

ADMISSION AND RETENTION POLICIES FOR ENGINEERING PROGRAMS

I. General Admission Requirements

- To be admitted as Freshman to any of the engineering programs, an applicant must meet all of the following:
 - RTCU Stanine Score of not less than 4;
 - Senior High School GPA of 80.

II. Program Specific Admission Requirements

- BS Electronics Engineering (BSECE)
 - An engineering student may be admitted to the BSECE program after completing all freshman courses without any failing grade.
- BS Biomedical Engineering (BSBME)
 - An engineering student may be admitted to the BSBME program after completing all freshman courses if
 - He/she has no failing grade.
 - Passed a panel interview done in the summer prior to entering the 2nd year
- BS Computer Engineering (BSCpE)
 - No specific admission requirements for BSCpE

III. Retention Policies

- BS Electronics Engineering (BSECE)
 - a. The student's academic standing under the BSECE program shall be evaluated every semester to determine if he/she will be allowed to continue with the program.
 - b. A student will be disqualified from the program if:
 1. He/She incurred two (2) failed courses (F or WF) before entering 4th year of the program.
 2. He/she failed 2 subjects in a semester in his/her 4th year.
- BS Computer Engineering (BSCpE) and BS Biomedical Engineering (BME)
 - a. No specific retention requirements for BSBME and BSCpE

IV. Pre-requisites and Retakes

- Students are required to strictly follow pre-requisite requirements of the courses in the program they are enrolled in.
- An exception may be given to outstanding students who have WPA for previous semester of at least 3.5. However, he is required to take the pre-requisite course the following semester and he/she has to pass it on the first take. If either condition is not met, he/she will have to reenroll the subject ahead of its pre-requisite.
- If the student failed any of the course under his/her program, the student may be allowed to retake the failed course in the same program except for BSECE. If the student failed to pass the course after the 3rd retake, the student is required to re-enroll the nearest pre-requisite of the course before he/she can enroll in the failed course again.

V. Curriculum

- Curriculum changes with time. The commission on Higher Education (CHED) usually dictates these changes.
- Students under an older curriculum will be allowed to continue using the older curriculum provided that they graduate on time. Should they need to extend for a semester, the department will assist them with their enrolment (i.e. finding appropriate courses that can be credited to courses no longer offered). However, if they will be extending for a year or more, they will have to adopt the new curriculum.

VI. Shifters, Transferees and Double Majors

- Students will be admitted to any Engineering programs from other programs provided that the student is not under probation.
- Students who would like to shift to (or double major in) BSECE should have
 - an RTCU Stanine Score of not less than 4
 - college WPA of not less than 2.0 from previous semester
 - No failing grade from previous program
- Students who would like to shift to (or double major in) BSBME should have
 - An RTCU Stanine Score of not less than 4
 - Passed the interview for BS BME students
 - College WPA of not less than 2.0 from previous semester
- Students who would like to shift to (or double major in) BSBME should have
 - An RTCU Stanine Score of not less than 4
 - College WPA of not less than 1.5 from previous semester

VII. Overloading

- Non-graduating students are allowed to carry a maximum 26-unit load only if their WPA from the previous semester is at least 3.5.
- Graduating students are allowed to have a maximum load of 30 units only if their WPA from the previous semester is at least 2.5

VIII. Off-semester Courses for Graduating Students

- Most major courses and a number of minor courses are offered only on a certain semester. The department is not obligated to offer off-sem courses to graduating students. However, it will do its best in facilitating for its offering. Special payment for the offering will be determined by the Registrar's Office and the Finance Office.

IX. Departmental Ad Hoc Committee

An Ad Hoc committee composed of the Department Chair and two senior faculty members will be formed to address problems or concerns that may arise from this document.

X. Effectivity

- All provisions under this policy will be effected starting First semester SY 2018-2019.