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5.5 “DR” (Dropped) shall be given to a student for unexcused absences incurred which is twenty percent (20%) of the total number of course hours.

5.6 “W” (Withdrawal) means that the student has officially filed an application to withdraw the subject.

5.7 “NA” (Never Attended) means that the student is officially enrolled but has never attended the class.

SECTION 6. RETENTION POLICY

To maintain the quality of learning, each college is entrusted with the implementation of the following retention guidelines.

6.1 Students who a obtained semestral weighted average of 3.00 or lower for the FIRST TIME shall be placed on PROBATIONARY status. As a consequence, the student is deloaded by six (6) units in the current semester in order to spend more time in academic work.

6.2 Students on PROBATIONARY status who obtained semestral weighted averages of 3.51 to 4.50 in any succeeding term shall be placed on FINAL PROBATION. Probation can only be lifted if the student obtains an average of at least 2.50.

6.3 Students who obtained semestral weighted average between 4.51 to 5.00 or failed 50% or failed in three (3) major subjects of the semestral subject load shall be advised to shift to another course suited to their capacity.

6.4 Students on PROBATIONARY status will be closely monitored by the Department Chairman, the curricular adviser and the Dean. He/she shall submit to academic counseling by his/her teachers and guidance counselor assigned in the college.

6.5 Students on PROBATIONARY status may not hold office in any student organization or represent the college or university in any official capacity.

SECTION 7. REQUIREMENTS FOR GRADUATION

The appropriate diploma, certificate, title, or degree is conferred upon a student under the following conditions:

- The candidate for graduation must have filed with the Registrar the duly accomplished application form on or before the deadline.

- For a transfer student to be granted a degree in the University, he/she must have enrolled at least two (2) semesters with full load prior to graduation and have satisfactorily completed all academic requirements.
- A candidate for graduation will be allowed to participate in the commencement exercises only if he/she can submit a fully accomplished clearance and have attended all schedules of the graduation rehearsals.
- Fines are imposed for late application.

7.1 Criteria for Scholastic Honors

All colleges shall ascertain and evaluate the academic performance of their honor students and shall submit the official list to the Registrar for confirmation. The Registrar evaluates and computes their grade point average and endorses the list and evaluation sheets to the Vice-President for Academic Affairs who will convene the Committee on Scholastic Honors composed of:

- Vice-President for Academic Affairs
- University Registrar
- Director, Student Affairs Services
- Dean/Department Chairman of the College

Honor graduates must have obtained the specified Grade Point Average in order to be considered in the roll of honor graduates.

Overall Average	Corresponding Honor
1.00 - 1.20	Summa Cum Laude
1.21 - 1.45	Magna Cum Laude
1.46 - 1.70	Cum Laude

Students who obtained a grade of less than 2.50 in any subject will be disqualified from the honor list.

7.1.1 For Undergraduate Students Vying for Honors

- A transferee must have completed in USPF at least 80% of the total number of academic units required and must have