

Policy No:	ACA-POL-0028
Policy Title:	Comprehensive Examination Policy
Implementation Procedure:	Examination Procedure (ACA-PROC-0018)
Date of Issuance:	SY 2008-2009
Effectivity:	SY 2008-2009 - Present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Office of the Graduate
"Supersedes" Notification:	None
Purpose of Policy:	This policy shall govern the administration of comprehensive examination in the Graduate School department.
Detailed Policy Statement:	<ol style="list-style-type: none"> 1. Any student shall be allowed to take the Comprehensive Examination after the student has completed all the major courses. 2. Comprehensive exams shall be scheduled every trimester for MBA Regular and every quarterterm for the MBA-SMP and DBA programs. 3. Passing the comprehensive exam shall be a pre-requisite to enrolling thesis or dissertation. 4. A student passes the comprehensive examination if he/she obtained a grade not lower than 85% per subject for a masteral degree and 88% for the doctoral degree. 5. If a student fails in any subject/s, he/she must retake the test in the failed subject/s. If he/she fails a second time, he/she shall be dropped from the program. He/she shall however, be issued a certificate of completion in academic subjects taken. 6. A student shall only be allowed two (2) re-takes to pass the comprehensive examination. In cases when the student fails on the second re-take, he/she will be awarded with the Certificate of Academic Completion.
Applicability:	Applicable to all graduate school students.
Policy Approval Authority:	Dean
Related Policies or References	<ul style="list-style-type: none"> • Student handbook • Manual of regulations for private higher education (a.k.a. MRPS)
Definition:	None
Prepared by:	Planning, Funding, and Development Office
Approved by:	<p>_____</p> <p>Dr. Antonio Macaranas Dean, Graduate School</p>
Date Approved:	