

## **GENERAL RETENTION POLICY**

In order to monitor periodically the academic performance of the students in the programs they are pursuing as well as to streamline enrollment in programs with licensure examination, below is the general retention policy for all programs:

1. The failing grades are 5.0, 6.0 (FA) and 8.0 (UW) in all subjects.
2. Students who failed in one or two courses in any semester shall be given an academic warning under the supervision of the program chair/coordinator. If a freshman fails 30% of the total academic units enrolled in the current school year, he/she will be placed on academic probation the following year.
3. Academic probation starts in the second year level of students and they will be placed under the individual program of study (IPOS).
4. Other than the regular Summer term offerings, subjects offered during the Summer Term are those that the students failed during the regular semester. In no way should the students be allowed to take advance courses.
5. Academic probation is lifted when the student's cumulative grade point average reaches the required minimum for the program and that the student has not failed any of the courses enrolled in the succeeding two consecutive semesters.
6. All other policies specific to the program and school/college will take effect.

## **SCHOOL OF COMPUTING**

The School of Computing (SoC) establishes standards and guidelines that must be address to ensure the education and experiences received by SoC graduates are of adequate quality. The retention policy requires that the criteria and policies for academic progress, probation, remediation, and dismissal be stated and readily available. Progression policies specify the conditions under which a student cannot proceed in the curriculum. These generally include remediation of a specific course, repeat of a semester or a year, or dismissal from the program. Academic policies exist to ensure that faculty members and students understand the expectations for academic success, that the college or school administration is consistent in its approach to addressing academic progression among students, and that the high academic standards dictated by the profession are maintained.

### **Retention Policy:**

1. Students taking up B.S. Computer Science are allowed to retake a major subject twice only. Should a student fail thrice in any professional course said student will be asked to shift to B.S. Information Technology, B.S. Entertainment and Multimedia Computing or any program of his choice outside the B.S. Computer Science program.
2. Students taking up B.S Information Technology and B.S. Entertainment

and Multimedia Computing are allowed to retake a subject thrice only. If a student fails more than thrice in any professional subject, said student will be asked to shift to any program of his choice outside of the School of Computing.

3. Students will be advised to shift to another program if he/she will obtain 50% failing grades regardless of units enrolled except for practicum, thesis, and capstone courses.

### **BS CyberSecurity + PSM Special Retention Policy**

Based on CHED CMO No. 15 Series of 2019, under the Policies Standards and guidelines for Graduate Programs with straight Bachelor-Master's (SBM) Program, it states that "*The SBM program shall be designed as an honors program and thus, the HEI must have strict admission and retention policies. Students must be enrolled full-time and dropping of courses/subjects is not allowed. Students who fail at least one (1) course/subject shall automatically be disqualified from the program and can only pursue the regular bachelor's program.*" Thus, if a student enrolled in the BSC + PSM program fails a course/subject, he or she will be dropped from the program and may only enroll in the regular BSC/BSCS/BSIT/BSEMC programs.

In addition, according to CHED CMO No. 15 Series of 2019, "*The maximum number of years to complete the program is five (5) years. If students are not able to complete the program within the five-year period, the students automatically enter the regular bachelor's degree program.*" If a student does not complete the program within five years, he or she will be automatically transferred to a regular BSC, BSCS, BSIT, or BSEMC program.

### **Graduate Program:**

1. The minimum grade requirement is 1.75 for doctoral degree program and 2.00 in the master's degree program. The same applies to Written Comprehensive Examinations.
2. A student's candidacy for a degree is automatically terminated based on the following conditions:
  - a. Failure in four subjects;
  - b. Failure at a second try in the oral defense on the thesis;
  - c. Cheating in an examination; falsification of academic records; plagiarism and other major offenses.
3. If a student failed in the Written Comprehensive Examination, he/she is allowed to retake the WCE of the failed subjects on the next scheduled examination. If a student failed at a second try in the Written Comprehensive Examination, he/she is required to reenroll the subjects failed and reapply for WCE.
4. A student in the master's degree program is given five years to finish the academic courses plus one more year to pass their Oral Defense or Thesis. Students who exceed the five-year limit on the academic courses and one-year limit on the Oral Defense will be required to take refresher courses equivalent to eighteen (18) units. While a student in the doctoral degree program is given five years to finish their academic courses and five years

to finish their dissertation. Students who exceed the five-year limit on the academic courses are allowed an extension of two consecutive trimesters, but will be required to take additional six (6) units as refresher courses per trimester. Students who exceed the five-year limit on the dissertation writing will be required to take refresher courses equivalent to twelve (12) units to be enrolled in two consecutive trimesters. The five-year limit on the dissertation writing starts after passing the Written Comprehensive Examination.