

**GRADUATE SCHOOL
MASTER OF ARTS IN NURSING
PROGRAM REQUIREMENTS
SY 2011-2012**

STUDENTS' REGULAR LOAD

A full time graduate student (non-working) is allowed to carry (12) units during the regular semester (1st and 2nd semester) and (9) units during summer. Part-time students (working) are allowed to enroll a maximum load of two (2) units during the regular semester (1st and 2nd semester) and (6) units during summer.

RESIDENCY

The residence requirement of two (2) consecutive semesters or its equivalent of 12 units prior to thesis writing is met.

PROGRAMMING OF SUBJECTS AND SCHEDULING

As much as possible, subjects in the graduate school programs shall be schedule on a rotational basis with more flexible arrangements on Saturdays and special provision during the summer terms. Class with less than ten (10) students shall be dissolved, unless exempted on merit by the College Directors, upon the recommendation of the Dean.

Subjects are normally given for three (3) hours. Early dismissal of classes without the express permission of the Dean is improper.

RETENTION POLICIES AND GRADING SYSTEM

Retention Period

Retention policies strictly apply from enrollment onwards, up to thesis defense. Hence, there is no need for a fixed probationary or qualification period. All graduate students are on probation at every stage of the program.

Grading System

Numerical rating e.g. 85, 89, 90, at intervals of one (1) is given. The passing grade is 85. A student should maintain a final grade of 85 or higher for all subjects. A student who fails e.g. gets a grade below 85%, shall be disqualified from completing the program.

The computation of grades shall be done as follows:

Midterm Grade

Class standing (class participation, requirements, Quizzes if any, etc.....	30%
Midterm examination	70%
	Total 100%

Tentative Final Grade

Class standing (class participation, Oral reports, requirements, quizzes if any)..50%
Final examination50%
Total 100%

Final Course Grade

The final computation of the final course grade shall be done as follows: 40% from the Midterm Grade and 60% from the tentative Final Grade

SPECIAL EXAMINATION

Special examinations shall be given to students with valid reasons. They are covered by the school policy on special examination.

Special examinations and/or submission of late requirements should be done within one (1) week after the scheduled final examination in the subject where the student incurred INC in order to remove the INC mark.

MARKINGS

INC (incomplete). This mark is given to students who do not complete requirements of the course and/or unable to take the final examination. In order to remove the INC mark special exams/or submission of requirements should be done within one (1) week after the last day of classes. An INC mark disqualifies a candidate for academic scholarship and or graduation with honors.

NC (no credit requirements). This mark is given to students whose INC marks are not removed beyond the allowed limit for the term. It will also apply to those who incurred excessive absences.

WP (withdrawal without permission). This mark is given to students who officially withdraw their enrollment for reasons.

D (dropped). This mark is given to students who are officially enrolled but neither submitted their class cards nor attended classes.

ATTENDANCE REQUIREMENTS

Graduate students are required to be regular in their class attendance. The maximum allowable absence in 20% of the total number of hours in a given subject. For three (3) unit courses held once a week, the maximum number of absences allowed is four (4) times.

DISQUALIFICATION FROM THE PROGRAM

The following shall be enough grounds for immediate and permanent disqualification

from the program:

- . A third lapsed incomplete mark in the same subject.
- . A third lapsed incomplete marks obtained in during the terms (1st, 2nd, and summer).
- . Failure in the re-examination in the comprehensive examination or during the final oral examination of a thesis.
- . Consistently incurring grades lower than 85%

PERIODIC AND COMPREHENSIVE EXAMINATIONS

Major Examinations

Graduate students are required to take the major examinations (Midterm, Final). The schedule of examinations based on the school calendar. The examinations should be written. "Take home" major examinations are not allowed.

Comprehensive Examinations

All graduate students who have completed all course requirements before being allowed to enroll in thesis writing shall take a written comprehensive examination. The students must apply for comprehensive examination at least two (2) weeks before the date of the examination using the prescribed form (GS form). Comprehensive Examinations are set every after terms (1st sem, 2nd sem, and summer term).

The scope of the comprehensive examinations shall consist of the four (4) basic subjects and the five (5) major subjects of the MAN program he/she is enrolled with. The comprehensive examination questions are personally prepared and checked by the student's professors.

**** The student must complete the requirements for the degree within three (3) consecutive years after his comprehensive examination.

A petition for an extension of time may be granted by the Dean but this requires refresher course of 6 units (Research and Statistics). The extension must not exceed one (1) year after taking the refresher course, otherwise for every semester extension the student will be required additional three (3) units refresher course in the major course.