



**ACADEMIC COUNCIL RESOLUTION RECOMMENDING THE APPROVAL OF THE
RETENTION POLICY FOR BACHELOR OF SECONDARY EDUCATION MAJOR IN
ENGLISH, FILIPINO, MATHEMATICS, AND SOCIAL STUDIES AY 2022-2023
BY THE CITY COLLEGE OF TAGAYTAY (CCT)**

WHEREAS, the City College of Tagaytay, as a higher education institution, through the Academic Council, intends to adopt changes in the curricula of the different offered programs in order to keep abreast on the challenges and innovation in the new normal and flexible learning in tertiary education.

WHEREAS, the City College of Tagaytay School of Education (CCT-SED) is proposing for the new Retention Policy for Bachelor of Secondary Education (BSED) Major in English, Filipino, Mathematics, and Social Studies to be offered starting AY 2022-2023 to conform to CHED memorandum order no. 75 series of 2017, Policies, Standards, and Guidelines for Bachelor of Secondary Education.

WHEREAS, the diverse population of BSED students of the City College of Tagaytay is continuously increasing year by year. Thus, there are reasons to conform to the needs of the community.

WHEREAS, the City College of Tagaytay has the capability to sustain quality education in the BSED program in terms of human resource and facilities.

WHEREAS, the new Retention Policy of School of Education is as follows;

**RETENTION POLICY
(For BSED Students Only)**

Scholars should maintain good moral character inside and outside of the CCT and must abide by the rules of the College and the regulations stipulated in the Student Handbook. Also, Students shall maintain a good academic standing in order to stay in the School of Education. In order to stay, following policies must be observed;

1. FOR INCOMING FIRST YEAR LEVEL STUDENTS:

- a. Incoming first year students shall first take SED qualifying examination based on their chosen major before enrolment to determine the specialization they are qualified.
- b. If the student failed in the SED qualifying examination, he/she will be given another chance to take the examination in the other major/field. Otherwise, they will be advised to enroll in another program.
- c. The minimum grade requirement for those who intend to enroll in the BSED program shall be a GWA of 86.00; GWA lower than 86.00 shall not be accepted in the program.
- d. For transferees coming from other higher education institution and intends to enroll in the BSED program shall not have a grade of 3.0 and 5.0 in any courses otherwise cannot be accepted in the program.
- e. Students should not have a grade of 3.00 and 5.00 in any of the courses enrolled in their current year level including **BRIDGING COURSES**. Otherwise, they will be removed from the program and transferred to any courses of their choice.



2. FOR SECOND YEAR LEVEL STUDENTS:

- a. All second-year students shall attend LET Review courses.
- b. Students should not have a grade of 3.00 and 5.00 in any of the courses enrolled in their current year level including **LET REVIEW COURSES**. Otherwise, they will be removed from the program and transferred to any courses of their choice.
- c. Students with moderate and major disciplinary sanctions and derogatory record adjudicated by OSAS will not be advised to enroll under the School of Education. They will be removed from the program and transferred to any courses of their choice.

3. FOR THIRD YEAR LEVEL STUDENTS:

- a. Only **REGULAR** incoming third year students can take the **QUALIFYING EXAMINATION** in order to proceed third year level. If failed, they will be removed from the program and transferred to any courses of their choice.
- b. Students who have failing grades in any of the major and professional education courses shall be removed from the program and transferred to any courses of their choice.
- c. Students who have failing grades in minor subjects shall be allowed to retake the subject they failed. Tuition fee for retake subjects must be paid in the accounting/registrar office.

4. FOR FOURTH YEAR LEVEL STUDENTS:

- a. Incoming 4th year students found pregnant shall take leave of absence before they can proceed to teaching internship. CCT Medical Services Unit will be the one to give medical clearance to pregnant students with copy furnished the School of Education.
- b. All student interns shall take and pass the Mock Board examination.
- c. All student interns shall sign a pre-board agreement before taking the mock board examination, otherwise they are not allowed to take the examination.
- d. Student interns who will fail the post-test mock board examination will not be given clearance to secure Transcript of Record for LET examination from registrar office.
- e. Student interns who will fail the post-test mock board examination shall be advised to enroll in any accredited review center and shall secure proof of enrollment and copy of his/her Mock Board examination conducted from the review center before signing their clearance to secure Transcript of Record for LET examination from registrar office.

SPECIAL HONORS & AWARDS

1. Academic awardees will be in accordance to the following criteria:
 - a. No 5.0, 3.0, and grade lower than 2.25 in any subjects whether earned in or outside the College (both for transferees and regular students).
 - b. Grade Point Average is the basis for granting academic honors including P.E. and NSTP
 - c. For transferees to qualify, must have at least 2 years of residence in the department where they are presently enrolled.



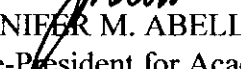
Republic of the Philippines
City of Tagaytay
CITY COLLEGE OF TAGAYTAY
Akle St. Kaybagal South, Tagaytay City
OFFICE OF THE VICE-PRESIDENT FOR ACADEMIC AFFAIRS

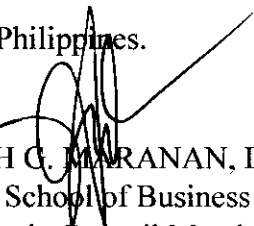


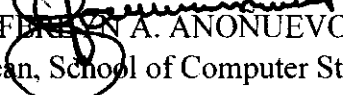
2. The Office of Student Affairs and Services (OSAS) in close coordination of the Academic Council and Registrar office shall determine and recommend to the College Administrative Council a student who completes his/her baccalaureate course with any of the following weighted averages to graduate with honors:
 - a. **Summa cum Laude** – 1.00 to 1.25 + Academic Gold Medal Achievement Award with all units required for graduation earned from the College and residence of at least six (6) semesters immediately preceding graduation;
 - b. **Magna Cum Laude** – 1.26 to 1.50 + Academic Silver Medal Achievement Award with all units required for graduation earned from the College and with residence of at least six (6) semesters immediately preceding graduation;
 - c. **Cum Laude** - 1.51 to 1.75 + Academic Bronze Medal Achievement Award with all units required for graduation earned from the College and residence of at least four (4) semester's immediately preceding graduation with residence of at least six (6) semesters immediately preceding graduation.
3. Every candidate for graduation with honors must have:
 - a. carried the normal load prescribed in his/her curriculum except in the last semester,
 - b. have no final lower than 2.25 in any academic and nonacademic subject prescribed in his/her curriculum
 - c. good moral character certified by the Office of the Guidance Counselor.
4. **Special Awards** are given in accordance to the criteria set forth by the concerned department
 - ***Outstanding Performance in Practicum***
 - ***Best in Demonstration Teaching***
 - ***Outstanding Scholar of the Year***
 - ***Athlete of the Year (CCT Wild Board Award)***
5. Awards from the City Government of Tagaytay:
 - ***Batang Tagaytay Award*** – One (1) Best in Leadership
 - ***Excellence Award*** – Highest GPA in the Batch

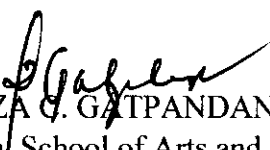
NOW, THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED, that the CCT Academic Council recommends the implementation of the new Retention Policy of Bachelor of Secondary Education major in English, Filipino, Mathematics, and Social Studies program to be offered beginning AY 2022-2023.

Signed this 14th day of December, 2022 at Tagaytay City, Philippines.


JENNIFER M. ABELLANA, Ph.D
Vice-President for Academic Affairs
Academic Council Chair

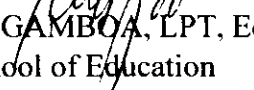

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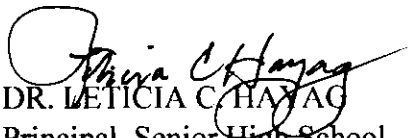
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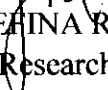

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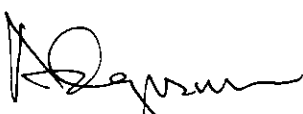

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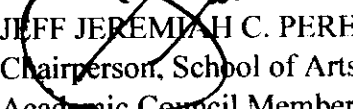

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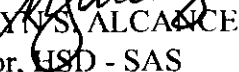

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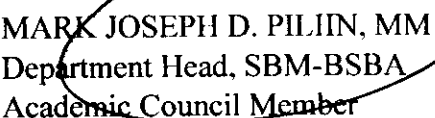

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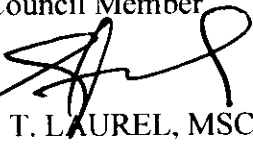

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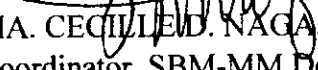

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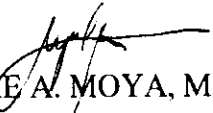

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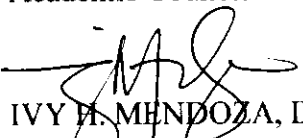

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