



Republic of the Philippines
Benguet State University
College of Teacher Education
 La Trinidad, Benguet
www.bsu.edu.ph
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BULLETIN 2014

VISION

A premier State University in Asia

MISSION

Development of people imbued with academic excellence, social conscience and productivity; and active in generating and promoting environment-friendly, useful technologies to improve the quality of life.

COLLEGE GOAL

To educate and train globally competent and service-oriented teachers imbued with virtues and principles.

COLLEGE OBJECTIVES

1. Provide quality education that emphasizes the development of relevant professional, pedagogical, and technical knowledge, skills, competencies and values for good citizenship.
 2. Strengthen research programs that will apply to a wide range of best teaching-learning practices.
 3. Establish linkages, networkings, and partnerships with local, national and international entities.
- Provide efficient and effective services through special programs and projects geared towards self-reliance and sustainable resource management

ADMISSION REQUIREMENTS AND PROCEDURES

For New Students

Policy: For Incoming Freshmen: Students applying for the qualifying examination should have a grade point average of 85% or better in the most recent grading period.

For Transferees: Students applying for the qualifying examination should not have deficiencies (INC, D, F). The grade point average requirement shall be 85% or its equivalent or better.

Procedure:

- A. Application for Qualifying Examination
 1. Obtain an application for admission from the Office of the University Registrar (OUR). The form may also be downloaded from the website <http://www.bsu.edu.ph>.
 2. Pay testing fee of PhP 200.00 to the Cashier's Office.
 3. Submit duly accomplished application form to the OUR.
 4. Seek schedule ad permit for the qualifying examination.

ADMISSION REQUIREMENTS AND PROCEDURES (cont.)

- B. Qualifying Examination (Result = Average or better)
- C. Evaluation of application requirements (Office of the Dean)
- D. Admission
 1. Obtain Notice of Admission from the OUR.
 2. Submit yourself to the University Physician for a medical examination.
 3. Submit the following documents to the Registrar's Office during enrollment:
 - a. *For incoming freshmen:* Original copy of BPS Form 138
 - For transferees:* Transfer credentials (Official Transcript of Records and Honorable Dismissal)
 - b. Birth certificate authenticated by the NSO
 - c. Notice of Admission
 - d. Result of medical examination
 - e. 2 pcs 2" x 2" recent ID picture

IMPORTANT:

Admission of transferees shall depend on the availability of slots.

Returns

1. Obtain a Re-Admission Form from the Office of the University Registrar.
2. Make your letter of intent addressed to the College Dean. Present this to the OSA Satellite Coordinator during an interview.
3. Submit the letter of intent (duly noted by the OSA-Satellite Coordinator) to the College Dean together with the accomplished Re-Admission Form.
4. Seek re-admission from the College Dean in the presence of parents (if required).
5. Obtain a certification from the Office of Student Affairs (Main).
6. Submit yourself to the University Physician for a medical examination.
7. Submit the following to the Office of the University Registrar during enrollment:
 - a. Duly approved letter of intent and re-admission form
 - b. Certification issued by the OSA (Main)
 - c. Certification issued by the University Physician



Shifters

From one major field to another

Policy: Students are allowed to change their major fields ONCE. Junior and senior students are discouraged to shift as much as possible.

From one degree program to another

Policy: Students are allowed to shift ONCE.

Procedure:

1. Obtain Shifting Form from the Office of the University Registrar.
 2. Present the following and submit yourself for an interview with the OSA Satellite Coordinator and Academic Adviser:
 - a. Duly accomplished shifting form
 - b. Letter of intent addressed to the Dean
 - c. Certification of grades issued by the University Registrar
- NOTE: Should have no deficiencies (INC, D, F) in general education subjects
- d. Result of entrance examination

IMPORTANT:

Admission of shifters shall depend on the availability of slots

CAREER EXPLORATION AND ACADEMIC ADVISING

The Career Exploration and Academic Advising are given to the students to guide them in the selection of their major field. The following procedures are undertaken by freshmen, transferees, and shifters:

1. Attend the Career Exploration Program scheduled by the College

The Career Exploration Program showcases what is in store in each of the major fields offered in the College which includes interesting facts, activities, requirements, and employment possibilities.

2. Take the Career Exploration Test

The Career Planning Inventory is administered by the Department of Secondary Education to help students determine his/her abilities and interests. These in turn help the student identify the major field that would suit him/her.

3. Present duly accomplished Career Planning Inventory (CPI) and application form to the academic adviser assigned to you.

An academic adviser is assigned per major field. In the personal encounter with the student, the academic adviser validates the abilities and interests as reflected in the CPI and the student's actual performance as reflected in the Midterm Grade and/or High School Report Card. The academic adviser decides whether the student qualifies to major in the chosen field.

4. Seek approval from the Dean.

IMPORTANT: To continue in the chosen major field, the student should obtain a grade point average of 2.50 or better in the courses related to his/her specialization.

DROPPING, CHANGING AND ADDING OF SUBJECTS

A student in the undergraduate course shall be allowed to drop and change his subjects already enrolled and add, provided that these are done properly as provided for in the University Code. Substitution shall not be allowed for any subject prescribed in the curriculum in which the student had failed.

ATTENDANCE

Students must attend their classes regularly.

Students shall be required to present an admission slip issued by the OSA Satellite Coordinator whenever a student incurs an absence from his class. A student's absence for three consecutive meetings shall mean referral to the Office of Student Affairs for appropriate action. Admission slips for such absences shall be obtained from the Office of Student Affairs.

When the unexcused absences of a student is equivalent to 20% of the total number of hours of class work in succession, he/she shall be automatically dropped from the course, provided that the said absences had been incurred before the midterm examination. If such absences were incurred after the midterm examination, a grade of "5" is given. "Dropped" shall be marked and will not be given a grade if the absence were incurred due to valid reasons as determined by the instructor concerned.

EXAMINATIONS

An integration period of two(20 days, one Thursday and one Friday, shall be allowed prior to the scheduled final examinations. There shall be no integration period for the midterm examinations. The schedule for the Midterm and Final examinations prepared by the Admissions Office shall be adopted. A copy of the examination, copy furnish the Office of the Dean, shall be administered by the faculty concerned on the subjects he is teaching during the regular examination periods.

Test papers for encoding shall be submitted one week before the examination schedule; for reproduction, one day before the examination.

GRADING SYSTEM

The following grading system shall be adopted pursuant to the provision of the University Code:

Numerical Rating Equivalent	Percentage	Adjectival
1.00	97-100	Excellent
1.25	94-96	Excellent
1.50	91-93	Very Good
1.75	88-90	Very Good
2.00	85-87	Good
2.25	83-84	Good
2.50	80-82	Satisfactory
2.75	78-79	Satisfactory
3.00	75-77	Fair/passing
4.00	71-74	Conditional (Midterm)
5.00	50-70	Failed
D		Dropped
WP		Withdrawn with Permission
INC		Incomplete

For more information, please contact:

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