

## CPU COLLEGE OF ARTS AND SCIENCES

# ADMISSION AND RETENTION POLICIES

### A. Admission Requirements

A student, to be admitted for enrolment should be a high school graduate. New students should present their Form 138 of High School report card and a certificate of good moral character. Some courses require placement test results higher than the cut-off score.

**a.1 Psychological Test** – The psychological test is an aptitude test to further determine the student's capabilities for the course he has chosen. This is given by the Guidance and Testing Center. All students are required to take the Psychological Test.

**a.2 Placement Test** – Test in English and Mathematics are given to all freshmen. These are classification test for sectioning and remedial work is given for students who fail in either both tests.

**a.3 Transferring Students** – Transferring students must have passed at least 67% of the total units they have enrolled in (excluding units in PE, RE and CMT) from other schools or colleges.

In special cases, upon favorable recommendation of the College Admission and Retention Committee, the preceding requirement may be waived. A residency of at least two years is required before a student can qualify for a degree.

### B. Retention of Students

b.1. A student, to remain in good standing, must have passed at least 67% of the units he has enrolled in during the immediate preceding year.

b.2. A student who fails to meet requirement (b.1) may request admission and upon approval of the Committee on Admission and Retention, shall be placed on probation with a reduced load.

b.3. A student who fails at least 67% of the units he has enrolled in shall be dropped from the college. Such a student may apply for admission to another college of the university upon recommendation of the Committee on Academic Performance of the college to which he is seeking admission.

b.4. Some department have their own specific retention policies which are made known to students upon admission.