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PHILIPPINE NORMAL UNIVERSITY

103 Years of Service and Leadership in Teacher Education

BRIEF HISTORY

The present Philippine Normal University was originally the Philippine Normal School, the first institution of higher learning that was organized after the American occupation of the Philippines. It was created under Act No. 74 of the Philippine Commission, which gave Filipinos training in the science of teaching. The school formally opened on September 1, 1901.

The PNS was converted into the Philippine Normal College on June 18, 1949, with the signing of the charter, embodied in Republic Act No. 416 authorizing the college to grant undergraduate and graduate degrees in education. On July 22, 1972, PNC was authorized by law to offer advance degrees: Ph. D, Ed. D and other academic programs related to teacher education through Republic Act No. 6515. On December 26, 1991, the institution became a full-fledged university under Republic Act No. 7168.

Dr. Macario Naval was installed as the first president of the college. He was succeeded by Dr. Emiliano C. Ramirez in 1957, Dr. Gregorio C. Borlaza in 1971, Dr. Bonifacio Sibayan in 1972, Dr. Edilberto P. Dagot in 1981, Dr. Gloria G. Salandan in 1991, Atty. Lilia S. Garcia in 1998, and Dr. Nilo Rosas in 2002.

PNU operates five campuses with its main campus located along Taft Avenue, Manila. The four branches are in Prosperidad , Agusan del Sur ; Alicia, Isabela; Cadiz, City; and Lopez, Quezon.

Republic Act 7168 in Sections 2 and 3, defines the mission of PNU as follows:

Section 2

The university shall primarily provide higher professional and social instruction for special purposes and to promote research and extension services, advance studies, and progressive leadership in education and other fields, as maybe relevant.

Section 3

The University shall offer undergraduate and graduate course in the fields of education and other degree courses as the Board of Regents may deem necessary to carry out its objectives.

THE PHILOSOPHY OF PNU

THE Philippine Normal University upholds the dignity of man, which is the foundation of human rights, brotherhood, freedom, and democracy. It is committed to the development of Filipino educators, teachers, specialists, and managers who are exemplars of academic excellence in leadership.

THE COLLEGE OF GRADUATE STUDIES

Graduate courses at the master's level were offered for the first time in the Philippine Normal College in summer of 1953. Within two decades, about 23 master's programs of study came into existence. By the school year 1977-1978, about two-thirds of the curricula were developed in cooperation with the then Bureau of Public Schools, now the Department of Education, which designed scholarship programs to train teachers and administrators in areas like Reading , Language Teaching (Filipino and English) Administration, and Special education. To date, PNU continues to work with the Department of Education in training teachers and administrators through short-term and long –term scholarship programs in similar areas.

Eventually, three doctoral programs were opened, namely: Doctor of Education in Educational Administration, Doctor of Philosophy in Bilingual Education, and Doctor of Philosophy in Linguistics. Initially, the Ph. D. in Linguistics and the Ph. D. in Bilingual Education were offered in consortium with Ateneo de Manila University and De La Salle University respectively, until the time when the university gained the status of offering doctoral programs on its own.

New academic programs were also introduced, namely Mathematics Education, Physical Education (Sports and Dance Streams), Measurement and Evaluation, and Non-formal Education. Measurement and Evaluation was developed by the College in cooperation with the National Education Testing Center of then Ministry of Education. This specialization was initially offered in consortium with the Philippine Women's University.

Other Ph. D. programs were eventually opened, namely: Ph. D. in Educational Management, Ph. D. in Filipino, and Ph. D. in Literature.

With the conversion of PNC into a university in 1991, the Collge of Graduate Studies was restructured into six departments namely: 1) Department of Educational Administration and Measurement and Evaluation; 2) Department of Science and Mathematics; 3) Department of Social Sciences, Elementary Education, Values Education, School Psychology, and Guidance and Counseling; 4) Department of Languages and Linguistics; 5) Department of Culture and Sports; and 6) Department of Human Resources and Development.

Responding to the merging needs of the times, the six departments were restructured into 12 departments namely: 1) Department of Child Study, Elementary

Education, and Special Education; 2) Department of Educational Administration, Educational Management, and Measurement and Evaluation; 3) Department of English Language Teaching and Language Testing; 4) Department of Library Science and Reading; 5) Department of Mathematics Education; 6) Department of Linguistics Bilingual Education, Literature; 8) Kagawaran ng Pagtuturo sa Filipino; 9) Department of Physical Education (Sports and Recreation Management), Drama Education and Theater Arts, Music Education; 10) Department of School Psychology, Guidance and Values Education; 11) Department of Technology Education, health Education, Home Economics, and Non-Formal Education; and 12) Department of Social Science Teaching and Teaching History. This structure was retained in the university reorganization implemented in 1999. A head or chair manages each department cluster.

In June 2003, another university reorganization was implemented. Through the operationalization of the vertical scheme, masteral and doctoral programs in Science and Mathematics Education as well as those in Language , Literature and linguistics were managed by the College of Sciences and College of Languages , Linguistics and Literature respectively. This scheme is being implemented on an experimental basis.

The College of Graduate Studies (CGS) is administered by a Dean with the assistance of the Heads of various specializations. The following have served sa Deans of the College Of Graduate Studies:

Dr. Pedro Orata	-	1950-1953
Dr. Tomas Tadena	-	1953-1963
Dr. Bonifacio P. Sibayan	-	1963-1971
Dr. Edilberto P. Dagot	-	1971-1977
Dr. Consuelo P. Ledesma	-	1978-1985
Dr. Lilia A. Cortez	-	1985-1986
Dr. Fe T. Otones	-	1986-1992
Dr. Fara R. Santos	-	1993-1994
Dr. Jesus A. Ochave	-	1994-2002
Dr. Leonora L. Oriondo	-	2002-2005

PNU VISION

PNU shall be known as the Center of Excellence in teacher education, research and educational leadership in the Philippines and beyond.

PNU MISSION

PNU is dedicated to developing teachers and educational leaders as valued contributors in the social transformation of the Filipino for a better world. This mission is propelled by the institution's commitments to:

1. Quality education and excellence
2. Knowledge creation and application

3. A culture of sharing and service
4. Growth, efficiency and accountability

PNU is focused on developing graduates with the following desired attributes.

Exercises effective communication

Manifests professional competence

Possesses adequate knowledge

Observes professional ethics

Welcomes progressive innovation and change

Exhibits a deep sense of nationalism with a global perspective

Radiates a caring attitude for others

Engages in effective problem solving and decision making

Demonstrates personal integrity

GOALS OF THE PNU GRADUATE EDUCATION PROGRAM

The Graduate Education Program shall fulfill the University's vision in providing leadership in the field of education. It is continuously committed to:

1. **Pursuing academic excellence** by providing advanced and specialized study to develop a highly competent community of practicing professionals and responsive educational leaders;
2. **Advancing Research** by fostering rigorous inquiry about educational theories and practices as basis for generating knowledge and sound policies, and improving professional practice; and
3. **Promoting a culture of sharing** by extending scholarship and expertise to other educational institutions, agencies, and entities for continuous professional growth.

The Philippine Normal University Graduate College aims to:

1. Intensify competence in educational research;
2. Provide leadership in curriculum and instruction; and
3. Create educational alternatives that are responsive to the needs of the country.

PROGRAMS MANAGED BY THE COLLEGE OF GRADUATE STUDIES

Ph. D. Ed. D.

1. Ph. D. in the Educational Management
2. Ed D. in the Educational Management

M. A. in Education

1. Child Study
2. College Teaching
3. Drama Education and Theater Arts

4. Educational Management
5. Elementary Education
6. Guidance and Counseling
7. Teaching History
8. Measurement and Evaluation
9. Music Education
10. Non-formal Education
11. Physical Education
12. Sports and Recreation Management
13. School Psychology
14. Special Education
 - a. Visual Disabilities
 - b. Auditory Disabilities
 - c. Intellectual Giftedness
 - d. Intellectually Disabled
15. Social Science Teaching
16. Values Education

Graduate Diploma (GD) Programs

Each area of specialization offers a GD Program. Details of GD and other curricular programs are available upon requests in the Department that administers the programs.

PROGRAMS MANAGED BY THE COLLEGE OF SCIENCE

Ph. D.

1. Science Education
2. Mathematics Education

M. A. in Education

1. Science Education
2. Mathematics Education
3. Home Economics Education
4. Health Education

M.A. in Science Education

1. General Science
2. Biology
3. Chemistry
4. Physics

M. A. T. Mathematics Education

1. Elementary education
2. High School Stream

Graduate Diploma (GD) Programs

1. Science Education
2. Mathematics Education
3. Home Economics Education
4. Health Education

PROGRAMS MANAGED BY THE COLLEGE OF LANGUAGES, LINGUISTICS AND LITERATURE

Ph. D.

1. Ph. D. in Bilingual Education
2. Ph. D. in Linguistics
 - a. Applied Linguistics
 - b. Filipino Linguistics and Literature
3. Ph. D. in Filipino
4. Ph. D. in Literature (English and Filipino Streams)
5. Ph. D. in Reading

M.A. in

1. Bilingual Education
2. English Language Teaching
3. Language testing
4. Linguistics
5. literature (English and Filipino Streams)
6. Library Science
7. Reading
8. Pagtuturo ng Filipino

Masters of Arts in Teaching (MAT) non-thesis

1. English Language Arts
2. Pagtuturo ng Filipino
3. Reading (English and Filipino Streams)
4. Literature (English and Filipino Streams)

Master in Graduate Certificate/ Diploma

1. Bilingual Education

2. English Language Teaching
3. Language Testing
4. Library Science
5. Linguistics

Extension Programs

Extension programs refer to degree programs administered by the CGS in other campuses, e.g. in the PNU campuses in Cadiz, Agusan del Sur, Isabela, and Lopez, Quezon and in other colleges and universities in the country e.g. Sultan Kudarat Polytechnic State College , St. Paul's University in Tuguegarao.

A separate handbook is available for the details on extension programs.

COURSE REQUIREMENTS

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

1. **Core Courses.** These are professional education subjects, which include Philosophy of Education, Educational Statistics, and Research and Scientific Writing. These courses are being offered to intensify and enrich the competencies of the students in conducting educational research.
2. **Specialization Courses.** These are required and elective courses on the philosophy, theories, and practices with respect to a specific discipline.
3. **Special Project / Thesis / Dissertation.** Graduate work culminates in the submission of a research-based Special Project or a Master's Thesis or a Doctoral Dissertation. To ensure that quality researches are produced, the graduate student upon the approval of his/her thesis proposal is given at least two thesis / dissertation advisers.

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. 18 units of Education (Certificate in Teaching Program) for those Non-Education Graduate is required.
4. At least two years teaching experience or employment record.
5. A student whose transcript of record bears her maiden name should submit a photocopy of the marriage contract.

M. A. and M.A.T.

1. A Bachelor’s Degree with a grade point average of 2.0 or B, 85% or better
2. Pass the GCAT (Graduate College Admission Test) and the interview conducted by the department chair.
3. Other qualifications a department may require for a particular specialization. (e.g. recommendation letter from employer or former faculty)

Non-Traditional Program

ETEEAP (Expanded Tertiary Education Equivalency and Accreditation Program)

PNU is one of the higher educational institutions authorized by the Commission on Higher Education (CHED) to implement ETEEAP.

An ETEEAP applicant should bring all necessary papers needed for equivalency assessments in the particular graduate program he/ she is interested in.

The ETEEAP applicant will go through the following procedures:

1. Get an application from CHED.
2. Applicant presents completed form and accompanying papers to the PNU Director of Admissions who initially does the initial processing of credentials/portfolio.
3. The Director of Admissions forwards the papers to the office of the Dean of the concerned college if the candidate meets the initial requirements.
4. The Dean forwards the papers to the ETEEAP Coordinator to inform the candidate of other requirements. The Coordinator later directs him/her to report to the department head concerned.
5. The Department Head assigns a panel of assessors to evaluate applicant’s portfolio, then an oral and/ or written examination will be conducted.

PROCEDURE FOR ADMISSION AND ENROLLMENT IN THE GRADUATE PROGRAMS

A. Admission

Step 1- Securing Application for Admission

- a. Applicant secures application form from the office of Admissions.
- b. Applicant submits the accomplished application form together with his/her Transcript of Records and other entry requirements to the office of Admission for evaluation.
- c. Office of Admission evaluates the applicant, in consultation with the Head of the Department where the prospective student's program is offered. The office also determines his/her grade point average.
- d. If qualified based on the required undergraduate degree and the required computed average of 2.0 and above for M.A. and 1.5 for Ph. D., the Department Head approves his/her application to take the graduate College Admission Test (GCAT).
- e. Applicant secures CGAT Examination permit from the Office of Admissions after paying GCAT Examination fee of P400.00 to the Cashier.

Step 2- Taking Graduate College Admission Test (GCAT)

- a. The Office of Admissions administers the Graduate College Admission Test (GCAT) to the prospective graduate students on the scheduled dates of examinations. This test is administered two months before each term.
- b. The Office of Admissions releases result of CGAT one week after the examination and posts the results on the bulletin board and on PNU Website. The department is likewise be furnished a copy.

Step 3- Advising by the Department Head

- a. Upon receipt of CGAT result, applicant proceeds to the Department Head concerned for interview.

- b. The Department Head / or a designated faculty interviewer conducts the interview. Questions for interview may include educational and professional background, teaching experiences, knowledge of the discipline/ specialization being applied for applying in the program and research capabilities.
- c. The Department Head makes the final decision regarding the student's admission in the program. Upon the admission, the Department Head provides him/her with brochures and specialization flyer for program orientation.

B. Enrolment

Step 4- Advising by the Department Head

- a. Student submits entrance credentials to the Office of Admission. Office of the Admissions issues an application for enrolment to be submitted to the concerned department. Registration forms are secured from the Department.
- b. After enlisting, the student returns to the Department Head for advising regarding courses and schedules to take. Adviser signs and approves the Registration forms.
- c. Graduate student who will take care courses proceeds to the Department of Education for registration.
- d. Graduate student signs the master list of student enrollees for every course s/he intends to get.

Step 5- Assessments/ Payments

- a. The graduate student proceeds to the Accounting Office for Assessment of Fees.
- b. The graduate student pays at the Cashier then returns to the Accounting Office to present the receipt and submits the Registration form to the RO, Accounting, Student Affairs and the Department.
- c. Department Head / Program adviser issues class cards to be presented to the concerned professor during the first day of classes.

Step 6- Enrolment Procedure

- a. A student withdraws his/her registration or drops a subject may ask for a refund only of the tuition fee paid, whether in full or by installment, in proportion of the following:
- Within one week from the start of regular semester classes (within the first or second day of summer classes).....70%
 - Ten days after the start of regular semester classes (within the third or fourth day of summer classes).....50%
 - Within the third or fourth week from the start of regular semester classes (within the fifth or sixth day of summer classes).....30% (based on PNU Student Handbook 1999-2000)
- b. 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)

ADMISSION PROCEDURES FOR FOREIGN STUDENTS

The following are the requirements for foreign students seeking admission to the CGS:

1. A formal letter of Application addressed to the University President seeking admission to the PNU Graduate School.
2. A 4-year baccalaureate degree in education with Transcript Records attached (original copy).
3. A computed grade point average equivalent to at least B or 85% good for Masteral and 1.75 in the PNU grading system.
4. Certification by employer of teaching experience, if any
5. Affidavit of support
6. Personal history statement
7. Police clearance from country of origin
8. Six passport size pictures
9. Passing score in the Graduate College Admission Test (GCAT)
10. Oral interview to determine proficiency in English.

TYPES OF GRADUATE CREDIT

Most courses in the College of Graduate Studies are credited three units.

Regular Course Credits

A full time Ph.D or Ed, D student may take a maximum load of five courses or fifteen units per semester, while a part-time student may enroll in not more than three subjects or nine units. The degree should be completed within eight years from the first term of matriculation.

A full time M.A. student may enroll in not more than five subjects or fifteen units (15) a semester, while a part-time student is allowed to take not more than three subjects or nine 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 applicants for enrollment bring with them some academic units in other institution and request for the accreditation of these units.

Graduate credits earned at another accredited graduate school, carrying a grade of at least B, may be transferred toward any of the CGS degrees provided that it forms an integral part of the degree program and is approved by the concerned department and the CGS Dean. Students must request the registrar or other recording officer of the institution in which the credit was earned to transmit directly to the CGS office an official transcript showing credit and grades to be transferred.

Under existing policies, the College of Graduates Studies recognizes the merit of accrediting 6 units on certain conditionalities. 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 five 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, PACOCHA or AACCU.
4. The department chair and the DEAN of the College 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 Department Chair 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/paper, 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 Department Head concerned and the Dean 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. A graduate student may change degree program if the transfer is approved by the Head in the new program, the Head of the former program and the Graduate College Dean. 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 semester. 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 specialization Chair for advice.

Special

A special student qualifies to take courses but does not intend to pursue a degree program. He/she may, however, apply for a regular status after earning at least 18 units.

Full Time Student

Registration for 12 or 15 credits confers full-time academic status on a graduate student

Part-Time Student

All other students enrolled in less than 12 units are considered part-time students.

RESIDENCE REQUIREMENTS

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

1. Graduate Diploma and MAT

The student is given a period of 6 years from the time he/she enrolled for the first time to finish the degree.

2. MA

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

3. Ph.D, Ed.D

“ The degree should be completed within eight years from the first term of matriculation.

A student for a highly justifiable reason may file a one-year leave of absence. An application for this purpose should be filed at the Dean’s Office through the Department Head.

READMISSION

Students who have voluntarily withdrawn from the College 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
2.00	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, e.g. if a student gets a grade of “Incomplete” in October 1993 he/she has until October 1994 to remove it. The

grades do not get its equivalent unit until the student shall have completed the course requirements, within the specified period.

Withdrawal from a Course

To withdraw from a course, a student fills out the appropriate form available in the department. 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 Special Project

A student who does not desire to pursue a master's degree may work for a Graduate Diploma (GD) where a special project is required instead of a thesis. The GD is equivalent to a Master of Arts in Teaching, which may be used for purposes of ranking and promotion by the Department of education. This, however, does not automatically qualify the awardee for admission to the doctoral program (MECS Memo NO> 180,s.1979).

Education 555 Seminar Paper MAT is a terminal course in the Diploma Program. It is a research-based course where the student writes a formal report of an investigation in his/her area of specialization.

Candidates for graduation in GD are required to submit six hardbound, navy-blue copies of the final report to the Department Head concerned before the University Academic Council meets to pass judgment on the candidates for graduation.

Guidelines and Policies for Educ.550 (Special Project) and Educ.555 (Seminar Paper)

1. A student is allowed to enroll in Educ.550 or Educ.555 upon the completion of the required units for the regular course (I.e. specialization course including core and cognate/elective).
2. Educ. 550 or Educ. 555 is credited 4 units with tuition corresponding to its equivalent units.
3. An incomplete grade is given to a student who fails to complete the project within the semester.
4. The student is given one year from the time he/she gets an incomplete grade to complete his/her grade in Educ.550.
5. Failure to complete the grade within the time frame set will mean a failing grade and the student has to re-enroll the course.

THE MASTER'S/DOCTORAL DEGREES AND THE THESIS/DISSERTATION (Education 600/700)

A graduate who intends to pursue any of the M.A. and Ph.D./Ed.D. Degrees 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 and dissertations advisers.

The completed study is defended before a panel of examiners. Six hardbound, navy-blue covered copies of the final thesis or dissertations report are submitted to the College on a date specified before the University Academic Council meets to approve the candidates for graduation.

PNU thesis and dissertation reports are duly protected by copyright rules.

DROPPING OF THESIS/DISSERTATION/SPECIAL PROJECT Seminar Paper

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.

THE COMPREHENSIVE EXAMINATION

After taking and passing all academic requirements, the student is qualified to take the Comprehensive Examination.

The College of Graduate Studies administers the Comprehensive Examination twice a year (October and summer of the current term). The Office of the Dean through the Comprehensive Examination Director announces specific dates for the examination.

The student files an application form to take the Comprehensive Examination. Upon approval of the application, he/she pays the required fee.

Separate tests are given in the core courses and in the area of specialization.

The ratings in the examination are as follows:

High Pass (HP) or 90-100 for those who exhibit a high degree of performance in the test;

Pass (P) or 80-89 for those whose performance is average;

Low Pass (LP) or 75-79 for students who exhibit a fair degree of performance; and

Fail (F) below 75 for those whose answers are inadequate or unsatisfactory in general.

The minimum requirement for passing is a pass (P) rating in the specialization area and Low Pass (LP) in the core courses (Philosophy of Education, Educational Statistics, and Research and Scientific Writing).

A student who fails in any or all of the tests is given a second chance to take the examination.

THE COLLOQUIUM

After taking and passing the comprehensive examination, the student writes his/her thesis/dissertations proposal.

The Department Head goes over the proposal and if it is acceptable, schedules a colloquium with 3 or 4 experts on the topic and one from the professional courses (Research/Statistics).

The student presents the proposal before a panel of three to five faculty specialists. The objective is to assist the student in improving his/her proposal as to:

1. Relevance and appropriateness of the research topics;
2. Clarify of the statement of the problem
3. Adequacy of related literature and studies; and
4. Choice of research design, sampling, and instruments and the orderly sequencing of the procedures.

After the colloquium the student is advised to revise his/her proposal by incorporating the suggestions given by the panel. Upon the recommendation of the panel, the thesis/dissertation proposal is then endorsed to the Dean for the appointment of at least two thesis Advisers. With the appointment of the thesis/dissertation advisers the graduate student is guided in the course of his/her thesis/dissertation writing through a regular consultation period.

A consultation record form for this purpose is available to document the agreements made between the graduate student and the thesis advisers and monitor the progress of his/her thesis/dissertation writing.

THE ORAL DEFENSE OF THESIS/DISSERTATION

The Oral Defense is done to test the students' mastery of the various aspects of his/her study and its contribution to a body of knowledge related to education.

The following steps are observed in scheduling an oral defense:

1. Students submits completed study to advisers
2. Advisers recommend to Department Head/Chair that as oral defense be scheduled. Advisers may suggest 3 members for the panel of examiners.
3. Department Head/Chair acts on the advisers' recommendation and endorses it to the Dean.

The Dean usually presides over an Oral Defense.

Graduation Requirement and Degree Completion Procedures

Students who expect to receive degrees at the end of any semester or summer term must observe the schedule of dates prescribed by the College for Oral examinations, and submission of theses, and dissertations. Copies of this schedule may be obtained from the Dean's office.

Essential steps to be followed include:

1. Registration for the final term.
2. Evaluation of official academic records to ensure that:
 - a. program of Study has been approved by the responsible academic unit and the Dean;
 - b. Incomplete or failing grades have been resolved; and
 - c. Additional documents required for the completion of degree, have been forwarded by the department.
3. Application for the Graduation has been submitted to the office of the registrar.

TUITION AND SCHEDULE FEES

Tuition Fee

Php 250.00 per unit for MA students
 Php 300.00 per unit for Ph.D. /Ed. D students

Miscellaneous Fees (Masteral and Doctoral Programs)

Registration	Php 50.00
Medical/Dental	50.00
Library Fee	100.00
Cultural Fee	50.00
Laboratory	50.00

Teacher Fees

GCAT	Php 350.00
Comprehensive Examination	200.00
Late Registration	50.00
Computer Development Fee (for IT/Met courses)	150.00
Graduate Student Org. Fee	50.00
Transcript of Records	500.00
Diploma/Certificate	500.00
Certification/Authentication	50.00
Change of Subject	20.00
Change of Curriculum	100.00
Change of Schedule	20.00
School ID	75.00
Completion Fee	50.00
Sangguni	35.00

As per BOR approval effective SY 2003-2004, April 11, 2003.

