



REVISED RETENTION POLICIES

SCHOOL OF EDUCATION

1. A student who decides to finish a degree in the Education program should have an average of 2.50 in all subjects in his/her 1st Year Level, and must pass the qualifying examination of his/her chosen major/area of specialization. If he /she fails the examination, he/she will be advised to shift to another major/area of specialization.
2. A student with a grade of 3.0, 5.0 (Failed), 6.0 (Failure due to absences), 8.0 (Unofficial withdrawal), or 9.0 (Dropped) shall be required to report to the program chairperson for consultation/counselling before being allowed to enroll the following semester. The student and the parent/s shall sign an undertaking that he/she will be on probationary period for the next semester.
3. A student with a failing mark is allowed to repeat the subject only once. Otherwise, he/she shall be advised to shift to another program.
4. A student shall be allowed to drop all subjects only twice, after which he/she shall be advised to shift to another program.
5. A student should complete his/her course for a maximum of five (5) years or ten (10) semesters. If after the program time limit, the only required subject for graduation is Teaching Internship, he/she will be given a maximum of one year to complete the degree.
6. Any student who incurs a minimum of three (3) grades of 3.0 or a combination of 3.0, 5.0, 6.0, 8.0 and 9.0. in a given semester shall be placed under academic probation and shall be deloaded six (6) units in the next semester. He/She can revert to the maximum of unit loads if an improvement in academic performance is evidenced by a passing mark of 2.5 and above in all subjects enrolled. The deloading shall still be in effect should he/she incurs a grade of 3.0.
7. A student who has incurred eighteen (18) units of failures (5.0, 6.0, 8.0, 9.0) within three to four (3-4) semesters shall be advised to shift to another program.
8. Shifters and transferees are automatically placed on academic notice upon admission to the program. If he/she incurs one (1) or two (2) failing marks in his/her first semester in the school, he/she shall be placed under academic probation.
9. Unofficial withdrawal (UW) and failure due to absences (FA) in all subjects within a semester will disqualify the student for readmission the following semester.
10. A Teacher Education student shall no longer be admitted to the Program if he/she is placed under academic probation and incurs a grade of 5.0, 6.0 or 8.0 in any of his/her subjects the next semester.

Note: To be allowed to take Practice Teaching, a student must have:

- (1) taken and completed Catechetical Instruction, integrated under the New Literacy subject;
- (2) passed the comprehensive examination given by the SED office; and
- (3) passed all subjects from 1st Year, 1st Semester to 4th Year, 1st Semester.

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Submitted by:

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