

I. ADMISSION REQUIREMENTS

Admission to the College is a privilege to students who meet the criteria set by the school. Unless otherwise changed, these requirements are as follows:

I.A. Admission Requirement

1. High School Card
2. Certificate of good moral character
3. Birth Certificate
4. 2 pcs 2x2 photo
5. Mailing stamps
6. 3 long brown envelope
7. 3 long plastic envelope

I.B. FOR TRANSFEREES

1. Certificate of grade with number of units and course description or copy of class card for evaluation
2. Certificate of good moral character
3. Honorable dismissal
4. Transcript of Record (original and Photocopy)

II. ADMISSION POLICIES

- A. All new student and transferees are required to take the entrance examination administered by Admission office.
- B. Student may be deferred admission or if already admitted may be expelled or dropped from the rolls due to the following reasons:
 1. If they were refused admission in any other school for academic deficiencies or violation of disciplinary rules of regulation or if they are under suspension.

2. If convicted by court of competent jurisdiction of a crime involving moral turpitude or any other crime against person and property or have been proven guilty of immoral conduct.
 3. If the high school of origin has neither government permit nor recognition.
- C. Student from a foreign learning institution may only be admitted upon certification of eligibility by the Commission on Higher Education provided that they satisfy all the requirement and qualification for admission as specified by University of Perpetual Help-Dr. Jose G. Tamayo Medical University.
 - D. The admission of foreign student is subject to existing regulation of the University. Other requirement are here in provided to wit:
 1. No foreign student shall be admitted without student visa as well as valid study permit issued by the appropriate government agency.
 2. No foreign student shall be given a letter of assistance nor an honorable dismissal to effect a transfer without a clearance duly issued by the Admission Office of the school and Commission on Higher Education.
 - E. All student who are residents or citizen of foreign countries must comply with the following requirements:
 1. Study permit to be renewed every semester
 2. TOEFL passing score (Test on English as a Foreign Language)
 3. Assessment of fees as foreign student.
 - F. Student must notify the Office of the Registrar of any change in citizenship or residency status.

GRADING SYSTEM

A. Grading period

1. There will be three grading period each caring equal weight to be averaged at the end of the semester

Prelim
Midterm
Finals

2. Make-up exam for each grading period shall be given one week after the original date of exam
3. Make-up quizzes shall not be given for either excuse or unexcused absence.

B. Computation of Grades

B.1. The following criteria shall be used in the computation of grade in the General Education subject.

A. Major Exams (Prelim, Midterm, Final)

B. Class performance which may constitute all or any of the following

- quizzes
- recitation
- seatwork
- assignment
- research project
- attendance/Decorum

The percentage for each of the above criteria shall be determined by the respective subject Professor and or instructor.

B.2. the following criteria shall be used in the computation of grades for the Professional subject.

<u>Lecture</u>	<u>Percentage</u>
Attendance/Decorum	5%
Assign/Research/Recitation	10%
Quizzes	25%
Major Examination	60%
TOTAL	100%

<u>Laboratory</u>	<u>Percentage</u>
Attendance/Decorum	5%
Laboratory Performance	10%
Practical/Quizzes	25%
Practical Examination	60%
TOTAL	100%

2. Transmutation formula (base 40) for all subjects.

$$\text{Transmuted equivalent} = \frac{\text{Raw score} \times 60 + 40}{\text{Total score}}$$

3. A grade ranging from 71.50% to 74.00% shall be given a graded of four (4)
4. Removal exam shall be given to those who receive a grade of four (4)
5. A student shall be given one week for posting date to take the removal exam. Failure to do so will automatically merit a grade of 5.

Promotion Board - A careful deliberation is held between the dean and promotion board (compose of the level adviser and faculty member) before grades for each of the grading period are finalized.

Appeals of Re-computation of Grade

Appeal for re-computation of grades and reconsideration should be put in writing addressed to the promotion Board.

Academic

Dean' List

The Dean's list, which is released every semester, includes the names of student who have shown academic excellence and who have maintained food grade for the semester and most fulfill the requirements:

- No subject accreditation
- Regular student fully loaded with the prescribed subject
- No grade below 2.0 but a grade of 2.25 is only one subject may qualify the student
- No records of disciplinary action

GRADUATION WITH HONOR

CUM LAUDE- a student who has obtained a weighted average of at least 1.75 in all academic subject with out a grade lower that 2.0 in any subject, and with the residency of six semesters immediately preceding graduation.

MAGNA CUM LAUDE – a student who have obtained a weighted average of at least 1.25 in all academic subject without a grade lower than 1.75 in any subject, and with a residency of six semesters immediately preceding graduation.

SUMMA CUM LAUDE - a student who have obtained a weighted average of at least 1.0 in all academic subject without a grade lower than 1.25 in any subject, and with a residency of six semesters immediately preceding graduation.

Graduating students who do not qualify for the above-mentioned honor shall be awarded 1st, 2nd, 3rd honors based on academic performance as decided by the promotion board.

GRADUATION REQUIREMENTS

In order to be graduated from the Bachelor of Science in Physical Therapy Program (BSPT), the students must:

1. Pass all the Subjects.
2. Complete a one year Academic Calendar Internship program.
3. Pass the Comprehensive Examination.
4. Finish an undergraduate thesis.
5. Satisfy all financial obligations to the school.

Policies on School Uniform

1. All new student are required to purchase three sets of uniform and one laboratory gown from the supplier designated by the school
2. All students are required to attend classes with the prescribed uniform and should wear their school I.D at all times inside the classroom and within the UPHS campus. College T-shirt with collars may be worn in some activities of the college and of the university.
3. Male students must be in all white Uniform, plain white undershirt, black or white leather shoes, socks and school ID
4. Unusual hairstyle, make up, jewelry and accessories are prohibited
5. PE uniform is worm only during PE class, if student need to attend regular classes, school uniform should be worm after PE class
6. All interns are required to wear prescribed uniform set by the affiliating hospital/Center.