

Updated DSD Admission and Retention Policies 2018

I. Admission policies

Admission Requirements:

- ✓ Master's degree (or equivalent degree) from a recognized institution of higher learning, with a general weighted average of at least 1.75;
- ✓ At least two years of practice in social development (community practice, social research, development program planning and management, teaching, social policy development and assessment);
- ✓ Research concept paper, which the student intends to pursue for DSD;
- ✓ Favorable recommendations from two previous professors or supervisors; and
- ✓ Pass an interview by the DSD admission committee.
- ✓ Sample research work/ other knowledge product

Application Requirements

- Accomplished application form + photos
- Two copies of original transcript or academic credentials
- Two copies of Diploma or certificate of graduation
- Two letters of recommendation from two former professors and or recognized authority in the area of specialization
- Two copies of marriage contract or its equivalent (If surname used by the applicant is not the same as reflected in the transcript of record)
- One original and photocopy of NSO birth certificate
- Application fee of P500.00 for local students or US\$35.00 for foreign students

Additional requirements for foreign applicants:

- They should secure a certification from a reputable bank in their country of origin, of their capability to finance their travel, education, personal and other expenses expected to be incurred in the Philippines (for non immigrant);
- Original copy of TOEFL result with passing marks (can be from any one of the following: paper based - 500, internet based – 61 or computer based - 173);
- Original and photo copy of passport

No student shall be barred for admission to the university/college by reason of gender identity and sexual orientation, age, maturity, religion, race, social status, ethno linguistic origins, physical abilities and political belief. Applicants for admission must undergo a thorough health examination from the UP Health Service or recognized health institution.

II. Retention Policies

1. Retention policies for DSD

DSD students must maintain a GWA of 1.75 for every semester and must pass at least 60% of the total units enrolled. Students who fail to meet these provisions shall be placed on probationary status for the next semester. Two (2) consecutive semesters under probationary status can be a basis for dismissal from the College. A 3rd and final probation status may be granted for meritorious cases.

2. What does it mean when students are admitted on probation?

An applicant who fails to meet the grade requirement of the program maybe admitted under probation with the following conditions:

- Can enroll only in a specific number of units for the semester
- Must get a GWA of 1.75 or higher for the semester
- Must pass all subjects: no INC, DRP, 4.0 and 5.0

Additional probation conditions may be required by the program.

3. Who can enroll in Residency?

Students can enrol in Residency while their dissertation is in-progress, and when removal or completion is done during the semester.

4. What should be done if students are tagged as ineligible?

Students are tagged as “ineligible” due to failure to comply with the requirements for retention (60% passing, required GWA), absence of MRR waiver, and other deficiencies. Ineligibility can be lifted only after the student meets the requirements and proof of evidence has been provided. Lifting of ineligibility is processed through the SRO (through channels).

5. What are the major steps in the re-admission process?

Students who did not enroll and did not file Leave of Absence (LOA) in the previous semester are given Absence Without Leave (AWOL) status. They are tagged as ineligibles in the CRS. They cannot proceed with their enrollment unless they are re-admitted. A letter of appeal for readmission must be processed through the SRO the semester prior to enrollment.

6. What should be done when students have reached MRR?

The maximum residency for DSD students is six (6) years. **Under meritorious cases, extension of residency may be granted**, with corresponding penalty subjects (3-unit penalty subject every 2 years or a fraction thereof). A letter of appeal for MRR waiver must be submitted, including the MRR form within the deadline set for the semester. Students must present an **approved MRR waiver** before they can enroll.

7. What is the basis for determining academic standing?

The University policy on academic standing is based on the number of units passed over the number of units registered for the semester, including DRP/INC.

<i>Category</i>	<i>Percentage of units passed</i>
Good standing	75 – 100%
Warning	50 – 74%
Probation	25 – 49%
Dismissal	Less than 25%
Permanent Disqualification	0 passing

8. What are criteria for dismissal of student?

Failure to meet the retention policies for three (3) semesters
 AWOL status for 6 consecutive semesters (Maximum LOA is 2 semesters)
 MRR status (6 years) without passing the QE (for those accepted in 2009 to 2017)
 Enrolled for three (3) years without passing QE (for those accepted starting 2018)

9. What are the consequences of dismissal and permanent disqualification?

Students who are dismissed by the College for failure to meet the retention policies can still apply to other UP units. Those who are subjected to permanent disqualification are no longer eligible to apply to other UP units.

10. What are considered student disciplinary cases?

The 2012 UP Student Code provides institutional parameters in handling cases related to student discipline in terms of procedures and timeframe, including alternative dispute resolution measures. The following are considered as acts of misconduct and are subject to corresponding corrective measures: intellectual dishonesty, fraud, harm to persons, damage to property, inappropriate behaviors, and violation of University policies.

11. What is honorable dismissal?

Students who intend to transfer from UP to another University must get an honorable dismissal. Likewise, those who are transferring to UP from another University must also present an honorable dismissal.

12. What is permanent disqualification?

Students who fail to meet the retention policies can be subjected to permanent disqualification. Violation of certain provisions of the UPD Student Code can also be a basis for permanent disqualification subject to due process specified in the Code. Permanent disqualification means the student cannot enroll in any other course within the UP system.