

Policy No:	ACA-POL-0018
Policy Title:	General Retention Policy
Implementation Procedure:	Curricular Evaluation Procedure (ACA-PROC-0011)
Date of Issuance:	SY 2008-2009
Effectivity:	SY 2008-2009 - Present
Page Number:	Two (2)
Office of Origin: (Policy Expert)	Office of the Vice-President for Academic Affairs (VPAA) College Dean
"Supersedes" Notification:	None
Purpose of Policy:	This policy shall govern evaluation of student retention in the Colegio. In cases where the area has a specific retention policy, that retention policy shall supersede this general retention policy. This policy is in effect only if there is no existing specific area retention policy.
Detailed Policy Statement:	<ol style="list-style-type: none"> 1. The maximum residence rule for any academic program is six (6) years. 2. The Dean and chairperson shall evaluate student compliance with area and general retention policy at the end of each term. 3. First year students who incur failures of 3 to 6 units shall be given a written WARNING by the Program Chair, noted by the Dean. 4. Second to fourth year students who incur failures of 3 to 5 units are given written WARNING by the Program Chair, noted by the Dean. 5. First year students who incur failures of 7 to 11 units are placed on strict PROBATION. 6. Second to fourth year students who incur 6 to 8 units are placed on PROBATION. 7. First year students who incur failures of equivalent to nine (9) units or less in the first semester should enroll their failed courses in the second semester and/or summer term to clear their academic deficiencies. 8. First year students who incur failures equivalent to twelve (12) units in the first semester shall be debarred from enrollment in the Colegio. However, they shall be given consideration to enroll in the second semester and summer term to clear their subject deficiencies before transferring to another school. But this shall only be allowed upon signing a waiver, in this waiver, they will categorically waive their rights to enroll in the next school year even if they pass all their deficiencies.
Applicability:	Applicable to all collegiate students.
Policy Approval Authority:	Vice-President for Academic Affairs
Related Policies or References	<ul style="list-style-type: none"> • Leave of Absence Policy (ACA-POL-0022) • Student handbook • Manual of regulations for private higher education (a.k.a. MRPS)
Definition:	<p>Failures – refers to failing grades including unauthorized withdrawals (uw) and INC grades converted to a failing mark (70%).</p> <p>Residence rule – is the allowed number of years a student is expected to finish and graduate from his chosen academic program.</p>
Prepared by:	Planning, Funding, and Development Office
Approved by:	<p>_____</p> <p>Rev. Fr. Juan V. Ponce, O.P.</p>
Date Approved:	

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