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DAVAO DEL NORTE STATE COLLEGE
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**OFFICE OF THE COUNCIL OF DEANS AND PROGRAM
CHAIRPERSONS**

DAVAO DEL NORTE STATE COLLEGE

GENERAL ADMISSION AND RETENTION POLICY
(Revised May 2018)

ARTICLE I. GENERAL ADMISSION POLICY

ARTICLE II. REGISTRATION/ENROLLMENT

ARTICLE III. GENERAL RETENTION POLICY

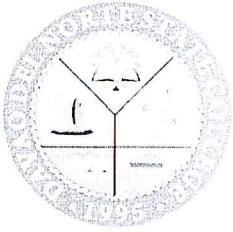
ARTICLE IV. SHIFTING OF COURSE/PROGRAM

ARTICLE V. GRADUATION REQUIREMENTS

**Submitted by the Council of Deans and Program Chairpersons for
Presentation to the Academic Council,
July 20, 2018**

**Presented to the Administrative Council during the 2018 Mid-year
Evaluation and Planning for FY 2019,
July 25, 2018, Cavanico IL Mare, IGACOS**

Presented To and Consulted With the Students By Institute



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**OFFICE OF THE COUNCIL OF DEANS AND PROGRAM
18 CHAIRPERSONS**

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**DAVAO DEL NORTE STATE COLLEGE
GENERAL ADMISSION AND RETENTION POLICY
(Revised May 2018)**

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ARTICLE I. GENERAL ADMISSION POLICY

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Section 1. The Davao del Norte State College shall admit qualified students regardless of nationality, ethnicity, sex, gender orientation, socio-economic status, and religious and political affiliation or ideology.

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Section 2. The College reserves the right to admit or reject student(s) on the basis of merit. The College shall give priority to students who have exemplified academic excellence in their basic education, who possessed exceptional skills and talents, and who belong to the marginalized or disadvantaged sectors of the society.

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Section 3. The College may set an enrollment quota or limit the admission of students depending on the availability of resources such as faculty and facilities.

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Section 4. Students who wish to be admitted in the degree or non-degree programs of the College shall comply and submit the following general admission documentary requirements:

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Section 4.1. General Admission Documentary Requirements for New Students

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1. Entrance Examination Result
2. Report Card
3. PSA or NSO Birth Certificate (*1 Original Copy and 1 Photocopy*), with a Clear Copy of the Original Birth Certificate Issued by the Local Civil Registrar
4. Medical Certificate (*Preferably issued by a Government Physician*)
5. Drug Test Result (*From a DOH/DNSC-Accredited Clinic/Laboratory or Hospital*)
6. Good Moral Certificate (*Original Copy*)
7. Form 137-A (*Secure a request form at the Registrar's Office*)
8. Student Information Sheet
9. 4 Copies of Recent 2x2 Picture, Preferably in White Background
(2 for Guidance/Entrance Exam, 1 for Institute, 1 for Registrar's Office)
10. 2 Long Brown Envelopes
11. 2 Long Mailing Envelopes
12. 2 Pieces Ordinary Mailing Stamps

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Section 4.2. General Admission Documentary Requirements for Transferees

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1. Entrance Examination Result
2. Honorable Dismissal with Transcript of Records for Evaluation Purposes (*1 Original Copy and 1 Photocopy*)
3. Official Transcript of Records for DNSC (*Original Copy*)
4. PSA or NSO Birth Certificate (*1 Original Copy and 1 Photocopy*), with a Clear Copy of the Original Birth Certificate Issued by the Local Civil Registrar
5. Medical Certificate (*Preferably Issued by a Government Physician*)
6. Drug Test Result (*From a DOH/DNSC-Accredited Clinic/Laboratory or Hospital*)
7. Good Moral Certificate (*Original Copy*)
8. Student Information Sheet
9. 4 Copies of Recent 2x2 Picture, Preferably in White Background

- 1 (2 for Guidance/Entrance Exam, 1 for Institute, 1 for Registrar's Office)
2 10. 2 Long Brown Envelopes
3 11. 2 Long Mailing Envelopes
4 12. 2 Pieces Ordinary Mailing Stamps
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6 Section 4.3. General Admission Documentary Requirements for Returning Students subject
7 to:
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- 9 1. Entrance Examination Result (*For Returning Students Whose Absence from the*
10 *College Exceeds One (1) Year*)
11 2. Student's Clearance
12 3. Written Permission of Enrollment (*Issued by the Dean or Program Chairperson*)
13 4. Approved Leave of Absence (LOA), if applicable
14 5. Medical Certificate (*Issued by a Government Physician*)
15 6. Drug Test Result (*From a DOH/DNSC-Accredited Clinic/Laboratory or Hospital*)
16 7. 4 Copies of Recent 2x2 Picture, Preferably in White Background
17 *(2 for Guidance/Entrance Exam, 1 for Institute, 1 for Registrar's Office)*
18 8. 2 Long Brown Envelopes
19 9. 2 Long Mailing Envelopes
20 10. 2 Pieces Ordinary Mailing Stamps
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22 Section 5. Additional admission requirements, duly approved by the Governing Board of the College, are
23 prescribed by the respective Institutes or programs.
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25 Section 6. Submit admission and enrollment requirements in original copies to the Registrar's Office, clear
26 copies to the Institute, and keep duplicates for personal use.
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28 Section 7. Once submitted, these credentials/requirements shall become part of the student's permanent
29 record in the College.
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31 Section 8. Students who qualified for admission in the College but are not enrolled in their desired program
32 due to enrollment quota or limitations, may seek enrollment in the other programs. However, the
33 enrollment is subject to the specific additional admission requirements prescribed by the respective
34 Institutes or programs.
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36 Section 9. *Transferees.* Transfer students may be admitted in the College provided that they comply the
37 following conditions:
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- 39 1. He/she meets the additional admission requirements of his or her desired program
40 based on the evaluation and recommendation of the Program Chairperson and
41 approval of the Institute Dean;
42 2. He/she must not have incurred more than 50 percent (50%) of academic/course
43 deficiency units or failure enrolled in his/her previous program or institution; and
44 3. He/she will have to complete in the College no less than 50 percent (50%) of the
45 units required for the course.
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47 Section 9.1. However, if a transfer student has incurred more than 50 percent (50%) of
48 academic/course deficiency units or failure, and still wishes to be admitted in the
49 College, he/she will be classified as a first-year student and must take or repeat all
50 required subjects in his/her desired program.
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52 Section 9.2. A transfer student shall not be allowed to enrol a subject or subjects of which the
53 pre-requisite taken elsewhere have not been validated or repeated.
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55 Section 9.3. A transfer student must validate all the subjects he/she is applying for equivalent
56 credits by filling out the Application for Credit of Subjects at the Registrar's Office, at
57 the rate of at least 15 units a semester within a period not exceeding four (4)
58 semesters from the date of his or her admission, subject to the evaluation of a
59 designated faculty expert-evaluator, the Program Chairperson and approval of the
60 Institute Dean and Registrar.
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3 Section 9.3.1. For the crediting of subjects taken from a SUC, LUC, or State TVEI, the
4 following conditions must be followed:

- 5
6 a. A subject taken from a state university or college, local university or college, or
7 state technical-vocation education institution may be credited provided that the
8 description of the subject is comparatively the same with the subject offered in
9 the program based on evaluation and that the student has incurred a numerical
10 grade of **85 percent (85%)** or its other equivalent. A copy of the syllabus or
11 course outline from the previous program or institution may be required from
12 the student for the validation process.
- 13
14 b. If the student has incurred a numerical grade below **85 percent (85%)** but
15 within the **80-84 percent (80-84%) bracket** on the subject he/she is
16 applying for equivalent credits, a qualifying special examination shall be
17 administered. If the student passed the examination, the subject will be
18 credited. And if failed, the student shall be required to repeat the subject.
- 19
20 c. If the grade is below **80 percent (80%)** or its other equivalent in the subject he
21 or she is offering for equivalent credits, the student shall retake or repeat the
22 subject.

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24 Section 9.3.2. For the crediting of subjects taken from a Private HEI or TVEI, the
25 following conditions must be followed:

- 26
27 a. A subject taken from a private higher education or technical-vocation education
28 institution may be credited provided that the description of the subject is
29 comparatively the same with the subject offered in the program based on
30 evaluation and that the student has incurred a numerical grade of **88 percent**
31 (**88%**) or its other equivalent. A copy of the syllabus or course outline from
32 the previous program or institution may be required from the student for the
33 validation process.
- 34
35 b. If the student has incurred a numerical grade below **88 percent (88%)** but
36 within the **80-87 percent (80-87%) bracket** on the subject he/she is applying
37 for equivalent credits, a qualifying special examination shall be administered. If
38 the student passed the examination, the subject will be credited. And if failed,
39 the student shall be required to repeat the subject.
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41 c. If the grade is below **80 percent (80%)** or its other equivalent in the subject
42 he/she is applying for equivalent credits, the student shall retake or repeat the
43 subject.

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45 Section 9.4. Any or all of the above may be set aside in exceptional cases upon the evaluation
46 and recommendation of a committee on admission in the College or Institute where
47 the admission of students is passed upon by the said committee or of the Institute
48 Dean concerned.

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50 Exceptional case/cases is/are identified as e.g. allied subjects, migration from old
51 to new curriculum, and similar situations, subject to the evaluation of a designated
52 faculty expert-evaluator, the Program Chairperson and approval of the Institute
53 Dean and Registrar.

54
55 Section 10. **Returning Students.** Students, who are returning from being unenrolled for at least one (1)
56 semester and who did not obtain clearance or file for official Leave of Absence (LOA) from the
57 College and wants to resume or return to study, are required to comply and submit the general
58 admission requirements as stipulated in Section 4.3, subject to the current additional admission
59 and general retention policy/requirements of the program and availability of slots.

60
61 Section 10.1. A returning student who secured clearance or filed official Leave of Absence (LOA)
62 from the College must apply for re-admission in their previously enrolled program or

new program provided that he or she meets the current admission and general retention policy/requirements, subject to the availability of slots.

Section 10.2. Students who are not disqualified from the Article III, General Retention Policies, Section 17 of the College, who sought for transfer, and have attended another institution, qualify on the same basis as transferees and not as returning students.

Section 10.3. The tuition, miscellaneous, and other fees of returning students shall follow the rate enjoyed by a regular student belonging to his or her year level.

Section 11. Students who are admitted to the College and who will avail the provisions of Republic Act No. 10931 or the "Universal Access to Quality Tertiary Education Act of 2017" shall, upon enrollment, sign a commitment to undertake the approved Return Service Scheme of the College as part of the admission and retention policies as prescribed in Section 4 of Rule II of the Implementing Rules and Regulations of the R.A. 10931.

ARTICLE II. REGISTRATION/ENROLLMENT

Section 12. A student is considered officially enrolled if he/she has completed the process of advisement, registration and payment of fees and has submitted the official registration/enrolment form at the Registrar's Office. Compliance of pre-requisite course shall be strictly followed in the registration process. Unless officially enrolled, no student maybe admitted to any class except as a visitor/special student duly authorized by the Dean.

Section 13. Students shall register/enrol within the schedule of registration/enrolment period as provided for in the approved annual academic calendar. Late registration shall be granted, provided that corresponding fines per day is observed. But the total number of hours required for the subject of not more than 10%, two (2) weeks or six (6) hours for a three (3) unit course in a semester, shall also be taken into consideration. Hence, classes missed for late enrolment is considered absent from classes.

ARTICLE III. GENERAL RETENTION POLICY

Section 14. Students are expected to make satisfactory progress towards his academic endeavors. To ensure that students are making progress, the College shall impose suitable and effective policies governing delinquent undergraduate students.

Section 15. As a General Retention Policy, the following provisions shall be followed:

Section 15.1. A student should not incur more than nine (9) units of allowable academic deficiency at any given time. The grade of INC will be included in the counting of students' academic deficiency.

Section 15.2. Any student who incurs nine (9) units academic deficiency during the first two (2) years is advised to shift in any program of his or her choice.

Section 16. **Warning**

A student who incurs grades below 2.5 in any subject at any given semester shall be subjected to a conference with the Dean or with the Program Chairperson. Submission of a written commitment of making better grades in the succeeding semester is required.

Section 17. **Probation**

Section 17.1. A student shall maintain a General Point Average (GPA) grade of not lower than 2.5 in any given semester. Failure of doing so shall be subjected to a probationary status in the succeeding semester. Students who attained a GPA below 2.5 for two (2) consecutive semesters shall be advised to shift or to transfer to other programs in the College.

Section 17.2. Upon the recommendation of the Program Chairperson and approval of the Dean, a student who shall under a probationary status shall be deloaded of three (3) units for the GPA of 2.51-2.74, and six (6) units for the GPA of 2.75-3.0. If the

1 student will be able to attain a GPA of 2.5, he/she shall be allowed to enroll the
2 regular units of the semester of his/her year level of the curriculum pursued.
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4 **Section 17.3.** By the time the student reaches in the third year level, he/she is eligible to
5 proceed with the program pursued, provided that the rule on the Maximum
6 Residency is observed.
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8 **Section 17.4.** In the observance of the Maximum Residency, provisions in the Rule II Free
9 Higher Education (HE) in SUCS and LUCS, Section 4 to 6 Letter a to d of the
10 approved Implementing Rules and Regulations of the Republic Act No. 10931,
11 known as the "Universal Access for Quality Tertiary Education Act of 2017" (IRR
12 of RA 10931, dated February 22, 2018) shall strictly be followed.
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14 **Section 18.** **Debarred**
15 Students who are debarred from the Article III, General Retention Policy, Section
16 17, are considered as non-eligible to enrol again in the College.
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19 ARTICLE IV. SHIFTING OF COURSE/PROGRAM 20

21 **Section 19.** A student is allowed to shift from one program to another program and across Institutes, provided
22 that he/she complies with the admission requirements of the program.
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24 Shifting may be done through voluntary or as advised.
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26 **Section 21.1.** **Advised Shifting** is when the student fails to maintain a GPA of 2.5 during
27 the allowed probationary period, and, when the student incurs nine (9) units
28 of academic deficiency. This is allowed during the first two years in the
29 program including the probationary period or before the student reaches in
30 the third year.
31

32 **Section 21.2.** **Voluntary Shifting** is when the student decides on his/her own to shift to
33 another preferred program anytime regardless of the year level or semester
34 he/she is enrolled in. Provided, that he/she complies with the admission
35 requirements of the program and the rule on the Maximum Residency is
36 observed.
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38 **Section 21.3.** **Advised or Voluntary Shifting** requires a **GPA of 2.5 in the General
39 Education subjects.**
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41 **Section 20.** If the student satisfies the admission requirements of the accepting Institute/program, he/she
42 submits approved Student's Clearance, Application For Shift of Course/Program and Major with
43 Certificate of Rating/Grades or Evaluation Sheet to the Institute and to the Registrar.
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45 **Section 21.** Students are not allowed to enrol in two (2) academic programs at the same time.
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47 ARTICLE V. GRADUATION REQUIREMENTS 48

49 **Section 22.** A student shall be recommended for graduation upon completion of all academic and other
50 curriculum requirements prescribed thereto, submission of the hardbound thesis/project study and
51 the like on or before the deadline herein prescribed.
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53 **Section 23.** A candidate for graduation must apply for graduation upon enrolment during the last semester of
54 his/her program.
55

56 **Section 24.** All candidates for graduation shall have their academic deficiencies cleared and completed all
57 documents required for graduation before the schedule of final examination, except in those
58 subjects both academic and non-academic the student is currently enrolled.
59

60 **Section 25.** The Institute Program Chairperson, duly approved by the Institute Dean, shall endorse to the Office
61 of the Registrar the list of Candidates for Graduation including the list of Candidates for Academic
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1 Honors one (1) month after the enrollment of the last semester of the program. The Office of the
2 Registrar scrutinizes the academic records of the graduating students and submits/endorses the
3 list of Candidates for Graduation and the list of Candidates of Academic Honors to the Office of the
4 President for presentation to the Academic Council.

5
6 **Section 26.** A student who have completed all of the curriculum requirements prescribed thereto but did not
7 apply for, nor were granted the corresponding degree or title, shall have their graduation approved
8 as of the date they should have originally endorsed for graduation. Otherwise, the student
9 concerned should not be included in the final list of graduates for graduation as of the end of the
10 semester/summer. The student shall register in the succeeding semester/summer in order to be
11 considered as a candidate for graduation as of the end of the foregoing semester/summer.

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13 **Section 27.** Graduation of students who began their studies under the previous curricula shall be governed by
14 the following rules:

15
16 **Section 29.1** A student shall have his/her graduation and shall be granted the corresponding
17 degree only on the date of application for graduation.

18
19 **Section 29.2** A student who has completed all the prescribed requirements in his/her original
20 curriculum but lacking two (2) or three (3) courses required by the revised
21 curriculum, shall be allowed to graduate in the curriculum he/she originally
22 enrolled only if such curriculum is still in effect.

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24 **Section 28.** Conferment of Diploma/Certificate to Candidates for Graduation is subject to the satisfaction of the
25 residency requirement of 50% of the academic units of his/her program earned in the College.

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27 **Section 29.** Candidate/s for Graduation must be recommended by the Academic Council and approved by the
28 Board of Trustees.

29
30 **Section 30.** Graduating student/s who is/are absent from the general commencement exercises shall submit to
31 the Office of the Registrar a Graduate in Absentia letter request duly recommended by the
32 Program Chairperson and approved by the Dean, explaining the reasons for not attending. He/She
33 will obtain his/her diploma, certificates, transcript of records from the Office of the Registrar
34 provided that he/she complies with all other requirements of the commencement and
35 baccalaureate exercises, presents receipt of payments of the graduation fees, submits approved
36 Application for Graduation and Student's Clearance.

37
38 **Separability Clause -** If any portion or provision of this Policies, Rules and Regulations is declared void or
39 unconstitutional, the remaining portions or provisions hereof shall not be affected by such
40 declaration.

41
42 **Repealing clause -** All laws, decrees, orders, rules and regulations, other issuances, or parts which are
43 inconsistent with provisions of these Policies, Rules and Regulations are hereby repealed,
44 amended or modified accordingly.

45
46 **Effectivity clause -** These Policies, Rules and Regulations shall take effect upon the approval of the Board of
47 Trustees of the College.

48
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50
51 *July 20, 2018*

52
53 *Presented to the Administrative Council during the 2018 Mid-year Evaluation and Planning for FY 2019,*
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55 *July 25, 2018, Cavanico IL Mare, IGACOS*

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3 GENERAL ADMISSION AND RETENTION POLICY
4 (Revised May 2018)

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6
7 MARILOU D. JUNSAY, Ph. D.
8 Dean, Institute of Management, Governance and Continuing Studies

9
10 JESEBEL R. BESAS, Ph. D. Food Science
11 Dean, Institute of Arts and Applied Sciences

12
13 ARNOULD M. DUPING, Ph. D. Applied Linguistics
14 Dean, Institute of Education

15
16 ROGELIO A. MASANGKAY
17 Dean, Institute of Information Technology

18
19 JOSIE DEL C. SANTAMARIA, MGC
20 Dean, Office of the Student Services

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22 FELICIDAD L. FORRO
23 College Registrar III

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25 MA. CHARITO V. ABA, MSF
26 Program Chairperson, BSFi Program

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28 ROSIE LYNN P. TEJADA, PH. D.
29 Program Chairperson, BSMB Program

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31 RIA JAYNE A. TABINAS, MSFST
32 Program Chairperson, BSFT Program

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34 ANN CHERRY C. CERENO, MST GENSCI
35 Program Chairperson, BSED Programs

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40 JONILYN A. TEJADA, MIT
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43 MARCIELO PAULAJE, FUNA, MGC
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46 KENNY ALLAN P. BENIGNO, MBA
47 President, Faculty Association

48
49 JAKE A. BALADAD
50 Incoming President, Supreme Student Council

51
52 JULY 25, 2018