

ADMISSION REQUIREMENTS

The student applicant must submit the following to the Information and Admission Office (Medicine and Health Sciences) before the date of Entrance examination:

- Xerox copy of
 - High School Card (1st year applicants)
 - TOR (2nd courses)
 - Grades (transferees)
- Good Moral Certificate (original)
- 1 pc 2x2 picture
- Fully accomplished Application Form
- Official receipt of entrance exam fee

The applicant is admitted if he is satisfactorily passed the entrance examination.

POLICIES

1. Retention

1. Regular students must maintain good academic standing with an average grade of 89% on all major subjects.
2. A student who fails in 3 major subjects or 50% of the enrolled units in a semester will be placed under academic probation. He/she will only be allowed to enroll a certain number of units for the next semester.

Probation Status	Max. No. of units to Enroll
First Probation	15 units
Second Probation	12 units
Third Probation	12 units

3. All students under probation must undergo academic counseling with their respective professors and are required to pass all subjects enrolled for that particular semester.
4. Should a failure/s be incurred on the second probation the student is recommended for counseling to the Guidance Office. The student shall keep a report card for notation by the guidance counselor after each counseling session.
5. Should a failure/s be incurred on the third probation, parents of the student will be notified and invited for a conference with the Dean and the respective professors.

2. Special Exam

1. Special exams are:
 - Given to students who were not able to take the exam on the prescribed examination date due to valid reasons e.g., sickness, death of a member of the family and the like.
 - Given to students with a “Special Exam” permit.
 - Scheduled on a particular date a week after the examination week.
2. Students who were no able to take the special exam on the prescribed date will automatically get a grade equivalent to 0% for the particular exam/s.

3. Absences

For 5 - Unit Subjects : Max. of 11 absences / semester

For 3 - Unit Subjects : Max. of 9 absences / semester

4. Grading System

The computation of grades on all major subjects uses the Base 40 system:

Zero (0) = 40%
 Passing Grade = 75%

Numerical Five-Point Grading System:

Grade Point Percentage	Equivalent Percentage
1.00	95-100%
1.25	92-94%
1.50	90-91%
1.75	88-89%
2.00	85-87%
2.25	82-84%
2.50	80-81%
2.75	78-79%
3.00	75-77%
5.00	74-below (Failed)

5. Uniform

All students are required to wear the prescribed uniform of the college at all times inside the university premises:

Female - White Blouse
 (1st Year to 4th Year without collar)
 White Skirt (Pencil-cut)
 Black Pumps/Low-heeled Shoes (1st - 2nd Year)
 White Shoes (3rd - 4th Year)
 School ID

Male - White Polo / Pants
(1st and 2nd Year with collar)
(3rd and 4th Year without collar)
Black Leather Shoes (1st - 2nd Year)
White Shoes (3rd - 4th Year)
School ID

Laboratory Gown for laboratory classes.
Clinical Gown/Scrub suits and required clinical wear for the dental clinic/infirmary.

Requirement for Graduation

- Zero Deficiency