

ACADEMIC POLICIES AND PROCEDURES

Section 1. Admission.

- 1.1. Students shall be accepted regardless of age, sex, status, nationality and religious beliefs or political affiliation
- 1.2. Students must pledge to abide by and comply with all the policies, admission requirements, rules and regulations of the University.
- 1.3. Persons with disabilities shall likewise be admitted as provided in the (Republic Act No. 7277), disabled persons are part of Philippine society, thus the State shall give full support to the improvement of the total well-being of disabled persons and their integration into the mainstream of society, Toward this end, the State shall adopt policies ensuring the rehabilitation, self-development and self-reliance of disabled persons. It shall develop their skills and potentials to enable them to compete favorably for available opportunities.
 - 1.3.a. Students with disabilities shall be admitted upon submission of the admission requirements
 - 1.3.b. Students with special needs are provided with special facilities such as ramps and priority lanes.
- 1.4 Indigenous peoples shall equally be admitted upon submission of the admission requirements. As provided in the RA 8371, The State shall guarantee that members of the ICCS/IPs regardless of sex, shall equally enjoy the full measure of human rights and freedoms without distinction or discrimination.
- 1.5 Working students shall also be admitted upon submission of the academic requirements. Working students must attend his/her given time schedule, he/she must also follow the academic policies set by the college where he/she is enrolled.
- 1.6 Students must pass the PRMSU Admission Test (if applicable)
- 1.7 Students must qualify in the grades/average requirement (GPA/GWA) set by the College Admission and Retention Policy.
- 1.8 Students must have not enrolled in any academic college prior to their enrolment as beginning freshmen; otherwise, they shall be classified as transferees.
- 1.9 Students enrolled in vocational courses from other institutions or those not leading to a degree program are admitted as beginning freshmen.
- 1.10 Must not be enrolled in another educational institution within the same period of enrollment at PRMSU, otherwise, enrolment will be cancelled.

1.11 Students must meet the criteria for admission of the college he/she wish to enrol since Individual Colleges and campuses may institute its own admission policies.

Section 2. Admission Requirements.

Applicants must submit the following requirements:

2.1 Junior High School

2.1.1 Form 138 or Form 137

2.1.2 Certificate of Good Moral Character from last school attended2.3

2.1.3 Two (2) pieces 2"x2" latest identical pictures PSA authenticated copy of Birth Certificate

2.1.4 PSA authenticated copy of Marriage Certificate

2.1.5 PSA authenticated copy of Marriage Certificate (for married female applicant

2.1.6 PRMSU Secondary Admission Test (PRMSU-SAT)

2.2 New/Beginning Freshmen (Tertiary Level)

2.2.1 Form 138 or Form 137

2.2.2 Certificate of Good Moral Character from last school attended

2.2.3 Entrance Examination (if applicable)

2.2.4 Latest Pictures (2 pcs. 1" x 1" ID Picture and 1 pc. 2" x 2" ID Picture)

2.2.5 Original PSA Birth Certificate

2.2.6 Original PSA Marriage Certificate (for married female applicant)

2.2.7 Medical Certificate from authorized Health Officer

2.3 Transferees

2.3.1 Transfer Credential/Honorable Dismissal

2.3.2 Official Transcript of Record/Copy of Grades duly signed by the Campus Registrar.

2.3.3 Certificate of Good Moral Character from last school attended

2.3.4 PRMSU College Admission Test (PRMSU-CAT) (if applicable)

2.3.5 Latest Pictures (2 pieces identical 1"x1" and 1 piece 2"x2")

2.3.6 Admission of transferees is subject to availability of slot in the college one wants to enroll

2.3.7 Original PSA Birth Certificate

2.3.8 Original PSA Marriage Certificate for married female applicant

2.4 Returning Applicant (Define in the definition of terms)

2.4.1 Fully accomplished Application for Re-Admission Form

2.4.2 Updated Evaluation of Grades

2.4.3 Approved LOA/ residency form

2.4.4 Original PSA Birth Certificate

2.4.5 Original PSA Marriage Certificate for married female applicant

2.5 Cross Enrollee

2.5.1 Fully Accomplished Cross Enrolment Application Form

2.5.2 Cross Enrolment Certification/Form from the mother institution signed by the Registrar and/or Dean.

2.5.3 Original PSA Birth Certificate

2.5.4 Original PSA Marriage Certificate for married female applicant

2.5.5 Valid School ID

2.5.6 Two (2) pieces latest identical 2"x2" pictures

2.6 Continuing Professional Education Applicant

2.6.1 Fully Accomplished Application (Uniting/CPE) for Admission Form

2.6.2 Original Transcript of Records

2.6.3 Original PSA Birth Certificate

2.6.4 Original PSA Marriage Certificate (for married female applicant).

2.6.5 Valid Identification Card

2.6.6 Two (2) pieces latest identical 2"x2" pictures

2.7 Foreign Students

2.7.1 Transcript of Scholastic Record

2.7.2 PRMSU College Admission Test (PRMSU-CAT) (if applicable)

2.7.3 Personal History Statement

2.7.4 Student Visa/Special Study Permit

2.7.5 Affidavit of Support

2.7.6 Alien Certificate Registration

2.7.7 Result of TOEFL or any recognized Test of English Proficiency (for non-English speaking students) Must meet all the prescribed requirements by the DFA and the BID 2.7.8

2.7.9 A foreign student may be admitted based on the availability of slot of the course applied for.

2.8 Graduate Level

2.8.1 Original Transcript of Record

2.8.2 Service Record/Certificate of Employment (if employed)

2.8.3 Original PSA Birth Certificate

2.8.4 Original PSA Marriage Certificate for married female applicant.

2.8.5 Two (2) pieces latest identical 2"X2" pictures

2.8.6 OTR marked "Copy for PRMSU "shall be submitted prior to admission for the following semester, otherwise, enrolment will not be allowed.

Section 3. Returning students shall be readmitted provided all the requirements of the course are complied with and the process of enrollment is followed.

Section 4. Types of Cross-enrolment.

There are four (4) types of cross enrolment.

4.1 Inbound, for students from other institutions in the Philippines who wish to register in specific courses (subjects) at PRMSU, without pursuing or earning a degree or completing a program.

4.2 Outbound, for PRMSU students wishing to register in specific courses (subjects) at other educational institutions in the Philippines or abroad, for the purpose of credit to their program at PRMSU.

4.3 In-Campus, for PRMSU students wishing to register in specific courses (subjects) in other colleges within the campus.

4.4 Out-Campus, for PRMSU students wishing to register in specific courses (subjects) in other campuses of the university.

Section 5. Inbound Cross-Enrolment.

5.1 Inbound cross-enrolment is subject to availability of courses for the particular School Year and Term and availability of slots in those courses.

5.2 A formal signed letter containing the following:

5.2.1 The reason for selecting PRMSU.

5.2.2 The specific academic year and term to cross enrol at PRMSU.

5.2.3 The specific courses/subjects, including course descriptions, to be cross enrolled.

5.2.4 Contact details such as email address and postal address.

5.3 Cross-enrolment permit from home school (if course/s is for credit in the respective program in the home school).

5.4 Medical clearance report (to be validated by Head, Medical and Dental Services of PRMSU).

5.5 Letter of recommendation by the Dean from the mother institution.

5.6 Certification of good moral character from mother institution's Guidance Office.

5.7 A student may register for cross enrolment provided that the total number of units/credits does not exceed the maximum allowed by the rules on academic load, unless otherwise approved by the Dean and/or the Registrar under meritorious reason/s.

Section 6. Outbound Cross-Enrolment.

Approval of outbound cross enrollment is based on the following policies:

6.1 The course/subject is not offered in PRMSU on the academic year and term in which it will be cross enrolled in another institution.

6.2 The school where the student will cross enroll in has a comparable standard of education with PRMSU.

6.3 Only general education subjects, as a general rule, may be cross enrolled in another school.

6.4 A student may register for cross enrolment provided that the total number of units/credits does not exceed the maximum allowed by the rules on academic load, unless otherwise approved by the Dean and/or the Registrar under meritorious reason/s.

Section 7. In-Campus Cross-Enrolment.

Approval of in-campus cross enrollment is based on the following policies:

7.1 The subject is not offered in the mother college on the academic year and term in which it will be cross enrolled in another college. 7.2 Only general education subjects, as a general rule, may be cross enrolled in another college.

7.3 A student may register in two or more or more colleges in the University provided that the total number of units/credits does not exceed the maximum allowed by the rules on academic load, unless otherwise approved by the Dean and/or the Registrar under meritorious reason/s.

Section 8. Out-Campus Cross-Enrolment.

Approval of out-campus cross enrollment is based on the following policies:

8.1 The subject is not offered in the campus on the academic year and term in which it will be cross enrolled in another campus of the university.

8.2 Only general education subjects, as a general rule, may be cross enrolled in another campus.

8.3 A student may register in two or more or more colleges in the University provided that the total number of units/credits does not exceed the maximum allowed by the rules on academic load, unless otherwise approved by the Dean and/or the Registrar under meritorious reason/s.

Section 9. Cross Registrants.

9.1 Within the University

9.1.1 A student may cross enroll in two or more colleges in the University provided the total number of units/credits do not exceed the maximum allowed by the rules on academic load.

9.2 Outside the University

9.2.1 A student registered in the University and who wishes to cross register in another institution must get a permit from the Dean and the Campus Registrar. The student should state in writing the subjects he/she is going to cross enroll and the total number of the student intends to take.

9.2.2 Cross enrolment in all curricular levels may be allowed, provided these subjects are not offered in the University, must have the same course description and number of units, and must not be a major subject.

9.2.3 No student is allowed to cross register in two (2) or more schools outside the University.

9.3 From Other Institution

9.3.1 A student registered in the University from other Institution

9.3.2 A student from other institution who wants to enroll in the University must present a permit from the Dean/Registrar of the said institution. The permit specifies the subjects and the units to be cross enrolled.

Section 10. Academic Loading.

10.1 The total number of units for which a student may register shall be in accordance with the curricular program the student is enrolled in.

10.2 During midyear class, a student may register only nine (9) units, except for graduating students who shall be allowed a higher load not exceeding twelve (12) units.

10.3 Only graduating students are allowed to overload subject on their academic standing.
10.4 A graduating student may be permitted to carry a heavier load of one (1) additional subject and shall be subject to the approval of the Registrar as per recommendation of the Dean. 10.5 Students who are scholastically delinquent are not allowed to have an overload.

Section 11. Subject Pre-requisite (Advanced and Back Subjects)

11.11 The rules on sequence of subjects in the curriculum of the course being taken must be followed.

11.12 Enrolling in and attendance in a subject without passing its prerequisite shall earn the student no academic credit.

11.13 As a general rule, a student shall not be permitted to take any advanced subject until he has satisfactorily passed the prerequisite subject or subjects. However, a student may be allowed to simultaneously enroll in pre-requisite and advanced classes under the following conditions:

11.13.1 When the pre-requisite is a repeated subject;

11.13.2 When the student has superior scholastic standing;

11.13.3 When the student is graduating at the end of the school term; and

11.13.4 When it is approved by the Dean of the college or the Program chairperson in the case of satellite campuses. However, if the student fails the prerequisite subject, the higher subject shall be given zero credit.

Section 12. Changing/Adding/Dropping of Subjects.

12.1 A student may be allowed to change and add subjects within two (2) weeks from the first day of classes during the semester, or within the first three (3) days of classes during the mid-year class.

12.2 Changing/adding/dropping of subjects shall be made only for valid reasons and shall be stated in writing to be approved by the Dean/Program chair and the Registrar.

12.3 Subjects changed/added unofficially or without approval of the Dean and the Registrar shall not be given credit.

12.4 The total load carried by a student including the added subject/s must not exceed the maximum under the rule of academic load or that which is prescribed for his/her curriculum year during the term/semester.

12.5 Dropping of subjects shall be allowed before the mid-term.

12.6 Unofficial dropping of any subject will mean a grade of 5.0.

12.7 Subjects changed/added/dropped should be approved by the Dean/Program Chair and the Registrar

Section 13. **Substitution of Subject.**

Substitution of subjects is allowed under the following conditions:

13.1 Substitution of subject/s may be authorized if a curriculum has been superseded by new enforced curriculum.

13.2 The subject is equivalent to the subject phased out in the old curriculum.

13.3 The subject is recommended by the Dean/ Program Chair of the concerned college and confirmed by the Registrar.

Section 14. **Petition Subjects**

14.1 Students requesting enrolment for a petition subject should write a letter of request Noted by the Dean and approved by the Registrar.

14.2 Petition subjects may be offered provided the following conditions are met:

14.2.1 Class size is at least 25 students for general education subjects, or at least 15 students for major subjects (and graduating students)

14.2.2 Rules on pre-requisite and advanced subjects are observed.

14.2.3 Petition subject is not an overload subject.

14.2.4 If the petitioner is covered by the free tuition fee, tuition will be shouldered by the UNIFAST.

14.3 The filing of petition subject shall be made within the dates prescribed for in adding and changing subjects as specified in the academic calendar.

Section 15. Withdrawal of Registration.

15.1 A student who withdraws his/her registration within two weeks after the start of classes shall be entitled to certain percent of refund of tuition fees. No refunds shall be made after the said period.

15.2 A student who withdraws his/her registration within the aforesaid period shall be entitled to withdraw his/her credentials submitted as requirements for enrolment. No withdrawal shall be made after the said period.

15.3 The rules for dropping shall be applied.

Section 16. Class Attendance.

16.1 Prompt and regular attendance in all classes is required of all students from the first meeting of every course.

16.2 A student shall be considered absent from class if he/she is not present within the first third fraction of the scheduled class time. In other words, a student is considered absent if he/she arrives after.

16.2.1 The first 60 minutes of a three-hour class;

16.2.2 The first 40 minutes of a two-hour class:

16.2.3 The first 30 minutes of a one-hour-and-a-half class; and

16.2.4 The first 20 minutes of a one-hour class

A term or semester is equivalent to 18 weeks with 54 contact hours for a three (3) unit lecture subject.

A one unit (1) unit laboratory subject is equivalent to three (3) hours

16.3 When the student's absences in a subject in one semester have reached 20% of the required number of hours of recitation, lecture, laboratory or any other scheduled work, and said absences are unexcused, the student shall be given a grade of 5.0.

16.4 Absences due to the following reasons are considered excused:

16.4.1 Students sent on official business by the University to attend athletic meets, cultural- literary festivals, meetings, conferences, approved field trips with approved itinerary of travel/trips and other similar cases.

16.4.2 Students who have been ill/confined in a hospital provided a certification to this effect is issued by a licensed physician.

16.5 Excuses are only for time missed.

16.6 All activities accomplished by the class during absences shall be complied/ fulfilled as the student reports to class, to satisfy the requirements missed before any final grade is given.

Section 17. Wearing of school ID

The university strictly implements the No ID, No Entry Policy. However, the following provision may apply for the following conditions:

17.1 in case the student failed to present his/her ID, the Certificate of Registration must be presented to the security personnel. The guard on duty shall affix his/her signature at the back of the COR for monitoring purposes.

17.2 The loss of ID card shall be reported to the Office of the Registrar together with a notarized affidavit of loss. The registrar will issue a temporary pass while the request for new ID card is on process. Upon payment of the required fee for the new ID card, the registrar shall release the new ID card.

17.3 Tampering of ID is a major university offense thus, such act shall be subjected to disciplinary actions. When security personnel discovered a tampered ID card, the ID card should be confiscated outright and the student should be accompanied to the discipline office.

Section 18 Wearing of Uniforms

18.1 all students must wear the prescribed uniform

18.2 Male Students must wear White Polo, black pants, and black formal shoes

18.3 Female students must wear blue skirt with one(1) inch below the knee cut /or slacks, and white blouse with necktie and black formal shoes

18.4 Women Members of the LGBTQ may wear slacks, white blouse with neck tie and black formal shoes

18.5 Men Members of the LGBTQ are NOT allowed to wear skirts but they can wear slacks

18.6 Students must wear the P.E./ NSTP uniform during P.E./ NSTP class only

18.7 Nursing students must wear the prescribed uniform of the college

18.8 other college prescribing different uniform from the standard one must submit their uniform policy

18.9 Friday is the prescribed "WASH DAY". Students must wear their organization shirt/college shirt

18.10 Working Students may wear their working uniform

Section 19. **Haircut**

19.1 Male students are expected to keep short and neat hairstyles. Extreme haircuts with design (shaved lines, stars, extreme patterns) are not allowed

19.2 Female students are also expected to keep neat and decent hairstyles. Hair dye with bright color is not allowed.

19.3 Members of the LGBTQ must also keep neat and decent hairstyle. Hair dye with bright color is not allowed.

Section 20. **Program Change/Shift.**

20.1 Any student who wishes to shift/transfer to another degree/program must satisfy the entrance requirements for that degree/program.

20.2 A student may be allowed by the Dean/ Program Chair to shift course if

20.3 The student is not academically suited to his/her present course due to personal reasons.

20.4 A student should apply for a shift of program to the Dean where he is getting out to be endorsed to the Dean of his/her new program, who in turn shall approve the said application. The Registrar shall approve the student's change of course.

Section 21. **Student Classification.**

Students are classified as follows:

21.1 **A full time/regular** student is one who carries the full load in any given semester specified in the curriculum.

21.2 **A part time/irregular student** is one who carries less than the full load specified in the curriculum.

21.3 **A working student** is one who is employed on a full time or part time basis in or outside the University.

21.4 **A foreign student** is one who is not a citizen of the Republic of the Philippines.

21.5 **An audit student** is one who is not entitled to receive official credit for his/her work because s/he does not satisfy the admission requirements to the course or the subject. S/He shall not be allowed to enroll for more than nine (9) units for a semester or to register for more than two (2) years except by permission of the Dean concerned. His/her work shall be marked "satisfactory" or "unsatisfactory."

21.6 **A returning student** is one who is not enrolled in the University in the preceding semester/s. Admission of a returning student is dependent on the current policies and procedures of the university.

21.7 **A student shifter** is one who wishes to shift or transfer to another curriculum in the University. The shifter must meet the admission requirements for the new curriculum. The request to change curricular program should be made by using the prescribed form with the approval of the releasing Dean, accepting Dean and the Registrar.

Section 22. **Curricular level placement of students** according to progress toward graduation shall be based on the following:

22.1 Freshmen (First Year). If the student has not finished subjects of first year or has not completed 25% of total number of units required in his/her course.

22.2 Sophomore (Second Year). If the student has completed his/her first year course or has finished 25% but not more than 50% of the total number of units required in his/her course

22.3 Junior (Third Year). If the student has completed the first Two (2) years of his/her course, or has finished 50% but not more than 75% of the total number of units required in his/her course.

22.4 Senior (Fourth Year). If the student has completed the first Three (3) years of his/her curriculum or has finished 75% but not more than 85% of the total number of units required in his/her course.

22.5 Fifth Year. If the student has completed the first four (4) years of his/her Fifth culum or has finished 85% of the total number of units required in his/her course.

Section 23. Examinations.

Two (2) scheduled examination periods shall be given per semester as follows:

Midterm Examination; and

Final Examination.

The aforesaid examinations cannot be substituted by other requirements.

Special Consideration/Missed Activities

Any late submission of/missed quizzes, homework and activities will have a grade of zero.

Unexcused exam absence will automatically merit the student a grade of zero. For an excused exam absence, the student will be given a grade of INC and a chance to take the equivalent

examination, i.e., similar topics, in a future Specs 500 class. A valid excuse is qualified as either death of family members up to the second degree of consanguinity, confinement due to a serious medical condition (certified by a doctor who is not related to the student), or representing the college/ university in competitions. It is the student's duty to establish the veracity of the excuse. This should be coordinated with the instructor as soon as possible/in the meeting following the exam. Only one examination may be excused in this manner.

Special Exam/Missed Major Exam

If you have missed faculty-conducted exam due to illness or misadventure, you may apply for an alternative exam. (Refer to student handbook)

Special Circumstances/Special Needs

Students with disability or ongoing illness can make arrangements with the professor/instructor regarding the different assessment tasks (e.g., projects, exam, quiz) to minimize or eliminate the impact of his/her disability. However, meeting the learning objectives of the subject must be

observable. The arrangements will involve modifications of the assessment tasks (e.g., performance task) but maintain academic standards. (Refer to RA 7227)

Special Consideration/Missed Activities

Special consideration consists of the exercise of academic discretion to provide equitable treatment to students whose performance in an assessment item is affected by illness, accident or work-related circumstances and for single parent (as per RA 8972/Solo Parent Act).

You should only apply for special consideration when your performance in an assessment item, including examinations, has been affected by extenuating or special circumstances beyond your control. Special consideration is not automatically guaranteed and may not result in a mark adjustment. (faculty discretion)

For students involved in religious, sports and cultural activities (athletes, performing artist) will also be given considerations, only if they present the program of activity and excuse letter from their respective pastor or coaches. (Refer to student manual/memo from OUP)

Section 24. Grading System

The work of students shall be rated at the end of each term as:

Figure	Percentage
1.0	99-100
1.25	96-98
1.5	93-95
1.75	90-92
2.0	87-89
2.25	84-86
2.5	81-83
2.75	78-80
3.0	75-77
5.0	Failed
INC	Incomplete
IP	In-Progress (For Agriculture Program)

Section 25. Guidelines for Completion of Incomplete Grades.

25.1 "INC" indicates that work is incomplete. It is given if a student fails to appear and take the final examination due to illness or some other valid reasons. "INC" may also be given if other course requirements are not satisfied. Incomplete grades in subjects that are prerequisites to other subjects must be completed first before enrollment of the latter shall be made.

25.2 Removal of "INC" grade shall be done within ten (90) calendar days after the final examination by passing a re-examination or satisfying the requirements for the course. The student shall be given a final grade based on overall performance. Failure to comply shall mean a grade of 5.0.

25.3 If the INC grade is a pre-requisite subject, it must be removed first before enrolment in the higher subject.

25.4 Only one re-examination is allowed.

25.5 No extension of completion is allowed. If the INC is not completed within the period prescribed, it automatically earns a grade of 5.00

Section 26. Change of Grades.

26.1 A student who received a passing grade in a given course is not allowed re-examination for the purpose of improving his/her grades. 26.2 No faculty member shall change any grade after the report of record has been filed at the Office of the Registrar. In exceptional cases, as where error was committed, the professor/instructor may request authority from the office of the Registrar as per recommendation of the Dean with the submission of pertinent documents to support the request (i.e., class records, grading sheets, record of performances, etc.), to make

26.3 necessary correction using the prescribed form. No student shall directly or indirectly solicit assistance from any person which may influence his/her professor/instructor to change entries made in his/her record, examination paper, or final report of grades.

Section 27. Complaints/Appeals on Grades

The purpose of the academic grade appeal is to ensure that student is given a just and equitable grade based on academic performance.

27.1 Students' complaints on grades shall be filed at the Dean's office in writing.

27.2 The Dean shall schedule a conference with the faculty concerned and shall look into the case within one week from the receipt of the complaint. Copy of the results of the investigation shall be forwarded to the Registrar's Office.

Section 28. Accreditation of Courses.

Units earned by transfer students from the government recognized institutions may be given credit without validating examination provided any of the following conditions are complied with:

28.1 For subjects with equal unit weight and similar course content as those prescribed by the University.

28.2 Subjects should have been taken from duly recognized higher education institutions provided the grades obtained in these subjects are at least 3.0 or its equivalent.

28.3 Only subjects leading to a degree program taken by transferees shall be validated and accredited.

28.4 Subjects to be accredited will depend of the year level of entry of the transferee as follows

If admitted as First Year must not exceed 25% of the total number of units prescribed in the curriculum

If admitted as Second Year must not exceed 35% of the total number of units prescribed in the curriculum

If admitted as Third Year must not exceed 45% of the total number of units prescribed in the curriculum

If admitted as Fourth Year must not exceed 65% of the total or higher number of units prescribed in the curriculum

28.6 If the number of units earned outside the University is less than the prescribed units for the subject, the student shall enroll the course as offered in the University. The same rule applies to those who transferred/shifted to another curriculum within the University.

28.7 Only units earned by foreign students in the collegiate level shall be given credit.

Section 29. **Resident Credits.**

29.1 Resident credits refer to all academic subjects and units earned in the University including those taken from other institutions that are required for a particular degree and had already been validated/accredited in the University.

29.2 Only resident credits are considered in evaluating subjects and units for a particular curriculum.

Section 30. **Retention Policies.**

Evaluation of student records for purposes of retention is guided by the following standards:

No. of Units Failed	Status	Allowable Load for the Following Semester
1-5	WARNING	Less 3 units from normal load
6-9	PROBATION	15 units only
10-15	Guided placement to another program/college	To carry normal load as prescribed in the new course
16 or more	PERMANENT DISQUALIFICATION from the University	

30.1 A student who has a 25% to 49% failure enrolled with any number of load will have a Warning status and can enroll less 3 units from the normal load the following semester;

30.2 A student who has a 50% to 75% failure enrolled with 6 academic units or more will have a probation status and can enroll 15 units only the following semester;

30.3 A student who has a 76% or more failure enrolled with 9 academic units or more will face Dismissal from the college and shall not be allowed to enroll the following semester and will be subjected to the retention policy of the college.

30.4 A student who has a 100% failure will face Permanent Disqualification from the University.

Section 31. **Honorable Dismissal.**

Honorable dismissal is a voluntary withdrawal from the University. If a student has been dropped from the roll for whatever cause/s, a statement to that effect may be added to his/her honorable dismissal. The student should present a clearance showing that he has settled all his/her obligations to the University.

Section 32. **Residency Requirements.**

32.1 Residency refers to the number of years or terms required for a student to finish a program.

32.2 An undergraduate student must finish the requirements of a program within a period of actual residence equivalent to a maximum of one and one-half of the normal length prescribed for the program; otherwise, s/he shall not be allowed to re-enroll further in that program. As a general rule, full-time students in the master's and doctorate programs are granted two (2) years and four years respectively to complete their program,

32.3 Part-time students are granted three years and five years to complete the master's and doctorate programs, respectively, subject to one-year grace period, otherwise, students shall be under penalty as may be applied by authorities concerned. Failure to complete within the required period shall compel student to undergo refresher course equivalent to one subject per semester of delay.

Section 33. **Academic Residency.**

33.1 **Undergraduate.**

33.1.1 The Academic Residency (AR) is intended for students who have no other course to enroll in their program but need to enter the campus for consultation with faculty members. An

example would be a student whose thesis has been deferred. Students not enrolled but need to frequently enter the campus shall be required to enroll in undergraduate residency. Students on residency will have their IDs validated for the covered term. Those who are on academic residency are deemed as bona fide students for the covered term.

33.1.2 Qualified students may enroll in AR during any semester, including mid-year class. Trimesters with Academic Residency are counted in reckoning the official date of graduation.

33.1.3 It is important to note that a student who does not intend to enroll for a specific term for whatever reason, but still has remaining units to enroll, is not allowed to enroll in Academic Residency, but should file for a Leave of Absence (LOA). 33.1.4 A student on LOA may not enter the campus. As such, no residency, whether academic or non-academic, shall be granted to students on LOA.

33.1.5 The midyear class term is generally not included in the academic flowchart of the students, thus students are not expected nor required to take mid-year classes. Because of this, the filing of Leave of Absence for the mid-year is not required.

33.1.6 Students enrolling for Academic Residency should proceed to the Office of the University Registrar within the first three (3) weeks of the regular term or within the first four (4) days of the mid-year class and request to be enrolled in Academic Residency. Similar to enrolment in a regular course, those who respond to enroll in Academic residency shall pay the corresponding amount at the Accounting Office.

33.2 Graduate

33.2.1 Graduate students (those in masters, doctorate, certificate and diploma programs) are required to enroll in residency during terms (except summer) when they will not be enrolled in regular/special courses.

Section 34. Leave of Absence.

34.1 Leave of Absence (LOA) refers to an absence from the university. Students on LOA are not enrolled in any program, they are not Considered bona fide students, and are not allowed to enter the Campus except as occasional visitors to transact with certain offices.

34.2 Moreover, students on LOA are not permitted to enroll and study in another educational institution. No course taken by students on LOA from another school may be credited towards the completion of the program in this university.

34.3 Undergraduate students are assumed to enroll on a continuous basis until their program is completed. Any break in enrolment requires the filing of a LOA. An approved LOA is a permission from the university to temporarily interrupt studies. As a general rule, it carries with it an implied guarantee to accept the student as a returnee, subject to the policies of the university.

34.4 There is no LOA for Graduate students (those in masters, doctorate, and certificate and diploma programs). Students in these programs are required to enroll in residency during terms when they will not be enrolled in regular/special courses.

Section 35. On OJT, Practicum and Practice Teaching

35.1 No student shall be endorsed / deployed to any office/institution for On-the Job-Training, practicum or Practice Teaching without first being fully registered for the term / semester;

35.2 Grades relevant to the performances of the students during their OJT, practicum or training/ practice teaching must be submitted to the Office of the Registrar prepared by the OJT Coordinator / Practicum Practice teaching Supervisor, approved by the Dean of the college concerned.

35.3 Original Certificates of Completion are to be presented at the Office of the Registrar not later than 10 calendar days before the College Academic Council Meeting.