La Consolacion
UNIVERSITY PHILIPPINES
THE CATHOLIC UNIVERSITY OF BULACAN
VALENZUELA ST., CAPITOL VIEW PARK SUBDIVISION, BULIHAN, CITY OF MALOLOS, BULACAN

Innovation in Education



Student HANDBOOK

Graduate Studies Department

2022

https://www.facebook.com/LaConsolacionUGS

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PART I: BRIEF HISTORY OF THE GRADUATE STUDIES PROGRAMS

La Consolacion University Philippines (LCUP), formerly known as Regina Carmeli College, which later on was changed to the Universiy 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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DATES TO REMEMBER

Summary of Courses Taken

CODE	SUBJECT DESCRIP-TION	SEMESTER	PROFESSOR	GRADE

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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

PART I: BRIEF HISTORY OF THE GRADUATE STUDIES PROGRAMS

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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GRADUATE STUDIES DEPARTMENT

Curriculum in
MASTER OF SCIENCE IN SOCIAL WORK (MSSW)
Thesis Stream

CONTENTS NOTED
DR. ROEL P. ANICAS
Education Supervisor II
Date: 03-01-2023

SUBJECT CODE	COURSE DESCRIPTION	UNITS
Core Subjects		**6/9**
MRES	Methods of Research	3
MSTAT	Basic Statistics	3
MAS	Augustinian Spirituality	(3)
Major/Specialization Subjects		**18**
ISWP	Integrated Social Work Practice	3
SWPP	Advanced Social Welfare Policies, Programs and Services	3
SWADWOD	Social Administration with Organization and Development	3
CTE	Community Training and Education	3
FT	Family Therapy	3
ADVSEM	Seminars in Social Work	3
PSYFILC	Psychology of The Filipino Child	3
TPER	Advanced Theories of Personality	3
Written Comprehensive Examination		
MCE	Comprehensive Examination	
Thesis Writing		**6**
TW1	Thesis Writing, I	3
TW2	Thesis Writing II	3
TOTAL UNITS		**30/33**

Notes:

1. **Students must be a BS Social Work graduate and must have passed the Licensure Examination for Social Work to enter the MSSW program.**

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La Consolacion University Philippines
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CONTENTS NOTED
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Education Supervisor II
Date: 03-01-2023

GRADUATE STUDIES DEPARTMENT

Curriculum in
MASTER'S IN LIBRARY AND INFORMATION SCIENCE (MLIS)
Non-Thesis Stream

SUBJECT CODE	COURSE DESCRIPTION	UNITS
Core Subjects		**6/9**
MRES	Methods of Research	3
MSTAT	Research Statistics	3
MAS	Augustinian Spirituality	(3)
Major/Specialization Subjects		**24**
ACM	Advance Collection Management	3
ALM	Advance Library Management	3
ARM	Archives and Records Management	3
DMIS	Database Management and Information Systems for Libraries	3
ORKI	Organization of Recorded Knowledge and Information	3
PLSDM	Programming to Library Systems Development and Management	3
RUS	Reference and User Services	3
SADL	System Analysis and Design for Libraries	3
Written Comprehensive Examination		
MCE	Comprehensive Examination	
Independent Study (Project Plan)		**6**
IS1	Independent Study 1	3
IS2	Independent Study 2	3
TOTAL UNITS		**36/39**

Note:

1. Graduates of non-Library and Information Science degrees shall complete an additional 12 units of Major subjects.
2. For Non-Thesis Stream
   a. Students under the Non- Thesis shall complete an additional 6 units of Major subjects.
   b. A Research Work (Project Plan) shall be completed as a final requirement at the end of the program.

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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

PART I: BRIEF HISTORY OF THE GRADUATE STUDIES PROGRAMS

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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DR. ROEL P. ANICAS
Education Supervisor II
Date: 03-01-2022

GRADUATE STUDIES DEPARTMENT

Curriculum in
MASTER OF SCIENCE IN HOTEL AND RESTAURANT MANAGEMENT (MSHRM)
Non -Thesis Steam

SUBJECT CODE	COURSE DESCRIPTION	UNITS
Core Subjects		**6/9**
MRES	Methods of Research	3
MSTAT	Basic Statistics	3
MAS	Augustinian Spirituality	(3)
Major/Specialization Subjects		**24**
MAHM	Management Accounting in Hospitality Management	3
HOP	Hospitality Operations Management	3
OBHI	Organizational Behavior in the Hospitality Industry	3
HRMHI	Human Resource Management in the Hospitality Industry	3
HMM	Hospitality Marketing Management	3
HBS	Hospitality Business Strategies	3
TQMHI	Total Quality Management in the Hospitality Industry	3
ITHM	International Tourism and Hospitality Management	3
EM	Events Management	3
GTHI	Global Trends of the Hotel Industry	3
NVCHM	New Venture Creation in Hospitality Management	3
ICFSM	Issues and Concepts in Food Service Management	3
HIIS	Hospitality Industry Information Systems	3
LAHM	Legal Aspects in Hospitality Management	3
FMHI	Financial Management in the Hospitality Industry	3
Written Comprehensive Examination		
MCE	Comprehensive Examination	
Independent Study (Feasibility Study)		**6**
IS1	Independent Study 1	3
IS2	Independent Study 2	3
TOTAL UNITS		**36/39**

Notes:

1. **For Non-Thesis Stream**
   a. **A Research Work (Feasibility) shall be submitted as a final requirement at the end of the program.**
2. **For Graduates of Non-Business Administration Degrees**
   a. **With at least nine (9) units of Business Administration subjects taken in the undergraduate program: complete the additional six (6) units of bridging subjects.**
   b. **Without any Business Administration subjects taken in the undergraduate program: complete twelve (12) units of bridging subjects first before he/she is allowed to take any subject in the Masterate level.**

Bridging Subjects		
FOUNDAC	Foundations of Accounting	3
FOUNOM	Foundations of Organization and Management	3
FOUNFIN	Foundations of Finance	3
FOUNMAR	Foundations of Marketing	3
FOUNMIS	Foundations of Management Information System	3

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DR. ROEL P. ANICAS
Education Supervisor II
Date: 03-01-2023

GRADUATE STUDIES DEPARTMENT

MASTER IN EDUCATIONAL MANAGEMENT (MEM)
Non - Thesis Stream

SUBJECT CODE	COURSE DESCRIPTION	UNITS
Core Subjects		**6/9**
MRES	Methods of Research	3
MSTAT	Basic Statistics	3
MAS	Augustinian Spirituality	(3)
Major/Specialization Subjects		**24**
ELFM	Educational Legislation and Fiscal Management	3
EPD	Educational Planning and Development	3
ECIT	Current Issues and Trends in Education	3
DAE	Decision Analysis in Education	3
EMCI	Management of Curriculum and Instruction	3
ELDE	Educational Leadership in the Digital Era	3
OPME	Organization and Personnel Management in Education	3
CME	Crisis Management in Education	3
Written Comprehensive Examination		
MCE	Comprehensive Examination	
Independent Study (Strategic Management Plan)		**6**
IS1	Independent Study 1	3
IS2	Independent Study 2	3
TOTAL UNITS		**36/39**

Notes:

1. **For Non-Thesis Stream**
   a. **A Research Work (Strategic Management Plan) shall be submitted as a final requirement at the end of the program.**
2. **For Graduates of Non-Education Degrees**
   a. **With at least nine (9) units of Education subjects taken in the undergraduate program: complete the additional six (6) units of bridging subjects.**
   b. **Without any Education subjects taken in the undergraduate program: complete eighteen (18) units of bridging subjects first before he/she is allowed to take any subject in the Masterate level.**

Bridging Subjects		
FLCT	Facilitating Learner-Centered Teaching	3
TEACHPROF	The Teaching Profession	3
TTSC	The Teacher and the School Curriculum	3
BENLAC	Building and Enhancing New Literacies Across the Curriculum	3
ASSESS	Assessment in Learning	3
TTLI	Technology for Teaching, Learning and Instruction	3

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mote learning strategies. As the University geared up to face this challenge, it also saw the need to give the necessary space for the department's growth and movement; thus, providing for the Office of the Vice President of Graduate Studies. In its first year, the department integrated technology into its instruction and service delivery to continue serving its clientele. In research, the department fully integrated and collaborated with the nascent Research Ethics Committee (REC) to push the initiative for ethical research conduct and oversight.

On its 30th year, the University's Graduate Studies Department continues 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 graduate 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 services.

PART II: INSTITUTIONAL PHILOSOPHY AND OBJECTIVES

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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GRADUATE STUDIES DEPARTMENT

Curriculum in
MASTER OF SCIENCE IN SOCIAL WORK (MSSW)
Non-Thesis Stream

CONTENTS NOTED
DR. ROEL P. ANICAS
Education Supervisor II
Date: 02-01-2023

SUBJECT CODE	COURSE DESCRIPTION	UNITS
Core Subjects		**6/9**
MRES	Methods of Research	3
MSTAT	Basic Statistics	3
MAS	Augustinian Spirituality	(3)
Major/Specialization Subjects		**24**
ISWP	Integrated Social Work Practice	3
SWPP	Advanced Social Welfare Policies, Programs and Services	3
SWADWOD	Social Administration with Organization and Development	3
CTE	Community Training and Education	3
FT	Family Therapy	3
ADVSEM	Seminars in Social Work	3
PSYFILC	Psychology of The Filipino Child	3
TPER	Advanced Theories of Personality	3
Written Comprehensive Examination		
MCE	Comprehensive Examination	
Thesis Writing		**6**
TW1	Thesis Writing, I	3
TW2	Thesis Writing II	3
TOTAL UNITS		**36/39**

Notes:

1. **Students must be a BS Social Work graduate and must have passed the Licensure Examination for Social Work to enter the MSSW program.**
2. **Students under the Non- Thesis shall complete an additional 6 units of Major subjects.**
3. **A final requirement of research work (Project Plan) at the end of the program.**

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GRADUATE STUDIES DEPARTMENT

Curriculum in
MASTER'S IN BUSINESS ADMINISTRATION (MBA)
Non- Thesis Stream

CONTENTS NOTED
DR. ROEL P. ANICAS
Education Supervisor II
Date: 03-01-2023

SUBJECT CODE	COURSE DESCRIPTION	UNITS
Core Subjects		**6/9**
MRES	Methods of Research	3
MSTAT	Basic Statistics	3
MAS	Augustinian Spirituality	(3)
Major/Specialization Subjects		**18**
MADM	Managerial Accounting for Decision Making	3
SPETGF	Special Topics in Global Finance	3
MARKMAN	Marketing Management	3
EBUM	Ethics for Business Managers	3
HRM	Human Resource Management	3
POM	Production and Operations Management	3
GGSR	Good Governance and Social Responsibility	3
ORGCHA	Organizational and Change Management	3
TRANSFOL	Transformational Leadership	3
STRATMA	Strategic Management	
Cognates/Elective		**6**
ENTREP	Entrepreneurship	3
BUSTAPA	Business Tax Planning Administration	3
INTERBUS	International Business and Management	3
EMAIS	Emerging Issues in Accounting and Information Systems	3
Written Comprehensive Examination		
MCE	Comprehensive Examination	
Independent Study (Business Plan)		**6**
IS1	Independent Study 1	3
IS2	Independent Study 2	3
TOTAL UNITS		**36/39**

Notes:

1. For Non-Thesis Stream
   a. A Research Work (Business Plan) shall be submitted as a final requirement at the end of the program.
2. For Graduates of Non-Business Administration Degrees
   a. With at least nine (9) units of Business Administration subjects taken in the undergraduate program: complete the additional six (6) units of bridging subjects.
   b. Without any Business Administration subjects taken in the undergraduate program: complete twelve (12) units of bridging subjects first before he/she is allowed to take any subject in the Masterate level.

Bridging Subjects		
FOUNDAC	Foundations of Accounting	3
FOUNOM	Foundations of Organization and Management	3
FOUNFIN	Foundations of Finance	3
FOUNMAR	Foundations of Marketing	3
FOUNMIS	Foundations of Management Information System	3

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PART II: INSTITUTIONAL PHILOSOPHY AND OBJECTIVES

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

La Consolacion University Philippines aspires to produce graduates imbibed with Catholic Marian-Augustinian values, and as an institution, be recognized as an academic leader for innovative and quality instruction, research-oriented higher education institution in the international community, and exemplar in providing sustainable outreach services to the poor.

Mission Statement of LCUP

The core mission of the University is to promote learning in the Augustinian-Marian tradition and the values necessary to be men and women of wisdom and compassion. The University will distinguish itself as a diverse, socially responsible learning community sustained by a faith that does justice through unity, charity, and truth.

As a Catholic institution of higher learning and convinced of the primacy of Love, LCUP assumes the responsibility of consistently serving and caring for God's people regardless of their color, creed, and culture. The missionary mandate of LCUP is to provide transformative education among the Augustinian community of friends through the formation and discipleship and development of world-class graduates and professionals.

PART II: INSTITUTIONAL PHILOSOPHY AND OBJECTIVES

LCUP's Core Values

The University' core values include:

Interiority: "Don't go out outside of yourself; return within. Truth dwells in the interior person" (Augustine, The Truth Religion 39, 72).

Courage: "Struggle! Struggle! He who brings to a new birth will also be your judge; and he who sets the struggle before you is also preparing your crown" (Augustine, S.57, 9 PL 38; 391).

Community-oriented: "For when there is joy among many and each person abounds with joy, they then share their warmth and each one inflames the other" (Confessions 8, 4).

Compassion: "Help people in need, organize the reception, act instead of waiting or lamenting, react against the temptation of the selfish ones that bury their treasures instead of sharing them" (Letter 122, 2).

Humility: "If you want to be great, begin as the least. If you plan to build a great work of sublimity, plan first a foundation of humility."

Missionary Spirit: "If you love God, love without looking for reward if you truly love, let him/her whom you love be your reward" (Augustine, S. 165, 4 PL 38, 905).

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 do-

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GRADUATE STUDIES DEPARTMENT

Curriculum in
MASTER'S IN BUSINESS ADMINISTRATION (MBA)
Thesis Stream

CONTENTS NOTED
DR. ROEL P. ANICAS
Education Supervisor II
Date: 03-01-2023

SUBJECT CODE	COURSE DESCRIPTION	UNITS
Core Subjects		**6/9**
MRES	Methods of Research	3
MSTAT	Basic Statistics	3
MAS	Augustinian Spirituality	(3)
Major/Specialization Subjects		**12**
MADM	Managerial Accounting for Decision Making	3
SPETGF	Special Topics in Global Finance	3
MARKMAN	Marketing Management	3
EBUM	Ethics for Business Managers	3
HRM	Human Resource Management	3
POM	Production and Operations Management	3
GGSR	Good Governance and Social Responsibility	3
ORGCHA	Organizational and Change Management	3
TRANSFOL	Transformational Leadership	3
STRATMA	Strategic Management	3
Cognates/Elective		**6**
ENTREP	Entrepreneurship	3
BUSTAPA	Business Tax Planning Administration	3
INTERBUS	International Business and Management	3
EMAIS	Emerging Issues in Accounting and Information Systems	3
Written Comprehensive Examination		
MCE	Comprehensive Examination	
Thesis Writing		**6**
TW1	Thesis Writing, I	3
TW2	Thesis Writing II	3
TOTAL UNITS		**30/33**

Notes:

1. **For Non –Business Administration Graduates**
   a. **With at least nine (9) units of Business Administration subjects taken in the undergraduate program: complete the additional six (6) units of bridging subjects.**
   b. **Without any Business Administration subjects taken in the undergraduate program: complete the twelve (12) units of bridging subjects first before he/she is allowed to take any subject in the Masterate level.**

Bridging Subjects		
FOUNDAC	Foundations of Accounting	3
FOUNOM	Foundations of Organization and Management	3
FOUNFIN	Foundations of Finance	3
FOUNMAR	Foundations of Marketing	3
FOUNMIS	Foundations of Management Information System	3

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La Consolacion University Philippines
Valenzuela St., Capitol View Park Subdivision, Bulihan, City of Malolos, Bulacan

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GRADUATE STUDIES DEPARTMENT

Curriculum in
MASTER'S IN PUBLIC ADMINISTRATION (MPA)
Non- Thesis Stream

CONTENTS NOTED
DR. ROEL P. ANICAS
Education Supervisor II
Date: 05-01-2023

SUBJECT CODE	COURSE DESCRIPTION	UNITS
CORE SUBJECTS		**6/9**
MRES	METHODS OF RESEARCH	3
MSTAT	BASIC STATISTICS	3
MAS	AUGUSTINIAN SPIRITUALITY	(3)
MAJOR/SPECIALIZATION SUBJECTS		**18**
PPPD	PUBLIC POLICY AND PROGRAM DEVELOPMENT	3
DA	DECISION ANALYSIS	3
SRDP	SEMINAR IN RESEARCH AND DEVELOPMENT PLANNING	3
HBO	HUMAN BEHAVIOR IN ORGANIZATION	3
PPPSM	PROJECT PRINCIPLES, PROCEDURES AND SELECTED METHODS	3
TPPA	THEORIES AND PRACTICES IN PUBLIC ADMINISTRATION	3
PFA	PUBLIC FISCAL ADMINISTRATION	3
LGRA	LOCAL GOVERNMENT AND REGIONAL ADMINISTRATION	3
COGNATES/ELECTIVE		**6**
CEP	COMPUTER IN THE EDUCATIONAL PROCESS	3
CAE	COMPUTER APPLICATION IN EDUCATION	3
ODHR	ORGANIZATIONAL DEVELOPMENT AND HUMAN RESOURCE	3
TIPA	TRENDS AND ISSUES IN PUBLIC ADMINISTRATION	3
LGA	LOCAL GOVERNMENT ADMINISTRATION	3
MPC	MANAGEMENT PLANNING AND CONTROL	3
SGM	SEMINAR IN GOVERNMENTAL MANAGEMENT	3
WRITTEN COMPREHENSIVE EXAMINATION		**0**
MCE	COMPREHENSIVE EXAMINATION	
INDEPENDENT STUDY (PUBLIC POLICY PAPER)		**6**
IS1	INDEPENDENT STUDY 1	3
IS2	INDEPENDENT STUDY 2	3
TOTAL UNITS		**36/39**

NOTES:
1. FOR NON-THESIS STREAM
   a. A RESEARCH WORK (PUBLIC POLICY PAPER) SHALL BE SUBMITTED AS A FINAL REQUIREMENT AT THE END OF THE PROGRAM.
2. FOR GRADUATES OF NON-PUBLIC ADMINISTRATION DEGREES
   a. WITH AT LEAST NINE (9) UNITS OF PUBLIC ADMINISTRATION SUBJECTS TAKEN IN THE UNDERGRADUATE PROGRAM: COMPLETE THE ADDITIONAL SIX (6) UNITS OF BRIDGING SUBJECTS.
   b. WITHOUT ANY PUBLIC ADMINISTRATION SUBJECTS TAKEN IN THE UNDERGRADUATE PROGRAM: COMPLETE TWELVE (12) UNITS OF BRIDGING SUBJECTS FIRST BEFORE HE/SHE IS ALLOWED TO TAKE ANY SUBJECT IN THE MASTERATE LEVEL.

BRIDGING SUBJECTS		
LRG	LOCAL AND REGIONAL GOVERNANCE	3
PPA	PUBLIC PERSONNEL ADMINISTRATION	3
PFA	PUBLIC FISCAL ADMINISTRATION	3
PP	PUBLIC POLICY AND PROGRAM ADMINISTRATION	3
PAA	POLITICS AND ADMINISTRATION	3
LDM	LEADERSHIP AND DECISION MAKING	3
GD	GOVERNANCE AND DEVELOPMENT	3
KM	KNOWLEDGE MANAGEMENT AND ICT FOR PA	3

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GRADUATE STUDIES DEPARTMENT 2022

PART II: INSTITUTIONAL PHILOSOPHY AND OBJECTIVES

mestic 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 integrity of the professions or disciplines that will provide steward leaders for the nation.

To promote the Marian-Augustinian culture of commitment to charity, action, contemplation, and bias towards the service of the Church to the poor and marginalized and the promotion of justice and peace, creation spirituality, and gender equality.

LCUP GRADUATE STUDIES

Vision Statement of LCUP-GS

The Graduate Studies 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 of LCUP-GS

The Graduate Studies 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 dy-

PART II: INSTITUTIONAL PHILOSOPHY AND OBJECTIVES

namically 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 responsive to the larger community, for the enhancement of the quality of life of individuals and society; and

imbued with Christian faith and in love of God and country, producing graduates that are servant leaders, prophetic witnesses, and nationalists-globalists.

Department Goals

1. Provide education that is Catholic and Augustinian-Marian-Missionary in character and responsive to international standards of quality and excellence;
2. Promote the development of critical thinking among students in the analysis of issues and concerns;
3. Train students to become agents through knowledge development and technology transfer;
4. Cater to the development of poor communities through the creation of short-term programs, projects, and activities; and

Create a nationalist perspective on issues and concerns and to respond to global challenges

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Valenzuela St., Capitol View Park Subdivision, Bulihan, City of Malolos, Bulacan

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CMO. 15 S. 2018

CONTENTS NOTED
DR. ROEL P. ANICAS
Education Supervisor II
Date: 09-01-2023

GRADUATE STUDIES DEPARTMENT

Curriculum in
MASTER'S IN PUBLIC ADMINISTRATION (MPA)
Thesis Stream

SUBJECT CODE	COURSE DESCRIPTION	UNITS
CORE SUBJECTS		**6/9**
MRES	METHODS OF RESEARCH	3
MSTAT	BASIC STATISTICS	3
MAS	AUGUSTINIAN SPIRITUALITY	(3)
MAJOR/SPECIALIZATION SUBJECTS		**12**
PPPD	PUBLIC POLICY AND PROGRAM DEVELOPMENT	3
DA	DECISION ANALYSIS	3
SRDP	SEMINAR IN RESEARCH AND DEVELOPMENT PLANNING	3
HBO	HUMAN BEHAVIOR IN ORGANIZATION	3
PPPSM	PROJECT PRINCIPLES, PROCEDURES AND SELECTED METHODS	3
TPPA	THEORIES AND PRACTICE IN PUBLIC ADMINISTRATION	3
PFA	PUBLIC FISCAL ADMINISTRATION	3
LGRA	LOCAL GOVERNMENT AND REGIONAL ADMINISTRATION	3
COGNATES/ELECTIVE		**6**
CEP	COMPUTER IN THE EDUCATIONAL PROCESS	3
CAE	COMPUTER IN APPLICATION IN EDUCATION	3
ODHR	ORGANIZATIONAL DEVELOPMENT AND HUMAN RESOURCE	3
TIPA	TRENDS AND ISSUED IN PUBLIC ADMINISTRATION	3
LGA	LOCAL GOVERNMENT ADMINISTRATION	3
MPC	MANAGEMENT PLANNING AND CONTROL	3
SGM	SEMINAR IN GOVERNMENTAL MANAGEMENT	3
WRITTEN COMPREHENSIVE EXAMINATION		**0**
MCE	COMPREHENSIVE EXAMINATION	
THESIS WRITING		**6**
TW1	THESIS WRITING I	3
TW2	THESIS WRITING II	3
TOTAL UNITS		**30/33**

NOTES:

1. **FOR NON – PUBLIC ADMINISTRATION GRADUATES**
   a. **WITH AT LEAST NINE (9) UNITS OF PUBLIC ADMINISTRATION SUBJECTS TAKEN IN THE UNDERGRADUATE PROGRAM: COMPLETE THE ADDITIONAL SIX (6) UNITS OF BRIDGING SUBJECTS.**
   b. **WITHOUT ANY PUBLIC ADMINISTRATION SUBJECTS TAKEN IN THE UNDERGRADUATE PROGRAM: COMPLETE THE TWELVE (12) UNITS OF BRIDGING SUBJECTS FIRST BEFORE HE/SHE IS ALLOWED TO TAKE ANY SUBJECT IN THE MASTERATE LEVEL.**

BRIDGING SUBJECTS		
LRG	LOCAL AND REGIONAL GOVERNANCE	3
PPA	PUBLIC PERSONNEL ADMINISTRATION	3
PFA	PUBLIC FISCAL ADMINISTRATION	3
PP	PUBLIC POLICY AND PROGRAM ADMINISTRATION	3
PAA	POLITICS AND ADMINISTRATION	3
LDM	LEADERSHIP AND DECISION-MAKING	3
GD	GOVERNANCE AND DEVELOPMENT	3
KM	KNOWLEDGE MANAGEMENT AND ICT FOR PA	3

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GRADUATE STUDIES DEPARTMENT

Curriculum in
MASTER OF ARTS IN BEHAVIORAL SCIENCE
(major in Psychology)

CONTENTS NOTED
DR. ROEL P. ANICAS
Education Supervisor II
Date: 03-01-2023

SUBJECT CODE	COURSE DESCRIPTION	UNITS
Core Subjects		**6/9**
MRES	Methods of Research	3
MSTAT	Basic Statistics	3
MAS	Augustinian Spirituality	(3)
Major Subjects		**15**
ATP	Advanced Theories of Personality	3
PCAP	Psychological Counseling and Psychotherapy	3
SBA	Seminar in Behavioral Analysis	3
GD	Group Dynamics	3
ABTD	Advanced Behavioral Training and Development	3
Cognate		**3**
ISBS	Integrating Seminar on Behavioral Science	3
Practicum (300 hours)		**3**
PRAC	Practicum	3
Comprehensive Examination		
MCE	Comprehensive Examination	
Thesis Writing		**6**
TW1	Thesis Writing I	3
TW2	Thesis Writing II	3
TOTAL UNITS		**30/33**

Notes:

1. **Integrating Seminar on Behavioral Science will cover The Filipino Child, Values and Religion, Family and Behavior Therapies.**
2. **On top of concentration, students are required to attend PRC 10hrs registered seminars in IO Psychology as additional requirement for cognate. These seminars may be taken anytime within the MS program and will only be presented in this subject.**
3. **Students who are non-Psychology major graduates shall complete an additional 18 units of bridging subjects.**

Bridging Subjects		
INTROPSY	Introduction to Psychology	3
DEVPSY	Developmental Psychology	3
TOP	Theories of Personality	3
PSYSTAT	Psychological Statistics	3
ABPSY	Abnormal Psychology	3
PSYASS	Psychological Assessment	3

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GRADUATE STUDIES DEPARTMENT 2022

PART II: INSTITUTIONAL PHILOSOPHY AND OBJECTIVES

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

PART II: INSTITUTIONAL PHILOSOPHY AND OBJECTIVES

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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Valenzuela St., Capitol View Park Subdivision, Bulihan, City of Malolos, Bulacan

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CONTENTS NOTED
DR. ROEL P. ANICAS
Education Supervisor II
Date: 29-01-2023

GRADUATE STUDIES DEPARTMENT

Curriculum in
MASTER OF SCIENCE IN PSYCHOLOGY
(Clinical Psychology)

SUBJECT CODE	COURSE DESCRIPTION	UNITS
Core Subjects		**6/9**
MRES	Methods of Research	3
MSTAT	Basic Statistics	3
MAS	Augustinian Spirituality	(3)
Major Subjects		**15**
ATP	Advanced Theories of Personality	3
AAP	Advanced Abnormal Psychology	3
GT	Group Therapy	3
PCP	Psychological Counseling and Psychotherapy	3
APA	Advanced Psychological Assessment	3
Cognate		**3**
ISCP	Integration Seminar on Clinical Psychology	3
Practicum (300 hours)		**3**
PRAC	Practicum	3
Comprehensive Examination		
MCE	Comprehensive Examination	
Thesis Writing		**6**
TW1	Thesis Writing I	3
TW2	Thesis Writing II	3
TOTAL UNITS		**33/36**

Notes:
1. Focus of Integration Seminar in Clinical Psychology are Projective Techniques, Group and Individual Therapy, EMDR, Hypnotherapy, other therapies.
2. On top of concentration of Integration Seminar on Clinical Psychology, Students are required to attend PRC 10hrs registered seminars on Clinical Psychology as requirement for cognate. These seminars may be taken anytime within the MS program and will only be presented in this subject.
3. Students who are non-Psychology major graduates shall complete an additional 18 units of bridging subjects.

Bridging Subjects		
INTROPSY	Introduction to Psychology	3
DEVPSY	Developmental Psychology	3
TOP	Theories of Personality	3
PSYSTAT	Psychological Statistics	3
ABPSY	Abnormal Psychology	3
PSYASS	Psychological Assessment	3

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GRADUATE STUDIES DEPARTMENT

Curriculum in
MASTER OF SCIENCE IN PSYCHOLOGY
(Industrial Psychology)

CONTENTS NOTED
DR. ROEL P. ANICAS
Education Supervisor II
Date: 03-07-2023

SUBJECT CODE	COURSE DESCRIPTION	UNITS
Core Subjects		**6/9**
MRES	Methods of Research	3
MSTAT	Basic Statistics	3
MAS	Augustinian Spirituality	(3)
Major Subjects		**15**
ATP	Advanced Theories of Personality	3
AIOP	Advanced Industrial/Organizational Psychology	3
ABTD	Advanced Behavioral Training and Development	3
AHRM	Advanced Human Resource Management	3
ORGDEV	Organizational Development	3
Cognate		**3**
ISIP	Integration Seminar on Industrial Psychology	3
Practicum (300 hours)		**3**
PRAC	Practicum	3
Comprehensive Examination		
MCE	Comprehensive Examination	
Thesis Writing		**6**
TW1	Thesis Writing I	3
TW2	Thesis Writing II	3
TOTAL UNITS		**30/33**

Notes:

1. **Integration Seminar to concentrate on: Industrial Counseling, Managerial Psychology, Career Development, Performance Management System.**
2. **On top of concentration, students are required to attend PRC 10hrs registered seminars in IO Psychology as additional requirement for cognate. These seminars may be taken anytime within the MS program and will only be presented in this subject.**
3. **Students who are non-Psychology major graduates shall complete an additional 18 units of bridging subjects.**

Bridging Subjects		
INTROPSY	Introduction to Psychology	3
DEVPSY	Developmental Psychology	3
TOP	Theories of Personality	3
PSYSTAT	Psychological Statistics	3
ABPSY	Abnormal Psychology	3
PSYASS	Psychological Assessment	3

4. **Those who want to take the PRC Licensure Examination has to enroll in the following courses:**

PRC Required Courses		
PCP	Psychological Counseling and Psychotherapy	3
APA	Advanced Psychological Assessment	3
AAP	Advanced Abnormal Psychology	3

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PART II: INSTITUTIONAL PHILOSOPHY AND OBJECTIVES

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.

PART II: INSTITUTIONAL PHILOSOPHY AND OBJECTIVES

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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DR. ROEL P. ANICAS
Education Supervisor II
Date: 03-01-2023

GRADUATE STUDIES DEPARTMENT

Curriculum in
MASTER'S IN LIBRARY AND INFORMATION SCIENCE (MLIS)
Thesis Stream

SUBJECT CODE	COURSE DESCRIPTION	UNITS
Core Subjects		**6/9**
MRES	Methods of Research	3
MSTAT	Basic Statistics	3
MAS	Augustinian Spirituality	(3)
Major/Specialization Subjects		**18**
ACM	Advance Collection Management	3
ALM	Advance Library Management	3
ARM	Archives and Records Management	3
DMIS	Database Management and Information Systems for Libraries	3
ORKI	Organization of Recorded Knowledge and Information	3
PLSDM	Programming to Library Systems Development and Management	3
RUS	Reference and User Services	3
SADL	System Analysis and Design for Libraries	3
Written Comprehensive Examination		
MCE	Comprehensive Examination	
Thesis Writing		**6**
TW1	Thesis Writing I	3
TW2	Thesis Writing II	3
TOTAL UNITS		**30/33**

Note:
Graduates of non-Library and Information Science degrees shall complete an additional 12 units of Major subjects.

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Date: 09-01-2023

GRADUATE STUDIES DEPARTMENT

Curriculum in
MASTER OF SCIENCE IN INFORMATION TECHNOLOGY (MSIT)

SUBJECT CODE	COURSE DESCRIPTION	UNITS
CORE SUBJECTS		**6/9**
MRES	METHODS OF RESEARCH	3
MSTAT	BASIC STATISTICS	3
MAS	AUGUSTINIAN SPIRITUALITY	(3)
MAJOR/SPECIALIZATION SUBJECTS		**12**
AOSN	ADVANCED OPERATING SYSTEM AND NETWORKING	3
ADS	ADVANCED DATABASE SYSTEMS	3
TPMIT	TECHNOLOGY AND PROJECT MANAGEMENT IN IT	3
AISDI	ADVANCED INFORMATION SYSTEMS DESIGN AND IMPLEMENTATION	3
COGNATES/ELECTIVE		**6**
WDCT	WEB AND DIGITAL COMMERCE TECHNOLOGIES	3
IATI	INNOVATION AND TRENDS IN IT	3
BIA	BUSINESS INTELLIGENCE AND ANALYTICS	3
ANAS	ADVANCED NETWORK ADMINISTRATION AND SECURITY	3
ASDMEA	ADVANCED SOFTWARE DEVELOPMENT FOR MOBILE ENTERPRISE APPLICATIONS	3
BDM	BIG DATA MANAGEMENT	3
WRITTEN COMPREHENSIVE EXAMINATION		**0**
MCE	COMPREHENSIVE EXAMINATION	
THESIS WRITING (CAPSTONE PROJECT)		**6**
TW1	THESIS WRITING 1	3
TW2	THESIS WRITING 2	3
TOTAL UNITS		**30/33**

NOTES:

1. **FOR GRADUATES OF NON – IT DEGREES**
   a. **WITH AT LEAST NINE (9) UNITS OF IT SUBJECTS TAKEN IN THE UNDERGRADUATE PROGRAM: COMPLETE THE ADDITIONAL SIX (6) UNITS OF BRIDGING SUBJECTS.**
   b. **WITHOUT ANY IT SUBJECTS TAKEN IN THE UNDERGRADUATE PROGRAM: COMPLETE THE TWELVE (12) UNITS OF BRIDGING SUBJECTS FIRST BEFORE HE/SHE IS ALLOWED TO TAKE ANY SUBJECT IN THE MASTERATE LEVEL.**

BRIDGING SUBJECTS		
ITC	INTRODUCTION TO COMPUTING	3
FOP	FUNDAMENTALS OF PROGRAMMING	3
DSA	DATA STRUCTURES AND ALGORITHMS	3
IM	INFORMATION MANAGEMENT	3
ADET	APPLICATION DEVELOPMENT AND EMERGING TECHNOLOGIES	3

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GRADUATE STUDIES DEPARTMENT 2022

PART II: INSTITUTIONAL PHILOSOPHY AND OBJECTIVES

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

PART III: ADMISSION AND RESIDENCY

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

1.1. 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.

1.2.For admission to the Master's programs, only those who graduated in the Baccalaureate degree program with, at least, an average of 85% or B or 2.0 shall be considered eligible. Requirements for application in the program include:

- Baccalaureate Degree Diploma
- Transcript of Records

(With Remarks: Copy for La Consolacion University Philippines)

- PSA Birth Certificate
- PSA Marriage Certificate (if married)
- 1 long brown envelope
- 1 pc Latest 2x2 ID picture

1.3. For admission to the Doctoral program, only those who graduated in a Master's degree under thesis program and whose weighted average is, at least, 1.75 shall be considered eligible. Requirements for application in the program include:

- Master's Degree Diploma
- Transcript of Records

(With Remarks: Copy for La Consolacion University Philippines)

- PSA Birth Certificate

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DR. ROEL P. ANICAS
Education Supervisor II
Date: 03-01-2023

GRADUATE STUDIES DEPARTMENT

Curriculum in
MASTER OF SCIENCE IN HOTEL AND RESTAURANT MANAGEMENT (MSHRM)
Thesis Steam

SUBJECT CODE	COURSE DESCRIPTION	UNITS
Core Subjects		**6/9**
MRES	Methods of Research	3
MSTAT	Basic Statistics	3
MAS	Augustinian Spirituality	(3)
Major/Specialization Subjects		**18**
MAHM	Management Accounting in Hospitality Management	3
HOP	Hospitality Operations Management	3
OBHI	Organizational Behavior in the Hospitality Industry	3
HRMHI	Human Resource Management in the Hospitality Industry	3
HMM	Hospitality Marketing Management	3
HBS	Hospitality Business Strategies	3
TQMHI	Total Quality Management in the Hospitality Industry	3
ITHM	International Tourism and Hospitality Management	3
EM	Events Management	3
GTHI	Global Trends of the Hotel Industry	3
NVCHM	New Venture Creation in Hospitality Management	3
ICFSM	Issues and Concepts in Food Service Management	3
HIIS	Hospitality Industry Information Systems	3
LAHM	Legal Aspects in Hospitality Management	3
FMHI	Financial Management in the Hospitality Industry	3
Written Comprehensive Examination		
MCE	Comprehensive Examination	
Thesis Writing		**6**
TW1	Thesis Writing, I	3
TW2	Thesis Writing II	3
TOTAL UNITS		**30/33**

Notes:

1. **For Non – HRM / Business Graduates**
   a. **With at least nine (9) units of Business Administration subjects taken in the undergraduate program: complete the additional six (6) units of bridging subjects.**
   b. **Without any Business Administration subjects taken in the undergraduate program: complete the twelve (12) units of bridging subjects first before he/she is allowed to take any subject in the Masterate level.**

Bridging Subjects		
FOUNDAC	Foundations of Accounting	3
FOUNOM	Foundations of Organization and Management	3
FOUNFIN	Foundations of Finance	3
FOUNMAR	Foundations of Marketing	3
FOUNMIS	Foundations of Management Information System	3

APPENDIX: 2022 Contents-Noted Curriculum

La Consolacion University Philippines
Valenzuela St., Capitol View Park Subdivision, Bulihan, City of Malolos, Bulacan

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CONTENTS NOTED
DR. ROEL P. ANICAS
Education Supervisor II
Date: 03-01-2023

GRADUATE STUDIES DEPARTMENT

Curriculum in
MASTERS OF ARTS IN NURSING (MAN)
Non- Thesis Stream

SUBJECT CODE	COURSE DESCRIPTION	UNITS
Core Subjects		**6/9**
MRES	Methods of Research	3
MSTAT	Basic Statistics	3
MAS	Augustinian Spirituality	(3)
Major/Specialization Subjects		**24**
PDEHC	Program Development and Evaluation in Health Care	3
MHCO	Management of Health Care Organizations	3
PRANR	Professional Relationship in Advance Nursing Roles	3
EBNP	Evidence-Based Nursing Practice	3
HRDM	Human Resource and Development and Management	3
QAHC	Quality Assurance in Health Care	3
TFAN	Theoretical Foundations for Advance Nursing	3
TNP	Technology and Nursing Profession	3
LAHA	Legal Aspects in Health Administration	3
Written Comprehensive Examination		
MCE	Comprehensive Examination	
Independent Study (Project Plan)		**6**
IS1	Independent Study 1	3
IS2	Independent Study 2	3
TOTAL UNITS		**36/39**

Notes:

1. **Filipino students must have passed the Nursing Licensure Exam (NLE) to enter the MAN program.**
2. **For Non-Thesis Stream**
   a. **Students under the Non- Thesis shall complete an additional 6 units of Major subjects.**
   b. **A final requirement of research work (Project Plan) at the end of the program.**
3. **For Non – Nursing Graduates (For Foreign Students only)**
   a. **Students must first complete 18 units of bridging subjects before he/she is allowed to take any subject in the masterate level.**

Bridging Subjects		
EBN	Evidenced-Based Nursing	3
NI	Nursing Informatics	3
NLM	Nursing Leadership and Management	3
TN	Transcultural Nursing	3
NE	Nursing English	3
TWN	Technical Writing for Nurses	3

La Consolacion UNIVERSITY PHILIPPINES
THE CATHOLIC UNIVERSITY OF BULACAN
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GRADUATE STUDIES DEPARTMENT 2022

PART III: ADMISSION AND RESIDENCY

- PSA Marriage Certificate (if married)
- 1 long brown envelope
- 1 pc Latest 2x2 ID picture

1.3.1. Applicants in professional doctorate programs (i.e., DBA, DPA, DIT, PhD in Nursing) must present proof of employment such as a Certification of Employment and the like, to prove their involvement in the field for, at least, two (2) years (ref: CMO No. 15, s. 2019).

1.4. 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.

1.5. Public school teachers shall comply with a Permit to Study, which would also be required from them by their respective schools' divisions.

1.6. Straight program articulation is observed in the student application. Students are allowed admission into the program should they have the necessary degree requisite to the program they are applying for. Currently, bridging programs are only available for selected programs.

1.6.1. Applicants in the Master of Arts in Education (MAEd) program who do not have Education-related baccalaureate degrees must first take an 18-unit Certificate in Professional Teaching Education (CPTE) before applying in the MAEd program.

1.6.2. Applicants in the Master in Business Administration (MBA) program who do not have Business-related baccalaureate degrees must first take,at least, nine (9) units of bridging

PART III: ADMISSION AND RESIDENCY

subjects in Business Administration as indicated in their curriculum.

1.6.3. Applicants in the Ph.D. in Education major in Educational Leadership and Management (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.

1.6.4. 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.

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

1.6.5.1. The MA/MSc/Ph.D. program of their field is not offered in LCUP, but the applicant has clearly expressed intent to enroll in the institution; or

1.6.5.2. 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

1.6.5.3. The motion is approved by the Vice President of the Graduate Studies

1.7 Other than the ones indicated above, straight articulation correspondence is observed in the admission of students in the GS programs.

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La Consolacion University Philippines
Valenzuela St., Capitol View Park Subdivision, Bulihan, City of Malolos, Bulacan

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GRADUATE STUDIES DEPARTMENT

Curriculum in
MASTERS OF ARTS IN NURSING (MAN)
Thesis Stream

CONTENTS NOTED
DR. ROEL P. ANICAS
Education Supervisor II
Date: 09-01-2023

SUBJECT CODE	COURSE DESCRIPTION	UNITS
Core Subjects		**6/9**
MRES	Methods of Research	3
MSTAT	Basic Statistics	3
MAS	Augustinian Spirituality	(3)
Major/Specialization Subjects		**18**
PDEHC	Program Development and Evaluation in Health Care	3
MHCO	Management of Health Care Organizations	3
PRANR	Professional Relationship in Advance Nursing Roles	3
EBNP	Evidence-Based Nursing Practice	3
HRDM	Human Resource and Development and Management	3
QAHC	Quality Assurance in Health Care	3
TFAN	Theoretical Foundations for Advance Nursing	3
TNP	Technology and Nursing Profession	3
LAHA	Legal Aspects in Health Administration	3
Written Comprehensive Examination		
MCE	Comprehensive Examination	
Thesis Writing		**6**
TW1	Thesis Writing I	3
TW2	Thesis Writing II	3
TOTAL UNITS		**30/33**

Notes:

1. **Filipino students must have passed the Nursing Licensure Exam (NLE) to enter the MAN program.**
2. **For Non – Nursing Graduates (For Foreign Students only)**
   a. **Students must first complete 18 units of bridging subjects before he/she is allowed to take any subject in the masterate level.**

Bridging Subjects		
EBN	Evidenced-Based Nursing	3
NI	Nursing Informatics	3
NLM	Nursing Leadership and Management	3
TN	Transcultural Nursing	3
NE	Nursing English	3
TWN	Technical Writing for Nurses	3

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La Consolacion University Philippines
Valenzuela St., Capitol View Park Subdivision, Bulihan, City of Malolos, Bulacan

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GRADUATE STUDIES DEPARTMENT

Curriculum in
MASTER OF ARTS IN EDUCATION (MAE)
Major in School Community Development

CONTENTS NOTED
DR. ROEL P. ANICAS
Education Supervisor II
Date: 03-01-2023

SUBJECT CODE	COURSE DESCRIPTION	UNITS
Core Subjects		**6/9**
MRES	Methods of Research	3
MSTAT	Basic Statistics	3
MAS	Augustinian Spirituality	(3)
Major/Specialization Subjects		**18**
TBFP1	The Basic Formation Program i	3
TBFP2	The Basic Formation Program ii	3
ILMB	Integrating Living a Life of Mission and Building a Caring Community	3
COERC	The Context of Education: Relationship of Care	3
SCDBCC	School Community Development: Building Caring Communities	3
SOCCTT	Stories of Care, The Courage to Teach Through	3
Written Comprehensive Examination		
MCE	Comprehensive Examination	
Thesis Writing		**6**
TW1	Thesis Writing I	3
TW2	Thesis Writing II	3
TOTAL UNITS		**30/33**

Notes:

1. **For Graduates of Non – Education Degrees**
   a. **With at least nine (9) units of Education subjects taken in the undergraduate program: complete the additional six (6) units of bridging subjects.**
   b. **Without any Education subjects taken in the undergraduate program: complete the eighteen (18) units of bridging subjects first before he/she is allowed to take any subject in the Masterate level.**

Bridging Subjects		
FLCT	Facilitating Learner-Centered Teaching	3
TEACHPROF	The Teaching Profession	3
TTSC	The Teacher and the School Curriculum	3
BENLAC	Building and Enhancing New Literacies Across the Curriculum	3
ASSESS	Assessment in Learning	3
TTLI	Technology for Teaching, Learning and Instruction	3

1. **Graduates of non-School Community Development degrees shall complete an additional 12 units of Major subjects.**

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PART III: ADMISSION AND RESIDENCY

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

2.1. 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.

2.2. LCUP also accepts foreign students through the Linkages Office. 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
- Photocopy of Alien Certificate of Registration Identified Card (if applicable)
- Photocopy of birth certificate
- Drug Test Results

2.3. Foreign student applicants may push through with the entrance examinations once cleared by the Linkages Office 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

PART III: ADMISSION AND RESIDENCY

proof. However, to the discretion of the Linkages Officer, Admissions Officer, and/or the Vice President for Graduate Studies, foreign students maybe enlisted for an English Proficiency class.

2.5. For students belonging to foreign religious/ missionary services, they must also submit a letter from their congregation recognizing their application for graduate studies, signed by an authorized representative.

2.6. The Office of the Vice President for Research, Publications and Linkages shall ensure that the basic admissions requirements are complied with by the foreign student to warrant recommendation to the Registrar for the issuance of the Notice of Acceptance (NOA) to the student and Endorsement to the Bureau of Immigration.

2.7. 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:

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

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GRADUATE STUDIES DEPARTMENT 2022

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GRADUATE STUDIES DEPARTMENT

Curriculum in
MASTER of Arts in Education (MAE)
Major in in Computer Assisted Instruction (CAI)

CONTENTS NOTED
DR. ROEL P. ANICAS
Education Supervisor II
Date: 03-01-2023

SUBJECT CODE	COURSE DESCRIPTION	UNITS
Core Subjects		**6/9**
MRES	Methods of Research	3
MSTAT	Research Statistics	3
MAS	Augustinian Spirituality	(3)
Major/Specialization Subjects		**18**
CIEP	Computers in the Educational Process	3
CG	Computer Graphics	3
CAIE	Computer Application in Education	3
ACIT	Advanced Computer in Instruction and Training	3
SMIE	Simulation and Models in Education	3
COMSYS	Computer Systems	3
Written Comprehensive Examination		
MCE	Comprehensive Examination	
Thesis Writing		**6**
TW1	Thesis Writing I	3
TW2	Thesis Writing II	3
TOTAL UNITS		**30/33**

NOTES:

1. **FOR GRADUATES OF NON – EDUCATION DEGREES**
   a. **WITH AT LEAST NINE (9) UNITS OF EDUCATION SUBJECTS TAKEN IN THE UNDERGRADUATE PROGRAM: COMPLETE THE ADDITIONAL SIX (6) UNITS OF BRIDGING SUBJECTS.**
   b. **WITHOUT ANY EDUCATION SUBJECTS TAKEN IN THE UNDERGRADUATE PROGRAM: COMPLETE THE TWELVE (12) UNITS OF BRIDGING SUBJECTS FIRST BEFORE HE/SHE IS ALLOWED TO TAKE ANY SUBJECT IN THE MASTERATE LEVEL.**

Bridging Subjects		
FLCT	FACILITATING LEARNER-CENTERED TEACHING	3
TEACHPROF	THE TEACHING PROFESSION	3
TTSC	THE TEACHER AND THE SCHOOL CURRICULUM	3
BENLAC	BUILDING AND ENHANCING NEW LITERACIES ACROSS THE CURRICULUM	3
ASSESS	ASSESSMENT IN LEARNING	3
TTLI	TECHNOLOGY FOR TEACHING, LEARNING AND INSTRUCTION	3

2. **GRADUATES OF NON-COMPUTER AIDED INSTRUCTION DEGREES SHALL COMPLETE AN ADDITIONAL 12 UNITS OF MAJOR SUBJECTS.**

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GRADUATE STUDIES DEPARTMENT
Curriculum in
MASTER of Arts in Education (MAE)
Major in Physical Education and Sports

CONTENTS NOTED
DR. ROEL P. ANICAS
Education Supervisor II
Date: 03-01-2023

SUBJECT CODE	COURSE DESCRIPTION	UNITS
Core Subjects		**6/9**
MRES	Methods of Research	3
MSTAT	Basic Statistics	3
MAS	Augustinian Spirituality	(3)
Major/Specialization Subjects		**18**
TCEPE	Test Construction and Evaluation in Physical Education	3
TTTD	Theory and Techniques in Teaching Dance	3
TIPES	Trends and Issues in Physical Education and Sports	3
PPCD	Professional Preparation and Curriculum Design In Physical Education And Sports	3
SP	Sports Psychology	3
AMPES	Advanced Management of Physical Education and Sports with Field Work	3
Written Comprehensive Examination		
MCE	Comprehensive Examination	
Thesis Writing		**6**
TW1	Thesis Writing I	3
TW2	Thesis Writing II	3
TOTAL UNITS		**30/33**

Notes:

1. **For Graduates of Non – Education Degrees**
   a. **With at least nine (9) units of Education subjects taken in the undergraduate program: complete the additional six (6) units of bridging subjects.**
   b. **Without any Education subjects taken in the undergraduate program: complete the eighteen (18) units of bridging subjects first before he/she is allowed to take any subject in the Masterate level.**

Bridging Subjects		
FLCT	Facilitating Learner-Centered Teaching	3
TEACHPROF	The Teaching Profession	3
TTSC	The Teacher and the School Curriculum	3
BENLAC	Building and Enhancing New Literacies Across the Curriculum	3
ASSESS	Assessment in Learning	3
TTLI	Technology for Teaching, Learning and Instruction	3

2. **Graduates of non-Physical Education degrees shall complete an additional 12 units of Major subjects.**

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PART III: ADMISSION AND RESIDENCY

Section 3: Admission Requirements for Applicants Transferring from another HEI

3.1. 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.

3.1.1 For Master's degree program, only nine (9) units can be credited; and

3.1.2 For Doctoral degree program, a maximum of twelve (12) units can be credited.

3.2. Subject crediting/evaluation must be done by the Graduate Studies Program Head / Asst. to the Vice President for Graduate Studies and approved by the Vice President for Graduate Studies 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 Latin Honors. He/She must take, at least, eighteen (18) units, including Research and Statistics.

PART III: ADMISSION AND RESIDENCY

Section 4: Rules for Registration

4.1. 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.

4.2. Aside from the specified registration period, a student may enroll and be admitted in accordance with the reasonable rules of the school for late enrollment.

4.3. After the enrollment period ends, no further enrolment 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.

4.4. 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.

4.5. 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

5.1. Applicants for the master's programs with the general average

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GRADUATE STUDIES DEPARTMENT
Master of Arts in Education (MAE)
Major in Early Childhood Education

CONTENTS NOTED
DR. ROEL P. ANICAS
Education Supervisor II
Date: 09-01-2023

SUBJECT CODE	COURSE DESCRIPTION	UNITS
Core Subjects		**6/9**
MRES	Methods of Research	3
MSTAT	Basic Statistics	3
MAS	Augustinian Spirituality	(3)
Major/Specialization Subjects		**18**
NHSCIT	Nutrition, Health, Safety and Caring for Infant and Toddlers	3
CDA	Child Development and Assessment	3
ADAEC	Advanced Studies in Assessment of Early Childhood and Elementary Learners	3
OAEECE	Observation, Assessment and Evaluation for Early Childhood Education	3
IECEE	Issues in Early Childhood and Elementary Education	3
ECPSEC	Early Childhood Programs for Special and Exceptional Children	3
Written Comprehensive Examination		
MCE	Comprehensive Examination	
Thesis Writing		**6**
TW1	Thesis Writing I	3
TW2	Thesis Writing II	3
TOTAL UNITS		**30/33**

Notes:

1. **For Graduates of Non – Education Degrees**
   a. **With at least nine (9) units of Education subjects taken in the undergraduate program: complete the additional six (6) units of bridging subjects.**
   b. **Without any Education subjects taken in the undergraduate program: complete the eighteen (18) units of bridging subjects first before he/she is allowed to take any subject in the Masterate level.**

Bridging Subjects		
FLCT	Facilitating Learner-Centered Teaching	3
TEACHPROF	The Teaching Profession	3
TTSC	The Teacher and the School Curriculum	3
BENLAC	Building and Enhancing New Literacies Across the Curriculum	3
ASSESS	Assessment in Learning	3
TTLI	Technology for Teaching, Learning and Instruction	3

2. **Graduates of non-Early Childhood Education degrees shall complete an additional 12 units of Major subjects.**

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GRADUATE STUDIES DEPARTMENT

Curriculum in
MASTER OF ARTS IN EDUCATION (MAE)
Major in Guidance and Counseling

CONTENTS NOTED
DR. ROEL P. ANICAS
Education Supervisor II
Date: 03-01-2023

SUBJECT CODE	COURSE DESCRIPTION	UNITS
Core Subjects		**6/9**
MRES	Methods of Research	3
MSTAT	Basic Statistics	3
MAS	Augustinian Spirituality	(3)
Major/Specialization Subjects		**18**
FOG	Foundations of Guidance	3
CTTAT	Counseling Theories, Tools, and Techniques	3
PSYTEST	Psychological Testing	3
OASGSPD	Organization, Administration, and Supervision of Guidance Services and Program Development	3
GP	Group Process	3
CG	Career Guidance	3
ICP	Innovations in Counseling Psychology	3
PEIC	Professional and Ethical Issues for Counselors	3
TOP	Theories of Personality	3
CCSC	Counseling and Consulting for Special Concerns	3
CTSS	Conflict Transformation Skills and Strategies	3
UDV	Understanding and Dealing with Violence	3
HDPIS	Human Development and Psycho-social Intervention Strategies	3
Written Comprehensive Examination		
MCE	Comprehensive Examination	
Thesis Writing		**6**
TW1	Thesis Writing I	3
TW2	Thesis Writing II	3
TOTAL UNITS		**30/33**

Notes:

1. **For Graduates of Non – Education Degrees**
   a. **With at least nine (9) units of Education subjects taken in the undergraduate program: complete the additional six (6) units of bridging subjects.**
   b. **Without any Education subjects taken in the undergraduate program: complete the eighteen (18) units of bridging subjects first before he/she is allowed to take any subject in the Masterate level.**

Bridging Subjects		
INTROPSY	Introduction to Psychology	3
DEVPSY	Developmental Psychology	3
TOP	Theories of Personality	3
PSYSTAT	Psychological Statistics	3
ABPSY	Abnormal Psychology	3
PSYASS	Psychological Assessment	3

2. **Those who want to take the PRC Licensure has to enroll the following subjects.**

Bridging Subjects		
PCP	Psychological Counseling And Psychotherapy	3
APA	Advanced Psychological Assessment	3
AAP	Advanced Abnormal Psychology	3

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PART III: ADMISSION AND RESIDENCY

lower than 85% or 2.0 may be admitted on probation status.

5.2. The following requirements should be complied with for admission and retention to a degree program.
   5.2.1. He/She should have obtained a grade of 1.5 or better in no less than half of the subjects enrolled.
   5.2.2. He/She should not have a grade below 2.0. A student for the Masterate and Doctorate programs should repeat courses 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

6.1. 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.

6.2. The maximum number of years to complete the master's and doctoral degrees:
   6.2.1. Master's programs – seven (7) years
   6.2.2. Doctorate programs – nine (9) years

6.3. *Maximum Residency*. A student who exceeded the maximum program residency shall repeat the entire program and subject for probation upon the approval of the Vice President for Graduate Studies and the University Registrar.

6.4. *Leave of Absence*. A student who wishes to stop their coursework for a

PART III: ADMISSION AND RESIDENCY

term should file a LEAVE OF ABSENCE at the Office of the University Registrar and subject to the approval of the Vice President for Graduate Studies. However, the time lapsed in their leave would still be counted as part of their official residency.

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

One (1) year, but less than two (2) years - three (3) units
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

7.1. Refresher's subjects are taken in addition to the regular unis required by the program. It is strongly suggested that the subjects must be aligned to or related to the thesis/dissertation topics.

7.2. Graduate Studies students should obtain a grade of 1.5 or higher in no less than half of the enrolled subjects.

7.3. 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.

7.4. Students may be allowed to enrol in non-credit subjects for professional growth.

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CONTENTS NOTED
DR. ROEL P. ANICAS
Education Supervisor II
Date: 02-01-2023

GRADUATE STUDIES DEPARTMENT

Curriculum in
MASTER OF ARTS IN EDUCATION (MAE)
Major in Religious Education

SUBJECT CODE	COURSE DESCRIPTION	UNITS
Core Subjects		**6/9**
MRES	Methods of Research	3
MSTAT	Basic Statistics	3
MAS	Augustinian Spirituality	(3)
Major/Specialization Subjects		**18**
ISS1	Introduction to Sacred Scripture I	3
ISS2	Introduction to Sacred Scripture II	3
CLP	Cristology (Liberation Perspective)	3
PASM	Personal and Social Morality	3
ECCLES	Ecclesiology (People of God, Communion, Basic Ecclesial Communities)	3
PRE	Psychology of Religious Education (Stages of Faith)	3
CTRE	Current Trends in Religious Education	3
CH	Church History	3
STOC	Social Teachings of the Church	3
BH	Biblical Hermeneutics	3
CSEW	Christian Spirituality (Eastern and Western)	3
Written Comprehensive Examination		
MCE	Comprehensive Examination	
Thesis Writing		**6**
TW1	Thesis Writing I	3
TW2	Thesis Writing II	3
TOTAL UNITS		**30/33**

Notes:

1. **For Graduates of Non – Education Degrees**
   a. **With at least nine (9) units of Education subjects taken in the undergraduate program: complete the additional six (6) units of bridging subjects.**
   b. **Without any Education subjects taken in the undergraduate program: complete the eighteen (18) units of bridging subjects first before he/she is allowed to take any subject in the Masterate level.**

Bridging Subjects		
FLCT	Facilitating Learner-Centered Teaching	3
TEACHPROF	The Teaching Profession	3
TTSC	The Teacher and the School Curriculum	3
BENLAC	Building and Enhancing New Literacies Across the Curriculum	3
ASSESS	Assessment in Learning	3
TTLI	Technology for Teaching, Learning and Instruction	3

2. **Graduates of non-Religious Education degrees shall complete an additional 12 units of Major subjects.**

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La Consolacion University Philippines
Valenzuela St., Capitol View Park Subdivision, Bulihan, City of Malolos, Bulacan

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GRADUATE STUDIES DEPARTMENT

Curriculum in
MASTER OF ARTS IN EDUCATION (MAE)
Major in Arts Management

CONTENTS NOTED
DR. ROEL P. ANICAS
Education Supervisor II
Date: 03-01-2023

SUBJECT CODE	COURSE DESCRIPTION	UNITS
Core Subjects		**6/9**
MRES	METHODS OF RESEARCH	3
MSTAT	BASIC STATISTICS	3
MAS	AUGUSTINIAN SPIRITUALITY	(3)
MAJOR/SPECIALIZATION SUBJECTS		**18**
IAM	INTRODUCTION TO ARTS MANAGEMENT	3
LAIA	LEGAL ASPECTS IN THE ARTS	3
MMA	MARKETING MANAGEMENT FOR THE ARTS	3
AMAS	ARTS MANAGEMENT AND SOCIETY	3
AP	ARTS POLICY	3
PPIA	PROGRAM PLANNING IMPLEMENTATION IN THE ARTS	3
APPRE	ART APPRECIATION	3
FMAB	FINANCIAL MANAGEMENT AND BUDGETING	3
PTM	PRODUCTION THEATER MANAGEMENT	3
CDCT	CREATIVE DRAMA AND CHILDREN'S THEATER	3
WRITTEN COMPREHENSIVE EXAMINATION		
MCE	COMPREHENSIVE EXAMINATION	
THESIS WRITING		**6**
TW1	THESIS WRITING I	3
TW2	THESIS WRITING II	3
TOTAL UNITS		**30/33**

NOTES:

1. **FOR GRADUATES OF NON – EDUCATION DEGREES**
   a. **WITH AT LEAST NINE (9) UNITS OF EDUCATION SUBJECTS TAKEN IN THE UNDERGRADUATE PROGRAM: COMPLETE THE ADDITIONAL SIX (6) UNITS OF BRIDGING SUBJECTS.**
   b. **WITHOUT ANY EDUCATION SUBJECTS TAKEN IN THE UNDERGRADUATE PROGRAM: COMPLETE THE TWELVE (12) UNITS OF BRIDGING SUBJECTS FIRST BEFORE HE/SHE IS ALLOWED TO TAKE ANY SUBJECT IN THE MASTERATE LEVEL.**

Bridging Subjects		
FLCT	FACILITATING LEARNER-CENTERED TEACHING	3
TEACHPROF	THE TEACHING PROFESSION	3
TTSC	THE TEACHER AND THE SCHOOL CURRICULUM	3
BENLAC	BUILDING AND ENHANCING NEW LITERACIES ACROSS THE CURRICULUM	3
ASSESS	ASSESSMENT IN LEARNING	3
TTLI	TECHNOLOGY FOR TEACHING, LEARNING AND INSTRUCTION	3

2. **GRADUATES OF NON-ARTS MANAGEMENT DEGREES SHALL COMPLETE AN ADDITIONAL 12 UNITS OF MAJOR SUBJECTS.**

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PART III: ADMISSION AND RESIDENCY

Section 8: Excess Load for Graduating Students

8.1. Upon the discretion of the Dean/VPGS, 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 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

9.1.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.

9.2. 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

10.1. A graduate 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.

PART III: ADMISSION AND RESIDENCY

10.2. 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 Studies. **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 admission at LCUP Graduate Studies.**

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 enrol the foundational subjects or bridging program.

Section 11. Adding/ Dropping/ Changing of Course Subjects

11.1. 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.

11.2. A course may be dropped two weeks after the opening of classes. Tuition fee refunds for dropped course(s) are as follows:

10.2.1. Before the term starts – 100%

10.2.2. During the 1st week of classes – 80%

10.2.3. From Week 2 until the end of Week 4 – 50%

10.2.4. After Week 4, there is no refund of tuition fee

11.3. After the dropping period, a student has to apply for withdrawal if he/she wishes to discontinue attending a course. A "W" appears in the Transcript of Records.

11.4. Students who fail to drop, are considered officially enrolled and

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CONTENTS NOTED
DR. ROEL P. ANICAS
Education Supervisor II
Date: 03-01-2023

GRADUATE STUDIES DEPARTMENT

Curriculum in
MASTER OF ARTS IN EDUCATION (MAE)
Major in Cultural Education

SUBJECT CODE	COURSE DESCRIPTION	UNITS
Core Subjects		**6/9**
MRES	Methods of Research	3
MSTAT	Basic Statistics	3
MAS	Augustinian Spirituality	(3)
Major/Specialization Subjects		**18**
PCE	Pedagogy of Cultural Education	3
CTBEC	Culture-based Teaching of the Basic Education Curriculum	3
AETP	Advanced Education Theories and Pedagogy	3
CDLP	Cultural Diversity and Languages in the Philippines	3
PHH	Philippine History and Heritage	3
PA	Philippine Arts	3
LCM	Local and Cultural Mapping	3
MCD	Media-based Cultural Documentation	3
ICE	Issues in Cultural Education	3
DCLE	Development of Culture-based Lesson Exemplars	3
PLA	Problem-based Learning and Application	3
CAG	Culture and Governance	3
Written Comprehensive Examination		
MCE	Comprehensive Examination	
Thesis Writing		**6**
TW1	Thesis Writing I	3
TW2	Thesis Writing II	3
TOTAL UNITS		**30/33**

Notes:

1. **For Graduates of Non – Education Degrees**
   a. **With at least nine (9) units of Education subjects taken in the undergraduate program: complete the additional six (6) units of bridging subjects.**
   b. **Without any Education subjects taken in the undergraduate program: complete the eighteen (18) units of bridging subjects first before he/she is allowed to take any subject in the Masterate level.**

Bridging Subjects		
FLCT	Facilitating Learner-Centered Teaching	3
TEACHPROF	The Teaching Profession	3
TTSC	The Teacher and the School Curriculum	3
BENLAC	Building and Enhancing New Literacies Across the Curriculum	3
ASSESS	Assessment in Learning	3
TTLI	Technology for Teaching, Learning and Instruction	3

2. **Graduates of non-Cultural Education degrees shall complete an additional 12 units of Major subjects.**

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GRADUATE STUDIES DEPARTMENT

Curriculum in
MASTER OF ARTS IN EDUCATION (MAE)
Major in Teaching the Arts

CONTENTS NOTED
DR. ROEL P. ANICAS
Education Supervisor II
Date: 03-01-2023

SUBJECT CODE	COURSE DESCRIPTION	UNITS
Core Subjects		**6/9**
MRES	Methods of Research	3
MSTAT	Basic Statistics	3
MAS	Augustinian Spirituality	(3)
Major/Specialization Subjects		**18**
PCE	Pedagogy of Cultural Education	3
FOA	Foundations of Arts	3
ACA	Art Criticism and Appreciation	3
AEAVA	Apprenticeship and Exploration in the Arts (Visual Arts)	3
AEAPA	Apprenticeship and Exploration in the Arts (Performing Arts)	3
AEAMA	Apprenticeship and Exploration in the Arts (Media Arts)	3
AEALA	Apprenticeship and Exploration in the Arts (Literary Arts)	3
PARTS	Philippine Arts	3
Written Comprehensive Examination		
MCE	Comprehensive Examination	
Thesis Writing		**6**
TW1	Thesis Writing I	3
TW2	Thesis Writing II	3
TOTAL UNITS		**30/33**

Notes:

1. **For Graduates of Non – Education Degrees**
   a. **With at least nine (9) units of Education subjects taken in the undergraduate program: complete the additional six (6) units of bridging subjects.**
   b. **Without any Education subjects taken in the undergraduate program: complete the eighteen (18) units of bridging subjects first before he/she is allowed to take any subject in the Masterate level.**

Bridging Subjects		
FLCT	Facilitating Learner-Centered Teaching	3
TEACHPROF	The Teaching Profession	3
TTSC	The Teacher and the School Curriculum	3
BENLAC	Building and Enhancing New Literacies Across the Curriculum	3
ASSESS	Assessment in Learning	3
TTLI	Technology for Teaching, Learning and Instruction	3

2. **Graduates of non-Teaching of the Arts degrees shall complete an additional 12 units of Major subjects.**

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PART III: ADMISSION AND RESIDENCY

are, therefore, covered by all the provisions applicable for enrolled students.

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

11.6. If the student has never attended a class for one day, the amount he/she paid will be refunded minus the other school fees.

11.7. 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.

11.8. 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.

11.9. 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.

PART IV: ACADEMIC POLICIES

Section 1. Policies on Instruction

1.1. A classroom routine always begins with an opening prayer and ends with closing prayer. Students are encouraged to lead the prayers.

1.2. 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.

1.3. On matters related to a professor coming late in class:

1.3.1. If the class meets for an hour three times a week, the professor may be late for ten minutes in a class hour;

1.3.2. If the class meets twice a week, i.e. an hour and a half twice a week, the professor may be late for 15 minutes; and

1.3.3. If the class meets once a week, i.e. three hours a week, the professor may be late for 30 minutes.

1.4. It is always advisable that the department will be notified beforehand in case the professor will be late. Other than the conditions stipulated above, he 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.

1.5. For any class activity that will be held outside the LCUP campus, a letter seeking permission is required, approved by the University President through the Vice President for Graduate Studies, and must be submitted at least, two (2) weeks before the planned date of event.

1.6. The use of school facilities and electronic equipment must be requested a week ahead of the school usage.

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CMO. 15 S. 2019

GRADUATE STUDIES DEPARTMENT

Curriculum in
MASTER of Arts in Education (MAE)
Major in General Science

CONTENTS NOTED
DR. ROEL P. ANICAS
Education Supervisor II
Date: 03-01-2024

SUBJECT CODE	COURSE DESCRIPTION	UNITS
Core Subjects		**6/9**
MRES	Methods of Research	3
MSTAT	Basic Statistics	3
MAS	Augustinian Spirituality	(3)
Major/Specialization Subjects		**18**
CIAG	Curriculum, Instructions and Assessment in General Science	3
CGITSE	Contemporary Global Issues and Trends in Science Education	3
ICTTSE	ICT in Teaching Science Education	3
CTBST	Contemporary Topics in Biological Science for Science Teachers	3
CTEST	Contemporary Topics in Environmental Science for Science Teachers	3
CTPST	Contemporary Topics for Physical Science for Science Teachers	3
Written Comprehensive Examination		
MCE	Comprehensive Examination	
Thesis Writing		**6**
TW1	Thesis Writing I	3
TW2	Thesis Writing II	3
TOTAL UNITS		**30/33**

Notes:

1. **For Graduates of Non – Education Degrees**
   a. **With at least nine (9) units of Education subjects taken in the undergraduate program: complete the additional six (6) units of bridging subjects.**
   b. **Without any Education subjects taken in the undergraduate program: complete the eighteen (18) units of bridging subjects first before he/she is allowed to take any subject in the Masterate level.**

Bridging Subjects		
FLCT	Facilitating Learner-Centered Teaching	3
TEACHPROF	The Teaching Profession	3
TTSC	The Teacher and the School Curriculum	3
BENLAC	Building and Enhancing New Literacies Across the Curriculum	3
ASSESS	Assessment in Learning	3
TTLI	Technology for Teaching, Learning and Instruction	3

2. **Graduates of non-General Science degrees shall complete an additional 12 units of Major subjects.**

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GRADUATE STUDIES DEPARTMENT

Curriculum in
MASTER of Arts in Education (MAE)
Major in Social Studies

CONTENTS NOTED
DR. ROEL P. ANICAS
Education Supervisor II
Date: 08-01-2023

SUBJECT CODE	COURSE DESCRIPTION	UNITS
Core Subjects		**6/9**
MRES	Methods of Research	3
MSTAT	Basic Statistics	3
MAS	Augustinian Spirituality	(3)
Major/Specialization Subjects		**18**
STST	Selected Topics in Social Studies for Teachers	3
IPPSS	Instructional Planning and Procedures in Social Studies	3
PIAMSS	Production of Instruction and Assessment Materials in Social Studies	3
HOTW	History of the World	3
CGIT	Contemporary Global Issues and Trends	3
ICPHS	Issues and Contexts in Philippine History and Studies	3
Written Comprehensive Examination		
MCE	Comprehensive Examination	
Thesis Writing		**6**
TW1	Thesis Writing I	3
TW2	Thesis Writing II	3
TOTAL UNITS		**30/33**

Notes:

1. For Graduates of Non – Education Degrees
   a. With at least nine (9) units of Education subjects taken in the undergraduate program: complete the additional six (6) units of bridging subjects.
   b. Without any Education subjects taken in the undergraduate program: complete the eighteen (18) units of bridging subjects first before he/she is allowed to take any subject in the Masterate level.

Bridging Subjects		
FLCT	Facilitating Learner-Centered Teaching	3
TEACHPROF	The Teaching Profession	3
TTSC	The Teacher and the School Curriculum	3
BENLAC	Building and Enhancing New Literacies Across the Curriculum	3
ASSESS	Assessment in Learning	3
TTLI	Technology for Teaching, Learning and Instruction	3

2. Graduates of non-Social Studies degrees shall complete an additional 12 units of Major subjects.

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PART IV: ACADEMIC POLICIES

1.7. 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

2.1. 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 Studies 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.

2.2. 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.

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

3.1. 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 al-

PART IV: ACADEMIC POLICIES

lowed.

3.2. Changing of grades cannot be processed merely by the professor without informing the Dean/ Vice President properly and in ahead of time. The professor needs to write a letter to be signed by the Dean/ Vice President before changing the grades in the system or in paper.

3.3. In cases wherein the student did not take the final examination in the subject and his / her performance was not considered satisfactory enough to merit a passing grade, the school may, at its discretion, grant a final grade which does not earn credits; but, which does not indicate failure either (such as "NC" for "NO CREDIT" as "NG" for "NO GRADE).

3.3.1. NO GRADE mark on subjects enrolled shall be allowed to change until the succeeding Trimester only. Failure to do so means that the NG mark shall be converted to FAILED or 5.0. This shall appear in the Official Transcript of Records. The respective professor shall accomplish the CORRECTION OF GRADE FORM from the Office of the University Registrar to change the NG mark with the correct grade of the student.

3.4. A student seeking a Master's Degree is expected a minimum grade of 2.0 in all subjects. The following are suggested for consideration:

3.4.1. A student who obtained an INC mark in his/her subject has one (1) year to comply to change the INC mark. Failure to complete the INC mark within one (1) academic year shall be marked as FAILED or 5.0. This shall appear in the Official Transcript of Records of the student. The highest grade that can be earned by the student with an INC is 1.25.

3.4.2. A student for the Masterate and Doctorate programs should

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GRADUATE STUDIES DEPARTMENT

Curriculum in
MASTER of Arts in Education (MAE)
Major in Mathematics

CONTENTS NOTED
DR. ROEL P. ANICAS
Education Supervisor II
Date: 8-01-2023

SUBJECT CODE	COURSE DESCRIPTION	UNITS
Core Subjects		**6/9**
MRES	Methods of Research	3
MSTAT	Basic Statistics	3
MAS	Augustinian Spirituality	(3)
Major/Specialization Subjects		**18**
LAMT	Linear Algebra and Matrix Theory	3
ADE	Advanced Differential Equations	3
SAP	Statistics and Probability	3
AC	Advanced Calculus	3
NA	Numerical Analysis	3
ST	Special Topics	3
TON	Theory of Number	3
MG	Modern Geometry	3
Written Comprehensive Examination		
MCE	Comprehensive Examination	
Thesis Writing		**6**
TW1	Thesis Writing I	3
TW2	Thesis Writing II	3
TOTAL UNITS		**30/33**

Notes:

1. **For Graduates of Non – Education Degrees**
   a. **With at least nine (9) units of Education subjects taken in the undergraduate program: complete the additional six (6) units of bridging subjects.**
   b. **Without any Education subjects taken in the undergraduate program: complete the eighteen (18) units of bridging subjects first before he/she is allowed to take any subject in the Masterate level.**

Bridging Subjects		
FLCT	Facilitating Learner-Centered Teaching	3
TEACHPROF	The Teaching Profession	3
TTSC	The Teacher and the School Curriculum	3
BENLAC	Building and Enhancing New Literacies Across the Curriculum	3
ASSESS	Assessment in Learning	3
TTLI	Technology for Teaching, Learning and Instruction	3

2. **Graduates of non-Mathematics degrees shall complete an additional 12 units of Major subjects.**

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GRADUATE STUDIES DEPARTMENT

Curriculum in
MASTER OF ARTS IN EDUCATION (MAE)
Major in Filipino

CONTENTS NOTED
DR. ROEL P. ANICAS
Education Supervisor II
Date: 08-01-2023

SUBJECT CODE	COURSE DESCRIPTION	UNITS
Core Subjects		**6/9**
MRES	Methods of Research	3
MSTAT	Basic Statistics	3
MAS	Augustinian Spirituality	(3)
Major/Specialization Subjects		**18**
EWF	Estruktura ng Wikang Filipino	3
WKL	Wika, Kultura at Lipunan	3
PSW	Pagsasaling Wika	3
MP	Malikhaing Pagsulat	3
PSM	Pagsulat sa Midya	3
PF	Panitikang Filipino	3
PP	Panunuring Pampanitikan	3
PW	Pagsusulit Wika	3
PNP	Pagtuturo ng Panitikan	3
PEKP	Pagsusuri at Ebalwasyon ng Kagamitang Pangturo	3
Written Comprehensive Examination		
MCE	Comprehensive Examination	
Thesis Writing		**6**
TW1	Thesis Writing I	3
TW2	Thesis Writing II	3
TOTAL UNITS		**30/33**

Notes:

1. **For Graduates of Non – Education Degrees**
   a. **With at least nine (9) units of Education subjects taken in the undergraduate program: complete the additional six (6) units of bridging subjects.**
   b. **Without any Education subjects taken in the undergraduate program: complete the eighteen (18) units of bridging subjects first before he/she is allowed to take any subject in the Masterate level.**

Bridging Subjects		
FLCT	Facilitating Learner-Centered Teaching	3
TEACHPROF	The Teaching Profession	3
TTSC	The Teacher and the School Curriculum	3
BENLAC	Building and Enhancing New Literacies Across the Curriculum	3
ASSESS	Assessment in Learning	3
TTLI	Technology for Teaching, Learning and Instruction	3

2. **Graduates of non-Filipino degrees shall complete an additional 12 units of Major subjects.**

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PART IV: ACADEMIC POLICIES

repeat courses where they obtained grades below 2.0.

3.5. Students who wish to petition for a change of grade after having 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. Application for a change of grade will be entertained only if the completed forms are received at the Office of the Registrar. The deadline for applying for a change of grade is two weeks after the grades have been submitted to the Office of the Registrar. After the deadline, no petition for a change of grades shall be honored and the original grade shall be retained.

3.6. 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-<

PART IV: ACADEMIC POLICIES

Grade	Description	Range
1.00	Exemplary	1.00-1.24
1.25	Proficient	1.25-1.49
1.50	Accomplished	1.50-1.74
1.75	Emerging	1.75-1.99
2.00	Beginner	2.00-2.24
2.25 and below	Failed	2.25 and below

Section 4. Subject Load and Sequence

4.1.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.

4.2. Standard coursework pathways are different according to graduate level.

4.2.1. For Masterate students, major and cognate coursework must be accomplished before accomplishing core subject courses.

4.2.2. For Doctorate students, major, cognate, and language requirement subjects must be accomplished first before core subject courses.

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 ex-

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CONTENTS NOTED
DR. NOEL P. ANICAS
Education Supervisor II
Date: 03-01-2023

Curriculum in
MASTER OF ARTS IN EDUCATION (MAE)
Major in English

SUBJECT CODE	COURSE DESCRIPTION	UNITS
Core Subjects		**6/9**
MRES	Methods of Research	3
MSTAT	Basic Statistics	3
MAS	Augustinian Spirituality	(3)
Major/Specialization Subjects		**18**
TESL	Teaching English as a Second Language	3
ASCL	Advanced Study of Children's Literature	3
PEMTE	Preparation and Evaluation of Instructional Materials for Teaching English	3
ELA	English Language Assessment	3
SOT	Structure of English	3
SDL	Seminar in Descriptive Linguistics	3
CWT	Creative Writing for Teachers	3
LC	Literary Criticism	3
CL	Comparative Literature	3
RIA	Reading Instruction and Assessment	3
TL	Teaching Literature	3
IMLI	Integrating Media into Language Instruction	3
Written Comprehensive Examination		
MCE	Comprehensive Examination	
Thesis Writing		**6**
TW1	Thesis Writing I	3
TW2	Thesis Writing II	3
TOTAL UNITS		**30/33**

Notes:

1. **For Graduates of Non – Education Degrees**
   a. **With at least nine (9) units of Education subjects taken in the undergraduate program: complete the additional six (6) units of bridging subjects.**
   b. **Without any Education subjects taken in the undergraduate program: complete the eighteen (18) units of bridging subjects first before he/she is allowed to take any subject in the Masterate level.**

Bridging Subjects		
FLCT	Facilitating Learner-Centered Teaching	3
TEACHPROF	The Teaching Profession	3
TTSC	The Teacher and the School Curriculum	3
BENLAC	Building and Enhancing New Literacies Across the Curriculum	3
ASSESS	Assessment in Learning	3
TTLI	Technology for Teaching, Learning and Instruction	3

2. **Graduates of non-English degrees shall complete an additional 12 units of Major subjects.**

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DR. ROEL P. ANICAS
Education Supervisor II
Date: 03-07-2023

GRADUATE STUDIES DEPARTMENT
MASTER OF ARTS IN EDUCATION (MAE)
major in Educational Management
Thesis Stream

SUBJECT CODE	COURSE DESCRIPTION	UNITS
Core Subjects		**6/9**
MRES	Methods of Research	3
MSTAT	Basic Statistics	3
MAS	Augustinian Spirituality	(3)
Major/Specialization Subjects		**18**
ELFM	Educational Legislation and Fiscal Management	3
EPD	Educational Planning and Development	3
ECIT	Current Issues and Trends in Education	3
DAE	Decision Analysis in Education	3
EMCI	Management of Curriculum and Instruction	3
ELDE	Educational Leadership in the Digital Era	3
OPME	Organization and Personnel Management in Education	3
CME	Crisis Management in Education	3
Written Comprehensive Examination		
MCE	Comprehensive Examination	
Thesis Writing		**6**
TW1	Thesis Writing, I	3
TW2	Thesis Writing II	3
TOTAL UNITS		**30/33**

Notes:

1. **For Non –Education Graduates**
   a. **With at least nine (9) units of Education subjects taken in the undergraduate program: complete the additional six (6) units of bridging subjects.**
   b. **Without any Education subjects taken in the undergraduate program: complete the eighteen (18) units of bridging subjects first before he/she is allowed to take any subject in the Masterate level.**

Bridging Subjects		
FLCT	Facilitating Learner-Centered Teaching	3
TEACHPROF	The Teaching Profession	3
TTSC	The Teacher and the School Curriculum	3
BENLAC	Building and Enhancing New Literacies Across the Curriculum	3
ASSESS	Assessment in Learning	3
TTLI	Technology for Teaching, Learning and Instruction	3

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traordinary 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

5.1. 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.

5.2. A written Comprehensive Examination is required of all graduate students

5.3. No student will be allowed to defend his/her thesis/dissertation without having passed the written comprehensive examination.

5.4. Application for the comprehensive examination may be made after the completion all core, major, cognate/ electives, and language requirement subjects.

5.5. 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	Grade	Verbal Interpretation
97-100	1.00	High Pass
90-96	1.25	
83-89	1.50	Pass
76-82	1.75	Low Pass
70-75	2.00	

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5.6. 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.

5.7. Results released to the students are verbal interpretations of their actual numerical figures, which would remain confidential to the Registrar's Office and the Vice President for Graduate Studies.

5.8. Students who failed in one or more exams may retake said exams in a date specified by the Graduate Studies Office. Retake scores are given a different score and grade equivalents, to wit:

Score	Grade	Verbal Interpretation
95-100	1.25	High Pass
86-94	1.50	Pass
76-85	1.75	Low Pass
70-75	2.00	

Section 6. Thesis/ Dissertation/ Capstone Writing

6.1. Students must first pass all components of the Comprehensive Exam before enrolling in the Thesis/ Dissertation writing.

6.2. Programs with Capstone Writing are considered in the same procedures as thesis or dissertation writing, depending on the student's program level.

6.3. 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.

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CONTENTS NOTED
DR. ROEL P. ANICAS
Education Supervisor II
Date: 08-01-2023

GRADUATE STUDIES DEPARTMENT

Curriculum in
DOCTOR IN INFORMATION TECHNOLOGY (DIT)

SUBJECT CODE	COURSE DESCRIPTION	UNITS
CORE SUBJECTS		**6/9**
DRES	ADVANCED METHODS OF RESEARCH	3
DSTAT	ADVANCED STATISTICS	3
DLAT	LEADERSHIP IN THE AUGUSTINIAN TRADITION	(3)
MAJOR COURSE		**6**
ITM	INFORMATION TECHNOLOGY MANAGEMENT	3
IICP	INDUSTRY IMMERSION AND CONSULTING PRACTICES	3
ELECTIVE COURSE		**18**
ETAIT	EMERGING TRENDS AND ISSUES IN IT	3
ADMDW	ADVANCED DATA MINING AND DATA WRANGLING	3
MLO	MACHINE LEARNING OPTIMIZATION	3
ITGE	IT GOVERNANCE AND ENTERPRISE	3
ESA	ENTERPRISE SYSTEMS ARCHITECTURE	3
CDP	CYBERSECURITY AND DATA PRIVACY	3
FOREIGN LANGUAGE		**3**
FL	FOREIGN LANGUAGE*	3
WRITTEN COMPREHENSIVE EXAMINATION		**0**
DCE	COMPREHENSIVE EXAMINATION	
DISSERTATION WRITING		**12**
DW 1	PREPARATION & DEFENSE OF DISSERTATION PROPOSAL	3
DW 2	CONSTRUCTION & VALIDATION OF RESEARCH INSTRUMENTS	3
DW 3	COLLECTION, ANALYSIS & INTERPRETATION OF DATA	3
DW 4	WRITING AND DEFENSE OF THE DISSERTATION	3
TOTAL UNITS		**45/48**

*AS OFFERED

NOTE: BRIDGING SUBJECTS FOR GRADUATES OF NON-IT DEGREES

1. **GRADUATES OF IT-RELATED MASTERATE DEGREES SHALL COMPLETE THE ADDITIONAL SIX (6) UNITS OF BRIDGING SUBJECTS.**
2. **GRADUATES OF NON-IT RELATED MASTERATE DEGREES SHALL COMPLETE THE ADDITIONAL TWELVE (12) UNITS OF BRIDGING SUBJECTS.**

BRIDGING SUBJECTS		
AOSN	ADVANCED OPERATING SYSTEM AND NETWORKING	3
ADS	ADVANCED DATABASE SYSTEMS	3
TPMIT	TECHNOLOGY AND PROJECT MANAGEMENT IN IT	3
AISDI	ADVANCED INFORMATION SYSTEMS DESIGN AND IMPLEMENTATION	3

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DR. ROEL P. ANICAS
Education Supervisor II
Date: 03-01-2023

GRADUATE STUDIES DEPARTMENT
Curriculum in
DOCTOR IN BUSINESS ADMINISTRATION (DBA)

SUBJECT CODE	COURSE DESCRIPTION	UNITS
Core Subjects		**6/9**
DRES	Advanced Methods of Research	3
DSTAT	Advanced Statistics	3
DLAT	Leadership in the Augustinian Tradition	(3)
Major/Specialization Subjects		**18**
MECS	Management Ethics and Corporate Social Responsibility	3
HOS	Human and Organizational Systems	3
IMAR	International Marketing	3
CORFI	Corporate Finance	3
CORPLAS	Strategic Corporate Planning and Management	3
QUANTI	Quantitative Techniques in Business	3
COMAS	Comparative Management Systems	3
MONFISP	Monetary and Fiscal Policy	3
ADEA	Advanced Decision Analysis	3
MACMIA	Macroeconomics and Microeconomics Analysis	3
Cognates/Elective		**6**
RMA	Risk Management Analysis	3
LOT	Leadership, and Organizational Transformation	3
SOCENT	Social Entrepreneurship	3
COMBAS	Comparative Banking System	3
Foreign Language		**3**
FL	Spanish or Nihongo or Mandarin	3
Written Comprehensive Examination		
DCE	Comprehensive Examination	
Dissertation Writing		**12**
DW 1	Preparation & Defense of Dissertation Proposal	3
DW 2	Construction & Validation of Research Instruments	3
DW 3	Collection, Analysis & Interpretation of Data	3
DW 4	Writing and Defense of the Dissertation	3
TOTAL UNITS		**45/48**

*As offered

Note:

1. **Bridging Subjects for Graduates of Business Administration and Non-Public Administration related course**
   1. **Graduates of Business Administration related Masterate degrees shall complete the additional six (6) units of bridging subjects.**
   2. **Graduates of Non-Business Admiration related Masterate degrees shall complete the additional twelve (12) units of bridging subjects.**

Bridging Subjects		
ACCMAN	Accounting Management	3
MAGE	Management and Global Enterprises	3
PHILBUS	Philosophy in Business	3
INTEREC	International Economics	3
ENTERIS	Enterprise Information System	3

3. **Graduates of Non-Thesis MBA must enroll and pass Thesis Writing 1&2 before proceeding to the doctorate program.**

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6.4. Dissertation writing is enrolled for twelve (12) units, and valid for 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.

6.5. Students 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.

6.6. Students undergo two (2) stages of oral defense.

6.6.1. *Proposal Defense*. During the proposal defense, the students' papers are scrutinized in terms of its feasibility and methodology.

6.6.2. *Final Defense*. During the final defense, the students' papers are examined in the validity and impact of their research findings.

6.6.3. 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.

6.6.4. 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

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other requirements, in the Research Ethics Committee for due consideration.

6.7. 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.

6.8. *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.

6.9. 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.

6.10. 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:

6.10.1. Verify the study's conceptual design (i.e., variables, theoretical/conceptual framework, hypothesis);

6.10.2. Check the methodological soundness of the study (i.e., sampling, research design);

6.10.3. Ensure that analysis and interpretation of findings, as well as the preparation and handling of data, are con-

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DR. ROEL P. ANICAS
Education Supervisor II
Date: 05-01-2023

GRADUATE STUDIES DEPARTMENT
Curriculum in
DOCTOR IN PUBLIC ADMINISTRATION (DPA)

SUBJECT CODE	COURSE DESCRIPTION	UNITS
CORE SUBJECTS		**6/9**
DRES	ADVANCED METHODS OF RESEARCH	3
DSTAT	ADVANCED STATISTICS	3
DLAT	LEADERSHIP IN AUGUSTINIAN TRADITION	(3)
MAJOR/SPECIALIZATION SUBJECTS		**18**
ATPM	ADMINISTRATIVE THEORY AND POLICY MAKING	3
AET	ADVANCED ECONOMIC THEORIES	3
MHR	MANAGEMENT OF HUMAN RESOURCE	3
OTA	ORGANIZATION THEORY AND ANALYSIS	3
APFA	ADVANCED PUBLIC FISCAL ADMINISTRATION	3
UPD	URBAN PLANNING AND DEVELOPMENT	3
LNGA	LOCAL AND NATIONAL GOVERNMENT ADMINISTRATION	3
BPCS	BUREAUCRACY AND PHILIPPINE CIVIL SERVICE	3
APPI	ADVANCED PROJECT PLANNING AND IMPLEMENTATION	3
CPA	COMPARATIVE PUBLIC ADMINISTRATION	3
COGNATES/ELECTIVE		**6**
TSA	THE THEORY OF SOCIAL ACTION	3
APD	THE ADMINISTRATIVE OF PROBLEMS AND DEVELOPMENT	3
PTP	POLITICAL THEORIES AND PROBLEMS	3
SDRRM	SEMINAR IN DRRM AND CLIMATE CHANGE	3
SGA	SEMINAR IN GOVERNMENT ADMINISTRATION	3
IR	INTERNATIONAL RELATIONS/GEOPOLITICS	3
FOREIGN LANGUAGE		**3**
FL	FOREIGN LANGUAGE*	3
WRITTEN COMPREHENSIVE EXAMINATION		**0**
DCE	COMPREHENSIVE EXAMINATION	
DISSERTATION WRITING		**12**
DW 1	PREPARATION & DEFENSE OF DISSERTATION PROPOSAL	3
DW 2	CONSTRUCTION & VALIDATION OF RESEARCH INSTRUMENTS	3
DW 3	COLLECTION, ANALYSIS & INTERPRETATION OF DATA	3
DW 4	WRITING AND DEFENSE OF THE DISSERTATION	3
TOTAL UNITS		**45/48**

*AS OFFERED

NOTE:

1. **BRIDGING SUBJECTS FOR GRADUATES OF PUBLIC ADMINISTRATION AND NON-PUBLIC ADMINISTRATION RELATED COURSE**
   a. **GRADUATES OF PUBLIC ADMINISTRATION RELATED MASTERATE DEGREES SHALL COMPLETE THE ADDITIONAL SIX (6) UNITS OF BRIDGING SUBJECTS.**
   b. **GRADUATES OF NON-PUBLIC ADMIRATION RELATED MASTERATE DEGREES SHALL COMPLETE THE ADDITIONAL TWELVE (12) UNITS OF BRIDGING SUBJECTS.**

BRIDGING SUBJECTS		
PPPD	PUBLIC POLICY AND PROGRAM DEVELOPMENT	3
DA	DECISION ANALYSIS	3
SRDP	SEMINAR IN RESEARCH AND DEVELOPMENT PLANNING	3
HBO	HUMAN BEHAVIOR IN ORGANIZATION	3
PPPSM	PROJECT PRINCIPLES, PROCEDURES AND SELECTED METHODS	3
TPPA	THEORIES AND PRACTICE IN PUBLIC ADMINISTRATION	3
PFA	PUBLIC FISCAL ADMINISTRATION	3

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CONTENTS NOTED
DR. ROEL P. ANICAS
Education Supervisor II
Date: 02-01-2023

GRADUATE STUDIES DEPARTMENT

Curriculum in
DOCTOR OF PHILOSOPHY
IN ENGLISH LANGUAGE AND LITERATURE
(PhD-ELL)

SUBJECT CODE	COURSE DESCRIPTION	UNITS
Core Subjects		**6/9**
DRES	Advanced Methods of Research	3
DSTAT	Advanced Statistics	3
DLAT	Leadership in the Augustinian Tradition	(3)
Major/Specialization Subjects		**24**
LPAP	Language Policy and Planning	3
POLL	Psychology of Language Learning	3
LCT	Literary and Cultural Theories	3
CIAL	Constructs of Identity in Asian Literature	3
STPL	Social Thought & Philippine Literature	3
EL	European Literature	3
LAL	Latin American Literature	3
LLCPD	Language and Literature Curriculum and Program Development	3
SEGL	Seminar in English Grammar and Literature	
SLR	Seminar in Language Research	3
SPL	Seminar in Popular Literature	3
ISL	Independent Study (Language)	3
Foreign Language		**3**
FL	Spanish or Nihongo or Mandarin	3
Written Comprehensive Examination		**0**
DCE	Comprehensive Examination	
Dissertation Writing		**12**
DW 1	Preparation & Defense of Dissertation Proposal	3
DW 2	Construction & Validation of Research Instruments	3
DW 3	Collection, Analysis & Interpretation of Data	3
DW 4	Writing and Defense of the Dissertation	3
TOTAL UNITS		**45/48**

Note:

1. **For graduates of Masterate Degrees with English major: complete an additional six (6) units of bridging subjects.**
2. **For Graduates of Masterate Degrees with Non-English major: complete additional twelve (12) units of bridging subject.**

Bridging Subjects		
TESL	Teaching English as a Second Language	3
SOT	Structure of English	3
TL	Teaching Literature	3
LC	Literary Criticism	3
IMLI	Integrating Media into Language Instruction	3
PEMTE	Preparation and Evaluation of Instructional Materials for Teaching English	3

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ducted in an expert, professional and ethical manner; and

6.10.4. Provide guidance to the students' conduct of thesis/ dissertation through intensive consultation sessions

6.11. *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.

6.12. The standard conduct of a panel defense follows as thus:

6.12.1. The Dean/ Vice President opens the oral examination by presenting the candidate and the adviser, and certifies that the candidate has completed all the academic requirements of the course. From thereon, the chairman of the panel of examiners who acts as the presiding officer takes over.

6.12.2. 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.

6.12.3. The chair of the panel presides over the deliberation of the oral examination committee. He ends up the oral

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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 submitted in the form of an agreement.

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

Section 7. Practicum

7.1. 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).

7.2. Practicum schedules and hours may vary depending on the legal mandate per program.

7.3. Students 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.

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GRADUATE STUDIES DEPARTMENT

Curriculum in
Doctor of Philosophy in Educational Psychology
(PhD-EducPsych)

CONTENTS NOTED
DR. ROEL P. ANICAS
Education Supervisor II
Date: 03-01-2023

SUBJECT CODE	COURSE DESCRIPTION	UNITS
Core Subjects		**6/9**
DRES	Advanced Methods of Research	3
DSTAT	Advanced Statistics	3
DLAT	Leadership in the Augustinian Tradition	(3)
Major/Specialization Subjects		**18**
AHGD	Advanced Human Growth and Development	3
PAS	Psychological Assessment in School	3
STIC	Special Topics in Instrument Construction	3
CMI	Cognition, Motivation, and Instruction	3
PA	Performance Assessment	3
PID	Psychology of Individual Differences	3
AIC	Appraisal in Counseling	3
AEP	Advanced Educational Psychology	3
APT	Advanced Psychometric Theory	3
SPPI	Sociological, Psychological, and Philosophical Issues	3
Cognates/Elective		**6**
LEPIP	Legal, Ethical, and Processional Issues in Psychology	3
SPRP	Seminar in Psychological Research Preparation	3
Foreign Language		**3**
FL	Spanish or Nihongo or Mandarin	3
Written Comprehensive Examination		
DCE	Comprehensive Examination	
Dissertation Writing		**12**
DW 1	Preparation & Defense of Dissertation Proposal	3
DW 2	Construction & Validation of Research Instruments	3
DW 3	Collection, Analysis & Interpretation of Data	3
DW 4	Writing and Defense of the Dissertation	3
TOTAL UNITS		**45/48**

Note:
1. **Graduates of Non-Psychology related degrees shall complete additional 18 units of bridging subject.**

Bridging Subjects		
ATP	Advanced Theories of Personality	3
PCAP	Psychological Counseling and Psychotherapy	3
SBA	Seminar in Behavioral Analysis	3
GD	Group Dynamics	3
ABTD	Advanced Behavioral Training and Development	3
ATP	Advanced Theories of Personality	3
ISBS	Integrating Seminar on Behavioral Science	3

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CONTENTS NOTED
DR. ROEL P. ANICAS
Education Supervisor II
Date: 29-CV-2022

CURRICULUM
DOCTOR OF PHILOSOPHY IN EDUCATION
MAJOR IN EDUCATIONAL LEADERSHIP AND MANAGEMENT
(PhD – ELM)

SUBJECT CODE	COURSE DESCRIPTION	UNITS
Core Subjects		**6/9**
DRES	Advanced Methods of Research	3
DSTAT	Advanced Statistics	3
DLAT	Leadership in the Augustinian Tradition	(3)
Major/Specialization Subjects		**18**
PhD – ELM – Management of Academic Programs		
MAPTIP	Trends, Issues and Practices in Educational Leadership and Management	3
MAPCMC	Comparative Models and Curricula of Education	3
MAPSIE	Supervision of Instruction in Education	3
PhD ELM – Institutional Resource Management		
IRMFM	Fiscal and Material Resource Management	3
IRMHBM	Human Behavior and Management in School Settings	3
IRMERM	Educational Resource Management	3
PhD-ELM-Management Research		
RMQMA	Quantitative and Mixed-Method Approaches in Educational Leadership Research	3
RMQAE	Qualitative Approaches in Educational Leadership Research	3
RMASER	Applied Statistics in Educational Research	
Integrating Subjects		**6**
SDW	Seminar in Dissertation Writing	3
MSS	Management of School Systems	3
Foreign Language		
FL	Spanish or Nihongo or Mandarin	3
Written Comprehensive Examination		
DCE	Comprehensive Examination	
Dissertation Writing		**12**
DW 1	Preparation & Defense of Dissertation Proposal	3
DW 2	Construction & Validation of Research Instruments	3
DW 3	Collection, Analysis & Interpretation of Data	3
DW 4	Writing and Defense of the Dissertation	3
TOTAL UNITS		**45/48**

Note:

1. **For Graduates of Degress in Education and Non-Educational Management**
   a. **Masterate graduates of Education-related degrees: complete an additional sex (6) units of bridging subjects.**
   b. **Masterate graduates of non-Education related degrees: complete additional twelve (12) units of bridging subject.**

Bridging Subjects		
ELFM	Educational Legislation and Fiscal Management	3
EPD	Educational Planning and Development	3
ECIT	Current Issues and Trends in Education	3
EDA	Decision Analysis in Education	3
EMCI	Management of Curriculum and Instruction	3

2. **Graduates on Non-Thesis MEM must enroll and pass Thesis Writing 1&2 before proceeding to the doctorate program.**

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7.4.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.

Section 8. Graduation Requirements

8.1.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.

8.2.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 Studies 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/ Vice President in partial fulfillment of the requirements for their degree. One (1) copy is for the Graduate Studies Department and one (1) copy with a CD containing the PDF file of the entire manuscript for the Library.

8.4.Other graduation requirements include:

8.4.1. Complete admission requirements

8.4.2.Passing marks in all of their coursework, including the Comprehensive Exams

8.4.3.Duly completed Application for Graduation
8.4.4.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)

Section 9. Policy on Honors and Awards

9.1. Candidates are eligible for the following awards should they satisfy the conditions for each award herein
9.1.1. *Academic Achievement*: Students must not have a grade not lower than 1.25 in their General Weighted Average. This excludes transferees or students who have taken a tutorial/ special class.
9.1.2. *Research Distinction*: Students must have a grade of not lower than 1.25 for Thesis and Dissertation defense;
9.1.3. *Fidelity/ Loyalty Awards*: Students are qualified for Loyalty awards for Doctoral Programs if they also took their Master's Programs in LCUP as well. Students are qualified for Fidelity awards for Masteral and Doctoral Programs if they also took their Bachelor's Degree in LCUP as well.
9.1.4. *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;
9.1.5. *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

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).

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community; Must be nominated by a Faculty professor or by the University;

9.1.6. *Early Innovators Award*: Students must have led or taken part in innovative projects that created significant recognition and impact to the community; Must be nominated by a Faculty professor or by the University

9.1.7 *Cultural Award*: Students must have published or delivered an artistic work or performance locally or internationally; Must be nominated by a Faculty professor or by the University

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

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basis. There are three (3) terms within an academic year, commencing in the following months:

- First Trimester – July
- Second Trimester – November
- Third Trimester – March

5.2. Important academic dates (i.e., opening and ending of classes, comprehensive exams, orientation dates) are determined by the University Registrar.

5.3. Changes in dates according to extenuating circumstances are recommended by the Dean/ Vice President for Graduate Studies and approved by the University President.

Section 6. Student Resources

6.1. *Students with Disabilities*. The Graduate Studies 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 Studies Department.

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

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Section 1: Student Organizations

1.1. Officers of the Student Coordinating Board (Graduate Studies Department) are elected depending on the existing organizational laws under the Vice President of the Graduate Studies as moderator.

1.2. Students' regular attendance and active participation in all SCB-GS activities are required.

1.3. 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.

1.4. 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.

1.5. 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.

1.6. 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

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

Section 4. Community Extension

4.1. 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:

4.1.1. *Curriculum Integration of Extension Efforts*: Requirement of extension activities in all subjects; most especially in Augustinian Spirituality and Leadership in the Augustinian Tradition

4.1.2. *Lipat Dunong*: Webinars/ trainings organized by students and/or faculty in different disciplines

4.1.3. *Agapay Agustino*: Webinars/ trainings organized by students and/or faculty in Psychology and Behavioral Science programs

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

5.1. Classes in the Graduate Studies department are held in a trimestral

side the university premises.

3.5.1. 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.

3.5.2. Evaluation of professors will be done every semester to recognize the student's feedback and experience from their professors.

3.5.3. 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.

3.5.4. The Office of the Vice President for Graduate Studies will forward the concern to the Human Resource Department or Student Affairs and Services respectively.

3.6. *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.

3.6.1. 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 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 Vice President for Graduate Studies reserve the right to form a

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all students.

Section 2. Student Activities

2.1. Any student who is joining a school activity that will jeopardize the attendance in his/her classes, must seek permission from the Vice President for Graduate Studies.

2.2. Using the name of the school in whatever activities/projects is only allowed if permission is granted by the Vice President for Graduate Studies.

2.3. LCUP, being a Catholic institution, sets religious activities that are expected to be participated by all graduate students and personnel.

2.4. 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.

2.5. The Vice President of the Graduate Studies, and the University President must approve activities sponsored by the SCB-GS.

2.6. All activities should be in accordance with the regulations of the school and of CHED.

2.7. 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.

2.8. Requisition for the use of school facilities shall be filed by the Presi-

dent of the SCB-GS and countersigned by the moderator.

2.9. 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.

Section 3. Student Conduct

3.1. Graduate students are expected to act professionally and courteously with their peers, professors and the GS Office staff. In the graduate level, everyone is a colleague within their respective fields and in the academe as well. Specific provisions for student deportment are allotted in the GS Student Handbook.

3.2. The GS Department as a professional academic institution is not only expected, but also entrusted, to exude the values that best reflect a Catholic academic and scholar. Thus, mechanisms for disciplinary offenses for the department lean heavily on misconduct that besmirches the professional image of the GS department.

3.3. *Plagiarism*. In most universities, plagiarism is considered as a serious school offense. In this case, once caught that the student plagiarizes, the professor:

3.3.1. Has the decision to either give a failing final grade or failing score to the student depending on the level or degree of plagiarism.

3.3.2. Should report the incident to the Graduate Studies Office for proper action in case the professor cannot decide for any

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penalties to be given to the student.

3.3.3. Collect pieces of evidence in support of a letter to the Vice President for Graduate Studies for filing and documentation.

3.3.4. Copying and pasting from the internet especially in answering Comprehensive Examination is a serious offense which may lead for the expulsion of student from the program leading to grievances.

3.4. *Cheating*. Due to online classroom platforms, graduate students may commit cheating especially during online Comprehensive Examinations. The following are clauses related to cheating:

3.4.1. If the student was caught cheating in Comprehensive Examination, the student together with the others involve may acquire a failing remark or retake and grade lower than 2.0 during the retake.

3.4.2. The student must file a Letter of Explanation upon receiving the incident report three (3 days) upon accepting the document. This gives enough time for the student to explain and state his or her reason to commit a misconduct.

3.4.3. The Vice President of the Graduate Studies has the right to give sanctions and penalties to the student who will get caught cheating.

3.4.4. In terms of examinations and presentations in their respective subjects, the professor should submit an incident report with attached proof and documentation to proper action.

3.5. *Collegial Decorum*. The Vice President of the Graduate Studies, 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 in-