

## **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 courses.
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, courses offered during the Summer Term are those that the students failed during the regular semester. Students shall not be allowed to take courses in advance.
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 EDUCATION**

1. A student enrolled in the Education course should have an average of 2.50 in all courses and must pass the qualifying examination of his/her chosen area of specialization. If he /she will fail the examination, he/she will be advised to shift to another major.
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/counseling before being allowed to enroll the following semester. The student is required to present an advisement slip issued by the program chair as a requirement for enrolment.
3. A student with a failing mark is allowed to retake the course only once. Otherwise, he/she shall be advised to shift program.
4. A student shall be allowed to drop all courses only twice; after which he/she shall be advised to shift to another program.
5. A student should complete the program for a maximum of five (5) years or ten (10) semesters. If after the program time limit, the only required course for graduation is Teaching Internship, he/she will be given a maximum of one year to complete the degree.

6. Any student who incurred 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 a maximum of units load if an improvement in academic performance is evidenced by a passing mark of 2.75 and above in all courses enrolled. The deloading shall still be in effect should he/she incur grades 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 courses 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 courses the next semester.

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

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

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