

## **COURSE REQUIREMENTS**

The course requirements for the graduate programs consist of the following:

### **1. Core Courses**

- a. **Philosophy of Education, Educational Statistics, and Research and Scientific Writing**
- b. Offered to intensify and enrich the competencies of the students in conducting educational research

### **2. Specialization Courses**

- a. **required and elective courses** on the philosophy, theories, and practices with respect to a specific discipline.

### **3. Thesis**

- a. Graduate work culminates in the submission of a research-based Master's Thesis

## **ADMISSION REQUIREMENTS**

1. Graduate College Admission Test (GCAT).
2. A copy of **transcript of records of undergraduate course or MA**. It should be **original** with a college dry seal and a Special Order of graduation if a student graduated from a private institution. **Photocopies may be accepted if properly authenticated.**

**Remarks** on the Transcript of Records should be either “**granted Honorable Dismissal**” or “**Copy for PNU.**”

There should be **no other remarks**, e.g., “**For Employment Purposes**” or “**For Reference Only.**”

3. A student whose transcript of record bears her **maiden name** should submit a photocopy of the **marriage contract**.
4. A Bachelor's Degree with a grade point average of **2.0 or B, 85% or better**
5. Pass the **GCAT** (Graduate College Admission Test) and the **interview** conducted by the Associate Dean.
  - a. **No refund shall** be made after the **fourth week** from the start of regular semester classes or after the **sixth day** of summer classes.
    - If the student decides to withdraw the registration or drops a subject s/he serves **notice to the professors involved**.
    - S/he will be required to **pay the entire fee**, whether or not s/he attended classes.
    - If s/he withdraws **without serving notice**, the withdrawal is considered **unauthorized**. (Based on PNU Student Handbook 1999-2000)

## **TYPES OF GRADUATE CREDIT**

### **Regular Course Credits**

- **full time** M.A. student may enroll in **not more than 4 subjects or 12 units** a semester, while a
- **part-time** student is allowed to take **not more than 2 subjects or 6 units**.
- The degree should be completed within **six years** from the first term of matriculation.

## **Policies/Guidelines on the Accreditation of Units Taken in Other Institutions**

- some academic units in **OTHER INSTITUTION** and **request for the accreditation** of these units

- a grade of at least B, may be transferred toward any of the GS degrees provided that it forms an integral part of the degree program and is approved by the GS Associate Dean and the Dean for Academics
- Students must request the registrar to transmit directly to the GS office an official transcript showing credit and grades to be transferred

Under existing policies, the Graduates Studies recognizes the merit of accrediting 6 units on certain conditions. On November 1999, the Graduate Council after deliberations increase the number of units earned if other institutions to be accredited from 6 to 18 units provided that:

1. The course/s was/were taken during the immediate 5 years prior to application for accreditation.
2. The description of courses taken in other institutions is similar to the description of courses in PNU.
3. The units were earned in Centers of excellence or institutions accredited by PAASCU, PACOCA or AACUP.
4. The ASSOCIATE DEAN AND THE DEAN FOR ACADEMICS have the option to give a validating examination specially, but not limited to the following courses: Educational Statistics, Educational Research and Scientific Writing.
5. An application must be filed with the ASSOCIATE DEAN recommending the granting of units to the students and with the final approval of the DEAN.
6. Application for accreditation may be done during any term.

## **GUIDELINES ON THE ACCREDITATION OF ATTENDANCE IN SEMINAR-WORKSHOP/S**

A seminar workshop, which has positively contributed to the professional growth and development of a graduate student, can be accredited on the basis of the following conditions:

1. The seminar-workshop should be equivalent for **at least 54 hours** to be credited into a **3-unit course**, or **at least 108 hours** to be credited to **two courses** equivalent to **six units**.
2. There must be an **equivalent course** in the existing curriculum.
3. The student should enroll and **pay the corresponding tuition** and other **miscellaneous fees**, for the 3-unit or 6-unit course.
4. The student should **meet the course requirements** (e.g., FINAL TEST, TERM/RESEARCH PAPER) as may be specified by the professor and the department head.
5. The student should **apply for accreditation of units** following the procedures for accreditation.
6. The ASSOCIATE DEAN concerned and the DEAN FOR ACADEMICS **approve the accreditation** of units.

### **INTRA-COLLEGE SHIFTING OR CHANGE IN DEGREE PROGRAM**

- An **intra-college transfer** refers to a process where a graduate student in the CGS transfers to another department or specialization.
- **change degree program** if the transfer is approved by the ASSOCIATE DEAN concerned and the DEAN FOR ACADEMICS
- **Core courses** already taken in the previous area of specialization can still be **accredited** as part of the new program.

### **ACADEMIC STANDARDS AND RETENTION POLICIES**

A graduate student may be classified on the basis of the following academic status.

## **Regular Student**

A student shall satisfy all the requirements for admission and maintains an average of 1.75 or better.

## **On Probation**

- A student is on probation if the obtained GPA is below 2.0 or he/she got a rating of “on probation” in the GCAT.
- The student with this status is given at least six units per TERM. REGULAR STATUS IS CONFERRED to the student as soon as he/she completes eighteen (18) units with an average of at least 1.75.

A student who fails to meet the required 1.75 average should confer with the ASSOCIATE DEAN for advice.

## **Full Time Student**

Registration for 9 or 12 credits confers full-time academic status on a graduate student

## **Part-Time Student**

All other students enrolled in less than 9 units are considered part-time students.

## **RESIDENCE REQUIREMENTS**

A graduate student enrolled in the Graduate Studies is expected to obtain the degree within a given period of time.

A student should have completed all requirements including thesis within six (6) years from the time he/she first enrolled.

## READMISSION

Students who have **voluntarily withdrawn** must apply for readmission. Readmission is dependent on program availability to which student seeks readmission.

A student who is applying for readmission to a degree program in which requirements have changed since the time of withdrawal may be **required to satisfy the requirements of the program of study as currently defined**. The responsible academic unit will review the student's transcript of records for final determination of the requirements to be fulfilled.

The Department head with the recommended approval of the Dean will prepare a program of study for the student.

## GRADING SYSTEM

The Graduate College applies this grading system:

1.0	Excellent
1.25	Very Good
1.5	Good
1.75	Fair
2.0	Passed
Below 2.0	Failed
Incomplete	Inc.

## Removal of Grade of "Incomplete"

A grade of **Incomplete (INC)** indicates that the student has not complied with all the requirements for the course (such as no final examination, non-submission of term paper, etc). To remove such grade the student should accomplish the **completion form** available at the REGISTRAR'S OFFICE. He/she is given **a year** to do this.

## Withdrawal from a Course

To WITHDRAW FROM A COURSE, a student fills out the **appropriate form**. Application for **Authorized Withdrawal Form** secures the approval of the professor and the Department Head of his/her program, and then submits the form to the Registrar's Office.

- The **names** of students who withdraw from a course are **included in the grading sheet**.
- No grades are given to the students.
- A mark of **A.W. for "Authorized Withdrawal"** is given to the students together with the specific date of withdrawal.
- Similarly a mark of **U.W. for "Unauthorized Withdrawal"** is indicated together with the specific date for a student who withdraws without notice/ and has stopped attending the class.

## Student Desiring to Audit course/Courses

- A student who desires to take REFRESHER COURSES must indicate the remark **"For Audit"** in the column **"Unit"** in the Registration Form.
- He/she must **go through the same registration** procedure as other students and **pay the required fees** like regular students.
- He/she is **expected to complete course requirements**, but **he/she does not receive any rating nor earn credits**.

## THE MASTER'S/DOCTORAL DEGREES AND THE THESIS/DISSERTATION (Education 600)

- A graduate who intends to pursue any of the M.A. Degree should take and PASS THE COMPREHENSIVE EXAMINATION.
- With the help of a FACULTY SPECIALIST, he/she then prepares his/her **research proposal**
- If the **proposal is acceptable** to the Department Head, colloquium is scheduled

- The Dean upon the recommendation of the Department Head officially assigns **thesis advisers**
- The **completed study** is defended before a panel of examiners.
- **Six hardbound**, navy-blue covered copies of the final thesis report are submitted to the College on a **date specified before the University Academic Council** meets to APPROVE the candidates for graduation.

## **DROPPING OF THESIS**

- A student who for some reasons CANNOT CONTINUE WRITING his/her research project must fill out a **withdrawal form** and submit one copy to his/her **professor/adviser** and another copy to the Department Head.
- Failure to do so will mean a **continuing payment of fees** in succeeding terms until the student graduates.