



STUDENT HANDBOOK

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La Consolacion

UNIVERSITY PHILIPPINES

THE CATHOLIC UNIVERSITY OF BULACAN

GRADUATE SCHOOL DEPARTMENT 2024

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PART I: BRIEF HISTORY OF THE GRADUATE SCHOOL PROGRAMS

La Consolacion University Philippines (LCUP), formerly known as Regina Carmeli College, which later on was changed to the University of Regina Carmeli, formally opened its Graduate School Department in June 1991 to pursue the promotion of quality education. For its initial offering, the Department accepted students in the field of Behavioral Science with majors in Anthropology, Sociology, and Psychology. Recognition for these programs were formally granted in 1992. Other programs were later added to the curriculum so that the University could respond to more students desiring to pursue graduate education.

After thirty (30) years in existence, the LCUP Graduate School (LCUP GS) offered multi-degree programs which currently include the following:

Master of Arts in Behavioral Sciences (MABS) Major in:

- Psychology
- Sociology
- Anthropology

Master of Business Administration (MBA)

Master of Arts in Education (MAED) Major in:

- Physical Education and Sports
- Computer-aided Instruction
- Early Childhood Education
- Educational Management
- Guidance and Counseling
- Religious Studies
- Arts Management
- Cultural Education



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School Community and Development

Teaching the Arts

General Science

Social Studies

Mathematics

English

Filipino

Master in Public Administration (MPA)

Major in Research and Development Planning

Master of Arts in Nursing

Master of Science in Hotel and Restaurant Management

Master of Science in Information Technology

Master of Library and Information Science

Master of Science in Psychology

Master of Science in Social Work

Doctor in Public Administration

Doctor in Business Administration

Doctor of Information Technology

Doctor of Philosophy in Education

Major in Educational Leadership and Management

Major in Cultural Education

Doctor of Philosophy in Educational Psychology

Doctor of Philosophy in English Language and Literature

Consistent with its vision to offer quality education, the MABS and MSPA were visited by the PACUCOA Accreditation Team headed by the late Dr. Luz Bucu in 1997. The Accreditation Team examined the extent of efficiency and effectiveness of these programs in terms of



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eight (8) areas of school organizational dimensions: Goals and Objectives; Faculty; Curriculum and Instruction; Research; Students; Library; Administration; and other program resources including linkages, community outreach, research, and instructional support system.

On March 2, 1998, PACUCOA granted Level II Accreditation to MABS and MSPA for three (3) years. The two (2) programs were again visited in August, 2001. On November 5, 2001, PACUCOA granted the Level II First Reaccredited Status to the MABS and then to MSPA, which is currently called MPA, programs. It was, also, on the same year that LCUP was identified as a CHED Delivering Higher Education Institution in two programs: Master of Arts in Teaching Mathematics and Master of Arts in Teaching Psychology.

The MBA and MAED programs, also, applied for accreditation. On November 18 to 20, 1999, the two programs were given a Preliminary Visit by PACUCOA which was chaired by Dr. Felicidad C. Robles. The team comprehensively examined the exhibited documents and extensively observed the graduate classes. The decision came on September 10, 2001 granting Level I Applicant Status for two (2) years on the two programs. On February, 2004, these programs were once more visited by a team of program accreditors. By 2005, the MBA, MAED, MSPA, and MABS were all accorded accreditation status by PACUCOA: Level II Accreditation for MSPA and MABS and Level II First Accreditation for MBA and MAED.

In 2005, the La Consolacion University Philippines entered into a consortium agreement with La Salette University (Santiago City, Isabela)



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which enabled the department to offer programs in the Doctorate and Masterate levels in other areas of specialization namely: Doctorate programs in Language, Science, Business Administration, Science Education and Masterate programs in Nursing and Information Technology. The University, also, signed a MOA with the Provincial Governor's Office and the NAPOCOR unit of Angat for the training of middle level managers of these offices. In July, 2009 when PACUCOA granted the Level III status to the Master of Science in Public Administration, a first in the history of LCUP.

To maintain the University's competitive advantage, the management enhanced its academic program by expanding its curricular offerings. In 2009, the University opened its Doctor of Philosophy in Educational Psychology (Ph.D. Ed. Psy.) and Doctor of Education major in Educational Management (Ed.D.) and Science Education programs. The two Ed.D. programs are currently defunct, but served as milestone legacies for the University's unwavering commitment to lead in the pursuit of academic excellence in the region. As a dynamic institution, change is inevitable for the programs in the department. In 2015, the Master of Science in Hotel and Restaurant Management (MSHRM) was launched. An HRM major was earlier present in the MBA program of the department, together with Cooperative Management and Financial Management. Today, the MBA program is a robust program with a generalist approach to business administration and leadership in response to the dynamic nature of global business issues and trends.

In 2016, LCUP hit a milestone with its conferment as an Autonomous University by the Commission on Higher Education. This enabled the



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department to offer more programs relevant to the needs of society and community, such as the Doctor of Information Technology (DIT) and Doctor of Business Administration (DBA) programs for the doctorate level, and the Master of Science in Information Technology (MSIT), Master of Science in Social Work (MSSW) and Master in Library and Information Science (MLIS) in the masterate programs. In 2017, the University attained another landmark achievement with its first Level IV-accredited program through the Master in Public Administration (MPA) program, granted by PACUCOA and effective until 2021. Moreover, other flagship programs such as the MAED and MABS programs followed suit with a Level III accreditation.

The department's partnership efforts bore more fruit as it continued partnerships with institutions. The Autonomous Status enabled the University to pursue closer ties with other higher education institutions within the consortium – La Consolacion College – Mendiola (LCCM) and La Consolacion College – Pasig (LCCP) as satellite campuses for the GS department of LCUP. A partnership was also established with the National Commission for Culture and the Arts (NCCA) as it hosted students in its Cultural Education (GDCE) and Teaching the Arts (GDTA) programs, consequently heralding the MAEd-Cultural Education and MAEd-Teaching the Arts programs of the department. In 2019, the MAED and MABS programs finally received Level IV accreditation as well.

As the COVID-19 pandemic hit the world in 2020, all educational institutions underwent a reckoning. Instructional delivery faces a challenge it has yet to face: provide quality education through flexible and re-



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mote learning strategies. As the University geared up to face this chal- lenge, it also saw the need to give the necessary space for the depart- ment's growth and movement; thus, providing for the Graduate School Department. In its first year, the department integrated technol- ogy into its instruction and service delivery to continue serving its cli- entele. In research, the department fully integrated and collaborated with the nascent Research Ethics Committee (REC) to push the initia- tive for ethical research conduct and oversight.

On its 30th year, the University's Graduate School Department contin- ues to push quality and relevant graduate education that responds to the needs of the times. The onset of this anniversary may have come at a better time, but it is all the more challenging to provide quality grad- uate education when the society needs more leaders that are bound by the Marian-Augustinian values of compassion, Christ-centeredness, charity, interiority, humility, and missionary spirit. The exciting events and developments demonstrate LCUP's ability to sustain its thrusts of giving the Filipino people educational programs and services in the arena of effective instruction, relevant researches and extension ser- vices.



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OSA Charism

We, the **Augustinian Sisters of Our Lady of Consolation (ASOLC)**, are called to incarnate with **LIVING FAITH**, the **COMPASSIONATE CHRIST** in a **COMMUNITY OF FRIENDS** and in **HUMBLE, ENDURING SERVICE** to the needs of the Church, especially the **POOR** through **EVANGELIZATION**.

Vision-Mission Statement of the Augustinian Sisters of Our Lady of Consolation

Moved by the Spirit of the Risen Christ, **ASOLC**, as a community of women disciples, envision themselves to become prophetic witnesses by their life of action-contemplation.

In solidarity with the Filipino people, especially the poor, **ASOLC** commit themselves to Christ and His mission through renewed integral evangelization that will effect personal-communal conversion for the transformation of the world and integrity of creation towards the realization of the Reign of God.

Vision-Mission Statement of ASAS

(ASSOCIATION OF SCHOOLS OF the AUGUSTINIAN SISTERS)

ASAS envisions itself as a community of schools inspired by the Catholic schools' philosophy of education and the ASOLC charism, Vision-Mission. Its prophetic and transformative mission is to promote renewed integral evangelization in the schools and larger communities contextualized in the religious, socio-cultural, economic and political realities of the Philippines, Asia-Pacific and the World.



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Philosophical Statement of La Consolacion University Philippines

La Consolacion University Philippines is a Catholic educational institution that is inspired by St. Mary's fiat and consoling presence, and St. Augustine's vision of the academe that is founded on the primacy of love. It understands the academic community to be above all else, a scholarly fellowship of friends.

Vision Statement of LCUP

Moved by the Spirit of the Risen Christ, La Consolacion University Philippines, envisions itself to become a catalyst for the wholistic transformational development of Catholic Augustinian Marian graduates rooted in Gospel values.

Mission Statement of LCUP

To achieve the above vision, LCUP commits itself to generate and make available to its Augustinian Marian students, programs and services that will make them:

- exhibit academic and technical competence in their respective areas of discipline in the local and international environment;
- demonstrate their knowledge, critical thinking and creativity by exploring the various avenues of learning and searching for truth;
- manifest their willingness to serve specially the marginalized sector of our society;
- demonstrate productivity in various areas of learning as responsible citizens of the society; and
- live the Gospel values in the varied aspects of their personal and professional lives



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LCUP's Core Values

The University' core values include:

Interiority:

- Turning inward and returning to our inner self.
- Encountering the reality of our self and its sinfulness, through prayer, reflection, and contemplative silence for us to transcend to an ultimate encounter with God.

Courage:

- Fostering the ability to freely express our thoughts and ideas.
- Bravely speaking the truth in a prudent manner.
- Having the audacity to give and accept brotherly or sisterly corrections.
- And doing the right thing that is based on Gospel values even other people are doing the other way around.

Community-oriented:

- Fostering a spirit of friendship, unity and interdependence based on mutual trust and respect to create a socially responsive environment that would challenge each one to be united and committed in reaching a common goal.

Compassion:

- Loving and extending our care for others by understanding their feelings, recognizing their needs, and responding to it.
- "What does love look like? It has the hands to help others. It has the feet to hasten to the poor and needy. It has eyes to see misery and want. It has the ears to hear the sighs and sorrows of men. That is what love looks like." (Source: Augustine of Hippo, Confessions)

Humility:



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- We strive to accept our reality and the sacredness in us and of others. Allowing us to recognize and appreciate our strengths and limitations. Willingly accepting feedbacks and/or brotherly or sisterly corrections and taking the opportunity to transcend and learn from those. And for being grateful to God for uniquely creating us for a certain purpose.

Missionary Spirit:

- Living a life that touches others. A life witnessing the examples and teachings of Christ. The boldness to respond to the call of time.
- “The degree to which you are concerned for the common good rather than for your own, is the criterion by which you can judge how much progress you have made.” (Source: Augustine of Hippo, The Rule)

LCUP's Institutional Goals

- To provide basic and higher formal and innovative education programs that are nationalist/globalist in character and responsive to international standards of responsive excellence.
- To generate and diffuse knowledge in the broad range of disciplines relevant and receptive to the dynamically changing domestic and international environment.
- To broaden the access of deserving and qualified students to higher education opportunities.
- To optimize the social, institutional and individual returns and benefits derived from the utilization of higher education resources.
- To develop and maintain the professional and personal integ-



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rity among the members of the community that will equip the nation with responsible and accountable stewards.

- To promote the Catholic Augustinian Marian culture of commitment to charity, action, contemplation, and preferential option towards the marginalized sector of the society, and the promotion of justice and peace, creation spirituality and gender equality.

LCUP GRADUATE SCHOOL

Vision Statement

The Graduate School Department envisions to be a center for academic and scholarly innovation, a research-centered academic community that hones professionally competent leaders imbued with a keen sense of Filipino values and social responsibility.

Mission Statement

The Graduate School Department commits itself to offer Catholic education programs and services that are:

- responsive to local and international standards of quality and excellence in graduate education;
- relevant to the needs of clients and communities, and to the dynamically changing domestic and international environment particularly in the Province of Bulacan;
- collaborative with higher education institution, user sections, and other public and private agencies, both local and foreign;
- capable of generating knowledge through research that is respon-



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PROGRAM GOALS

Business and Management Programs

1. Develop leaders grounded with sound management principles and theories and with sufficient exposure to contemporary issues and concerns in business and management
2. Become catalyst of change and development in business and management organization
3. Become a center for research and development in the areas of business and management
4. Create Catholic nationalist perspective in responding to business issues and problems and in delivering relevant community services for the enhancement of the quality of life
5. Nurture the Augustinian virtues/values and the understanding and appreciation of corporate social responsibilities

Public Administration Program

1. Develop leaders grounded with sound public administration principles/theories and with sufficient exposure in local government issues and concerns
2. Become catalyst of change and development in local government administration
3. Become a center for research and development in public administration.
4. Create Catholic nationalist perspective in responding to public administration issues and concerns and delivering relevant community services for enhancement of the quality of life
5. Nurture the Augustinian virtues/values and the understanding



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and appreciation of corporate social responsibilities

Education Program

1. Develop educational leaders grounded with sound pedagogical principles/theories and with sufficient exposure to contemporary problems and issues and concerns
2. Become catalyst of change and development in schools by responsibly applying problems to individuals and institutions
3. Become a center for research in education and manpower development
4. Create Catholic nationalist perspective in responding to education issues and concerns and in delivering relevant community services for the enhancement of the quality of life
5. Nurture the Augustinian virtues/values and the understanding and appreciation of corporate social responsibilities

Behavioral Science Program

1. Develop leaders grounded with sound foundation in behavioral principles/theories and with sufficient exposure in contemporary behavioral issues and concerns
2. Become catalyst of change and development in areas of behavioral science
3. Become a center for research and development in the areas of behavioral science
4. Create Catholic nationalist perspective in responding to behavioral issues and problems and concerns in delivering relevant community services for the enhancement of the quality of life
5. Nurture the Augustinian virtues/values and the understanding and



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appreciation of corporate social responsibilities

Nursing Programs

1. Develop leaders grounded with sound foundation in nursing services administration, with sufficient exposure in contemporary health issues and concerns
2. Become catalyst of change in the areas of medical science
3. Become a center for research and development in the areas of medical science
4. Create a Catholic nationalist perspective in responding to medical issues and concerns and in delivering relevant community services for the enhancement of the quality of life
5. Nurture the Augustinian virtues/values and the understanding and appreciation of corporate social responsibilities

Hospitality Management Program

1. Develop leaders grounded with sound foundation in hospitality management administration, with sufficient exposure in contemporary hospitality issues and concerns
2. Become catalyst of change in the areas of hospitality management
3. Become a center for research and development in the areas of hospitality management
4. Create a Catholic nationalist perspective in responding to hospitality management and concerns and in delivering relevant community services for the enhancement of the quality of life
5. Nurture the Augustinian virtues/values and the understanding and appreciation of corporate social responsibilities.



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Information Technology Program

1. Develop leaders grounded with sound foundation in information technology principles, and with sufficient exposure in contemporary information technology-related issues and concerns
2. Become catalyst of change in the areas of information technology program
3. Become a center for research and development in the areas of information technology program
4. Create a Catholic nationalist perspective in responding to information technology principles and concerns and in delivering relevant community services for the enhancement of the quality of life
5. Nurture the Augustinian virtues/values and the understanding and appreciation of corporate social responsibilities

Library Science Program

1. Develop leaders grounded with sound foundation in library science principles, and with sufficient exposure in contemporary library science issues and concerns
2. Become catalyst of change in the areas of library science program
3. Become a center for research and development in the areas of library science program
4. Create a Catholic nationalist perspective in responding to library science principles and concerns and in delivering relevant community services for the enhancement of the quality of life
5. Nurture the Augustinian virtues and the understanding and appreciation of corporate social responsibilities



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Social Work Program

1. Develop leaders grounded with sound foundation in social work principles, with sufficient exposure in contemporary social work issues and concerns
2. Become catalyst of change in the areas of social work
3. Become a center for research and development in the areas of social work
4. Create a Catholic nationalist perspective in responding to social work principles and concerns and in delivering relevant community services for the enhancement of the quality of life
5. Nurture the Augustinian virtues/values and the understanding and appreciation of corporate social responsibilities

Language and Literature Program

1. Aims to cultivate advanced knowledge and critical expertise in the study and teaching of language and literature.
2. Develops scholars, educators, and researchers who are equipped to navigate the complexities of linguistic and literary theory, analyze diverse texts across cultures and periods, and contribute original insights to the global discourse on language and literature.
3. Emphasizes the application of interdisciplinary approaches to address contemporary challenges in education, communication, and cultural preservation.
4. Integrates the Augustinian-Marian values, inspiring graduates to embody humility, compassion, and a commitment to truth in their professional endeavors and lifelong pursuit of knowledge.



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PART III: ADMISSION AND RESIDENCY

Section 1: Primary Admission Requirements for New Students (Local)

1. The general concept of the Admissions procedure is in acquiring all necessary documents pertinent to the registration and enrollment of a student in LCUP. A student who wishes to be admitted to the Graduate School must be a holder of an appropriate degree.
2. For admission to the Master's programs, student's must be graduate of Baccalaureate degree aligned with program he/she intended to enroll. Requirements for application in the program include:
 - Baccalaureate Degree Diploma (photocopy)
 - Transcript of Records
(With Remarks: Copy for La Consolacion University Philippines)
 - PSA Birth Certificate (original)
 - PSA Marriage Certificate (if married– for female only)
(original)
 - 1 long brown envelope
 - 1 pc Latest 2x2 ID picture
 - Two-year working experiences from government (for MPA)
3. For admission to the Doctoral program, only those who graduated in a Master's degree under thesis program shall be considered. Requirements for application in the program include:
 - Master's Degree Diploma (photocopy)
 - Transcript of Records
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 - PSA Birth Certificate (original)



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- PSA Marriage Certificate (if married– for female only) (original)
 - 1 long brown envelope
 - 1 pc Latest 2x2 ID picture
4. Applicants will also take a diagnostic entrance exam to assess the student’s capability for graduate education. Since the exam is diagnostic, the results of the exam are not consequential to the admission procedure of the applicant.
 5. For public school teachers, permit to study must be submitted within the trimester the student is enrolled. Permit to study shall not be accepted and signed after the trimester has been completed.
 6. Straight program articulation is observed in the student application. Students from both Masterate and Doctorate are allowed to be admitted, given that the program they intend to enroll is requisite to the program they are applying for. Currently, bridging programs are only available for selected programs.
 1. For MAED Programs:
 - For Non-Education Graduates, with atleast nine (9) units of Education subjects taken in the undergraduate programs, he/she must complete the additional six (6) units in bridging subjects.
 - For Graduates without any Education subjects, he/she must complete the additional eighteen (18) units of bridging subjects before admission to the program.
 2. For MAED-GC Program:
 - For Non-Psychology Graduates, with atleast nine (9) units of Psychology subjects taken in the undergraduate programs, he/



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she must complete the additional six (6) units in bridging subjects.

- For Graduates without any Psychology subjects, he/she must complete the additional eighteen (18) units of bridging subjects before admission to the program.
3. For MBA/MPA/MSIT/MSHRM Program:
 - Graduates, with at least nine (9) units of subject-related taken in the undergraduate programs, he/she must complete the additional twelve (6) units in bridging subjects.
 - Graduates without any subject-related to the program, he/she must complete the additional twelve (12) units of bridging subjects before admission to the program.
 3. For MAN/MSSW:
 - Students must have passed the licensure examination to enter the program.
 4. For MLIS:
 - Graduates of non-Library and Information Sciences degrees shall complete an additional twelve (12) units of major subjects.
 6. For MABS, MSPSY:
 - Graduates of non-Psychology degrees shall complete an additional twelve (12) units of Major subjects.
 7. For DBA/DIT/DPA
 - Graduates of program with related Masterate, shall complete the additional six (6) units of bridging subjects.
 - Graduates of non subject-related Masterate, shall complete the additional twelve (12) units of bridging subjects.
 8. For PhD-ELL:
 - Graduates of non-English Language and Literature Program



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shall complete twelve (12) units of bridging subjects from any of the MAEd-English major courses.

1.6.9. For Ph.D.-ELM

- Applicants in the Ph.D.-ELM program who do not have a MAEd degree with a major in Educational Management must first take at least nine (9) units in MAEd-EM major subjects. If the student is an MAEd-degree graduate from LCUP, and has taken six (6) units of EM subjects as Cognate subjects, it may be credited as his bridging subjects.

1.6.10. For DPA

- Applicants in the Master in Public Administration (MPA) or Doctor in Public Administration (DPA) program who do not have a degree in Public Administration, Political Science, and/or related fields must first present a proof of employment in a government agency or institution before applying in the programs specified. Student applicant must have at least two (2) years of government working experiences. If none, student applicant must complete the additional twelve (12) units of bridging subjects before admission to the program.

1.6.11. Applications from a Bachelor's/ Master's degree in an allied field maybe accepted as long as:

1. The MA/MS/Ph.D. program of their field is not offered in LCUP, but the applicant has clearly expressed intent to enroll in the institution; or
2. The applicant has agreed to the application in the allied program and is clearly made aware of the ramifications of his decision vis-à-vis program articulation; or



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1.6.5.3. The motion is approved by the Dean of the Graduate School

7. For graduates of masteral programs non-thesis stream, who wishes to enrol for doctoral degree programs, students are required to complete the bridging thesis program prior to enrolment to the desired doctoral degree. They shall undergo the regular procedure for thesis writing.
8. Other than the ones indicated above, straight articulation correspondence is observed in the admission of students in the GS programs.

Section 2: Primary Admission Requirements for New Students (Foreign)

1. Foreign Students may be admitted as enrollees in a degree program of the Graduate School upon submission of a permit for enrollment from the Commission on Higher Education, and upon compliance with immigration rules.
2. LCUP also accepts foreign students through the Office of External Affairs and Internationalization. Admission requirements for foreign student applicants include the following:
 - Six (6) pieces 2x2 picture in white background and formal attire
 - Authenticated (red-ribbon) scholastic records
 - Notarized affidavit of support or notarized notice of grant (bank statements)
 - Original and Photocopy of Passport
 - Bio-Page
 - Latest admission with valid authorized stay



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- 2.3. Foreign student applicants may push through with the entrance examinations once cleared by the Office of External Affairs and Internationalization and the Admissions Office.
- 2.4 Beyond these requirements, foreign applicants must also be proficient in the English language. Provisionary documents such as IELTS/ TOEFL certification or exam result maybe presented as proof. However, to the discretion of the Office of External Affairs and Internationalization, Admissions Officer, and/or the Dean of the Graduate School, foreign students maybe enlisted for an English Proficiency class.
5. For students belonging to foreign religious/ missionary services, they must also submit a letter from their congregation recognizing their application for Graduate School, signed by an authorized representative.
6. The Office of External Affairs and Internationalization shall ensure that the basic admissions requirements are complied with by the foreign student to warrant recommendation to the University Registrar for the issuance of the Notice of Acceptance (NOA) to the student and Endorsement to the Bureau of Immigration.
7. A foreign student who has no English background is required to enroll and satisfactorily completed the English Certificate Course as a requirement for admission in the regular program. Said requirement is waived if the student has:
 1. , Passed the IELTS / TOEFL Test, and
 - 2.7.2. Manifested above average listening and speaking skills during interview.
- 2.8. The Office of the Registrar shall keep all the academic records and documentary requirements of the foreign students such as: Stu-



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dent Visa / Special Study Permit, and Alien Certificate Registration (ACR). All photocopy documents must be evidenced by the original copy for validation purposes.

- 2.9. Foreign students must also adhere to the prescribed bridging subjects based on the enrolled curriculum if applicable.

Section 3: Admission Requirements for Applicants Transferring from another HEI

1. Transferees are students with previously earned units from another institution. A student, who completed subjects from another university and wished to transfer to LCUP, must submit an OFFICIAL TRANSCRIPT OF RECORDS marked COPY FOR LCUP for crediting of subjects.
 1. Only the subject/s taken within the last 5 years can be credited including comprehensive examination. However, students must register and pay for the comprehensive exam at LCUP.
 2. Research and Statistics subjects cannot be credited because these are included in the required subjects to be taken in LCUP.
 3. The maximum number of units that can be credited is no more than 9 units.
 4. The subjects credited can be officially reflected in the student portal/account once the TOR with the remarks of "TOR COPY FOR LCUP" is submitted.
- 3.2. Subject crediting/evaluation must be done by the Graduate School



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Program Head and approved by the Dean of the Graduate School and the University Registrar. This shall be marked as PRE-EVALUATION.

- 3.3. Subjects can not be officially credited if the Official Transcript of Records marked COPY FOR LCUP is not submitted yet. They will be categorized as TEMPORARILY ENROLLED. Once the Official TOR is submitted, the Office of the University Registrar shall credit the subjects of the student in the system currently used by the university. All credited subjects will appear in the Transcript of Records as "credited." These subjects shall not be included in the computation of the General Weighted Average (GWA) of the student.
- 3.4. Student-transferee on thesis/dissertation writing must comply with one (1) year residency prior to graduation. They shall not be entitled to Academic Distinction and Special Awards. He/She must take, at least, eighteen (18) units, including Research and Statistics.

Section 4: Rules for Registration

1. The enrollment of students shall be conducted during the registration days indicated on the approved calendar and the pertinent procedures of the University. When a student enlists for an enrollment period, it is understood that he is enrolling for the entire term.
2. Based from the Morphe 2008, a student may enroll after the lapse of the registration period specified in the approved calendar and be admitted in accordance with the reasonable rules of the institution for the late enrolment, but in no case shall exceed two (2)



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weeks after the opening of class.

3. After the enrollment period ends, no further enrollment will be allowed, without prejudice however to the subsequent transfer by an enrolled student from one school to another during the school year, provided the consent of each school is obtained. As a general rule, inter-school transfers after the enrollment period are discouraged, especially in the case of students who are expected to graduate from a course of study during the year.
4. No student shall be officially enrolled unless he/she presents the proper school credentials on or before the end of the enrollment period for the term.
5. A student is deemed officially enrolled after he/she has submitted his/her appropriate admission or transfer credentials, has made an initial payment of his/her school fees which has been accepted by the school, and has been authorized to attend classes.

Section 5. Probation and Retention

1. Applicants for the Master's and Doctoral degree with the general average lower than 85% or 2.0 may be admitted on probation status.
2. The following requirements should be complied with for admission and retention to a degree program.
 1. Students should have obtained a grade of 1.75 or better in no less than half of the subjects enrolled.
 2. Students should not have a grade below 2.0. A student for the Masterate and Doctorate programs should repeat courses



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where they obtained grades below 2.0.

- 5.3. The department may allow the non-credit enrollment of anyone who wishes to take particular subjects solely for professional growth. However, the students concerned must still comply with all the pertinent requirements of the university.

Section 6. Residency

1. Program residency refers to the maximum number of years a student has to complete his/her program. Program residency is reckoned from the date of admission to the Graduate Program of LCUP.
2. The maximum number of years to complete the master's and doctoral degrees:
 1. Master's programs – seven (7) years
 2. Doctorate programs – nine (9) years
3. *Maximum Residency.* A student who exceeded the maximum program residency shall repeat the entire program and subject for probation upon the approval of the Dean for Graduate School and the University Registrar.
4. *Leave of Absence.* A student who wishes to stop their coursework for a term should file a LEAVE OF ABSENCE at the Office of the University Registrar and subject to the approval of the Dean of the Graduate School. However, the time lapsed in their leave would still be counted as part of their official residency.
5. *Returning Student.* If a returning student has taken a leave of absence of two (2) or more years, he/she shall take Refresher's Subjects to update to the current trends and development related to



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the degree. The absence required the following units from major subjects:

Two (2) years - nine (9) units

Three (3) and more years - Re-Take of the Entire Program

6.6. In such cases when a student returns and the curriculum they have undergone is different from the existing curriculum of the same program, their records would be re-evaluated to fit the present curricular requirements.

Section 7: Refresher's Subjects

1. Refresher's subjects are taken in addition to the regular units required by the program. It is strongly suggested that the subjects must be aligned to or related to the thesis/dissertation topics.
2. Graduate School students should obtain a grade of 1.5 or higher in no less than half of the enrolled subjects.
3. He/She shall not have a grade below 2.0. A grade of 2.0 means FAILED; thus, he/she shall re-enrol the subject. It shall appear as FAILED in the TOR.
4. Provided that the student will submit a letter of intent for the additional units. The additional units is VOLUNTARY and shall appear in the official transcript of records.

Section 8: Excess Load for Graduating Students

1. Upon the discretion of the Dean, a graduating student may be permitted an additional subject load of three (3) units or one (1) subject in excess of the normal load specified for the term. Students



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will only be allowed to take 12 units when they are already in the process of taking Comprehensive Examination in the next semester.

Section 9. Cross Enrollment

1. In general, cross enrollment is discouraged. However, for valid reasons as determined by and with prior written authority of the Dean, University Registrar and President, a student may be permitted to cross-enroll in another school up to the normal subject load for that particular term.
2. The school must have a permit to cross-enrol and an agreement with the university to credit the subjects taken from a different school. Unofficial process of cross-enrollment with no prior letter and advice from the Registrar's Office may take the subjects as null and void and cannot be included as subjects taken by the student.

Section 10: Shifting of Program

1. A student who enrolls in a certificate program and registers a good academic performance (GPA of 1.5 or better in no less than half of the subjects taken and with no grade below 2.0) may be allowed to shift to a degree program.
2. A student may be allowed to shift from thesis program to non-thesis (MBA, MPA) track or vice-versa right after the completion of the first term in the Graduate School. **Failure to submit or request the change right after the first term of the student means that he/she shall comply and finish the program enrolled upon**



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admission at LCUP Graduate School.

- 10.3. If a student wishes to shift/change to another degree/program not aligned with the Bachelor's /Master's degree, he/she shall be required to enroll the foundational subjects or bridging program.

Section 11. Adding/ Dropping/ Changing of Course Subjects

1. Adding, changing and dropping of subject/s must be in accordance with the scheduled dates set in the Academic Calendar for the school year. For students, who wish to add, change or drop subjects, they must accomplish an adding, changing and dropping of subject form from the Registrar's Office and must be duly signed by the Dean, Cashier and University Registrar.
2. A course may be dropped two weeks after the opening of classes. Tuition fee refunds for dropped course(s) are as follows:
 1. Before the term starts – 100%
 2. During the 1st week of classes – 80%
 3. From Week 2 until the end of Week 4 – 50%
 4. After Week 4, there is no refund of tuition fee
3. After the dropping period, a student has to apply for withdrawal if he/she wishes to discontinue attending a course. A "DRP" (dropped) appears in the Transcript of Records.
4. A student who fail to drop, are considered officially enrolled and are, therefore, covered by all the provisions applicable for enrolled students.
5. A student who voluntarily withdraws from the University within thirty (30) days from the date of registration, provided his/her fees are paid in full, may be given a refund of the portion of the



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fees paid, except for the other school fees, under the following conditions:

6. If the student has never attended a class for one day, the amount he/she paid will be refunded minus the other school fees.
7. If the student drops during the first week after the registration, she/he will be refunded 80% of the amount paid minus the other school fees.
8. If the student withdraws within the second, third, fourth weeks after the registration, he/she will be refunded 50% of the amount he/she paid minus the other school fees.
9. If the student withdraws thirty (30) days after the registration, no refund will be allowed. Any withdrawal made by a student should be made OFFICIAL, otherwise, he/she will be charged the full amount of his/her tuition fee for the trimester.

Section 1. Policies on Instruction

1. A classroom routine always begins with an opening prayer and ends with closing prayer. Students are encouraged to lead the prayers.
2. No student should attend a class they are not enrolled in. It is the responsibility of the student to report corrections and/or mistakes in the assessment and registration handed to them during the enrollment period.
3. Professors who fail to attend their in-person and/or online classes must submit a letter to the Dean of the Graduate School explaining how they will make up for the missed class.
4. It is always advisable that the department will be notified before-



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hand in case the professor will be late. Professors will be marked as absent only then it is declared, “no class.” This policy is suspended in case of typhoons, floods, and other causes for class suspensions.

5. For any class activity that will be held outside the LCUP campus, a letter seeking permission is required, approved by the University President and Vice President for Academic Affairs through the Dean of the Graduate School, and must be submitted at least, two (2) weeks before the planned date of event.
6. The use of school facilities and electronic equipment must be requested a week ahead of the school usage.
7. English is used as the medium of instruction in all classes, programs, researches, and other activities, except those relating to courses in Filipino.

Section 2. Culture of Research

1. The hallmark of graduate education is research. A higher standard of research and scholarship is the essence that differentiates the nature of graduate education with other levels of education. Thus, the LCUP Graduate School Department makes it a point to emphasize the culture of research within the department, and for its faculty and students to support and manifest a culture of reasoned critical inquiry.
2. Faculty members are highly encouraged to use investigations, case studies, and research inquiries as the primary instructional strategy in their classes. It is expected that students will make research outputs at every turn in their stay in the department.



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2.3. As a graduation requirement, students are required to produce at least one (1) internationally published paper in a reputable, peer-reviewed journal. This paper requirement is apart from the thesis/ dissertation/ capstone paper that will serve as the culminating requirement for their program (ref: CMO No. 15 s. 2019).

Section 3. Grading and Promotion System

1. Any promotion, conditional, or temporary grade given at the end of the term for any curriculum subject, which is still subject to conversion into another grade (such as conditional), shall not be allowed.
2. Change of grade is allowed ONLY on the following reasons:
 - Error in the entry of scores or grades
 - Error of computation

PROCEDURE AND REQUIRED DOCUMENTATION FOR EACH CHANGE OF GRADE

- a. Written complaint/inquiry of the student or parent/guardian.
- b. Department's deliberation report and its attachments:

INC	Incomplete
OD	Officially Dropped
UD	Unofficially Dropped

1. Minutes of the meeting of the committee with resolution on the subject matter.
2. Conference with the student & parent/guardian.



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- b.3 Written explanation of the faculty for the incorrect grade encoded.
 - b.4 Duly accomplished Correction of grade form.
 - c. Duly signed copy of corrected detailed Class Record for the subject.
 - d. Communication letter from the department head addressed to the University President for approval and recommended by the Vice President for Academic Affairs.
 - e. STUDENTS ARE NOT ALLOWED TO SUBMIT THE FORM AND DOCUMENTARY ATTACHMENTS, only the faculty concerned, or Office Staff shall submit the documents to the Office of the University Registrar.
- 3.3. A student seeking a Master's Degree is expected a minimum grade of 2.0 in all subjects. The following are suggested for consideration:
- 1. In case a student fails to take a final examination or submit an academic requirement for completion of a subject/course and that his/her scholastic performance is not sufficient to merit a final passing grade, the student will receive a final grade of INC or incomplete. Such a grade is permanent and cannot be subsequently changed. Provided however, that where the failure to take the final examination, or to submit the academic requirements, is due to excusable grounds, such as, sickness, emergency, or accident. In no case, the student shall submit the lacking requirement or take the final examination in one (1) trimester only.
 - 2. A student for the Masterate and Doctorate programs should repeat courses where they obtained grades below 2.0.
- 3.4. Students who wish to petition for a change of grade after having



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an incomplete (INC) grade should ask the faculty member(s) concerned to fill out the necessary forms and comply with the procedures for the change of grade within one (1) trimester only. Application for a change of grade will be entertained only if the completed forms are received at the Office of the Registrar. The same procedure will be observed on the change of grade.

- 3.5. Students who fail to file a dropping of subject in the specified time and did not pay the corresponding fee will be marked as “Unofficially Dropped.”

Grading Indicators	Percentage	Grading Scale	
Class Participation	40%	1.0	98-100
Examination/Tests	30%	1.25	95-97
Research/Portfolio	30%	1.5	92-94
	100%	1.75	89-91
		2.0	86-88
		F	85-<

Grade	Description	Range
1.00	Excellent	1.00-1.24
1.25	Superior	1.25-1.49
1.50	Very Good	1.50-1.74
1.75	Good	1.75-1.99
2.0	Passed	
Below 2.0	Failed	



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For Non-Numerical Marks:

INCOMPLETE (INC) – A student fails to take a final examination or submit an academic requirement for completion of a subject/course and his/her scholastic performance is not sufficient to merit a passing grade. Provided that the reason is due to excusable grounds, such as sickness, emergency, or accident, the student may be given an INCOMPLETE mark of “INC”. This is a permanent mark in the concerned subject and shall appear in the Official Transcript of Records.

OFFICIALLY DROPPED (DRP) -This is mark given to a student who officially withdraws the enrollment, completes the form and submits the duly signed form at the Office of the University Registrar on or before Midterm examination.

UNOFFICIALLY DROPPED (UD) – A student given a UD mark failed to attend classes regularly and was not able to process Dropping Form.

Section 4. Subject Load and Sequence

1. The subject load and sequence of subjects of students shall be in accordance with the approved curriculum for each program or course of study. Reasonable exemptions may be permitted taking into account the best interest of the student and the objectives of the educational system.
2. Standard coursework pathways are different according to graduate level.



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1. For Masterate students, core subjects coursework must be accomplished before enrolling the major and elective (if applicable).
2. For Doctorate students, core subjects coursework must be accomplished first before enrolling major, cognate, and language requirement subjects.
- 4.3. Standard number of course units per term for each student is only at nine (9) units. Students are permitted to exceed up until 12 units when they are in their last 12 units of coursework before the Comprehensive Exams. Moreover, other approvals maybe given to extraordinary circumstances as deemed necessary in the pursuit of graduate education, adhering to standards of quality academic service delivery and instructional design.

Section 5. Comprehensive Exam

1. The Comprehensive Examination will reflect the students' mastery of graduate-level knowledge and contextual/theoretical application of the topics and subject content of their program.
2. A written Comprehensive Examination is required of all graduate students.
3. The student must be enrolled at the last leg of his/her academic subjects.
4. The grade for the comprehensive examination will appear in the transcript of records in-between the last trimester of the academic term and thesis/non-thesis or dissertation writing.
- 5.3. No student will be allowed to defend his/her thesis/dissertation



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without having passed the written comprehensive examination.

- Application for the comprehensive examination may be made after the completion all core, major, cognate/ electives, and language requirement subjects.
- The Comprehensive Exam comes in three (3) components: Research, Statistics, and Major Subjects. Students must attain at least a 70% score to pass each exam. Scale equivalents and verbal interpretations of Comprehensive Exam scores are, to wit:

Score	%Equivalent	Grade	Verbal Interpretation
93-100	98-100	1.00	High Pass
88-92	95-97	1.25	
82-87	92-94	1.5	Pass
76-81	89-91	1.75	Low Pass
70-75	86-88	2.0	

- Results of the Comprehensive Exam will be given to students via e-mail. Results shall not be posted publicly amid data security and privacy concerns.
- Results released to the students are verbal interpretations of their actual numerical figures, which would remain confidential to the Registrar's Office and the Dean of the Graduate School.
- A student who failed in one or more exams may retake said exams in a date specified by the Graduate School Office. Retake scores are given a different score and grade equivalents, to wit:



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Score	%Equivalent	Grade	Verbal Interpretation
98-100	95-97	1.25	High Pass
94-97	92-94	1.5	Pass
90-93	89-91	1.75	Low Pass
86-89	86-88	2.0	

5.9 Comprehensive Examination numerical grades shall not appear in the Official Transcript of Records instead the verbal interpretation of the numerical grade received shall reflect in the TOR.

Section 6. Thesis/ Dissertation/ Capstone Writing/ Non-Thesis

1. A student must first pass all components of the Comprehensive Exam before enrolling in the Thesis/ Dissertation writing.
2. Programs with Capstone Writing are considered in the same procedures as thesis or dissertation writing, depending on the student's program level.
3. Non-thesis enrolment is valid for one (1) academic year only (3 within 3 trimesters). Students who failed to finish their non-thesis writing within one academic year are required to re-enroll in full their non-thesis writing.
4. Thesis writing is enrolled for six (6) units, and valid for one (1) term. If a student would not be able to complete the paper within the term, he/she may re-enroll for the succeeding terms while only paying for the Miscellaneous Fees.
5. Dissertation writing is enrolled for twelve (12) units, and valid for



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two (2) terms with six (6) units each term. If a student would not be able to complete the paper within the two terms, he/she may re-enroll for the succeeding terms while only paying for the Miscellaneous Fees.

6. A student will follow the 4-chapter format that we would be introducing. A Style Manual will be released that will provide details to every aspect of thesis/dissertation writing, which includes formatting and writing guides.
7. A student undergo two (2) stages of oral defense.
 1. *Proposal Defense*. During the proposal defense, the students' papers are scrutinized in terms of its feasibility and methodology.
 2. *Final Defense*. During the final defense, the students' papers are examined in the validity and impact of their research findings.
 3. Before students undergo either proposal or final defense, advisers must first check and approve their papers. Their approval is expressed through their signature in the Adviser Endorsement form.
 4. After students undergo proposal defense, they must revise their papers accordingly. They will be given a Defense Proceedings form underlining the revisions they need to work in their paper. After the defense, students must work these revisions in their papers and seek the approval of the panelists on these revisions made hereunto. At the end of this procedure, students must have an Verified Defense Proceedings form to be sent, among other requirements, in the Research Ethics Committee for due consideration.



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8. Before the final defense, students will be asked to submit their papers in Research Ethics Committee review. Part of the Final Defense requirements is a certification from REC approving of their study.
9. *Thesis/ Dissertation Advisers.* Advisers are selected based on students' recommendations, by virtue of their academic freedom to select advisers that are knowledgeable of their thesis/ dissertation topics. Part of the department's oversight in matters of adviser assignments include ensuring that these advisers are doctoral degree holders with research publications, as per CMO No. 15 s. 2019.
10. As per 2019 CHED PSG (CMO No. 15, s. 2019), we will be observing a 1:5 Adviser-Student Ratio for all thesis/dissertation writers. All current advisees are retained to students until they finish, or until they petition for a new adviser. Due to the number of our students, we may exceed the 1:5 ratio if all other possible advisers in our roster have been assigned with 5 advisees each.
11. The adviser is primarily responsible for ensuring that the advisee is on track with their thesis/ dissertation journey. More specifically, the adviser is responsible for the following:
 1. Verify the study's conceptual design (i.e., variables, theoretical/conceptual framework, hypothesis);
 2. Check the methodological soundness of the study (i.e., sampling, research design);
 3. Ensure that analysis and interpretation of findings, as well as the preparation and handling of data, are conducted in an expert, professional and ethical manner; and
 4. Provide guidance to the students' conduct of thesis/ dis-



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sertation through intensive consultation sessions

- 6.12. *Thesis/ Dissertation Review Panel.* In conformance with CMO No. 15 s. 2019, the three-member thesis review committee (panelists) must be composed of one (1) content specialist, one (1) statistician and one (1) technical specialist. The five-member dissertation review panel must be composed of three (3) content specialists, one (1) statistics expert; and one (1) technical specialist. Panelists must also be doctoral degree holders with scholarly research publication.
- 6.13. The standard conduct of a panel defense follows as thus:
 - 6.12.1. The approved chairman of the panel opens the oral examination on behalf of the Dean by presenting the candidate and the adviser. The chairman of the panel of examiners also acts as the presiding officer during the oral examination.
 - 6.13.2. During the oral examination, it is to be understood that the graduate student is one defending the thesis/dissertation, hence, is expected to answer questions and clarifies inquiries raised by the members of the panel of examination committee. The limited participation of the adviser should be exercised only when necessary.
 - 6.13.3. The chair of the panel presides over the deliberation of the oral examination committee. He ends up the oral examination with a brief post conference of the members of the panel discussing among others the decision of passing or failing the candidate. Conditional passing is allowed, that is, the committee may give the rating "PASSED" to a candidate subject to compliance to a set of suggestions sub-



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mitted in the form of an agreement.

- 6.13.4. The candidate must comply with the agreements before presenting the improved copy to the members of the panel for their signatures. The Dean of the department signs last. Submission of the bound copies is a requirement for graduation.

Section 7. Practicum

1. Some programs in the department require a Practicum component as part of their degree completion. Practicum subjects are included before the Thesis Writing components in the curriculum (i.e., MS Psychology).
2. Practicum schedules and hours may vary depending on the legal mandate per program.
3. A student may opt to choose a practicum location that best fits their present circumstances. However, the department puts great concern on the safety of the students in the Practicum. Thus, the GS Department reserved the right to deny the student access to the practicum site of their choice should the department see any indication of harm and adverse impact on the student's well-being of the practicum site of their choice.
4. Practicum students are given an Adviser to monitor their progress during the Practicum. It is the responsibility of the student to report their progress and any circumstances regarding their working conditions at the Practicum site.



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Section 8. Graduation Requirements

1. Students who have successfully completed the required number of units and all the courses required in their curriculum are eligible to apply for graduation. In applying to graduate, they need to secure the application form for graduation from the Office of the Registrar and undergo other procedures set by the Office.
2. All applicants for graduation should present a proof of publication of, at least, one (1) research study on his/her field of specialization in an internationally/nationally indexed peer-reviewed or juried creative works journals during his/her stay at the Graduate School program and before graduation.
- 8.3 All applicants for graduation are required to present two (2) bound copies of their thesis/ dissertation/ capstone project duly approved by their respective thesis/dissertation committees, and accepted and approved by the Dean in partial fulfillment of the requirements for their degree. One (1) copy is for the Graduate School Department and one (1) copy with a CD containing the PDF file of the entire manuscript for the Library.
4. Other graduation requirements include:
 1. Complete admission requirements
 2. Passing marks in all of their coursework, including the Comprehensive Exams
 3. Duly completed Application for Graduation
 4. No obligations left at the Finance Office (including the Graduation Fee and other graduation obligations)
- 8.4.5 No obligations in other offices (e.g., Learning Resource Center)



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5. Date of Graduation
 1. Failure to submit the required hard copies of thesis/ non-thesis/dissertation in the scheduled deadline prior to declaration of graduates to CHED, the student will be included as Graduate in the succeeding term.

Section 9. Policy on Honors and Awards

1. Candidates are eligible for the following awards should they satisfy the conditions for each award herein
 1. *Academic Achievement*: Students must not have a grade not lower than 1.25 in their academic subject including comprehensive examination, thesis, dissertation, and non-thesis writing. This excludes transferees or students who have taken a tutorial/ special class and without any INC grade from any subjects.
 2. *Research Distinction*: Students must have a grade of 1.00 for Thesis and Dissertation defense and Non-thesis paper;
 3. *Special Citation for Research Published*: Students must have published more than one (1) research paper in a reputable journal while being an MA/ PhD student in LCUP; Must be nominated by a Faculty professor or by the University; the paper should be under the name of the student and LCUP.
 4. *Civis Dei Award*: Students must have exhibited exemplary leadership and community engagement skills, with evidences that they have made a significant contribution and impact to the community under LCUP; Must be nominated by a Faculty professor or by the University;



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5. *Early Innovators Award*: Students must have led or taken part in innovative projects that created significant recognition and impact to the community adopted by LCUP; Must be nominated by a Faculty professor or by the University
6. *Cultural Award*: Students must have published or delivered an artistic work or performance locally or internationally and must be a collaborative project or activity with LCUP; Must be nominated by a Faculty professor or by the University

9.1.9. *Loyalty Award*: Awards for loyalty shall be given to a graduate who has continuously studied at LCUP or any OSA schools from:

- a. Grade 1 to Grade 12
- b. Grade 12 to College
- c. College to Graduate School
- d. College to Post Graduate School (Doctor of Medicine)

Loyalty awardees shall receive a SILVER MEDIUM size medal from the university

9.1.10. *Fidelity Award*: Awards for fidelity shall be given to a graduate who has continuously studied at LCUP or any OSA schools from:

- a. Grade 1 to College
- b. Grade 1 to Graduate School
- c. Grade 1 to Post Graduate School (Doctor of Medicine)

Fidelity awardees shall receive a GOLD LARGE size MEDAL from the university

9.2. The Department reserves the right to revoke these recognitions should it be proven that the student failed to satisfy these requi-



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sites upon a second review of their scholastic records, or that any extenuating circumstances may have affected their candidate status or eligibility to receive these awards.

- 9.3. Any student who wish to reconsider their merits for a second review may do so in a proper forum with the GS Dean.

Section 10. Policy for Plagiarism

1. All research manuscripts must undergo plagiarism detection using approved software.
2. A similarity index exceeding 15%, excluding references and properly quoted material, requires revision before final submission.
3. Faculty advisers, panel members, and the Research Ethics Committee shall assess manuscript originality, and students must attend research ethics orientation before submission.
4. For minor violations (similarity index 16-30%), the first offense requires mandatory revision, the second offense results in a formal warning and revision, and the third offense leads to submission rejection and academic integrity training.
5. For major violations (similarity index above 30%), thesis and dissertation students will face immediate manuscript rejection for the first offense, disqualification from defense for the second offense, and dismissal from the program for the third offense.

Section 11. Policy for Artificial Intelligence

1. **Common Good.** Students may use AI for specific tasks, as long



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as it enhances creativity, productivity, and learning. AI can help generate projects that benefit the community or society, focusing on solving real-world problems and improving social welfare.

2. **Inclusivity.** Graduate students will be empowered to use AI to overcome barriers in their research and studies, with resources provided to ensure they can leverage these tools fully. However, AI tools must not be used during Comprehensive Examination and to draft theses or dissertations; these must be originally drafted by the students.
3. **Transparency.** Graduate students are required to transparently disclose the use of AI in their research and coursework, specifying how AI tools were applied, such as in data analysis, literature review, or any other academic task. Theses, dissertations, and major projects must be primarily the students' original work, with AI limited to supportive functions and not exceeding 10-15% as determined by AI detection software. Clear attribution of AI's role is mandatory, ensuring ethical usage and alignment with academic integrity standards. Misuse or failure to disclose AI involvement will result in disciplinary action.
4. **Impartiality.** Graduate students will work with faculty to address and correct any discriminatory impacts of AI. Any bias observed in AI tools used in research or coursework must be documented and reported.
5. **Search for Truth.** Students will ensure that the AI tools they use for data analysis maintain the integrity and accuracy of their data. Any issues that arise must be reported to their teachers or advisers for immediate correction. These tools should encourage critical thinking by helping students formulate meaningful questions, en-



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gage in methods of discovery, and differentiate between credible information and misinformation.

6. **Accountability.** Teachers are responsible for overseeing the proper use of AI tools in the classroom, ensuring they are effectively integrated into learning. Students must disclose how and when they use AI in their assignments or projects, with this declaration included in the grading rubrics. Both teachers and students should work together to ensure transparency, integrity, and that AI enhances learning without compromising academic values.
7. **Respect for Personal Data and Privacy.** All AI-related activities must comply with relevant data privacy regulations, such as the Data Privacy Act of the Philippines and LCUP Privacy Policies. Any suspected data breaches or security incidents involving AI tools must be reported immediately to the university's Data Privacy Office for investigation and resolution.
8. **Learner Centeredness.** AI in teaching must focus on a learner-centered approach, helping students develop creativity, critical thinking, and inquiry skills. AI tools should support students in exploring and engaging with content while promoting integrity in academic work. Technology should complement, not replace, students' intellectual and personal growth. Teachers must ensure that AI encourages active learning, academic honesty, and the overall development of students.

Section 1: Student Organizations

1. Officers of the Student Coordinating Board (Graduate School Department) are elected depending on the existing organizational



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- laws under the Dean of the Graduate School as moderator.
2. Students' regular attendance and active participation in all SCB-GS activities are highly encouraged.
 3. The organization's objectives should not run counter against the philosophy, goals, and objectives of the La Consolacion University Philippines, the law, and/or public order.
 4. The organization is expected to develop, organize, administer, monitor, and coordinate a variety of activities, programs and resources which will contribute to the positive, holistic development of a diverse, multi-cultural student body.
 5. The organization is expected to complement the academic programs of study by deliberately planning and promoting activities that will reflect and provide an extension of the academic efforts of the classrooms and laboratories.
 6. The organization should carry out an overall educational experience of students through the development, of exposure to, and participation in social, cultural, intellectual, instructional, recreational, and governance programs that serve as a partner sustainer of the University's mission in the delivery of a quality education to all students.

Section 2. Student Activities

1. Any student who is joining a school activity that will jeopardize the attendance in his/her classes, must seek permission from the Dean of the Graduate School.
2. Using the name of the school in whatever activities/projects is only allowed if permission is granted by the Dean of the Graduate



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School.

3. LCUP, being a Catholic institution, sets religious activities that are expected to be participated by all graduate students and personnel.
4. Activities scheduled during or within a class period, requires the attendance of all concerned. Absence from the activity will automatically mean absence of the graduate student/s from the particular class.
5. The Dean of the Graduate School, the Vice President for Academic Affairs and the University President must approve activities sponsored by the SCB-GS.
6. All activities should be in accordance with the regulations of the school and of CHED.
7. School facilities may be used by the SCB-GS upon due requisition with the school authority; subject to the rules and regulations prescribed by the university; and provided, that such facilities shall be used only for the purpose stated in the requisition form.
8. Requisition for the use of school facilities shall be filed by the President of the SCB-GS and countersigned by the moderator.
9. The posting, distribution, or circulation within the school premises of any literatures, posters, bill or the like, whether commercial or otherwise, shall be done only at the appropriate places after the approval of the Office of the Student Affairs and Services. No one is allowed to use any bulletin board that is not designated/assigned to them.



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5. *Collegial Decorum.* The Dean of the Graduate School, the faculty and the staff should be treated equally and with respect as part of the growing body of officials of the department. This also applies to all administrators, professors, students, and personnel inside the university premises.
 1. In case the student may see any form of misconduct from their professor or staff, the student may submit a letter of complaint and documentation or proof of the incident.
 2. Evaluation of professors will be done every semester to recognize the student's feedback and experience from their professors.
 3. Likewise, the faculty and staff may also file a complaint against the students who showed any form of misconduct, disrespect and rude treatment of faculty and staff.
 4. The Office of the Dean of the Graduate School will forward the concern to the Human Resource Department or Student Affairs and Services respectively.
6. *Confidentiality and Data Privacy.* The administrators, faculty and non-teaching personnel in the university is not allowed to disclose the important and personal information of the students as per the Data Privacy Act of 2012. Therefore, keeping the information and details of the students are confidential.
 1. Students, on the other hand, are not allowed to disclose, disseminate and reprint any information of the personnel, administration and important records they have gained in the university without proper and formal approval from authorized persons. Student must maintain nondisclosure agreements especially in writing researches, theses and disserta-



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dissertations as per the guidelines of the LCUP-Research Ethics Committee. Those who will be proven to violate the policy will face legal sanctions and serious penalty.

- 3.7. The Dean of the Graduate School reserve the right to form a grievance committee to conduct investigations and/or deliberations to matters pertaining to the acts of misconduct and other sensitive matters that impact the reputation of the department. The Dean of the Graduate School, and the grievance committee it may form on the exigency of a circumstance, reserve the right to enact consequences of these misconducts.

Note: Please refer to the College Student Handbook & table of sanctions for details on student violations and corresponding penalties not mentioned above.

Section 4. Community Extension

1. The practice of community action and engagement is a cornerstone in the trifocal goals of a University. Thus, professors are allowed one day "Extension Day" should they, together with the students, plan an Extension activity fulfilling one of the following goals:
 1. *Curriculum Integration of Extension Efforts*: Requirement of extension activities in all subjects; most especially in Augustinian Spirituality and Leadership in the Augustinian Tradition
 2. *Lipat Dunong*: Webinars/ trainings organized by students and/or faculty in different disciplines
 3. *Agapay Agustino*: Webinars/ trainings organized by students and/or faculty in Psychology and Behavioral Science programs



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- 4.1.4. Tulong Agustino: Mobilized resource generation efforts (donation drives, relief efforts) with liquidation of resources pooled; to be channeled to the Office of the VP for Religious, Spiritual Formation, and Extension

Section 5. School Calendar

1. Classes in the Graduate School department are held in a trimestral basis. There are three (3) terms within an academic year, commencing in the following months:
2. Important academic dates (i.e., opening and ending of classes, comprehensive exams, orientation dates) are determined by the University Registrar.
3. Changes in dates according to extenuating circumstances are recommended by the Dean of the Graduate School, Vice-President for Academic Affairs and approved by the University President.

Section 6. Student Resources

1. *Students with Disabilities.* The Graduate School Department acknowledges and supports students with disabilities as part of promoting diversity and equality. In this case, the student is provided with utmost assistance from admissions, registration, enrollment, payment, and is exempted from any form of activities that may affect his or her condition. The student may present a PWD Identification Card or Medical Abstract as per documentation of the Graduate School Department.



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- 6.2. *Health Services.* The university is catering any students concerns it terms of their health and well-being through the help of the LCUP-SAS, University Clinic. Services include consultations and follow-up, medical examinations and emergencies inside the campus.
- 6.3. *Learning Resource Center.* The LCUP has its main library which contains references, books, magazines, theses and dissertations as well as other reading materials intended for research and coursework. The LRC also hosts online resources that are available to all students upon request.
- 6.4 *Learning Management System.* As the university shifts from traditional to modern documentation and record system of students, the Management Information System Department manages the student portal of the students wherein grades viewing, subjects taken, and evaluation of professors can be accessed to help them in monitoring their records and data strengthened by the Data Privacy Act of 2012.
- 6.5 *Grants for Employees.* The University supports the continuing graduate education of its employees. Through the Human Resource and Development Office, the University offers the following matriculation discounts:
- Regular Employees – 67%
 - Probationary Employees – 10%
- 6.6. The University also honors and acknowledges graduate education scholarship offered by government agencies (i.e., CHED) and/or recognized non-profit organizations).

