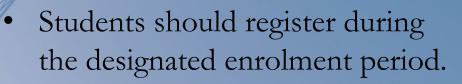
### ACADEMIC POLICIES FACULTY OF ARTS AND LETTERS











Late enrolment, with a
corresponding late enrollment
fee, may be entertained within
two weeks from the start of
classes. However, enrolment after
the first week of classes shall be
subject to penalties/surcharges.









Unless approved by the
Dean, a student must
maintain at least one-half
(1/2) of the regular term
load.









Students are not allowed to carry an overload except in the last two (2) terms before their graduation, or in highly meritorious cases as determined by the Dean.











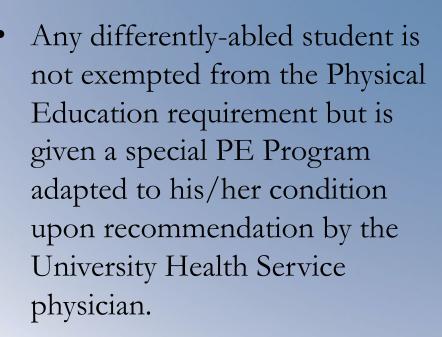
All students are required to complete a two-term National Service Training Program (NSTP) in any of the following service components: Reserved Officers Training Corps (ROTC), Civic Welfare Training Service (CWTS), and Literacy Training Service (LTS)









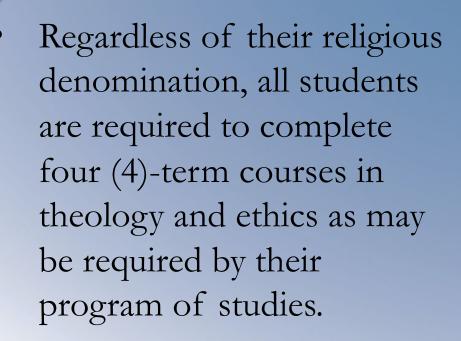




















Students may not be allowed to cross-enroll in another school, except in meritorious cases as determined by the Dean:

- if general education courses are not offered in the University;
- the courses are offered, but their schedule conflicts with the requesting student's other classes;
- the student intends to spend the school term in his/ her home province or region and wishes to enroll in courses offered in reputable institutions in his/her province.

### **CROSS-ENROLLMENT**









Any addition of course or change in schedule shall be done during the enrolment period, subject to the approval of the Office of the Dean, of which copy is to be submitted to the Office of the Registrar. Dropping of course/program during the enrolment period shall be considered as cancellation of enrolment for the course/program in question.

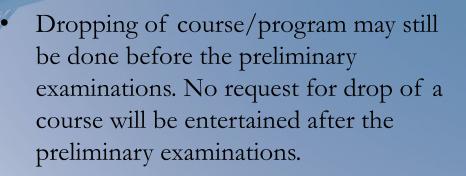
### DROPPING and CHANGING OF COURSE(s)











• A student who drops a course without approval of the Dean obtains a failing grade, i.e., "WF" (Withdrew without Permission --- Failed) in the course.

## DROPPING and CHANGING OF COURSE(s)









In meritorious cases, for reason of illness or other justifiable reasons, the Dean may act on a request for drop of courses after the preliminary examinations.

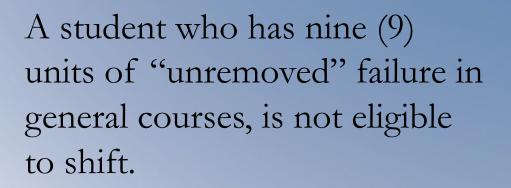
## DROPPING and CHANGING OF COURSE(s)











### SHIFTING









A student debarred from a faculty/college/institute may be admitted to another program of another faculty/college/ institute provided that the cause of debarment is not due to nine (9) units of "unremoved" failure in the general courses.

• Aptly called "academic re-channeling," this procedure gives "displaced students" a second chance. However, a student can avail of this only once.

## ACADEMIC RECHANELLING









Academic re-channeling may be
allowed in any program where the
failed requirements do not apply,
as long as the student meets all
other requirements prescribed for
that second program.

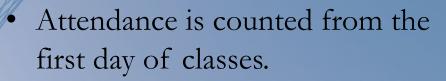
### ACADEMIC RECHANELLING











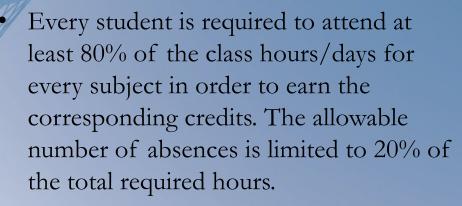
 A student who absents himself/herself from class for whatever reason is not exempted nor excused from fulfilling the prescribed academic requirements of the course.











• A student who stops attending classes before the preliminary examinations without officially dropping, shall receive a grade of "WF" for the course.











A student who incurs absences in excess of 20% of the required class hours shall receive a grade of "FA" and shall not be allowed to take the final examinations for the course.

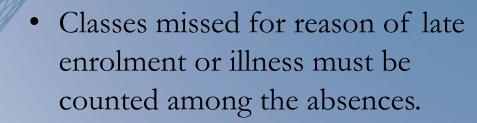
 For reasons deemed valid and acceptable, a student who exceeds the 20% limit for absences may present his/her case to the Office of the Dean for possible reconsideration.











 Class attendance should be both regular and punctual. Three (3) counts of tardiness of at least 15 minutes shall be counted as one absence.











#### UNIVERSITY OF SANTO TOMAS OFFICE OF THE VICE RECTOR FOR ACADEMIC AFFAIRS

	Online		Offline
	Synchronous	Asynchronous	Omne
Absences	• Bb User Activity Report shows <u>no engagement</u> of the student <u>for the day</u> ; did not participate in the synchronous session, or the alternative low bandwidth, low immediacy activity provided for students with poor internet connectivity, intended to facilitate encounters with the teacher	• Bb User Activity Report shows <u>no engagement</u> of the student <u>for the day</u> ; did not accomplish the activity due for the day, intended to facilitate encounters with course content and/or peers	• Student <u>did not engage</u> with the teacher or peers through offline means (e.g., text messaging) to participate in discussions about the content due <u>for</u> <u>the day</u> ; no encounter with the teacher, peers, and/or content
Tardiness	0	• Initially marked as absent but student accessed content and/or interacted with peers within 24 hours from class time of the previous day.	• Initially marked as absent but able to engage with the teacher or peers through offline means (e.g., text messaging) within 24 hours from class time of the previous day.

### Attendance

- v. Three counts of tardiness shall be counted as one absence.
- vi. Every student is required to attend at least 80% of the class hours/days for every subject in order to earn the corresponding credits. The allowable number of absences is limited to 20% of the total required hours.
- vii. In consideration of financial difficulties that may have led to late enrollment or procedural challenges encountered in the process, classes missed due to late enrollment or late validation of payment shall not be counted among the absences. However, students shall still be made to comply with missed requirements.
- viii. A student who incurs absences in excess of 20% of the required class hours shall receive a grade of "FA" and shall not be allowed to take the final examinations for the course.
- ix. For reasons deemed valid and acceptable, a student who exceeds the 20% limit for absences may present his/her case to the Office of the Dean for possible re-consideration.



- Application for a leave of absence should be filed to and approved
  by the Office of the Dean, and the Office of the Registrar must
  be furnished a copy.
- The leave of absence may be for one term or one year as specified.

### **LEAVE OF ABSENCE**









- The leave of absence may be extended upon approval of the Office of the Dean but in no case should the leave be beyond two years.
- Upon the student's return from leave of absence, the curriculum currently in effect applies.

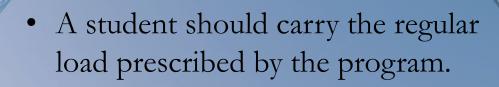
### **LEAVE OF ABSENCE**











 In no instance should a student be allowed to carry less than one half (1/2) of the regular load unless he/she has incurred academic deficiencies or is graduating during the term.

### **ACADEMIC LOAD**











Only graduating students are entitled to carry an overload. Their capacity to carry an overload should be the primary consideration for the favorable recommendation of their request.

• The overload of a graduating student is limited to six (6) units for the academic year.

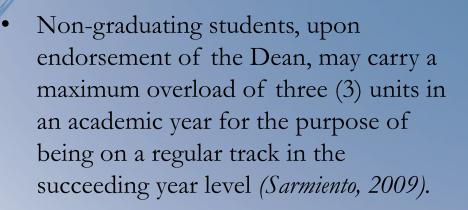
### ACADEMIC LOAD











• No student may be enrolled in more than one faculty/college/ institute to earn more than one academic degree at the same time.

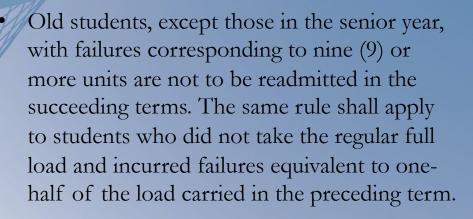
### ACADEMIC LOAD











• In the application of the above rule, all failures incurred by a student during the entire course, which have not been cleared, will be taken into account.

#### DEBARMENT









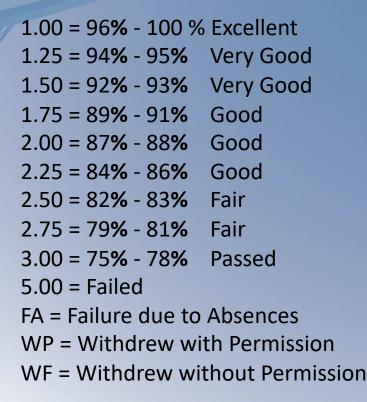
- First year students who in their first term incur failures corresponding to nine (9) or more units or the equivalent of one-half of their load, shall be allowed to enroll under probation in the second term but only in subjects authorized by their Deans.
- First year students on probation who failed to clear all existing deficiencies by the end of the special term of the same year shall not be admitted to the second curriculum year.

#### DEBARMENT









### **GRADING SYSTEM**











• The mark INC. (Incomplete) is given if a student fails to take the Final Examinations or to submit a major requirement of a course on account of illness or other valid reasons.

### **GRADING SYSTEM**











The mark INP. (In progress) is given if a student is in the process of continuing a project or requirement or an individual lesson leading to level examinations as in the case of the Conservatory of Music (Applied Music). However, INP. is given as a Prelims grade *only* in courses such as on-the-job training, immersion, or practicum.

### **GRADING SYSTEM**









To be eligible for graduation, a candidate should meet the following conditions:

- Satisfactory compliance with all academic, non-academic and other requirements of the given faculty/college/ school/institute of the University;
- Residence in the University for at least the last two years of his/her program; and
- Payment of all financial and property obligations to the University.

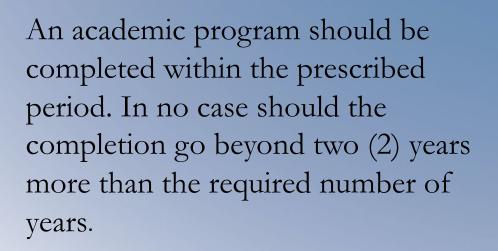
### GRADUATION











#### GRADUATION











Baccalaureate programs Honors Based on General Weighted Average

1.451 - 1.750 Cum Laude 1.201 - 1.450 Magna Cum Laude 1.000 - 1.200 Summa Cum Laude

### **ACADEMIC HONORS**











A general weighted average of at least 1.750 in the immediately preceding term is required.

- Student must be a regular student, meaning having a full load or enrolled in all courses scheduled for his/her section. In the case of shifter or transferee, the student must have enrolled for as many units scheduled for the year level to which he is classified.
- No failure and incomplete grade are incurred, including failure and incomplete in PE and NSTP.

### **DEAN'S LIST**







# 'DENT HAND'



### UNIVERSITY C SANTO TOM





