

Ateneo de Zamboanga University
SCHOOL OF MANAGEMENT AND ACCOUNTANCY
Management Department

RETENTION POLICY
Effective School Year 2018-2019

- A. Students enrolled in Bachelor of Science in Business Administration (BSBA) and Bachelor of Science in Legal Management (BSLM) programs should observe and satisfy the following for them to stay in the program.
- A.1. earn a final grade of at least 1.5 in the major subjects (BC and CBMEC), 1.5 in business subjects (PMC), and 1.0 in general education subjects (GE).
 - A.2. earn a GPA of at least 1.5 in every term of studies.
 - A.3. if a student's final grade in the Major and Business subjects taken for the first time is below 1.5 but not F (failed) which does not comply with the requirement in A.1, he/she will be given the chance to retake the non-compliant subject once and will be allowed to enroll in the next required subject simultaneously. Failure to get the required final grade in the subject retaken will disqualify the student from continuing in the program.
 - A.3.1. if a student's final grade in a subject taken for the first time is F (failed), he/she will be allowed to retake the subject once but will not be allowed to enroll in the next required subject.
 - A.4. non-compliance of any of the provision set forth above would disqualify the student from continuing in the program and the student will be advised to shift to another course where he/she qualifies.
 - A.4.1 a student who is disqualified from the program will not be allowed to shift back even if he/she has already fulfilled the grade requirements in the program.
- B. Students enrolled in Bachelor of Science in Office Administration (BSOA) program should observe and satisfy the following in order to stay in the program.
- B.1. earn a final grade of at least 1.0 in all subjects: core, professional, elective business and general education courses.
 - B.2. earn a GPA of at least 1.0 in every term of studies.
 - B.3. if a student fails to comply with the requirements set forth in B.1, he/she will be given the chance to retake the failed subject for as long as the requirement in B.2 is not violated
 - B.3.1 only one (1) retake will be allowed in the major (BC and CBMEC) and business (PMC) subjects.
 - B.3.2 a maximum of three (3) retakes will be allowed in the general education subjects (GC).
 - B.4. non-compliance of any of the provision set forth above would disqualify the student from continuing in the program and the student will be advised to shift to another course where he/she qualifies.

Mr. Dexter Velez
Chairperson

Mr. Maynard Bagtasos
Dean

Ateneo de Zamboanga University
SCHOOL OF MANAGEMENT AND ACCOUNTANCY
Management Department

POLICY ON SHIFTING
Effective School Year 2018-2019

- A. For a non-business student to qualify to shift to the Bachelor of Science in Business Administration (BSBA), Bachelor of Science in Legal Management (BSLM), or Bachelor of Science in Office Administration (BSOA) programs, the following requirements should be met.
- A.1. compliance of the admission policy for the program.
 - A.2. no more than 3 units of failure during the semester of studies immediately preceding.
 - A.3. the GPA should be at least 1.5 for Bachelor of Science in Business Administration (BSBA), Bachelor of Science in Legal Management (BSLM).
 - A.4. the GPA should be at least 1.0 for Bachelor of Science in Office Administration (BSOA)
- B. For a business student to qualify to shift to the Bachelor of Science in Business Administration (BSBA) or Bachelor of Science in Legal Management (BSLM) programs, the following requirements should be met.
- B.1. compliance of the admission policy for the program.
 - B.2. no more than 3 units of failure during the semester of studies immediately preceding.
 - B.3. final grade of at least 1.5 in the major subjects (BC and CBMEC) and business subjects (PMC).
 - B.4. the GPA should be at least 1.5.
- C. For a business student to qualify to shift to the Bachelor of Science in Office Administration (BSOA) program, the following requirements should be met.
- C.1. compliance of the admission policy for the program.
 - C.2. no more than 6 units of failure during the semester of studies immediately preceding.
 - C.3. final grade of at least 1.0 in the major subjects (BC and CBMEC) and business subjects (PMC).
 - C.4. the GPA should be at least 1.0.

Mr. Dexter Velez
Chairperson

Mr. Maynard Bagtasos
Dean