Admission and Retention Policies

Effective AY 2014 – 2015

1. ADMISSION REQUIREMENTS

Upon enrollment, students should be present the following original credentials:

1. **FIRST YEAR STUDENTS**
2. Form 138 (High School Card) with the notation “Graduated” or “Elligible College,” with a minimum average rating of 80% in Math, Science, and English. If any one of the three subjects is between 75-80%. It is required that the average of this three subjects should be at least 80%, provided that only one of the three is below 80%.
3. Certificate of Good Moral Character from the high school attended.
4. Two (2) 1” x 1 ½” colored pictures
5. Differential Aptitude Test (DAT) result
	1. Verbal Reasoning 20
	2. Spelling 20
	3. Language Usage 20 (or if any of the above is below 20, provided the total score in the above areas is at least 60)
	4. Numerical Reasoning 15
	5. Abstract Reasoning 20

However, if the student insists on being enrolled in the college, he/she shall have the following minimum scores in differential aptitude test to be accepted on probationary basis for one semester:

* 1. Verbal reasoning 15
	2. Spelling 15
	3. Language Usage 15
	4. Numerical Reasoning 14
	5. Abstract Reasoning 15
1. NSO – issued Birth Certificate
2. Medical Certificate from the University Physician after presentation of the following results:
	1. Chest X-ray
	2. Complete Blood Count
	3. Routine urinalysis
	4. Routine stool examination
	5. Screening for HBs Antigen and HBs Antibody
3. TRANSFEREES (First and Second Year students only)
	1. Certificate of Honorable Dismissal from the school last attended.
	2. Certificate of Good Moral Character from the school last attended.
	3. Transcript of Records from previous college, with NO MARK of FAILURE, INCOMPLETE, DROPPED or WITHDRAWN and with a general average of at least 80% or its equivalent with respect to courses credited to the program.
	4. Three (3) 1” x 1 1/2” colored pictures.
	5. NSO – issued Birth Certificate.
	6. Duly signed probationary agreement for one semester enrollment on probation.
4. Medical Certificate from the University Physician after presentation of the following results:
	1. Chest X-ray
	2. CBC
	3. Routine urinalysis
	4. Routine stool examination
	5. Screening for HBs Antigen and HBs Antibody
5. RETENTION POLICIES
	* 1. The following shall be denied admission in the college:
	1. First year or second-year students who accumulate a total of Three (3) FAILING GRADES within a semester or from several semesters;
	2. Students FAILING TWICE in the SAME COURSE;
	3. Students whose courses are marked with any of the following:
		* + 1. Two (2) FAILURES and one (1) DROPPED OR Has Not Attended (HNA);
				2. One (1) FAILURE and two (2) DROPPED or HNA or a combination of these;
				3. Six (6) DROPPED or HNA or a combination of these
			1. Old Student or transferee with deficiencies (courses WITHDRAWN / INCOMPLETE) or FAILURE who seek re-admission / admission to the program shall be evaluated on a case-to-case basis.
			2. Third-year student with THREE (3) FAILING GRADES in any course (GE, Core, or Professional ) within one semester, or accumulated from several semesters, who insist to continue the program will be de-loaded and put on probation for a period of one semester PROVIDED NO MORE FAILURE is incurred.
			3. Bachelor of Science in Medical Laboratory Science student who has passed all third year professional courses must past the internship Qualifying Exam before he/she can proceed to Internship Training or Fourth Year Level. If the student cannot pass the Internship Qualifying Exam the first time. He/she will have to take the Exam on the next schedule or the next school year.
			4. All policies in the Bachelor of Science in Pharmacy and Medical Laboratory Science Internship Guidelines shall apply to fourth year students of both programs.
			5. The College of Pharmacy and Medical Technology reserves the right to:
				1. Deny admission to any student for ill-health and other valid reasons;
				2. Require students to undergo psychological or psychiatric testing;
				3. Require testing for suspected cases of diseases , drug addiction or pregnancy.