



ACADEMIC POLICIES

FACULTY OF ARTS AND LETTERS





- Students should register during the designated enrolment period.
- 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.

ENROLLMENT





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

ENROLLMENT





- 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.

ENROLLMENT





- 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)

ENROLLMENT





- Any differently-abled student is not exempted from the Physical Education requirement but is given a special PE Program adapted to his/her condition upon recommendation by the University Health Service physician.

ENROLLMENT





- Regardless of their religious denomination, all students are required to complete four (4)-term courses in theology and ethics as may be required by their program of studies.

ENROLLMENT





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)





- Dropping of course/program may still be done before the preliminary examinations. No request for drop of a course will be entertained after the preliminary examinations.
- 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)





A student who has nine (9) units of “unremoved” failure in general courses, is not eligible to shift.

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





- Attendance is counted from the first day of classes.
- 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.

ATTENDANCE





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

ATTENDANCE





- 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 re-consideration.

ATTENDANCE





- Classes missed for reason of late enrolment or illness must be counted among the absences.
- Class attendance should be both regular and punctual. Three (3) counts of tardiness of at least 15 minutes shall be counted as one absence.

ATTENDANCE





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

	Online		Offline
	Synchronous	Asynchronous	
Absences	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 the day</u>; no encounter with the teacher, peers, and/or content
Tardiness	<ul style="list-style-type: none"> Initially marked as absent but able to deliver the alternative low bandwidth, low immediacy activity provided for students with poor internet connectivity, intended to facilitate encounters with the teacher, within 24 hours from class time of the previous day. 	<ul style="list-style-type: none"> Initially marked as absent but student accessed content and/or interacted with peers within 24 hours from class time of the previous day. 	<ul style="list-style-type: none"> 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.
	<ul style="list-style-type: none"> Recognizes that internet connectivity and home situations may be more suitable for learning late at night or early morning the next 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





- A student should carry the regular load prescribed by the program.
- 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





- Non-graduating students, upon endorsement of the Dean, may carry a maximum overload of three (3) units in an academic year for the purpose of being on a regular track in the succeeding year level (*Sarmiento, 2009*).
- 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





- Old students, except those in the senior year, with failures corresponding to nine (9) or more units are not to be readmitted in the succeeding terms. The same rule shall apply to students who did not take the regular full load and incurred failures equivalent to one-half of the load carried in the preceding term.
- 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





1.00	= 96% - 100 %	Excellent
1.25	= 94% - 95%	Very Good
1.50	= 92% - 93%	Very Good
1.75	= 89% - 91%	Good
2.00	= 87% - 88%	Good
2.25	= 84% - 86%	Good
2.50	= 82% - 83%	Fair
2.75	= 79% - 81%	Fair
3.00	= 75% - 78%	Passed
5.00		Failed

FA = Failure due to Absences
WP = Withdrew with Permission
WF = Withdrew without Permission

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





An academic program should be completed within the prescribed period. In no case should the completion go beyond two (2) years more than the required number of years.

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

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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





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**Thank you and welcome to the
University of Santo Tomas
Faculty of Arts and Letters!**

