



# University of San Jose-Recoletos

Corners P. Lopez & Magallanes Streets, Cebu City, Philippines 6000

## School of Computer Studies

### COLLEGE ACCEPTANCE AND RETENTION POLICY

#### 1. Acceptance policy for freshmen and student transferees

Acceptance for college enrollment of freshmen and student transferees is referenced from the SDPC (Student Development and Placement Center) delivered tertiary level entrance exam (IQ test) vis-à-vis the corresponding program cut-off exam scores.

BSCS	92
BSIT	90
BSIS	88
BSEMC	90
ACT	88

In cases where the student failed to pass the program cut-off exam scores, the secondary grades (high school - form 138) are reviewed, and if found satisfactory, the student is then recommended for enrollment but on probation for 1 (one) semester in that specific school year.

The probationary status is lifted when the student is able to perform satisfactorily.

#### 2. Retention policy for students

All students are subject to the following retention policies of the university which includes summer term:

1. A freshmen student who incurs at least two (2) failing grades after his/her first enrollment in USJ-R will not yet be subject to deloading on his succeeding enrollment considering that he/she may still be on a period of adjustment.
2. After his/her second enrollment, a student who incurs failing marks will be subject to deloading on his third (3<sup>rd</sup>) semester of enrollment based on the following:

No. of Failures  
(incurred in the preceding semester)

Deloading

- |                            |  |
|----------------------------|--|
| • Two (2) failing grades   | - one 3-unit course or 3-units deloading   |
| • Three (3) failing grades | - two 3-unit course or 6-units deloading   |
| • Four (4) failing grades  | - three 3-unit course or 9-units deloading |

3. A student who continues to incur failing marks after his/her third (3<sup>rd</sup>) enrollment shall be subject to the following conditions during his/her fourth (4<sup>th</sup>) enrollment:

No. of Failures  
(incurred in the preceding semester)

Deloading

- |                                  |  |
|----------------------------------|--|
| • Two (2) failing grades         | - two 3-unit course or 6-units deloading   |
| • Three (3) failing grades       | - three 3-unit course or 9-units   |
| • More than three failing grades | - The student will be advised to <u>take another program</u> after a case conference with the Dean/Chairperson, SDPC, and SAO Directors, when necessary. |