

SOCIAL WORK DEPARTMENT
Central Philippine University
Iloilo City

POLICY OF ADMISSION AND RETENTION

I. ADMISSION TO THE DEPARTMENT OF SOCIAL WORK, CPU

A. APPLICANTS FOR ADMISSION. HIGH SCHOOL GRADUATES

1. Must have atleast a general average of 80% in the fourth year high school. Applicants may be required to take a psychological test give at the Guidance Service Center.
2. Must submit the following:
 - a. Personal data sheet and application
 - b. One “1x1” picture
 - c. Character reference signed by the principal of the High school graduate.

B. TRANSFEREES

1. Must take the aptitude test administered by the Guidance Service Center, if this is advised by admissions committee.
2. A transferee from other schools must submit a character reference from the Dean of the College where she/he came from.
3. Must understand that as transferees, they are irregular students who need to fit into the regular offerings of the department, so they make longer than eight semesters to earn their college degree because the department cannot offer small-sized classes just for a new irregular students.

II. OTHER REQUIREMENTS:

1. In case of grave offense/truancy/immorality/insubordination against persons in authority, the student may be advised to withdraw from the department.
2. Students must have no more than two failure in social work subjects during the entire program. With the second failure, the student shall be disqualified from the program.
3. Students who failed in atleast two subjects (general education and social work subjects) during the preceding semester will be evaluated by the Social Work faculty before they can be re-admitted to the social work program.

I have read and understand the above policy and I promise to abide by this policy.

Conforme:

SIGNATURE/PRINT NAME

DATE