COLLEGE OF ENGINEERING AND AGRO-INDUSTRIAL TECHNOLOGY

UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

A.Y. 2023-2024

ACADEMIC PROGRAMS, POLICIES AND PROCEDURES

FOREWORD

As we are coming back slowly to the new normal of delivering our teaching-learning activities in the Higher Education Institution, the College of Engineering and Agro-industrial Technology (CEAT) has come up with this handbook to provide details of the policies, guidelines and procedures being implemented by CEAT. It contains information of the different academic programs, admission and registration, attendance, examination and grades, honorific awards, graduation requirements, and other important matters of general interest to all CEAT students. The guidelines were based from the University Code, Board of Regent, UPLB University Council, and CEAT Faculty Resolutions which were compiled and presented in this handbook. All these policies are expected to be enforced and all CEAT students are expected to abide accordingly.

Other pertinent publications that may be of interest to CEAT students can be viewed at the www.ceat.uplb.edu.ph website. The Office of the College Secretary (OCS) of CEAT can also provide the students with other updates and additional information on academic endeavors. CEAT would like to ensure and provide all its constituents with a conducive learning environment. Regular consultations with the assigned registration and academic advisers will guide students to craft their academic plan of course work and monitor the progress of their programs.

This handbook is envisioned to guide each student to complete their engineering education here at CEAT UPLB. We wish all our engineering students the best. We also hope that we can provide you an excellent teaching learning environment in the new normal to achieve your goals and become successful Professional Engineers of the future with Tatak CEAT, Tatak UPLB. Good Luck!

RCAmongo

ROSSANA MARIE C. AMONGO, PhD
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), Industrial Engineering (BSIE), Mechanical Engineering (BSME) and Materials Engineering (BSMatE). 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 AND LIST OF FACULTY

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 four-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		SECOND SEMESTER	
COURSE	**UNIT**	**COURSE**	**UNIT**
FIRST YEAR			
ABE 30	1	AGRI 21	3
AGRI 31	3	CHEM 18	3
ENSC 10.1	2	CHEM 18.1	2
MATH 27	3	AGRI 32	3
PHYS 51	4	ENSC 11	3
PHYS 51.1	1	MATH 28	3
KAS1/HIST1	3	NSTP 2	(3)
PI 10	3	HK 12	(2)
NSTP 1	(3)	GE Elective	3
HK 11	(2)		
TOTAL	**20**	**TOTAL**	**20**
SECOND YEAR			
ABE 43	3	ABE 52	3
ABE 48	3	ABE 53	4
ENSC 12	3	ABE 56	3
ENSC 13	3	ABE 57	3
ENSC 14a	5	ENSC 16	3
AGRI 51	3	GE Elective	3
HK 12	(2)	HK 12 / 13	(2)
TOTAL	**20**	**TOTAL**	**19**

SECOND YEAR, MIDYEAR	
COURSE	**UNIT**
ABE 198	3
TOTAL	**3**

THIRD YEAR			
ABE 62	3	ABE 74	4
ABE 63	4	ABE 79	1
ABE 65	3	ABE 77	3
ABE 66	3	COMM 10	3
ABE 67	3	STAT 101	3
FPPS 183	3	Elective	3
		Specialization Course	3
TOTAL	**19**	**TOTAL**	**20**
FOURTH YEAR			
ABE 80	3	ABE 83	3
ABE 88	3	ETHICS 1	3
GE Elective	3	ARTS 1	3
ENG 10	3	STS 1	3
Elective	3	Specialization Course	3
Specialization Course	3	ABE 199	1
ABE 200/200b/200c	3	ABE 200/200b/200c	3
TOTAL	**21**	**TOTAL**	**19**
TOTAL NUMBER OF UNITS = 161 UNITS			

Faculty of the Institute of Agricultural and Biosystems Engineering (IABE)

Agricultural, Food and Bioprocess Engineering Division (AFBED)

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Land and Water Resources Engineering Division (LWRED)

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UNDERGRADUATE PROGRAMS AND LIST OF FACULTY

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.

BS Chemical Engineering (General Curriculum)

RGEP Included

FIRST SEMESTER		SECOND SEMESTER	
COURSE	**UNIT**	**COURSE**	**UNIT**
FIRST YEAR			
ChE 10	1	CHEM 32	3
CHEM 18	3	CHEM 32.1	2
CHEM 18.1	2	CHEM 40	4
MATH 27	3	CHEM 40.1	1
PHYS 51	4	MATH 28	3
PHYS 51.1	1	GE Elective	3
MCB 11	3	ARTS 1	3
PI 10	3	STS 1	3
HK 11	(2)	HK 12	(2)
NSTP 1	(3)	NSTP 2	(3)
TOTAL	**20**	**TOTAL**	**22**
SECOND YEAR			
ChE 30	4	ENSC 26	3
ENSC 10.1	2	ChE 32	3
ENSC 11	3	ENSC 12	3
EE 1	3	ENSC 21	3
CHEM 111	3	CHEM 111.1	2
CHEM 160	3	CHEM 112	3
KAS 1 / HIST 1	3	GE Elective	3
HK 12	(2)	HK 12 / HK 13	(2)
TOTAL	**21**	**TOTAL**	**20**
THIRD YEAR			
ChE 142	3	ChE 143	3
ChE 147	3	ChE 145	3
ChE 149	3	ChE 153	3
ChE 152	3	ChE 154	3
ENSC 13	3	ChE 172	3
STAT 168	3	ChE 180	3
COMM 10	3	ENG 10	3
TOTAL	**21**	**TOTAL**	**21**
THIRD YEAR, MIDYEAR			
COURSE		**UNIT**	
ChE 198		3	
TOTAL		**3**	
FOURTH YEAR			
ChE 157.1	2	ChE 170	3
ChE 191	3	ChE 185	2
ChE 192	3	ChE 193	3
ChE 200/200b/200c	3	ChE 199	1
Cognate	3	ChE 200/200b/200c	3
ETHICS 1	3	Cognate	3
GE Elective	3		
TOTAL	**20**	**TOTAL**	**15**
TOTAL NUMBER OF UNITS = 163 UNITS			

BS Chemical Engineering (Pulp and Paper Technology Curriculum)

RGEP Included

FIRST SEMESTER		SECOND SEMESTER	
COURSE	**UNIT**	**COURSE**	**UNIT**
FIRST YEAR			
CHEM 18	3	CHEM 32	3
CHEM 18.1	2	CHEM 32.1	2
MATH 27	3	CHEM 40	4
PHYS 51	4	CHEM 40.1	1
PHYS 51.1	1	MATH 28	3
MCB 11	3	GE Elective	3
ChE 10	1	ARTS 1	3
PI 10	3	STS 1	3
HK 11	(2)	HK 12	(2)
NSTP 1	(3)	NSTP 2	(3)
TOTAL	**20**	**TOTAL**	**22**
SECOND YEAR			
ChE 30	4	ChE 32	3
ENSC 11	3	FPPS 111	3
ENSC 10.1	2	FPPS 131	3
EE 1	3	ENSC 12	3
CHEM 160	3	ENSC 21	3
CHEM 111	3	CHEM 111.1	2
KAS 1 / HIST 1	3	CHEM 112	3
HK 12	(2)	HK 12 / HK 13	(2)
TOTAL	**21**	**TOTAL**	**20**
THIRD YEAR			
ChE 142	3	ENSC 26	3
ChE 147	3	ChE 143	3
ChE 149	3	ChE 145	3
ChE 152	3	ChE 153	3
FPPS 132	3	ChE 154	3
FPPS 132.1	2	PPT 170	3
ENSC 13	3	COMM 10	3
TOTAL	**20**	**TOTAL**	**21**

THIRD YEAR, MIDYEAR	
COURSE	**UNIT**
PPT 198	3
TOTAL	**3**

FOURTH YEAR			
ChE 157.1	2	PPT 193	3
ChE 185	2	PPT 199	1
ChE 192	3	PPT 200/200B/200C	3
PPT 188	3	FPPS 183	3
PPT 200/200B/200C	3	ETHICS 1	3
ENG 10	3	GE Elective	3
STAT 168	3	GE Elective	3
TOTAL	**19**	**TOTAL**	**19**
TOTAL NUMBER OF UNITS = 165 UNITS			

BS Chemical Engineering (Sugar Technology Curriculum)

RGEP Included

FIRST SEMESTER		SECOND SEMESTER	
COURSE	**UNIT**	**COURSE**	**UNIT**
FIRST YEAR			
ChE 10	1	CHEM 32	3
CHEM 18	3	CHEM 32.1	2
CHEM 18.1	2	CHEM 40	4
MATH 27	3	CHEM 40.1	1
PHYS 51	4	MATH 28	3
PHYS 51.1	1	GE Elective	3
MCB 11	3	ARTS 1	3
PI 10	3	STS 1	3
HK 11	(2)	HK 12	(2)
NSTP 1	(3)	NSTP 2	(3)
TOTAL	**20**	**TOTAL**	**22**
FIRST YEAR, MIDYEAR			
COURSE		**UNIT**	
ENSC 11		3	
SUTC 148		3	
TOTAL		**6**	
SECOND YEAR			
ChE 30	4	ENSC 26	3
SUTC 185	2	ChE 185	2
ENSC 12	3	ENSC 10.1	2
EE 1	3	ENSC 21	3
CHEM 111	3	CHEM 111.1	2
CHEM 160	3	CHEM 112	3
KAS 1/HIST 1	3	GE Elective	3
HK 12	(2)	GE Elective	3
		HK 12 / HK 13	(2)
TOTAL	**21**	**TOTAL**	**21**
SECOND YEAR, MIDYEAR			
COURSE		**UNIT**	
ChE 32		3	
SUTC 181		3	
TOTAL		**6**	
THIRD YEAR			
ChE 142	3	ChE 143	3
ChE 147	3	ChE 145	3
ChE 149	3	ChE 153	3
ChE 152	3	ChE 154	3
COMM 10	3	SUTC 154	5
ETHICS 1	3	ENG 10	3
ENSC 13	3	**TOTAL**	**20**
TOTAL	**21**		

BS Chemical Engineering (Sugar Technology Curriculum)

RGEP Included

FIRST SEMESTER		SECOND SEMESTER	
COURSE	**UNIT**	**COURSE**	**UNIT**
FOURTH YEAR			
ChE 157.1	2	ChE 198	3
ChE 192	3	SUTC 200/200b/200c	3/6
SUTC 170	3		
SUTC 171	3		
SUTC 193	3		
STAT 168	3		
SUTC 200 or SUTC 200b*	(3)		
TOTAL	**17-20**	**TOTAL**	6-9
TOTAL NUMBER OF UNITS = 163 UNITS			

Faculty of the Department of Chemical Engineering

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UNDERGRADUATE PROGRAMS AND LIST OF FACULTY

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 SEMESTER		SECOND SEMESTER	
COURSE	**UNIT**	**COURSE**	**UNIT**
FIRST YEAR			
ARTS 1	3	ABE 48	3
CE 10	1	ENSC 11	3
ENSC 10.1	2	MATH 28	3
KAS 1/HIST 1	3	PHYS 72	4
MATH 27	3	PHYS 72.1	1
PHYS 71	4	STS 1	3
PHYS 71.1	1	GE Elective*	3
HK 11	(2)	HK 12	(2)
TOTAL	**17**	**TOTAL**	**20**
SECOND YEAR			
EE 1	3	CHEM 18	3
ENSC 12	3	CHEM 18.1	2
ENSC 13	3	CE 120	3
ENSC 21	3	CE 131	3
STAT 101	3	ENSC 16	3
GE Elective*	3	ETHICS 1	3
GE Elective*	3	PI 10	3
HK 12	(2)	HK 12 / HK 13	(2)
NSTP 1	(3)	NSTP 2	(3)
TOTAL	**21**	**TOTAL**	**20**
THIRD YEAR			
ABE 57	3	CE 122	3
CE 121	3	CE 134	4
CE 132	3	CE 152	3
CE 133	3	CE 161	3
CE 151	3	CE 163	2
CE 170	3	ENSC 16.1	2
FPPS 183	3	IE 184	3
TOTAL	**21**	**TOTAL**	**20**
THIRD YEAR, MIDYEAR			
COURSE		**UNIT**	
CE 198		3	
TOTAL		**3**	
FOURTH YEAR			
CE 135	3	ABE 67	3
CE 137	3	CE 197	3
CE 141	3	CE 199	1
CE 164	4	CE 200, CE200b	3
CE 171	3	COMM 10	3
CE 200, CE200b	3	ENG 10	3
		ENSC 26	3
TOTAL	**19**	**TOTAL**	**19**
TOTAL NUMBER OF UNITS = 160 UNITS			

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UNDERGRADUATE PROGRAMS AND LIST OF FACULTY

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 SEMESTER		SECOND SEMESTER	
COURSE	**UNIT**	**COURSE**	**UNIT**
FIRST YEAR			
MATH 27	3	MATH 28	3
PHYS 71	4	PHYS 72	4
PHYS 71.1	1	PHYS 72.1	1
EE 30	1	ENSC 10.1	2
PI 10	3	ENSC 11	3
ARTS 1	3	GE Elective	3
ETHICS 1	3	GE Elective	3
HK 11	**(2)**	HK 12	**(2)**
NSTP 1	**(3)**	NSTP 2	**(3)**
TOTAL	**18**	**TOTAL**	**19**
SECOND YEAR			
EE 40	4	EE 50	4
EE 45	3	EE 51	3
ENSC 12	3	EE 55	3
ENSC 14a	5	ENSC 26	3
ENSC 21	3	HIST 1/KAS 1	3
STS 1	3	GE Elective	3
HK 12	(2)	HK 12 / 13	(2)
TOTAL	**21**	**TOTAL**	**19**
SECOND YEAR, MIDYEAR			
COURSE		**UNIT**	
EE 198		3	
TOTAL		**3**	
THIRD YEAR			
EE 60	3	EE 70	4
EE 65	4	EE 75	4
EE 61	4	EE 71	3
EE 62	3	EE 79	1
EE 66	3	FPPS 183	3
ENG 10	3	IE 184	3
		EE 199	1
TOTAL	**20**	**TOTAL**	**19**
FOURTH YEAR			
EE 85	3	EE 200/EE 200b/EE 200c	3
EE 80	3	Specialization	3
EE 86	3	Specialization	3
EE 81	3	Elective	3
COMM 10	3	Elective	3
EE 200/EE 200b/EE 200c	3	EE 91	4
Specialization	3		
TOTAL	21	**TOTAL**	19
TOTAL NUMBER OF UNITS = 159 UNITS			

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UNDERGRADUATE PROGRAMS AND LIST OF FACULTY

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 SEMESTER		SECOND SEMESTER	
COURSE	**UNIT**	**COURSE**	**UNIT**
FIRST YEAR			
ARTS 1	3	ENSC 11	3
STS 1	3	MATH 28	3
MATH 27	3	IE 21	3
IE 10	1	IE 31	3
PHYS 51	4	STAT 101	3
PHYS 51.1	1	HIST 1/KAS 1	3
CHEM 18	3	GE Elective	3
CHEM 18.1	**2**	HK 12	**(2)**
HK 11	**(2)**	NSTP 2	**(3)**
NSTP 1	**(3)**		
TOTAL	**20**	**TOTAL**	**21**
SECOND YEAR			
PI 10	3	ETHICS 1	3
ENSC 21	3	ENSC 10.1	2
IE 125	5	ENSC 12	3
IE 132	5	IE 142	3
IE 141	3	IE 150	3
HK 12	(2)	IE 151	3
		MGT 111	3
		HK 12 / 13	(2)
TOTAL	**19**	**TOTAL**	**20**
SECOND YEAR, MIDYEAR			
COURSE		**UNIT**	
IE 198		3	
TOTAL		**3**	
THIRD YEAR			
ENSC 13	3	ENSC 14a	5
ENSC 26	3	ENSC 16	3
IE 134	3	IE 136	3
IE 143	3	IE 144	3
IE 152	3	IE 164	3
ABE 43	3	IE 184	3
TOTAL	**18**	**TOTAL**	**20**
FOURTH YEAR			
Technical Cognate	3	Technical Cognate	3
ENG 10	3	IE 90	2
IE 158	3	COMM 10	3
IE 165	3	GE Elective	3
IE 185	3	GE Elective	3
IE 199	1	EE 1	3
IE 200/200B/200c	3	IE 200/200B/200c	3
TOTAL	**19**	**TOTAL**	**20**
TOTAL NUMBER OF UNITS = 160 UNITS			

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UNDERGRADUATE PROGRAMS AND LIST OF FACULTY

Bachelor of Science in Mechanical Engineering

The institution of the Department of Mechanical Engineering is consistent and cogent with the University's mission to respond effectively to national and global issues by advancing access of education, quality instruction, research, innovation and civic engagement. The department seeks to be progressively involved in addressing pressing needs of the society by producing leaders, innovators, researchers, and academicians in the field. Primarily instituted to offer an undergraduate program, the Department of Mechanical Engineering also intends to potentially institute a graduate program to further higher learning, to create a niche for mechanical engineering research, and to collaborate with other departments in the university, private institutions, and government agencies for multi-disciplinary research and projects.

The four-year undergraduate program is in line with the Mechanical Engineering Law of 1998 or R.A. 8495 and met the minimum requirements set by the Commission on Higher Education and for the Professional Regulation Commission Licensure Examination for Mechanical Engineers. The curriculum is designed in an Outcomes-based Teaching and Learning delivery method that leads to the attainment of the required minimum set of outcomes.

Graduates of the proposed BS Mechanical Engineering program must be able to apply fundamental knowledge to solve mechanical engineering problems, design a component, system or process to meet desired needs within realistic constraints, understand professional and ethical responsibility and create an impact in a global economic, environmental and societal context through mechanical engineering solutions. Like their other engineering counterparts, BSME graduates will fill the work-force needs of the fast-growing industrial, science and technology parks, the existing, and emerging industries in the region and in the country.

BS Mechanical Engineering Curriculum

FIRST SEMESTER		SECOND SEMESTER	
COURSE	**UNIT**	**COURSE**	**UNIT**
FIRST YEAR			
KAS 1/HIST 1	3	ARTS 1	3
ME 10	1	EE 1	3
ENSC 10.1	2	PI 10	3
CHEM 18	3	ENSC 11	3
CHEM 18.1	2	MATH 28	3
MATH 27	3	IE 31	3
PHYS 71	4	ABE 43	3
PHYS 71.1	1	NSTP I	(3)
HK 11	(2)	HK 12	(2)
TOTAL	**19**	**TOTAL**	**21**
SECOND YEAR			
ETHICS 1	3	EE 3	4
EE 2	4	ENSC 15	3
ENSC 12	3	ENSC 16	3
ENSC 13	3	ENSC 21	3
ENSC 14	3	ME 45	3
AMPE 113	3	ME 70	3
NSTP 2	(3)	HK 12 / 13	(2)
HK 12	(2)		
TOTAL	**19**	**TOTAL**	**19**
THIRD YEAR			
STS 1	3	COMM 10	3
IE 150	3	ENG 10	3
ABE 53	4	ENSC 26	3
ME 160	3	ME 154	3
ME 171	3	ME 173.1	1
ME 172	2	ME 176	3
ME 175	3	IE 184	3
TOTAL	**21**	**TOTAL**	**19**

THIRD YEAR, MIDYEAR	
COURSE	**UNIT**
ME 198	3
TOTAL	**3**

BS Mechanical Engineering Curriculum

FIRST SEMESTER		SECOND SEMESTER	
COURSE	**UNIT**	**COURSE**	**UNIT**
FOURTH YEAR			
GE Elective	3	GE Elective	3
EE 28	3	GE Elective	3
STAT 101	3	ME 181	4
ME 90	2	ME 182	4
ME 174.1	2	ME 200/200b/200c	3
ME 199	1	Elective: ME 158/AMPE 123/AMPE 133/AMPE 134/EE 188	3
ME 200/200b/200c	3		
Elective: ME 158/AMPE 123/AMPE 133/AMPE 134/EE 188	3		
TOTAL	**20**	**TOTAL**	**20**
TOTAL NUMBER OF UNITS = 161 UNITS			

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UNDERGRADUATE PROGRAMS AND LIST OF FACULTY

Bachelor of Science in Materials Engineering

Materials engineering is a field of engineering that has been central to human civilization and industrialization. It builds on a comprehensive understanding of a material's structure-property relationship to prepare, modify, and tailor it for an intended application. While inseparable from materials science which involves the study of material behavior and phenomena, materials engineering focuses on the design and development of processing techniques that are practical, economic, environment-friendly, and scalable. Fundamental to all other disciplines, materials science and engineering drives innovation in both research and industry, encompassing many sectors, including the environment, renewable energy, advanced manufacturing, information and communications technology, healthcare, and aerospace and transport, among others.

The graduates of this program will possess a thorough understanding of the interrelationships among the structure, property, processing, and performance of a material, applying this knowledge in the design and fabrication of a material or materials system for an application relevant to national development as well as in a global economic and environmental context. They will also have the skills to work in an interdisciplinary group, a conscious awareness of professional and ethical responsibility, and a profound sense of service to the country. With these knowledge and skills, BS MatE graduates will find employment in the academe, government agencies, research and development institutes, and the existing as well as the rapidly emerging industries in the region and in the country.

BS Materials Engineering Curriculum

FIRST SEMESTER		SECOND SEMESTER	
COURSE	**UNIT**	**COURSE**	**UNIT**
FIRST YEAR			
KAS 1/HIST 1	3	ARTS 1	3
COMM 10	3	MATH 28	3
MATH 27	3	CHEM 40	4
PHYS 71	4	CHEM 40.1	1
PHYS 71.1	1	ENSC 10.1	2
CHEM 18	3	ENSC 11	3
CHEM 18.1	2	EE 1	3
MatE 10	1	MatE 21	3
HK 11	(2)	HK 12	(2)
TOTAL	**20**	**TOTAL**	**22**
SECOND YEAR			
PHYS 72	4	ETHICS 1	3
PHYS 72.1	1	MatE 22	4
CHEM 32	3	MatE 23	3
CHEM 32.1	2	MatE 103	4
ENSC 13	3	ENSC 12	3
ENSC 21	3	EE 2	4
MatE 101	4	NSTP 2	(3)
NSTP 1	(3)		
TOTAL	**20**	**TOTAL**	**21**
THIRD YEAR			
STS 1	3	GE ELECTIVE	3
ENSC 16	3	IE 184	3
ENSC 26	3	MatE 165	3
IE 150	3	MatE 165.1	2
STAT 162	3	MatE 175	3
MatE 105	4	MatE 175.1	2
HK 12	(2)	MatE 199	1
		HK 12/HK 13	(2)
TOTAL	**19**	**TOTAL**	**17**

BS Materials Engineering Curriculum

THIRD YEAR, MIDYEAR TERM	
COURSE	**UNITS**
MatE 198	3
TOTAL	**3**

FOURTH YEAR			
GE ELECTIVE	3	GE ELECTIVE	3
ENG 10	3	PI 10	3
MatE 171	3	MatE 190	2
MatE 194	5	MatE 173	3
MatE Elective	3	MatE Elective	3
MatE 200/b/c	3	MatE 200/b/c	3
TOTAL	**20**	**TOTAL**	**17**

TOTAL NUMBER OF UNITS = 159 UNITS

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CEAT STUDENT COUNCIL A.Y. 2023-2024

CHAIRPERSON	Mark Angelo I. Roma
VICE CHAIRPERSON	BG Yvonne C. Sabellano
COLLEGE REPRESENTATIVE	Kyle Emac S. Germita
COUNCILORS	John Michael G. Evangelista
	Calvin Luigi P. Zarsuelo
	Roldan Joseph M. Perez
	Jeffrey T. Reyes
	Renzo Ivan Puntanar

CEAT-BASED STUDENT ACADEMIC ORGANIZATIONS RECOGNIZED BY UPLB-OSA

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

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

University Rules
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.

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

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.

A. Institute of Agricultural Engineering
[approved by the CEAT Faculty in its meeting on 06 June 2019]

Rules on Waiver of Prerequisites for the Old Curriculum

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 73 / AENG 42 - Soil and Water Conservation Engineering
ABE 40 / AENG 60 – Machine Design for Bio-production Systems I
ABE 42 / AENG 62 – Machinery for Bio-production Systems
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 they had previously attended the prerequisite course(s).

Rules on Waiver of Prerequisites for the New Curriculum

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

ABE 53 / ABE 40 – Machine Design for Bio-production Systems I
ABE 74 / ABE 42 – Bioproduction Systems, Machinery Management, and Technopreneurship
ABE 83 / ABE 47 – Electrical System Design for Agricultural and Biosytems Structures
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 enrolled and fully attended the prerequisite course(s).

ABE 66 – Agricultural Processing I
ABE 80 – Computer-aided Solutions in ABE
Note: The prerequisite of the above courses may be waived provided that the student is graduating within one year from the time of application and that they had previously enrolled and fully attended the prerequisite course.

ABE 65 – Quantitative Approaches in Agricultural and Biosystems Engineering
Note: The prerequisite of the above courses may be waived provided that the Student has junior standing at the time of application and that they had previously enrolled and fully attended the prerequisite course.

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

[approved by the CEAT Faculty in its meeting on 20 August 2018, with revisions approved by the CEAT Faculty in its meeting on 06 June 2019]:

1. For CE 132 (Structural Engineering II) and CE 133 (Structural Engineering III), whose prerequisite is CE 131 (Structural Engineering I):

   Prerequisites to the above courses can be waived provided that the students did not fail the prerequisite course due to excessive absences and passed at least 1/3 of the exams.

2. For CE 136 (Pre-stressed Concrete), CE 137 (Structural Dynamics on Earthquake Engineering), and CE 171 (Foundations Engineering).

   The above courses can be waived by graduating students provided that the student satisfies all of the conditions stated below:

   i. has presented a certificate of graduating standing for the semester for which the course to be waived is taken

   ii. had previously enrolled and fully attended the prerequisite course.

CE 136 must be concurrently taken with its prerequisite CE 134 (Structural Engineering IV).

CE 137 must be concurrently taken with its prerequisite ENSC 21 (Mathematical Methods in Engineering) and must have passed CE 132 (Structural Engineering II).

CE 171 must be concurrently taken with its prerequisite CE 134 (Structural Engineering IV), must have passed CE 170 (Geotechnical Engineering).

D. Department of Electrical Engineering
[approved by the CEAT Faculty in its meeting on 21 January 2019]

Rules on Waiver of Prerequisites for the Old Curriculum

All prerequisite courses shall not be waived except for the following:

EE 1 (prereq: Math 27/37 and Phys 13/72)
EE 158 (prereq: EE 151)
EE 126 (prereq: EE 120)
EE 159 (prereq: EE 158)
EE 180 (prereq: EE 158)
EE 181 (prereq: EE 130, EE 126)

provided that the student is graduating within one year from the time of application and the student had previously enrolled and fully attended the prerequisite course. The student who is granted permission is required to enroll in the prerequisite course simultaneously. For EE 1, EE 158, and EE 126, the student must have previously enrolled and fully attended the prerequisite courses.

Rules on Waiver of Prerequisites for the New Curriculum

All prerequisite courses shall not be waived except for the following, provided that the student is graduating within one year from the time of application and that the student had previously enrolled and fully attended the prerequisite course.

Course	Prerequisite Course/s
EE 1	MATH 27
EE 80	EE 60
EE 81	EE 62
EE 85	EE 51 and EE 70
EE 86	EE 60 and EE 75
EE 91	EE 61 and EE 79

A student who is granted permission under these rules is required to enroll in the prerequisite course simultaneously, for DRP and Failed in the prerequisite course, with the course to which the former is a prerequisite. Except for EE 79 (2nd Semester offering only) which can be registered immediately in the following semester (immediately preceding semester is 1st Semester).

E. Department of Industrial Engineering
[approved by the CEAT Faculty in its meeting on 21 January 2019]

Old Curriculum (BSIE 2014 and older): All IE courses may be waived except for IE 132 and IE 142.
New Curriculum (BS IE 2018): All IE courses may be waived, except for IE 132, IE 142, and IE 165.

Addendum on highly meritorious cases that may be waived:

1. To a student who has previously enrolled and fully attended a course/ courses
   i. "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. The waived subject and the prerequisite have to be simultaneously taken; AND
   ii. Only students who have GOOD or WARNING status on his/her previous semester (not including Midyear Term); AND
   iii. The student must show that inability to take the course will adversely affect his/ her plan of coursework and hence, his/her date of graduation.

2. To a student who is graduating within one year
   Only students who have a maximum of 42 units left to be taken for two (2) semesters, and a maximum of 3 units for Midyear Term (provided that the course to be taken during Midyear is to be certified by the unit offering the course)

F. Department of Mechanical Engineering

All ME courses may not be waived.

G. Department of Materials Engineering

The prerequisites of the following courses cannot be waived:

MatE 21 (prereq: CHEM 18; PHYS 71)
MatE 23 (prereq:MatE 21; PHYS 72)
MatE 165.1 (prereq: STAT 162)
MatE 175.1 (prereq:STAT 162)
MatE 185 (prereq:MatE 23 and EE2 or EE 65)
MatE 186 (prereq:MatE 23; ENSC 26)

2. The **underlined** prerequisites of the following courses may be waived provided that the student did not fail the prerequisite course/s due to excessive absences:

Courses	Course Title	Prerequisites
MatE 22	Structure-Property Relationship of Materials II	MatE 21; ENSC 13; ENSC 21
MatE 101	Thermodynamics of Materials	MatE 21
MatE 103	Rate Processes in Materials Engineering	ENSC 21; MatE 101
MatE 105	Materials Analysis and Testing	CHEM 32; MatE 22; MatE 23
MatE 165	Materials Synthesis and Processing	CHEM 40; MatE 103; MatE 105
MatE 173	Forensic Engineering in Materials	MatE 171
MatE 175	Materials Fabrication	ENSC 16; MatE 103
MatE 194	Materials Selection and Design	ENSC 10.1; IE 184; MatE 175
MatE 181	Basic Polymer Engineering	MatE 165; MatE 175
MatE 182	Advanced Ceramic Materials	MatE 165; MatE 175
MatE 183	Composite Materials	MatE 165; MatE 175
MatE 184	Fundamentals of Electrometallurgy	MatE 22; MatE103

Note: The student who is granted permission under these rules is required to enroll in the prerequisite course simultaneously with the course to which the former is a prerequisite.

H. Department of Engineering Science

[approved by the CEAT Faculty in its meeting on 21 January 2019]

The prerequisites of the following courses cannot be waived as the courses require a solid understanding of mathematics and physics concepts:

ENSC 11 - Statics of Rigid Bodies
ENSC 12 - Dynamics of Rigid Bodies
ENSC 13 - Strength of Materials
ENSC 14 - Thermodynamics
ENSC 14a - Engineering Thermodynamics and Heat Transfer
ENSC 21 - Mathematical Methods 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/ week (Regular Semester)	Total No. of class days	20% of Days
3	48	9.6
2	32	6.4
1	16	3.2

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 P150. A student who goes on leave without filing a leave of absence (AWOL) pays P225.

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	0-39	40-81	82-120	121-161
BSChE	0-41	42-82	83-127	128-163
BSChE-PPT	0-41	42-82	83-126	127-165
BSChE-ST	0-47	48-95	96-136	137-163
BSCE	0-36	37-77	78-121	122-160
BSEE	0-36	37-79	80-118	119-159
BSIE	0-40	41-82	83-120	121-160
BSME	0-39	40-77	78-120	121-161
BSMatE	0-41	42-82	83-121	122-159

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 (**6 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. (UP Code Art. 346)

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.

In most instances, "dropping" may lead to "underloading". Students must be aware of this consequences before dropping a course.

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 / INNOVATIONEERING / ENGINEERING INDUSTRIAL RESEARCH

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

The UPLB University Council approved the following policies on enrollment of thesis/innovationeering/EIR:

1. For undergraduate thesis/innovationeering/EIR (course 200/200b/200c), the six (6) units total credit should be broken down for registration each term in equal fractions of 3-3.
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/innovationeering/EIR 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/ innovationeering/EIR.

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 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/innovationeering/EIR to enroll, may be allowed to register the whole six (6) units total credit for 200/200b/200c courses. (**OC Memorandum No. 124, Series of 2008, October 28, 2008)**

CEAT THESIS / INNOVATIONEERING / ENGINEERING INDUSTRIAL RESEARCH MANUAL

There is an existing set of guidelines for CEAT Thesis/ Innovationeering/EIR 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:

1.00 & 1.25	Excellent
1.50 & 1.75	Very Good
2.00 & 2.25	Good
2.50 & 2.75	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 re-examination 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"

1. A student must be in residence and must be given a Removal Permit in order to remove a grade of "4" or "INC".

2. **No student is allowed to take any removal examination/ completion unless a Removal/Completion Permit is issued and approved 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.**

3. The Office of the College Secretary should remind the instructor if no grade is given within a week after the student has filed the permit to remove a grade of "4" or "INC".

4. A student on double probation, dismissed or permanently disqualified status will be given a chance to improve his scholastic status by removing his grade of "4" or "INC" within the semester where Dismissed, or P.D. status was incurred. After the semester has elapsed, dismissed or P.D. students must be readmitted before they can remove grades of "4" and "INC".

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.

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	Regular removal period immediately before the 2nd semester of the next academic year
2nd semester	Regular removal period immediately before the 1st semester of the next academic year

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-enrolment 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.

Maximum Allowable Units to Enroll

Scholastic	Academic Units	Non-Academic	Total
Good	21	5	26
Warning	18	5	23
Probation	15	5	20
Readmission	12	5	17

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 at 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 PERMANENTLY 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; modified by the CEAT Executive Committee on 01 July 2019)

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 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 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.

- A student is allowed to shift to other degree programs offered in UPLB only after one year of residency. However, BS ABE, BS EE, and BS IE students intending to shift out will be interviewed first. Approval depends on the result of the interview.

- 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 sever 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 un**its 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.

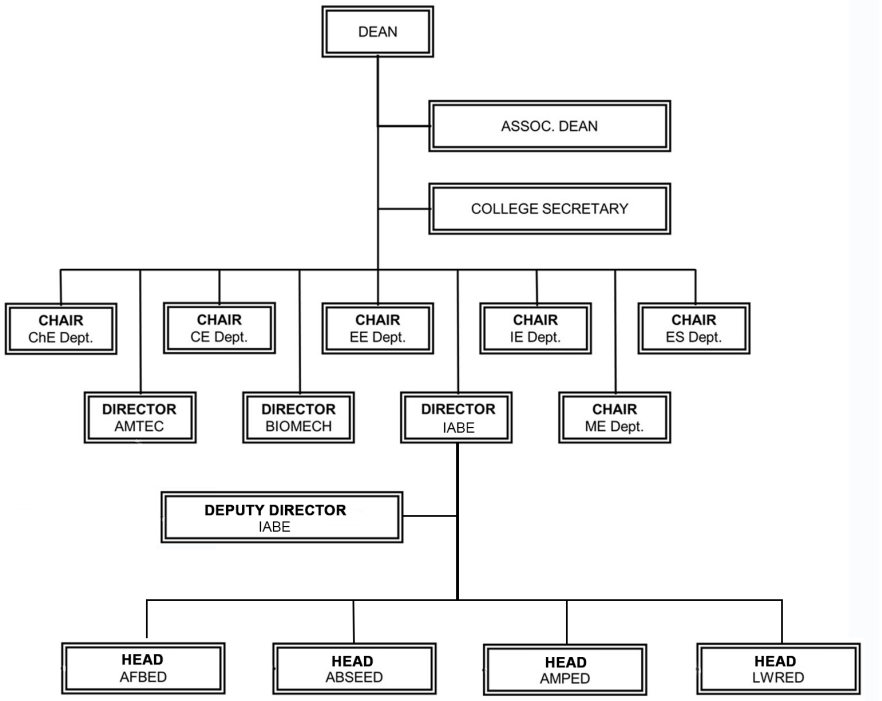
No disciplinary proceedings shall be instituted except for conduct prohibited by law or by the rules and regulations promulgated by duly constituted authority of the University.

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. ROSSANA MARIE C. AMONGO	Dean
DR. MARION LUX Y. CASTRO	Associate Dean
DR. BUTCH G. BATALLER	College Secretary
DR. RONEL S. PANGAN	Director, BIOMECH
DR. ARTHUR L. FAJARDO	Director, Agricultural Machinery Testing and Evaluation Center
DR. ROGER A. LUYUN, JR.	Director, Institute of Agricultural and Biosystems Engineering
DR. RONALDO B. SALUDES	Deputy Director, Institute of Agricultural and Biosystems Engineering

DEPARTMENT CHAIRS

DR. MONET CONCEPCION M. DETRAS	Department of Chemical Engineering
ASST. PROF. CRISAULO M. REYNOSO	Department of Civil Engineering
ASST. PROF. RODERICK L. CATRIZ	Department of Electrical Engineering
ASST. PROF. CHRISTIAN C. VASO	Department of Engineering Science
DR. JOSEFA ANGELIE D. REVILLA	Department of Industrial Engineering
DR. RALPH KRISTOFFER B. GALLEGOS	Department of Mechanical Engineering

DIVISION HEADS

ASST. PROF. RINA A. BAWAR	Division of Agricultural, Food & Bio-process Engineering
DR. OMAR F. ZUBIA	Division of Agribiosystems Machinery & Power Engineering
ASST. PROF. KEYNTY BOY V. MAGTOTO	Division of Agrometeorology, Biostructures, & Environment Engineering
DR. RUBENTO M. LAMPAYAN	Division of Land & Water Resources Engineering

OFFICE OF THE COLLEGE SECRETARY

MS. LOYOLA A. LANTICAN	Student Records Evaluator II
MS. SHEILA S. LIMJAP	Administrative Officer I
MS. ANNALIZA D. MANUEL	Administrative Assistant V
MS. MERILYN E. TONIO	Administrative Assistant II
MR. ANDREW VIC VALDEZ	Administrative Aide VI
MR. ADEL A. DE JESUS	Junior Office Assistant

CEAT LIBRARY

MS. LINA C. COPIOSO	CEAT Librarian

CEAT TELEPHONE DIRECTORY

OFFICE OF THE DEAN	**Tel: 253-8366**
OFFICE OF THE ASSOCIATE DEAN	**Tel: 253-8366**
OFFICE OF THE COLLEGE SECRETARY	**Tel: 0998-556-6874**
CEAT LIBRARY	**Tel: 0998-536-2853**
BIOMECH	**Tel: 536-5606;2686**
AMTEC	**Tel: 049 253-4956 / 0917-1561059**
CHEMICAL ENGINEERING DEPT	**Tel: 536-3664**
CIVIL ENGINEERING DEPT	**Tel: 0998-537-3870**
ELECTRICAL ENGINEERING DEPT	**Tel: 252-0431 / 0917-119-7654**
ENGINEERING SCIENCE/MATERIALS ENGINEERING DEPT	
INDUSTRIAL ENGINEERING DEPT	**Telefax: 536-6625**
INSTITUTE OF AGRICULTURAL ENG'G	**Tel: 0998-533-8442/536-8745**
ABSEED	**Tel: 536-2941** **Telefax: 0998-534-9002**
AFBED	**Tel: 0998-557-0683**
AMPED	**Tel: 530-0898**
LWRED	**Tel: 0998-576-2478**
INSTRUMENTATION	**Tel: 536-2465**
MECHANICAL ENGINEERING DEPT	**Tel: 0908-895-4376**

UNIVERSITY OF THE PHILIPPINES LOS BANOS
ACADEMIC CALENDAR 2023-2024

	FIRST SEMESTER (August 2023-January 2024)	SECOND SEMESTER (January-May 2024)	MIDYEAR (June-August 2024)
Last Day for Non-Degree/Second Degree/Transfer Students to File Application for Admission	10 Jul, Mon	20 Dec, Wed 24 Jan, Wed (Transferees from UP units)	
Completion/Removal Examination Period**	14 Aug, Mon – 16 Aug, Wed	22 Jan, Mon – 24 Jan, Wed	20 Jun, Thu – 21 Jun, Fri
MEDICAL EXAMINATION New First Year Students New Pre-Baccalaureate Students New Graduating Students Old Returning/Second Degree Students and Transferees Non-Degree Students Continuing Students	 20 Jun, Tue – 30 Jun Fri 06 Jul, Thu – 07 Jul, Fri 14 Aug, Mon – 15 Aug, Tue 17 Aug, Thu – 18 Aug, Fri 18 Aug, Fri Optional	 11 Dec, Mon – 12 Dec, Tue -- 18 Jan, Thu – 19 Jan, Fri 18 Jan, Thu – 19 Jan, Fri 19 Jan, Fri Optional	
REGISTRATION New First Year Students New Pre-Baccalaureate Students	 03 Jul, Mon – 07 Jul, Fri 10 Jul, Mon – 11 Jul, Tue	 14 Dec, Thu – 15 Dec, Fri --	
Deadline for Filing Application for Re-admission*** (at OCS) (at OVCAA)	17 Jul, Mon 28 Jul, Fri	26 Jan, Fri 30 Jan, Tue	
GENERAL REGISTRATION (including New Graduate Students)	23 Aug, Wed – 25 Aug, Fri	31 Jan, Wed – 02 Feb, Fri	20 Jun, Thu – 21 Jun, Fri
START OF CLASSES	29 Aug, Tue	05 Feb, Mon	24 Jun, Mon
Opening Convocation for New First Year Students	29 Aug, Tue		
Change of Matriculation Period	29 Aug, Tue – 04 Sep, Mon	05 Feb, Mon – 09 Feb, Fri	24 Jun, Mon – 25 Jun, Tue
Proficiency Examination in Physical Education (PEPE)	30 Aug, Wed – 04 Sep, Mon	06 Feb, Tue – 09 Feb, Fri	
Deadline for Filing Application for the UP College Admission Test (UPCAT)	*(To be announced)*		
College Faculty Meeting to Approve Candidates for Graduation	11 Sep, Mon (For Midyear 2023 candidates)	12 Feb, Mon (For 1st Semester 2023-2024 candidates)	08 Jul, Mon (For 2nd Semester 2023-2024 candidates)
Last Day for Colleges to Submit Approved List of Candidates for Graduation	14 Sep, Thu	15 Feb, Thu	11 Jul, Tue
University Council Curriculum Committee Meeting	18 Sep, Mon	19 Feb, Mon	10 Jul, Wed
University Council Executive Committee Meeting	25 Sep, Mon	26 Feb, Mon	15 Jul, Mon
UNIVERSITY COUNCIL MEETING TO APPROVE CANDIDATES FOR GRADUATION	02 Oct, Mon (For Midyear 2023 candidates)	04 Mar, Mon (For 1st Semester 2023-2024 candidates)	22 Jul, Mon (For 2nd Semester 2023-2024 candidates)
UPLB Foundation Day		06 Mar, Wed	
LOYALTY DAY	10 Oct, Tue		
Midsemester	23 Oct, Mon	04 Apr, Thu	11 Jul, Thu
Reading and Wellness Break	30 Oct, Mon – 04 Nov, Sat	01 Apr, Mon – 06 Apr, Sat	
UP COLLEGE ADMISSION TEST (UPCAT)	*(To be announced)*		
Deadline for Dropping of Subjects	24 Nov, Fri	06 May, Mon	19 Jul, Fri
Deadline for Filing Leave of Absence	07 Dec, Thu	17 May, Fri	
END OF CLASSES	21 Dec, Thu	31 May, Fri	27 Jul, Sat
Christmas Vacation	22 Dec, Fri – 02 Jan, Tue		
Integration Period	03 Jan, Wed	01 Jun, Sat	29 Jul, Mon
FINAL EXAMINATIONS	04 Jan, Thu – 11 Jan, Thu	03 Jun, Mon – 10 Jun, Mon	30 Jul, Tue – 31 Jul, Wed
LAST DAY FOR SUBMITTING GRADES FOR ALL STUDENTS	18 Jan, Thu	17 Jun, Mon	03 Aug, Sat
Board of Regents Meeting to Confirm Graduation	*(As per BOR schedule)*	*(As per BOR schedule)*	*(As per BOR schedule)*
Graduate School Recognition and Hooding Ceremony			02 Aug, Fri
UPLB COMMENCEMENT EXERCISES			03 Aug, Sat

* For the Midyear session, 3-unit lecture classes meet 1 hour and 45 minutes daily, Monday to Saturday for the 30 class days.
** A special removal outside this period may be implemented by the unit subject to removal fees.
*** Application submitted beyond the deadline will be processed for the following term.

OFFICIAL HOLIDAYS*
(AY 2023-2024)

2023		
Monday	21 August	Ninoy Aquino Day
Monday	28 August	National Heroes Day
Sunday	17 September	Los Banos Day
Wednesday	01 November	All Saints Day
Monday	27 November	Bonifacio Day
Friday	08 December	Feast of the Immaculate Concepcion of Mary
Sunday	24 December	Christmas Eve
Monday	25 December	Christmas Day
Saturday	30 December	Rizal Day
Sunday	31 December	Last Day of the Year

2024		
Monday	01 January	New Year's Day
Saturday	10 February	Lunar New Year
Sunday	25 February	EDSA People Power Revolution Anniversary
Thursday	28 March	Maundy Thursday
Friday	29 March	Good Friday
Saturday	30 March	Black Saturday
Tuesday	09 April	Araw ng Kagitingan
Wednesday	01 May	Labor Day
Wednesday	12 June	Independence Day
Wednesday	19 June	Laguna Day
		Eidul Fitr
		Eidul Adha

- Based on Proclamation No. 90, s. 2022 entitles AMENDING PROCLAMATION NO. 42, s. 2022 DECLARING REGULAR HOLIDAYS AND SPECIAL (NON-WORKING) DAYS FOR THE YEAR 2023 signed by President Ferdinand R. Marcos, Jr. on 09 November 2022. Los Baños Day as a special non-working holiday on 17 September is based on Republic Act No. 1116 signed by President Rodrigo Roa Duterte on 30 October 2018 which declares 17 September of every year a special non-working holiday on the municipality of Los Banos, province of Laguna, in communication of its founding anniversary and the annual Bañamos Festival.

FOR MORE INFORMATION, VISIT/CONTACT THE:

OFFICE OF THE COLLEGE SECRETARY
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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.

NOTES

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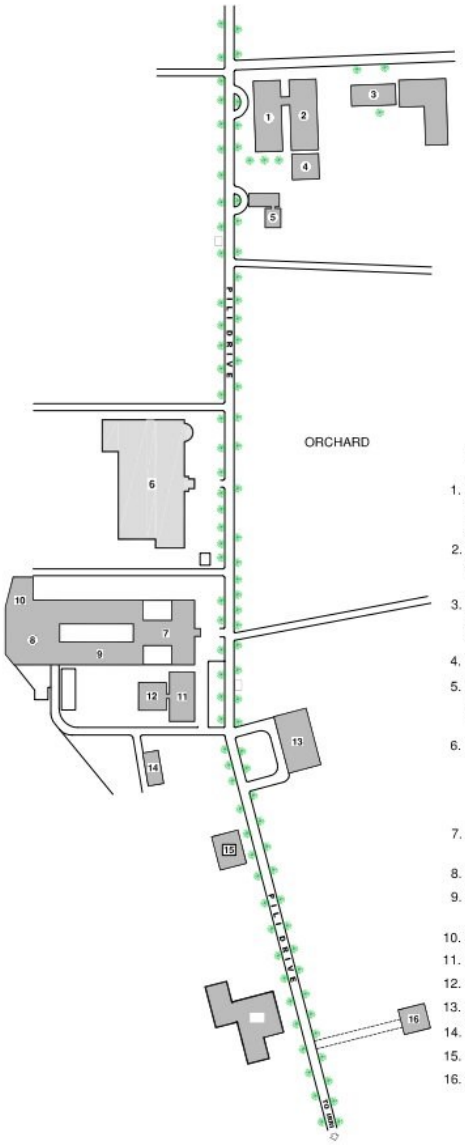
CEAT MAP



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)