTC 154	5
GE(AH)	3	SUTC 181	3
GE (SSP)	3		20
	21		

SUMMER

SUTC 200** or 3
 SUTC 200a 3
3

FIFTH YEAR

FIRST SEMESTER	UNIT	SECOND SEMESTER	UNIT
ENG. 10	3	SUTC 193	3
GE (MST)	3	ENSC 10b	2
GE (SSP)	3	ChE 156	2
SUTC 170	3	ChE 185	2
SUTC 171	3		9
ChE 155	2		
SUTC 200** or	3		
SUTC 200a	3		
	20		

Total Number of Units = 196

* - May be substituted with CS or Literacy course

** - May be taken as early as the summer before the fifth year

*The student should enroll a 3-unit GE course on Philippine studies in any domain (AH/SSP/MST).



B.S. CHEMICAL ENGINEERING* (Major in Pulp and Paper Technology)
(RGEP INCLUDED)

FIRST YEAR

FIRST SEMESTER	UNIT	SECOND SEMESTER	UNIT
CHEM16	3	CHEM17	3
CHEM 16.1	2	CHEM 17.1	2
PI10(SSP)	3	ENG 2(AH)	3
ENG1(AH)	3	PHYS3	3
MATH17	5	MATH36	5
GE(SSP)	3	MCB1	3
PE1	(2)	PE2	(2)
	19		19

SECOND YEAR

FIRST SEMESTER	UNIT	SECOND SEMESTER	UNIT
BOT1	3	ChE31	3
CHEM32	3	CHEM111	3
CHEM 32.1	2	ENSC10a	2
SPCM1(AH)	3	ENSC11	3
MATH37	5	MATH38	3
PHYS13	3	GE(SSP)	3
PE2	(2)	NASC5(MST)	3
NSTP 1*	(3)	PE2/3	(2)
	19	NSTP 2*	(3)
			20

THIRD YEAR

ENSC26	3	ChE 41	3
CHEM40	3	ChE 142	3
CHEM 40.1	1	ChE 147	3
ENSC12	3	ChE 149	3
ENSC21	3	CHEM 160	3
CHEM 111.1	2	ChE 152	3
CHEM112	3	GE (AH)	3
FPPS111	3		21
	21		

**SUMMER**

GE(SSP) 3

GE(MST) 3

6**FOUTH YEAR**

FIRST SEMESTER	UNIT	SECOND SEMESTER	UNIT
ChE143	3	ChE 156	2
ChE145	3	STAT1	3
ChE153	3	ENSC13	3
ChE154	3	GE(SSP)	3
ChE155	2	GE(AH)	3
EE1	3	FPPS132	3
FPPS131	3	FPPS132.1	2
	20		19

FIFTH YEAR

FIRST SEMESTER	UNIT	SECOND SEMESTER	UNIT
ChE32	3	PPT193	3
GE(MST)	3	PPT199	1
ENG10	3	ENSC 10b	2
PPT170	3	PPT200** PPT200a	6
ChE192	3		12
PPT188	3		
ChE185	2		
	20		

Total Number of Units = 194

* - May be substituted with CS or Literacy course

**Faculty of the Department of Chemical Engineering****REGULAR FACULTY**

- ALCANTARA, JERICO Z., Assistant Professor 1, BS ChE (*cum laude*), 2008, UPLB; MS ChE, 2015, UPLB; PhD on-going Western Michigan University, USA
- ALFAFARA, CATALINO G., Associate Professor 7, BS ChE (*magna cum laude*), 1980, University of San Carlos; M. Eng. Envi Eng , 1985, Asian Inst of Tech; PhD Fermentation Technology, 1992, Osaka University, Japan
- AROCENA, RHEBNER E., Instructor 2, BS ChE, 2010, UPLB; MS ChE on-going, UPLB
- BAMBASE, MANOLITO JR. E., Assistant Professor 4, BS ChE, 1998, UPLB; MS BioSystem Science, 2005; PhD Biotechnology, 2008, University of Tsukuba
- BATALLER, BUTCH G., Assistant Professor 2, BS ChE (*cum laude*), 2007, UPLB; MS ChE (*Academic Excellence Award*), 2015, UPLB; PhD on-going Texas A&M University, USA
- BAUTISTA, RAMER P., Assistant Professor 6, BS ChE, 2006; MS ChE, 2012, UPLB; PhD ChE, 2016, UP Diliman
- BORINES, MYRA G., Associate Professor 5, BS ChE, 1994, UPLB; MS ChE, 1999, UP Diliman; PhD ChE, 2012, UP Diliman
- CAPUNITAN, JEWEL A., Assistant Professor 6, BS ChE (*cum laude*), 2002, UPLB; MS ChE, 2007, UPLB; PhD Bio and Agri Eng, 2013, Texas A&M University, USA
- DE CASTRO, LEANDRO T., Assistant Professor 1, BS ChE, (*cum laude*), 1998, UPLB; MS ChE, 2015, UP Diliman
- DEL BARRIO MARILYN C., Assistant Professor 3, BS ChE, 1996; MS ChE, 2008, UPLB; PhD on-going, UP Diliman
- DEMAFELIS, REX B., Professor 10, BS ChE (*cum laude*), 1984, University of San Agustin; MS ChE, 1990, UP Diliman; PhD by research, 2016, UPLB
- DOLIENTE, STEPHEN S., Assistant Professor 1, BS ChE (*cum laude*), 2008, UP Diliman; MS Energy Eng, 2012, UP Diliman
- GATDULA, KRISTEL M., Instructor 5, BS ChE, 2013, UPLB; MS ChE on-going, UPLB
- GUERRERO, GINO APOLLO M., Instructor 3, BS ChE, 2008, UPLB; MS ChE on-going, UPLB
- LAURIO, MICHAEL VINCENT O., Instructor 6, BS ChE, 2009, UPLB; MS ChE (*Academic Excellence Award*), 2017, UPLB
- MAGUYON-DETRAS, MONET CONCEPCION C., Assistant Professor 6, BS ChE (*cum laude*), 2004; MS ChE (*Academic Achievement Award*), 2009, UPLB; PhD Bio and Agri Eng, 2013, Texas A&M University, USA
- MIGO, MARIA VICTORIA P., Instructor 5, BS ChE (*magna cum laude*), 2008; MS ChE on-going, UPLB
- MIGO, VERONICA P., Professor 1; BS Agri Chem, 1980, UPLB; MS Soil Science, 1986, UPLB; PhD Agri Chem, 1994, UPLB
- MOVILLON, JOVITA L., Professor 12; BS Sugar Technology, 1973, UPLB; MS Agronomy (Sugarcane Physiology; Minor: Biochemistry), 1977, UPLB; PhD Agronomy (Sugarcane Production; Cognates: a) Production Economics, and b) Marketing), 1986, UPLB
- SANTIAGO, DENISE ESTER O., Assistant Professor 3, BS ChE, 2006, UPLB; MS Envi Eng and Biotech, 2010, Myongji University, South Korea; PhD on-going, UP Diliman
- VALENCIA, JEANNE MICHELLE T., Assistant Professor 1, BS ChE, 2006; MS ChE, 2012, UPLB



Bachelor of Science in Civil Engineering

One of the most important aspects of rural development in the Philippines is the continuing need for infrastructures for transportation, communication, commerce, education, human settlements, energy development and agriculture. In the age of modern technology and interdependence of people and institutions, civil engineers constitute a specialized group of trained manpower whose expertise is indispensable for the design and construction of infrastructures for public and private use. The Southern Tagalog Region, in particular, is an emerging agro-industrial center with a high-projected need for irrigation and drainage, roads, bridges, manufacturing plants, agro-processing facilities, warehouses and port development. There are parallel high growth needs in residential homes, business offices, water supply systems, and waste disposal facilities. In the total picture, competent civil engineering graduates with other professionals are needed to effect the development of structural systems that are safe, economical, and efficient. The UPLB seeks to help upgrade in the long run, the quality of civil engineering education in the country, particularly in the Southern Tagalog Region.

BS Civil Engineering Curriculum

FIRST YEAR			
FIRST SEMESTER	UNIT	SECOND SEMESTER	UNIT
ENSC 1	1	GE (SSP)	3
ENG 1	3	GE (AH)	3
GE (SSP)	3	GE (MST)	3
GE (MST)	3	ENG 2	3
MATH 17	5	MATH 36	5
PE 1	(2)	STAT 1	3
GE (SSP)	3	PE 2 or 3	(2)
	18		20
SECOND YEAR			
FIRST SEMESTER	UNIT	SECOND SEMESTER	UNIT
ENSC 10a	2	SPCM 1 (AH)	3
CHEM 15	3	GE (AH)	3
CHEM 15.1	2	PI 10 (SSP)	3
MATH 37	5	MATH 38	3
PHYS 81	5	PHYS 82	3
PE 2 or 3	(2)	PE 2 or 3	(2)
NSTP 1	(3)	NSTP 2	(3)
	17		20

**THIRD YEAR**

FIRST SEMESTER	UNIT	SECOND SEMESTER	UNIT
ABE 70	3	CE 12	3
EE 1	3	CE 131	3
ENSC 13	3	ENSC 16	3
ENSC 12	3	ENSC 18	3
ENSC 10b	2	ENSC 21	3
GE (SSP)	3	FPPS 183	3
	17		18

FOURTH YEAR

FIRST SEMESTER	UNIT	SECOND SEMESTER	UNIT
ABE 71	3	CE 122	3
ABE 180	3	CE 134	3
CE 121	3	CE 152	3
CE 132	3	CE 161	3
CE 133	3	CE 162	3
CE 151	3	CE 137	3
ENSC 14	3	ENSC 16b	2
	21		20

FIFTH YEAR

FIRST SEMESTER	UNIT	SECOND SEMESTER	UNIT
CE 135	3	ABE 72	1
CE 141	3	CE 136	3
CE 163	1	CE 199	1
CE 171	3	CE 200/CE 200a	3
CE 200/CE 200a	3	ChE 180	3
ENG 10	3	GE (MST)	3
ENSC 26	3	Cognate Major CE Course**	3
	20		19

Total Number of Units = 190

A 3-unit course on Philippine Studies can be chosen by the student from the list of qualified courses

** To be taken/chosen with Department's approval

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Bachelor of Science in Electrical Engineering

This curricular program offers an excellent opportunity for the students to acquire solid academic preparations in electrical and electronic circuit theory and analysis. Graduates of the program are expected to be fully equipped and able to enhance the level of competencies as they chart their professional careers in the development mainstreams, particularly in power, electronic and computer engineering including equipment/instrument design.

This curricular program was conceived in response to the dire need for well-trained electrical and electronic engineers in all sectors of development, both on local and global scale. Each student can specialize in one or more of the following fields: a) power engineering, b) electronic engineering and c) computer engineering. Moreover, the student may choose a thesis research or practicum as specialization course.

BS Electrical Engineering Curriculum

FIRST YEAR			
FIRST SEMESTER	UNIT	SECOND SEMESTER	UNIT
MATH 17	1	CMSC 11	3
EE 10	3	MATH 36	5
ENG 1 (AH)	3	ENSC 10a	2
GE (MST)	3	GE (SSP)	3
GE (SSP)	5	GE (MST)	3
PE 1	(2)	PE 2 or 3	(2)
GE (SSP)	3	ENG 2 (AH)	3
	18		19
SECOND YEAR			
FIRST SEMESTER	UNIT	SECOND SEMESTER	UNIT
SPCM 1(AH)	3	ENSC 10b	2
CHEM 15	3	GE (SSP)	3
CHEM 15.1	2	PI 10 (SSP)	3
MATH 37	5	MATH 38	3
PHYS 81	5	PHYS 82	5
PE 2 or 3	(2)	PE 2 or 3	(2)
NSTP 1	(3)	NSTP 2	(3)
	18	ENSC 11	3
			19

**THIRD YEAR**

FIRST SEMESTER	UNIT	SECOND SEMESTER	UNIT
PHYS 83	5	EE 12	4
EE 11	4	EE 18	3
ENSC 12	3	ENSC 26	3
ENSC 14a	5	STAT 1	3
ENSC 21	3	GE (AH)	3
		GE (AH)	3
	20		19

FOURTH YEAR

FIRST SEMESTER	UNIT	SECOND SEMESTER	UNIT
EE 15	3	EE 120	4
EE 21	4	EE 131	3
EE 41	4	EE 151	3
EE 170	3	ENG 10	3
FPPS 183	3	GE (MST)	3
ELECTIVE	3	SPECIALIZATION COURSE	3
	20		19

FIFTH YEAR

FIRST SEMESTER	UNIT	SECOND SEMESTER	UNIT
EE 126	3	EE 181	1
EE 130	3	EE 90	3
EE 158	3	EE 180	1
EE 171	3	EE 141	3
EE 199	1	ELECTIVE	3
SPECIALIZATION COURSE	3	SPECIALIZATION COURSE	3
SPECIALIZATION COURSE	3	SPECIALIZATION COURSE	3
	19		19

Total Number of Units = 190

A 3-unit course on Philippine Studies can be chosen by the student from the list of qualified courses



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Bachelor of Science in Industrial Engineering

This curricular program aims to enable its students to have the competence to plan, design, install and evaluate integrated systems of personnel, materials, equipment, energy and information in ways that reduce costs and increase system efficiency and effectiveness. Through the program, the students are provided technical competencies for industrial systems analysis, design and management.

The BSIE program meets the minimum standards and other requirements set by the Commission on Higher Education. Graduates of the program are expected to apply their knowledge and skills for the industrial development needs of the Philippines.

The academic program is distinct from other curricula in industrial engineering since it requires the students to conduct and document a thesis research or practicum study before they graduate.

BS Industrial Engineering Curriculum

FIRST YEAR			
FIRST SEMESTER	UNIT	SECOND SEMESTER	UNIT
ECON 11	3	IE 3	3
ENG 1	3	CHEM 15	3
GE (AH)	3	CHEM 15.1	2
GE (SSP)	3	ENG 2	3
GE (SSP)	3	MATH 36	5
MATH 17	5	STAT 1	3
PE1	(2)	PE 2 or 3	(2)
	20		19
SECOND YEAR			
FIRST SEMESTER	UNIT	SECOND SEMESTER	UNIT
STAT 101	3	ENSC 10b	2
ENSC 10a	2	MGT 111	3
MATH 37	5	CMSC 11	3
PHYS 81	5	MATH 38	3
SPCM 1	3	GE (MST)	3
IE 31	3	PHYS 82	5
PE 2 or 3	(2)	PE 2 or 3	(2)
NSTP 1	(3)	NSTP 2	(3)
	21		19



THIRD YEAR			
FIRST SEMESTER	UNIT	SECOND SEMESTER	UNIT
ENSC 11	3	ENSC 12	3
ENSC 14a	5	IE 150	3
ENSC 21	3	IE 132	5
ENSC 26	3	IE 141	3
IE 21	3	IE 125	5
ABE 31	2		19
	19		
FOURTH YEAR			
FIRST SEMESTER	UNIT	SECOND SEMESTER	UNIT
GE (SSP)	3	EE 1	3
IE 134	3	ENG 16	3
IE 151	3	IE 184	3
IE 142	3	IE 136	3
ENSC 13	3	IE 152	3
IE 143	3	IE 144	3
IE 164	3	GE (AH)	3
	20		21
FIFTH YEAR			
FIRST SEMESTER	UNIT	SECOND SEMESTER	UNIT
IE 185	3	ENSC 90	1
IE 199	1	STS 1	3
ENG 10	3	GE (SSP)	3
PI 10	3	GE (MST)	3
Technical Cognate	3	Technical Cognate	3
IE 198/200	3	IE 190/200	3
	16		16

Total Number of Units = 191

A 3-unit course on Philippine Studies can be chosen by the student from the list of qualified courses

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CEAT STUDENT COUNCIL A.Y. 2017-2018

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Vice Chairperson

Ivan Anthony P. Pinzon

College Representative

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Councilors

Kathlyne Gale P. Abao
 Rona Marie D. Dimaano
 Glenn Joshua F. Furigay
 Jerico V. Gallano
 Kathrina Beatriz A. Geronimo
 Kathleen Kate U. Magtagñob
 Bernardo Zen T. Palomar
 Joshua H. Pasaba
 Harvey Elson C. Pilongo
 Mark Keith B. Salcedo
 Patrick Adrian C. Trinidad
 Lorenzo Victor L. Totañes



CEAT-BASED STUDENT ORGANIZATIONS RECOGNIZED BY UPLB-OSA

Alliance of Chemical Engineering Students (UP ACHES)
Alliance of Industrial Engineering Majors –UP (AIEM-UP)
Civil engineering Executive Organization (CEO)
UP Civil Engineering Society (UPCES)
UP Engineering Radio Guild, Los Baños Chapter (UP ERG LB)
University of the Philippines Engineering Students' Guild (UPESG)
UP Society of Agricultural Engineering Students (UP SAGES)
UPLB League of Agricultural Engineering Students (NG)
UPLB Engineering Society (UPLB EngSoc)
UPLB Industrial Engineering Students' Organization (UPLB IESO)
UPLB Society of Chemical Engineering Students (UPLB SChemES)
UPLB Society of Electrical Engineering Students (UPLB SELES)
UP Brotherhood of Noble Engineers Fraternity (UP BNE)
UP Sisterhood of Noble Engineers Sorority (UP SNE)

REGISTRATION

A student must be officially registered in order to receive credit for course work. No student shall be registered in any subject after one week of regular class meetings have been held, unless the Dean, on the basis of his scholastic record, permits his registration; provided, that if registration is made outside the regular registration period indicated in the University calendar, the student shall be subject to fine for late registration; provided further, that special students may register at any time without the payment of the fine for late registration subject to other regulations of the University. Students may register for particular subjects within a semester when permissible under the system of instruction adopted by the college. [Art. 337, UP Code]

CROSS REGISTRATION

WITHIN THE UNIVERSITY SYSTEM. No student shall be registered in any other college of the University System without the permission of the dean of the college in which he is primary enrolled. A UPLB Form is accomplished for cross-registration purposes. A student who requests permission to cross-register for courses in another college should first complete his registration (including payment of fees) in the college where he is primary enrolled. The total number of units of credit for which a student may register in two or more colleges in this University should not exceed the maximum number allowed in the rules on academic load. [Art. 339, UP Code]

TO ANOTHER INSTITUTION. The University of the Philippines System gives no credit for any course taken by any of its students in any other institution unless taking such course was duly authorized by the Chancellor upon recommendation of the Dean concerned. The written authorization is to be recorded by the University Registrar and should specify the subjects authorized. [Art. 340, UP Code]

ACADEMIC LOAD

For undergraduate students, the academic load is a maximum of 18 non-laboratory units or 21 units including laboratory except in programs where the normal semestral load is more than 18 units. However, a graduating student with very good academic record may be permitted to carry heavier load in his last year.

During the summer session, the normal load is 6 units, but in justifiable cases, the Dean may allow up to 9 units. Application forms for overload are available at the Office of the College Secretary.

PREREQUISITE OF COURSES

A student should not register a course when its prerequisite course(s) had not been satisfied.

During each semester/summer, the college secretary is required to cancel all registered courses whose prerequisite(s) have not been passed or without previously approved waiver of prerequisite(s).

**WAIVER OF PREREQUISITES****(Approved by the CEAT Faculty on June 24, 2013)**

Courses approved by the University Council as prerequisites to other courses shall not be waived except in highly meritorious cases:

1. To a student who has previously enrolled and fully attended a course/courses that is/are a prerequisite/s to another. The student who is granted permission under these rules is required to enroll in the prerequisite course(s) simultaneously with the course to which the former is a prerequisite (if both courses are offered in the same semester and not in conflict), or immediately in the next semester.

2. To a student who is graduating within one year from the time of application, and when it is most likely that the student will pass the higher course based on his academic record.

It is the College policy to disapprove the application of waiver of prerequisite (s) under the following conditions: [approved by the CEAT faculty in its meeting on April 8, 2010]

1. For any course in which a student failed the prerequisite where a waiver was previously granted and the prerequisite has not yet been passed (Waiver on a waiver is not allowed)
2. For courses with two or more prerequisites,
 - 2.1 if a student failed in at least two prerequisites;
 - 2.2 if a student failed in prerequisite A and passed prerequisite B in which a waiver was previously granted and the prerequisite D to this course (B) has not yet passed.



It is the College policy not to allow the waiver of prerequisite(s) for the following courses:

A. Institute of Agricultural Engineering

It is the Institute's policy not to allow the waiver of prerequisite(s) for the following courses:

ABE 47 / AENG 70 - Farm Electrification Design

ABE 50 / AENG 30 - Refrigeration and Cold Storage

ABE 51 / AENG 31 - Crop Processing I

ABE 72 / AENG 41 - Irrigation and Drainage Engineering I

ABE 73 / AENG 42 - Soil and Water Conservation Engineering

Note :

The prerequisite(s) of the above courses may be waived provided that the student is graduating within one year from the time of application and that he/she had previously attended the prerequisite course(s).

B. Department of Chemical Engineering

Courses approved by the University Council as prerequisites to other courses shall not be waived except in highly meritorious cases:

1. To a student who has previously enrolled and fully attended a course/courses that is/are a prerequisite/s to another. The student who is granted permission under these rules is required to enroll in the prerequisite course(s) simultaneously with the course to which the former is a prerequisite (if both courses are offered in the same semester and not in conflict), or immediately in the next semester.

2. To a student who is graduating within one year from the time of application, and when it is most likely that the student will pass the higher course based on his academic record.

C. Department of Civil Engineering

All CE courses not allowed to be taken if prerequisites are not yet passed except for the following:

CE 132 and CE 133 provided that the student had previously enrolled and fully



attended the prerequisite course and obtained a grade of 5.00 and at least passed one (1) exam.

CE 161 and CE 162 provided that the student had previously enrolled and fully attended the prerequisite course(s) and that the student is of senior standing at the time of application.

D. Department of Electrical Engineering

All courses are not allowed to be taken if prerequisites are not yet passed except for the following:

EE 1 may be waived provided that the student is graduating on the same semester of application and that he/she had previously attended the prerequisite courses.

EE 158 may be waived provided that the student is graduating on the same semester of application and that he/she had previously attended the prerequisite course, EE 151 (for electronics/computer engineering majors only).

EE 180 and EE 181 may be waived provided that the student is graduating on the same semester of application.

E. Department of Industrial Engineering

All IE courses may be waived except for:

IE 32 and IE 142

Addendum on highly meritorious cases that may be waived:

1. *To a student who has previously enrolled and fully attended a course/ courses ...*

- a. The waived subject and the prerequisite has to be simultaneously taken



b. "Or immediately in the next semester" will not apply since the critical path will still be adversely affected and waiver on a waiver is not allowed since it will still NOT permit the student to graduate on time

2. To a student who is graduating within one year [or the student can show that inability to take the course will adversely affect his/her plan of coursework and date of graduation.]

**Statement enclosed in bracket were added and approved by the CEAT faculty in its meeting on April 8, 2010.

a. Only for those graduating students under regular loading based on the IE course semester number of units

... most likely that the student will pass the higher course based on his academic record.

b. Previous semester (not including summer) must be GOOD or WARNING status only and its pre-requisite must be taken simultaneously

F. Department of Engineering Science

1. Prerequisite to the following courses cannot be waived because these courses require a solid understanding of fundamental mathematics and/or physics concepts.

ENSC 10a (Engineering Graphics I)
ENSC 11 (Statics of Rigid Bodies)
ENSC 12 (Dynamics of Rigid Bodies)
ENSC 13 (Strength of Materials)
ENSC 14 (Basic Thermodynamics)
ENSC 14a (Engineering Thermodynamics and Heat Transfer)
ENSC 21 (Mathematical Methods in Engineering)

2. Prerequisite to the following courses may be waived provided that the student is graduating within one year from the time of application and that the student had previously attended at least 80% of the class sessions in the prerequisite course/s as certified by the faculty-in-charge in the prerequisite course/s.

ENSC 10b (Engineering Graphics II)
ENSC 15 (Fundamentals of Heat Transfer)
ENSC 16 (Fluid Mechanics)
ENSC 16b (Fluid Mechanics Laboratory)
ENSC 18 (Materials of Engineering)
ENSC 26 (Computer Applications in Engineering)



CHANGE OF MATRICULATION

A student may add or cancel a course or transfer to another section on or before the last day of late registration. All transfers to other classes shall be made only for valid reasons. Changes in matriculation shall be effected through the prescribed form (UP Form 26) and must be approved by the Dean and submitted to the Registrar. A fee shall be charged for each change of matriculation; except in cases when a class is dissolved or when a change in class schedule is duly authorized by the Registrar. Failure to submit the approved application form to the Registrar or College Secretary within one week after the last day of registration shall be a basis for invalidation the application for change of matriculation.

ATTENDANCE

EXCUSE SLIP

Any student who, for unavoidable cause, absents himself from class must obtain an excuse slip from the Office of the College Secretary. The approved excuse slip must be presented to the instructor(s) concerned **not later than the second class session following the student's return.** In addition, a medical certificate must be secured from the UPLB Health Service in case the absence is due to illness. Certification of illness by residence heads, roommates, dorm owners, etc. are inadmissible because they are not doctors.

Illnesses attended elsewhere causing absences from classes shall be reported to the UPLB Health Service within three days after the absences have been incurred. Medical Certificate for the above illnesses as well as for other illnesses of which the Health Service has no records are issued only after satisfactory evidences have been presented to the Health Service.

Excuses are for time missed only. All work covered by the class during the absence shall be made up to the satisfaction of the instructor within a reasonable time from the date of absence.

Time lost by late enrollment shall be considered as time lost by absence.



EXCESSIVE ABSENCES

When the number of hours lost by absence of a student reaches **20 percent of the hours of the scheduled work in one subject, he shall be dropped from the subject.** However, a faculty member may prescribe a longer attendance requirement to meet special needs. The table below gives the number of absences allowed before the 20% absence rule applies:

No. of meetings per week (regular semester)	Number of excused and unexcused absences allowed	
	Lecture Only	Laboratory only
5	16	—
4	13	—
3	10	10
2	7	7
1	4	4

NOTE: For combined lecture and laboratory, the number of absences allowed before the 20% absence rule should be determined for each course.

If the majority of the absences are excused, the student shall not be given a grade of '5' upon being dropped. But if the majority of the absences are not excused, he shall be given a grade of '5' upon being dropped.

LEAVE OF ABSENCE

A student who decides not to register in a subsequent semester **must apply for a leave of absence (LOA) beforehand.** A student who withdraws during the semester must also apply for LOA. A student who withdraws from the college without formal leave of absence (AWOL) shall have his registration privileges curtailed or entirely withdrawn.

A leave of absence should be requested in a written petition to the Dean through the College Secretary. The petition should state the reason for which the leave is desired and should specify the period of the leave. The leave should not exceed one year but may be renewed for at most for another year.

When not taken in two (2) successive years, the aggregate LOA should not exceed two (2) years.

A student who needs to go on leave of absence (LOA) beyond the allowable period of two years should be advised to apply for an honorable dismissal without prejudice to readmission.

The college, through the Dean or his duly authorized representative, shall inform the University Registrar and the parents/guardian of every student granted the leave of absence about such leave, indicating the reasons for the same and the amount of money refunded to the student.

For leave of absence availed of during the second half of the semester, the faculty members concerned shall be required to indicate the class standing of the student (passing or failing) at the time of the application for the leave. No application for leave of absence shall be approved without indicating the student's class standing by the instructors concerned. This, however, should not be entered in the Official Report of Grades.

If a student withdraws after 3/4 of the total number of hours prescribed for the course has already elapsed, his instructor may give him a grade of '5' if his class standing up to the time of his withdrawal was below '3'.

No leave of absence shall be granted later than two weeks before the last day of classes during the semester. If the inability of the student to continue with his classes is due to illness or similar justifiable causes, his absence during this period shall be considered excused. In such case, the student shall be required to present an excuse slip to the faculty members concerned.

Payment for leave of absence is P 150. A student who goes on leave without filing a leave of absence (AWOL) pays P 225.



CLASSIFICATION OF UNDERGRADUATE STUDENTS

On the basis of the number of units completed, a student may be classified as follows:

	Freshman	Sophomore	Junior	Senior*
BSABE	0-37	38-78	79-119	120-195
BSCHE	0-38	39-79	80-120	121-195
BSCHE-ST	0-40	41-81	82-122	123-195
BSCHE-PPT	0-38	39-77	80-125	122-196
BSCE	0-37	38-75	70-110	111-190
BSEE	0-37	38-74	75-113	114-190
BSIE	0-39	40-79	80-117	118-191

* 2 year period

MAXIMUM RESIDENCE RULE

A student must finish the requirements of a course of any college within a period of actual residence equivalent to 1 ½ times the normal length prescribed for the course(**7.5 years for Engineering program**). Otherwise, he shall not be allowed to register further in that college.

DROPPING OF COURSES

(Approved by the CEAT Faculty on January 9, 2012)

A student may, with the consent of his instructor and the Dean, drop a course by filling out the prescribed UP Form before three-fourths (3/4) of the hours prescribed for the semester term have elapsed, and not later.

Any student who drops a course without the approval of the Dean shall have his registration privileges curtailed or entirely withdrawn.

If a course is dropped after the middle of the term, the faculty member concerned shall indicate the date and the class standing of the student at the time of dropping as either **Passing or Failing** solely for administrative guidance. However, whether the student is passing or not, his grade for the course will be indicated as 'DRP' unless the 20% absences rule applies to him (see section on Attendance) and the majority of the absences are not excused.



If it is the intention of the student to drop a course, he should accomplish the dropping slip immediately. If the student stops attending the courses without the official dropping of the course, he takes the risk of getting a grade of '5' on the basis of the 20 % absences rule.

Notwithstanding this University rule, the CEAT faculty adopted the general policy of **STRICT DROPPING** especially if the student is failing in any of the courses he registered due to **unexcused absences**. The exceptions to this college rule are: (a) serious illness covering a period of more than two weeks as certified by a duly licensed attending physician which must be authenticated by the Director of the UPLB Health Service; (b) parent's written declaration of their inability to maintain their child's continuing studies; and (c) any other reason which may be declared highly meritorious by the College Committees on Student Admission and Readmission and on Faculty, Staff and Students Awards.

SUBSTITUTION OF COURSES

A student may request to substitute a course in his curriculum for another prescribed course but taken in another unit of the University. Every substitution of subjects must be based on at least one of the following:

1. when a student is pursuing a curriculum that has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new;
2. conflict of hours between two required subjects; or
3. when the required subject is not offered during the semester when the student needs it.

In addition, every petition for substitution must :

1. involve subjects within the same department, if possible; if not, the two subjects concerned must be allied to each other;
2. be between subjects in which the subject substituted carries a number of units equal to or greater than the units of the required subject;
3. be recommended by the adviser and by the heads of the institute/ departments concerned.



All petition for substitution must be submitted to the Office of the Dean concerned before 12 percent of the regular class meetings have been held. Any petition submitted thereafter shall be considered for the following semester.

No substitution shall be allowed for any subject prescribed in the curriculum in which the student has failed or received a grade of '5' or an unremoved grade of '4', except when, in the opinion of the department offering the prescribed subject, or of the faculty in units without any department, the proposed substitute covers substantially the same subject matter as the required subject.

All applications for substitution shall be acted upon by the Dean concerned. In case the action of the Dean is adverse to the recommendation of the adviser and the head of the department concerned, the student may appeal to the Vice Chancellor for Instruction whose decision shall be final.

ENROLLMENT OF THESIS/PRACTICUM/DISSERTATION

(OC Memorandum No. 105 Series of 2008, August 26, 2008)

The UPLB University Council approved the following policies on enrollment of thesis/practicum/dissertation:

1. For undergraduate thesis/practicum (course 200/200a) and master's thesis (course 300), the six (6) units total credit should be broken down for registration each term in equal fractions of 2-2-2 or 3-3. For doctoral dissertation (course 400), the semestral distribution of the 12 units total credit should be 3-3-3-3 and 4-4-4.
2. A grade of **"S"** or **"U"** should be given at the end of each term while work is in progress. Upon completion of the work (when the student is ready to submit the required number of copies of the approved manuscript), a numerical grade should be given instead of "S" or "U".
3. A student who has already registered a total of 6 units for undergraduate thesis/practicum or master's thesis, or 12 units of doctoral dissertation but still unable to finish the work, should continue registering one (1) unit per term until he/she is able to submit the copies of approved manuscript, but only up to a maximum of 3 terms (2 semesters, 1 summer) for undergraduate thesis/practicum and 6 terms (4 semesters, 2 summers) for graduate thesis/dissertation.



If at the end of this time limit, the student is still unable to submit copies of the approved manuscript, he/she shall be given a grade of “U” and should re-enroll all the 6 or 12 units. The same policies as in the first enrollment will apply in this case. However, a student who is a candidate for graduation during the semester **and/or** only has thesis/practicum/dissertation to enroll, may be allowed to register the whole six (6) units total credit for 200/200a/300 courses and twelve (12) units total credit for a 400 course. (**OC Memorandum No. 124, Series of 2008, October 28, 2008**)

CEAT THESIS AND PRACTICUM MANUAL

There is an existing set of guidelines for CEAT Thesis and Practicum Manual. All students are expected to follow these guidelines in preparation for their manuscript writing.

EXAMINATIONS AND GRADES

Integration Period

A division or department chairman, with the approval of the Dean, may authorize any faculty member of his unit to suspend formal classes for a period not exceeding three days before the final examinations to enable students to review. In case of colleges with no divisions or departments, the suspension may be done by any member of the faculty but also subject to the approval of the Dean.

Faculty members who have been authorized to suspend their classes shall keep regular hours for consultation work.

Examination

The maximum period for each final examination shall be four hours. [Art 370, UP Code]. Students are no longer required to present a final examination permit to their instructors [UPLB University Council, May 20 1980].



Grading System

The performance of the students shall be rated at the end of each semester in accordance with the following grading system:

1.25 & 1.00	Excellent
1.75 & 1.50	Very Good
2.25 & 2.00	Good
2.75 & 2.50	Satisfactory
3.00	Pass
4.00	Conditional
5.00	Failure
INC	Incomplete
DRP	Dropped

For courses not requiring numerical grades:

S	Satisfactory
U	Unsatisfactory

A grade of '4' means "conditional". It may be removed only by reexamination taken within the prescribed time of one (1) academic year. If the student passes the reexamination, he shall be given a grade of '3', but if he fails, a '5' shall be given. Only one reexamination is allowed. This must be taken within the prescribed time. If a student does not remove the grade of '4' within the prescribed time, the grade of '4' becomes '5'.



In this case, he may earn credit for the same course only by repeating and passing it. A grade of '4' given for the first semester work of a two-semester course shall be converted to a grade of '3' if the student passes the second semester part of the same course in the same academic year; if he fails, the grade of '4' which he received for the first semester work shall be converted to a grade of '5'. (Please see New Policies on the Grade of '4' in the preceding section).

The grade of INC. is given if a student whose class standing throughout the semester is PASSING but fails to take the final examination or fails to complete other requirements for the course, due to illness or other valid reasons. In case the class standing is not passing and the student fails to take the final examination for any reason, a grade of '5' is given. Removal of the INC. must be done within the prescribed time by passing an examination or meeting all the requirements for the course, after which, the student shall be given a final grade based on his overall performance.

Grades

A student who has received a passing grade in a given course is not allowed reexamination for the purpose of improving his grade.

If a student **withdraws after three-fourths of the semester** has already passed (this coincides with the **last day for dropping of courses**), the Instructor shall indicate in the grade sheet under Final Grade '**DRP**' under Remarks '**LOA**'.

However, if a **student withdraws after three-fourths of the semester has already elapsed, the instructor may give him a grade of '5' if his class standing up to the time of his withdrawal was below '3'**. If the instructor does not want to give him a grade of '5', he merely indicates in the grade sheet under Final Grade '**DRP**' and under Remarks, '**LOA**'. [Art 402].



REMOVAL OF GRADES OF 'INC' or '4'

No student is allowed to take any removal examination unless a Removal Permit is issued by the College Secretary and presented to the Professor/Instructor concerned. **Removal permit must be secured** from the Office of the College Secretary **5-7 days before the removal date.**

There shall be a regular period for removing grades of '4' and 'INC.' before the start of each semester.

Examinations for the removal of grades of 'INC.' or '4' may be taken without fee: (1) during the regular examination period, if the subject is included in the schedule of examinations, and (2) during the removal examination period, viz., the period covering ten days preceding the registration in each semester during which period provided that the examination is taken at the time that it is scheduled.

Removal examinations may be taken at other times on the recommendation of the Dean and upon payment of a required fee per subject. Students not in residence shall pay the registration fee on top of the examination fee (where required) in order to be entitled to take the removal examination.

A grade of '4' or 'INC.' may no longer be improved after the end of the third regular removal period immediately following the semester/term in which the grade was incurred.

EXAMPLE:

Semester/term in which 4 or INC was incurred	Deadline for Removal
1st semester 2017-2018	Regular removal period immediately preceding the 2nd semester 2017-2018
2nd semester 2017-2018	Regular removal period immediately preceding the 1st semester 2018-2019



A grade of '4' received after removing a grade of 'INC.', however, must be removed within the remaining portion of the prescribed period for the removal of the original grade of 'INC.'

REMOVAL OF '4' IN A LANGUAGE SEQUENCE COURSE

A student who obtains a grade of '4' in a basic sequence in languages (English, Filipino, Spanish) may enroll in the next higher course, subject to the following conditions:

1. if he passes the higher course, he automatically removes the '4' in the lower course. His teacher in the lower course submits a removal grade of '3' for him.
2. if he fails in the higher course, he may still remove the '4' in the lower course.
3. if he gets a '4' in the higher course, he should take first a removal examination in that course before taking a removal examination in the lower course. If he fails the removal examination in the higher course, he may take the removal examination in the lower course.

NEW POLICIES ON THE REMOVAL OF GRADE OF '4'

The Board of Regents approved the new policies on the removal of grade of '4' on its 1310th meeting on August 27, 2015. The revised guidelines are effective 1st Semester 2015-2016 and are summarized below:

1. Remove '4' by passing removal exam or re-enrollment in course within the prescribed re-enrollment period.
2. Grade of "4" is not included in the GWA computation when it is removed. Only the grade of '3' or '5' is included in the GWA computation.
3. The computation of GWA for '5' from removal exam or automatically incurred one-year period has lapsed, '5' is included in the GWA computation. When course is re-enrolled, new grade is also included.



4. Use actual grade ('3', '4' until it is removed, or '5') to compute GWA, counting the subject once. This means that if the student gets a removal grade of '5', this grade is included in the computation of the GWA; the grade the student gets after re-enrolling the course shall also be included in the computation of the GWA.

HONORIFIC SCHOLARSHIPS FROM THE UNIVERSITY

University Scholarship. Any undergraduate student who obtains at the end of the semester a **weighted average of 1.45 or better**, is given this honorific scholarship. University scholars are listed in the Chancellor's List of Scholars.

College Scholarship. Any undergraduate student who, not being classed as University scholar, obtains at the end of the semester a **weighted average of 1.75 or better**, is given this honorific scholarship. College Scholars are listed in the Dean's List of Scholars.

Additional requirements for honorific scholarship. In addition to the general weighted average prescribed, a student must have taken during the previous semester at **least 15 units of academic credit or the normal load prescribed ; and must have no grade below 3 in any academic or non-academic subject.** [Art. 385,UP Code]

Honorific scholarships last for one semester, renewable for the succeeding semester, if the student meets the prescribed conditions. Honorific scholarships do not entitle the holders to any tuition fee waiver, either partial or full.

SCHOLASTIC DELIQUENCY

For the purpose of determining the scholastic status of the students, a grade of INC is not included in the computation of weighted average grade for each semester or summer. When it is replaced by a final grade, the latter will be included in the grades during the semester when the removal is made. The grade of '4' is counted until it is removed. Once removed, only the final grade of '3' or '5' is counted.

The faculty of each college or school shall approve suitable and effective provisions governing undergraduate delinquent students, subject to the following minimum standards:



Warning. Any student who, at the end of the semester, obtains final grades below 3 in **25 percent to 49 percent** of the total number of academic units for which he is registered will receive a warning from the Dean to improve his work.

Probation. Any student who, at the end of the semester, obtains final grades below 3 in **50 percent to 75 percent** of the total number of academic units in which he has final grades shall be placed on probation for the succeeding semester and his load shall be limited to the extent to be determined by the Dean.

Probation may be removed by passing with grades of 3 or better in more than 50 percent of the units in which he has final grades in the succeeding semester.

Dismissal

- ◆ Any student who, at the end of the semester, obtains final grades below 3 in **more than 75 percent but less than 100 percent** of the total number of academic units in which he receives final grades shall be dropped from the rolls of the college. Grades of INC incurred because of failure to complete the course requirement due to illness or similar valid reasons shall not be counted against the student; provided, that the documents establishing veracity of the cause for failure to complete such requirements are submitted to the College Secretary before the start of the regular registration of the following semester excluding summer.
- ◆ **Any student on probation who again fails in 50 percent or more** of the total number of units in which he receives final grades shall be dropped from the rolls of the college, subject to the provisions of the following article.
- ◆ Any student dropped from one college shall not ordinarily be admitted to another unit of the University unless, in the opinion of the Dean of Students, his natural aptitude and interest may qualify him in another field of study in which case he may be allowed to enroll in the proper college or department.



Permanent Disqualification

- ◆ Any student who, at the end of the semester, obtains final grades below '3' in **100 percent** of the academic units in which he is given final grades shall be permanently barred from readmission to any college or school of the University.
- ◆ Any student who was dropped in accordance with the last item of the rules on Dismissal and again fails which make it necessary to drop him again, shall be not eligible for readmission to any college of the University.
- ◆ Permanent disqualification does not apply to cases where, on recommendations of the instructors concerned, the faculty certifies that the grades of '5' were due to the student's unauthorized dropping of the subjects and not to poor scholarship. However, if the unauthorized withdrawal takes place after the mid-semester and the student's class standing is poor, his grades of '5' shall be counted against him for the purpose of this scholarship rule. The Dean shall deal with these cases on their individual merits in the light of the recommendations of the Vice Chancellor for Instruction; provided, that, in no case of readmission to the same or another college, shall the action be lighter than probation.

Improvement of Scholastic Standing

At the end of every semester, students are required to check their grades and scholastic status to determine if they are eligible to enroll on the following semester. **If a student is on probationary, Dismissed or on Permanently Disqualified status, he/she can improve his/ her standing only on specified periods.**

If a student has incurred a grade of 4.00 or INC. with a probationary, dismissed or permanently disqualified status, he can improve his academic standing to be able to enroll the next semester only on the following periods:



Semester in which 4 or Inc was incurred	Deadline for removal to improve the status
1st semester	Before the 1st day of the regular registration of the 2nd semester
2nd semester	Before the date of graduation

READMISSION OF DISMISSED OR DISQUALIFIED STUDENTS

Students who are dropped for reasons of double probation, dismissal or permanent disqualification must first qualify for readmission before they are allowed to register during the succeeding semester. Applications for readmission are processed at the Office of Student Affairs.

No readmission of dismissed students or disqualified students shall be considered by the College deans without the favorable recommendation of the Dean of Students. Cases in which the action of the College Dean conflicts with the recommendation of the Dean of Students may be elevated to the Vice Chancellor for Instruction. His decision shall be final.

The list of documents and the procedure for readmission are posted in the College Secretary's bulletin boards. Deadline for submission of documents is listed in the academic calendar.

TRANSFER TO ANOTHER UNIT OF THE UNIVERSITY

A student who wishes to transfer to another unit of the University should file an application for transfer to the Dean. Transfer to another unit should be requested in a written petition to the Dean, noted by the parents and endorsed by his academic adviser and department chair/institute director. The petition should state the reason for transfer and the desired course to be taken. If the action of the Dean is favorable, the student may request a true copy of grades from the College Secretary for submission to the accepting college/university. If the action of the accepting college is favorable, the student gets a clearance, which is presented to the accepting college together with the permit to transfer.

**GUIDELINES FOR SHIFTING AND TRANSFERRING OUT OF CEAT**

(Approved by CEAT Executive Committee on September 3, 2012)

Rationale

The College would like to have a uniform set of guidelines for all its degree programs; thus, a committee was formed to work on the college policy on shifting and transferring. For the past years, the CEAT Committee on Student Admission and Readmission is in charge of conducting the evaluation and interview of applicants for transferring and shifting. The members of the committee include the IAE Director, all Department Chairs and the College Secretary. The College believes that one of the fundamental reasons for a decreased graduation rate is the lack of proper guidelines in shifting and transferring. Furthermore, most students requesting to shift/transfer to the UP Campuses have high General Weighted Average. Thus, the potential number of honor graduates will be reduced.

Also, the College strongly discourages students from using CEAT-UPLB as a back door to enter other UP Campuses. Slots are better off awarded to students who are willing to finish the 5-year program of the College rather than to those who would eventually transfer to other UP Campuses after a year.

Guidelines

- ◆ The student is allowed to shift/transfer only after two years of residency.
Justification: This is to give sufficient time for the student to appreciate the engineering course offered by UPLB.
- ◆ If the student was a waitlisted applicant, he/she is not allowed to shift/transfer.
Justification: Waitlisted slots are limited and should better be given to those who are willing to see the course through.
- ◆ Write a formal letter of request to shift/transfer addressed to CEAT Dean (reasons for transfer/shifting and the degree to be taken). The letter should be noted by parents and for recommending approval/disapproval by the adviser and department chairman. The letter must be processed by the student himself/herself only (representatives are not allowed since it is the student who is requesting).
- ◆ Prior to the submission of the letter of request to shift/transfer, the student must request his/her True Copy of Grades from the Office of the College Secretary. The True Copy of Grades will be submitted together with the formal letter of request to shift/transfer.



- ◆ The adviser and chairman of the department shall interview the student and indicate their approval or disapproval in the letter of request to shift/transfer.
- ◆ After the adviser and chairman of the department have signed, the letter of request to shift/transfer must be submitted to the Office of the College Secretary. The College Secretary schedules the student for a panel interview with the Student Admission and Readmission Committee.
- ◆ The Committee on Student Admission and Readmission will conduct a panel interview and will forward a recommendatory decision of approval/disapproval to the Dean.
- ◆ The Dean will give his decision based on the recommendations of the Committee on Student Admission and Readmission.
- ◆ The copy of the decision will be forwarded to the Office of the College Secretary for the students' perusal.
- ◆ The Dean's decision is final and appeals for reconsideration shall not be entertained.

HONORABLE DISMISSAL

A student in good standing who desires to serve his connection with the university shall present a written petition to this effect to the University Registrar, signed by his parent or guardian. If the petition is granted, the student shall be given honorable dismissal. Without such petition and favorable action, no record of honorable dismissal shall be made.

Generally, **honorable dismissal is voluntary withdrawal from the University with consent of the University Registrar.** All indebtedness to the University must be adjusted before a statement of honorable dismissal will be issued. The statement indicates that the student withdrew in good standing as far as character and conduct are concerned. If the student has been dropped from the rolls on account of poor scholarship, a statement to that effect may be added to the honorable dismissal.

A student who leaves the University for reason of expulsion due to disciplinary action shall be allowed to obtain his/her academic transcript of record without reference to Dishonorable Dismissal, provided:



The student writes an application;

- A. Not less than one (1) school year, beginning the school year immediately following the effectivity of the expulsion decision has elapsed;
- B. The party concerned, during the period of expulsion, has not been involved in any untoward incident affecting the University, or been charged in Court after the fiscal's investigation; and
- C. All such applications are subject to Board of Regents action.

Section 5. Rule VII of the Revised Rules and Regulations Governing Fraternities, Sororities, and other Organizations, however, provides that the University Registrar shall make a permanent entry in the transcript of records of the student the fact of his/her having been expelled or suspended under the said rules. The student may not apply to have such entries deleted.

EDUCATIONAL FIELD TRIP

Educational field trip should be requested by the concerned Instructor in a written petition to the Dean through the College Secretary four weeks before the date of fieldtrip. The petition should be approved by the Chair and should specify the date, destination and purpose of the trip. The list of students concerned shall be attached in the petition together with the waiver of the university responsibilities and group insurance policy.

The last day of holding educational field trip and other activities is listed in the academic calendar.

GRADUATION GUIDELINES

No student shall be recommended for graduation unless he has satisfied **all academic and other requirements** prescribed thereto. The student shall consult with the Office of the College Secretary for academic and non-academic requirements.

Candidates for graduation who began their studies under a curriculum which is more than 10 years old shall be governed by the following rules:

1. Those who had completed all the requirements of the curriculum but did not apply for, nor were granted the corresponding degree or title shall have their graduation approved as of the date they should have originally graduated.



2. Those who had completed all but two or three subjects required by a curriculum shall be made to follow any of the curricula enforced from the time they first attended the University to the present.

During the first three weeks after the opening of classes in each semester, each Dean or his duly authorized representative shall certify to the University Registrar a list of candidates for graduation at the next commencement. The University Registrar, in consultation with the chairmen of divisions or departments concerned, in the case of students majoring in their respective departments or divisions, shall then inquire into the academic record of each candidate with a view of ascertaining whether any candidate in such a list has any deficiency to make up for and whether he has fulfilled all other requirements which qualify him to be a candidate for graduation. However, footnotes to that effect should be given. Ten weeks before the end of a semester, the Registrar shall publish a complete list of duly qualified candidates for graduation for that semester.

ADDITIONAL GRADUATION GUIDELINES

The requirements for graduation include the completion of all academic as well as non-academic requirements such as submission of bound copies of the thesis, if thesis is required.

Students who have completed all requirements for graduation on or before the deadline set for this purpose are listed as candidates for graduation as of the end of that semester.

If, however, some graduation requirements are completed beyond the deadline, the student must register during the succeeding semester in order to be considered a candidate for graduation as of the end of that semester. The deadline for completion of the requirements for graduation are:

- ◆ For those graduating as of the end of summer, the deadline is the day before the first day of regular registration for the first semester.
- ◆ For those graduating as of the end of the first semester, the deadline is the day before the first day of regular registration for the second semester.
- ◆ For those graduating as of the end of the second semester, the deadline is the day before the college/school faculty meeting to decide the graduation of students.



All candidates for graduation must have their deficiencies made up and their records cleared not later than five weeks before the end of their last semester except those in academic subjects and in Physical Education and Citizen Military Training in which the student is currently enrolled during that semester.

No student shall graduate from the University unless he has completed at least one year of residence work which may, however, be extended to a longer period by the proper faculty. The residence work referred to must be done immediately prior to graduation.

No student who fails to pay the required graduation fee within the specified period set by the University Registrar shall be conferred any title or degree. Such a student may, however, upon his request and payment of the necessary fees, be given a certified copy of his credentials without specifying his completion of the requirements toward any title or degree.

FORMAL APPLICATION FOR GRADUATION

Instead of a separate application for graduation, graduating students should check the appropriate box in their registration Form 5 to indicate whether they are graduating or not at the end of the term. This information shall serve as the basis for identifying candidates for graduation so that their records can be checked early enough.

CLEARANCE AS REQUIREMENT FOR GRADUATION

Students who have completed all the academic requirements for their respective degrees may be recommended for graduation even if they have not processed their clearance. However, the granting of honorable dismissal and the issuance of the transcript checklist and diploma shall be withheld pending submission of clearance by the student.

GRADUATION WITH HONORS

Students who complete their courses with the following **absolute minimum weighted average grade** shall graduate with honors:



Summa cum laude	1.200
Magna cum laude	1.450
Cum laude	1.750

All the grades in all subjects prescribed in the curriculum, as well as subjects that qualify as electives, shall be included in the computation of the weighted average grade.

Furthermore, in cases where the electives taken are more than those required in the program, the following procedure will be used in selecting the electives to be included in the computation of the weighted average grade:

1. For students who did not shift programs, consider the required number of elective in chronological order.
2. For students who shifted from one program to another, the electives to be considered shall be selected according to the following order of priority:
 - a. Electives taken in the program where the student is graduating will be selected in chronological order.
 - b. Electives taken in the previous program and acceptable as electives in the second program will be selected in chronological order.
 - c. Prescribed course taken in the previous program but qualify as electives in the second program will be selected in chronological order.

ADDITIONAL RULES ON GRADUATION WITH HONORS

Candidates for graduation with honors must have completed in the University at least 75 percent of the total number of academic units or hours for graduation.

In the computation of the final average of candidates for graduation with honors, only resident credits shall be included.

Students who are candidates for graduation with honors must have taken during each semester **not less than 15 units** of credit or the normal load prescribed in the curriculum. In cases where such normal load is less than 15



units, unless the lighter load was due to justifiable causes such as health reasons, unavailability of courses needed in the curriculum to complete the full load, or the fact that the candidate is a working student, students cannot be considered for graduation with honors.

To justify under loading, the submission of the following documents is required:

For health reasons - medical certification to be confirmed by the University Health Service.

For unavailability of courses - certification by the major adviser and copy of schedule of classes.

For employment - copy of payroll and appointment papers indicating among others duration of employment.

It is the responsibility of the student to establish beyond reasonable doubt the veracity of the cause(s) of his light loading. It is required in this connection that documents submitted to establish the cause(s) of his loading, such as certificate of employment and/or medical certificate, must be sworn to. These documents must be submitted **during the semester of under loading**.

COMMENCEMENT EXERCISES

Attendance in the general commencement exercises shall be optional. Graduating students who choose not to participate in the general commencement exercises must so inform their respective deans or their duly designated representatives at least ten days before the commencement exercises.

Graduating students who absent themselves from the general commencement exercises shall obtain their diplomas, or certificates and transcripts of records from the Office of the University Registrar provided that they comply with the above provision and upon presentation of the receipt of payment of the graduation fee and student's clearance.

Academic attire. Candidates for graduation with degrees or titles which require no less than four years of collegiate instruction shall be required to wear academic attire during the baccalaureate service and commencement exercises in accordance with the rules and regulations of the University.



UNIVERSITY POLICY ON STUDENT RECORDS

The University maintains various records of students to document their academic progress as well as to record their interaction with University staff and officials. Students' records are generally considered confidential except the directory of currently registered students which is open to the public. The directory provides information on each student's name, I.D. number, college, course, classification and college address.

TRANSCRIPT OF RECORDS

Student records are confidential and information is released only at the request of the student or of appropriate institutions. "Partial" transcripts are not issued. Official transcript of records obtained from other institutions and submitted to the University for admission and/or transfer of credit become part of the student's permanent record and are issued as true copies with the UP transcript.

Application for transcript of records shall be filed at the Office of the University Registrar upon presentation of the student clearance. A certain fee for transcript preparation will be charged to the concerned party. Graduates are encouraged to request for their transcripts as early as possible to avoid unnecessary delay.

WITHHOLDING OF RECORDS

When a student has pending financial obligations to the University, or when he has been charged with an official disciplinary action, the appropriate University official may request that the student's record, e.g., transcripts, registration forms, be withheld. Departments and offices for example, submit before the end of each semester the names of students with financial accountabilities to the students' respective College Secretaries so that the action may be rescinded. The Office of the College Secretary concerned or University Registrar must receive written authorization from the official who originally requested the action, indicating that the student has met the obligation.



General Provisions

(Revised UP System Code, Chapter 76, Articles 455-456)

Students shall at all times observe the laws of the land and the rules and regulations of the University.

No disciplinary proceedings shall be instituted except for conduct prohibited by law or by the rules and regulations promulgated by duly constituted authority of the University.

A student shall be subject to disciplinary action for any of the following acts:

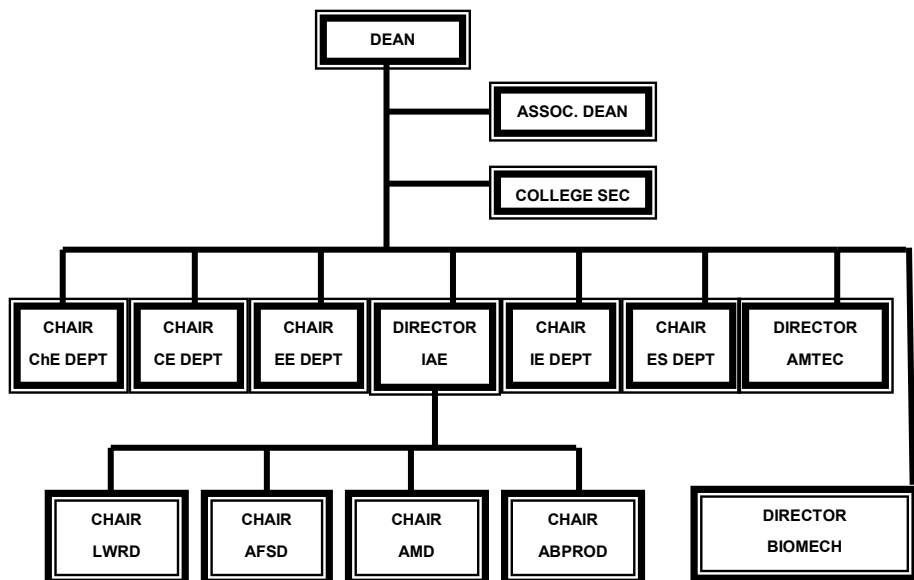
- ◆ Any form of cheating in examinations or any act of dishonesty in relation to his/her studies
- ◆ Carrying within University premises any firearm, knife with a blade longer than 2.5 inches, or any other dangerous or deadly weapon; Provided, that this shall not apply to one who shall possess the same in connection with his/her studies and who has a permit from the dean or director of his/her college or school;
- ◆ Drinking of alcoholic beverages within academic and administrative buildings, dormitories, and the immediate premises thereof, except in places expressly allowed by the University, or drunken behavior within the University premises;
- ◆ Unauthorized or illegal possession or use of prohibited drugs or chemicals, or other banned substances enumerated in the Dangerous Act of 1972 (as amended), such as LSD, marijuana, heroin, shabu, or opiates and hallucinogenic drugs in any form within the University premises;
- ◆ Gambling within the University premises;
- ◆ Gross and deliberate discourtesy to any University official, faculty member or person in authority;
- ◆ Creating within University premises disorder, tumult, breach of peace, or serious disturbance;
- ◆ Making a false statement or any material fact, or practicing or attempting to practice any deception or fraud in connection with his/her admission or registration in, or graduation from the University;



- ◆ Practicing or attempting to practice any deception or fraud in connection with his/her application in any University funded or sponsored scholarship or grant;
- ◆ Damaging or defacing University property;
- ◆ Disgraceful or immoral conduct within the University premises;
- ◆ Unlawful taking of University property;
- ◆ Any other form of misconduct.



CEAT ORGANIZATIONAL STRUCTURE





COLLEGE ADMINISTRATION OFFICIALS

DR. ARNOLD R. ELEPAÑO	Dean
DR. MYRA G. BORINES	Associate Dean
PROF. MA. CRISTINE CONCEPCION D. IGNACIO	College Secretary
DR. ROSSANA MARIE C. AMONGO	Director, BIOMECH
DR. AURELIO A. DELOS REYES JR.	Director, Agricultural Machinery Testing And Evaluation Center
Dr. FERNANDO O. PARAS JR.	Director, Institute of Agricultural Engineering

DEPARTMENT CHAIRS

DR. MANOLITO E. BAMBASE, JR.	Department of Chemical Engineering
PROF. PERLIE P. VELASCO	Department of Civil Engineering
PROF. KAREN-CHRISTIAN C. AGNO	Department of Electrical Engineering
PROF. PAUL MICHAEL O. TARNATE	Department of Engineering Science
PROF. HAEROLD DEAN Z. LAYAOEN	Department of Industrial Engineering

DIVISION HEADS

DR. KEVIN F. YAPTENCO	Division of Agricultural & Bio-Process Engineering
DR. ARTHUR L. FAJARDO	Division of Agricultural Power & Machinery
DR. RONALDO B. SALUDES	Division of Agrometeorology & Farm Structures
DR. ROGER A. LUYUN, JR.	Division of Land & Water Resources Engineering

OFFICE OF THE COLLEGE SECRETARY

MS. LEONOR B. RAMOS	Student Records Evaluator
MS. LOYOLA A. LANTICAN	Administrative Officer I
MS. ANNALIZA D. MANUEL	Administrative Assistant v
MS. MERILYN E. TONIO	Administrative Aide VI

CEAT LIBRARY

MS. LINA C. COPIOSO	CEAT Librarian
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CEAT TELEPHONE DIRECTORY

OFFICE OF THE DEAN	Tel: 536-4728	Telefax: 536-2873
OFFICE OF THE ASSOCIATE DEAN	Tel: 536-4728	
OFFICE OF THE COLLEGE SECRETARY	Tel: 536-7450	
CEAT LIBRARY	Tel: 536-4728	
AMTEC	Tel: 536-1584	Telefax: 536-2527
CHEMICAL ENGINEERING DEPT	Tel: 536-3664	Telefax: 536-2315
CIVIL ENGINEERING DEPT	Telefax: 536-5614	
ELECTRICAL ENGINEERING DEPT	Tel: 536-7089	Telefax: 536-6031
ENGINEERING SCIENCE DEPT	Telefax: 536-2874	
INDUSTRIAL ENGINEERING DEPT	Telefax: 536-6625	
INSTITUTE OF AGRICULTURAL ENG'G	Tel: 536-8745	
AFSD	Telefax: 536-2941	
ABPROD	Tel: 536-3291	
AMD	Telefax: 536-2792	
LWRD	Telefax: 536-2387	
AMDP	Tel: 536-2713/0324	Telefax: 536-3606
INSTRUMENTATION	Tel: 536-2465/6031	



ACADEMIC CALENDAR
ACADEMIC YEAR 2017-2018

	First Semester 2017-2018	Second Semester 2017-2018	Midyear 2018
Removal Examination Period	July 11-14, 2017	January 2-5, 2018	June 7-8, 2018
Deadline for Filing Application for Readmission (at OVCAA)	July 17, 2017	January 8, 2018	
Deadline for Application for Waiver of Prerequisites at OCS	August 8, 2017	January 22, 2018	June 14, 2018
General Registration	July 27– August 1, 2017	January 11-15, 2018	June 7-8, 2018
Start of Classes	August 2, 2017	January 16, 2018	June 11, 2018
Convocation for Freshmen /CEAT New Students	August 2, 2017		
Last day of Late Registration	August 11, 2017	January 24, 2018	June 15, 2018
CEAT Foundation Day		February 24, 2018	
UPLB Foundation Day		March 6, 2018	
UPLB Loyalty Day	October 10, 2017		



ACADEMIC CALENDAR
ACADEMIC YEAR 2017-2018

	First Semester 2017-2018	Second Semester 2017-2018	Midyear 2018
Mid Semester and Last Day for Dropping Subjects Without Evaluation	September 29, 2017	March 15, 2018	June 28, 2018
Deadline for Graduating Students to Clear Previous Deficiencies	October 27, 2017	April 12, 2018	July 4, 2018
Deadline for Dropping of Subjects with "Pass" or "Fail" Evaluation of Performance	November 3, 2017	April 19, 2018	July 6, 2018
Last Day of Holding Activities	November 10, 2017	April 26, 2018	
Deadline for Filing Leave of Absence (LOA)	November 17, 2017	May 4, 2018	
End of Classes	December 1, 2017	May 18, 2018	July 14, 2018
Integration Period	December 2, 2017	May 19, 2018	July 15, 2018
Final Examinations	December 4-9, 2017	May 21-26, 2018	July 16-17, 2018
Last Day Submitting Grades for all Students	December 15, 2017	June 1, 2018	July 23, 2018
Christmas Vacation	December 22, 2017 to January 1, 2018		
CEAT Testimonial Program		June 22, 2018	
UPLB Commencement Exercise		June 23, 2018	



FOR MORE INFORMATION, VISIT/CONTACT THE:

OFFICE OF THE COLLEGE SECRETARY

College of Engineering and Agro-Industrial Technology

University of the Philippines Los Baños

College, Laguna

Tel. No. (049) 536 7450

Mobile No.: +63 956 664 4262

Email Address: ceat_ocs.uplb@up.edu.ph

Website: <https://ceatocs.000webhostapp.com>

Facebook: facebook.com/CEATOCS

REMINDERS:

It is the responsibility of every CEAT student to:

1. Attend all classes regularly.
2. Submit on time all course requirements (term papers, reports, projects, etc.)
3. Take all examinations in registered courses.
4. Clear academic deficiencies as early as possible. Do not wait for the deadlines as it may cause serious trouble or problems.
5. Observe the academic policies and procedures of the College.
6. Observe and maintain balanced academic and extra-curricular activities to have quality time devoted to serious studies.
7. Be updated on information and guidelines through the College Secretary's bulletin boards.



N O T E S

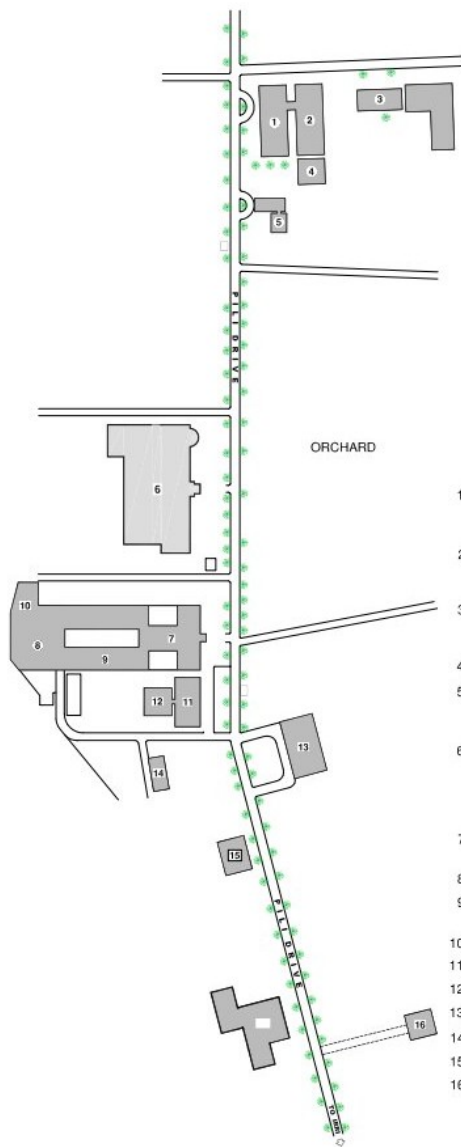


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N O T E S

CEAT MAP



LEGEND :

1. Department of Engineering Science
Land and Water Resources Division (LWRD)
Agrometeorology and Farm Structures Division (AFSD)
2. CEAT Lecture Hall
Learning Resource Center (LRC)
Classrooms
3. Department of Chemical Engineering (ChE)
Chemical Engineering Laboratories and Classrooms
Unit Operations Laboratory
4. Hydraulics Laboratory
5. Department of Civil Engineering (CE)
Department of Engineering Sciences (ES)
Civil Engineering Lecture Hall, Laboratories and Classrooms
6. Department of Electrical Engineering (EE)
CEAT Dean's Office
CEAT Library
CEAT College Secretary's Office
Electrical Engineering Auditorium
7. Agricultural and Bioprocess Division (ABPROD)
Drying Pilot Plant
8. CEAT Machine Shop
9. Agricultural Machinery Division (AMD) Laboratories and Classrooms
10. Coconut postharvest Pilot Plant
11. Institute of Agricultural Engineering (IAE) Director's Office
12. Agricultural Mechanization Development Program (AMDP)
13. Agricultural Machinery Testing and Evaluation Center (AMTEC)
14. Instrumentation
15. Department of Industrial Engineering (IE)
16. National Agrometeorology Station (NAS)