

Academic Guidelines

FOREWORD

In line with the College's mission to produce highly competitive graduates, the department came up with these academic guideline to help both the instructors and the students as they go through the operation of the department. This will serve as a guide as they implement the academic foundation of the students.

I. ADMISSION REQUIREMENTS

For a student to be admitted to the department, he/she:

1. Should have at least an average result in the diagnostic examination administered by the guidance office.
2. Should have no failures, incomplete grades and subjects dropped without permission.

II. PROMOTION AND ACADEMIC RETENTION POLICIES

A. General Provision

A student will be promoted to the next level if he/she obtains the required semestral general weighted average as follows:

	<u>1st Semester</u>	<u>2nd Semester</u>	<u>Summer</u>
Level 1	82%	82%	
Level 2	81%	81%	81%
Level 3	80%	80%	80%

Applied to all levels 1, 2 and 3, a student who can not come up with the required cut off average may either be advised to transfer to another department or to another school as the case applies.

B. For Promotion and retention, the following are applied:

A student will be considered out of the department if:

- a) He/she fails in any of the major subjects (Human Anatomy & Physiology, Pathophysiology, Microbiology, Professional Nursing Subjects)
- b) He/she fails in pre-requisite subjects of the Professional Nursing Subjects
- c) He/she fails 20% of the total unit load

BSN 4 who fails in the Professional Nursing Subjects will be advised to repeat the subject ONCE only.

C. Special Provisions

For capping and badging requirement, the students should have zero (0) deficiency and should have met the required general weighted average. The zero (0) deficiency shall not be applied to those who were required to enroll English+.

1. BSN Students both male and female cannot be retained in the department if they are not physically and mentally healthy. (Please refer to student manual for this concern.)
2. A graduating student shall be allowed to take the Nurses Licensure examination, 1st batch provided that:
 - a) He/she obtains at least 75 % in the cumulative computation of all the simulated examinations administered by in-house and national reviews.
 - b) He/she must not incur absences of 20% of the total number of review hours.
100 hrs. per subject)
 - c) For legal consideration, a student who will not be scheduled for the 1st batch of the Nurses' Licensure Examination is provided a waiver to be signed by parents

III. GRADING SYSTEM

The department adopts the following for its grading system:

1. The transmutation table is based on the 50/50 formula, which basically means that the passing rate for a 100-item test is 50. This will apply both to the theoretical and clinical experiences.

Computation of Grades

Class Standing

(Total Score / Total # of items) x 50 + 50 = % of **Class Standing (CS)**

Prelim / Midterm / Final Exam Rating

(Raw Score / Total # of items) x 50 + 50 = Exam Rating

Prelim / Midterm / Final Grade

(CS x 2 + Exam Rating) / 3 = Grade

Final Rating

Prelim Grade (30%) + Midterm Grade (30%) + Final Grade (40%)

Subjects with Pre-requisites

Subject	Pre-requisite
1. Pathophysiology	Human Anatomy & Physiology
2. Health Care 2	Health Care 1
3. NCM 100	Health Care, Human Anatomy & Physiology
4. NCM 101	NCM 100
5. NCM 102	NCM 101
6. NCM 103	NCM 102
7. NCM 104	NCM 103
8. NCM 105	NCM 104