



**ADMISSION AND RETENTION
POLICIES FOR UNDERGRADUATE
PROGRAMS
2024**



Republic of the Philippines
Benguet State University
2601 La Trinidad, Benguet



ADMISSION AND RETENTION POLICIES FOR UNDERGRADUATE PROGRAMS

I. RATIONALE

Admission and enrolment policies are of primary importance in SUCs to ensure equal access to quality education among deserving applicants. Yet, provisions of the BSU Code (October 1990) on admission and enrolment are insufficient and mostly outdated. While the university adopted some practices through the years until its current processes, several aspects need to be enhanced or upgraded to cater to needs of the changing times. The 2021 BOR approved Admission and Retention Policy of the University was crafted to address admission of applicants during the pandemic where conduct of admission test was difficult due to several restrictions and health protocols. The RA 10931 or the Free Higher Education is anchored on two premises: admission is based on academically qualified students and, the carrying capacity of the University. Since it is the responsibility of the institution to monitor that admitted students should graduate on time, the admission policy of the University should also be able to screen academically qualified students.

These policies shall ensure clarity and uniformity of admission and retention processes to promote greater efficiency in public service and satisfaction among the University employees, students, and clientele. These policies will also serve as bases in updating ISO processes on admission and enrolment.

It is hoped that applicants and students are properly guided with policies in place. Problems in the processes and delays in the completion of studies will be minimized if not eliminated.

II. ADMISSION POLICIES

A. General Policies

1. Admission is open to all who intend to pursue a degree program in the university and who meet the admission criteria.
2. Application for admission for the next school year shall start 2 months after the start of classes for the First Semester of the current school year. The BSU Admission Test shall be conducted per batch depending on the number of applicants.
3. Bases for admission shall be
 - 3.1. Quota requirement of 50 students per class, of the various degree programs of the different colleges and campuses;
 - 3.2. Admission requirements based on applicant classification
 - 3.2.1. High school graduates prior to SY 2017-2018
 - 3.2.2. Currently enrolled Grade 12 students
 - 3.2.3. Senior High School Graduates
 - 3.2.4. Alternative Learning System Accreditation & Equivalency passers
 - 3.2.5. Transferees from government-recognized schools
 - 3.2.6. College graduates (2nd degree takers)
 - 3.3. Availability of slots in the various degree programs

4. No one shall be denied admission by reason of age, sex or gender, civil status, physical deformity, political affiliation, race, religion, ethnicity or type of secondary education completed.

5. In the event that there are no adequate prospective enrollees to a degree program, available slots shall be filled up on a first-come, first-served basis from among applicants who meet the prescribed admission requirements of the University and college but did not make it in their chosen/priority degree programs due to limited slots.

6. Applicants in the University who qualified and was issued Notice of Admission but did not enroll during the first semester may be accepted during the second semester depending on availability of slots and upon evaluation of the accepting college, and provided that the applicant did not enroll in another school. If the applicant plans to enroll the following school year, the applicant has to notify the college he/she plans to join at least three (3) months before the start of the first semester. The applicant will be re-ranked together with new applicants if entering during the first semester.

B. Specific Policies

B.1. High School Graduates, Currently Enrolled Grade 12 Students, Senior High School Graduates (non-transferees)

1. 4th year high school GWA for high school graduates, Grade 12 GWA for senior high school graduates and Grade 11 GWA for those currently enrolled in senior high school. In all cases, a GWA of 80% is set as minimum qualification for those applying in the non-board degree programs and 86% in degree programs with licensure examinations.
2. Grades of 86% (2.00) or its equivalent in other grading system or better in English, Science and Math for applicants of degree programs with licensure examinations
3. BSU Admission Test Score of 85 or better.

B.2. Transferees

1. Must come from Higher Education Institution recognized by the government (CHED) or TESDA.
2. Must have a General Weighted Average of 80% (2.50) or better for all subjects finished.
3. Must have NOT completed more than 50% of the units required for the degree program applied for.
4. BSU Admission Test Score of 85 or better.
5. Must undergo validation process for crediting of subjects taken from last school attended prior to enrolment.

B.3. Foreign Students

1. Must meet all the prescribed requirements by the Department of Foreign Affairs and Bureau of Immigration and Commission on Higher Education (CHED). e.g. valid student visa.
2. Must submit security clearance from his/her embassy.
3. Must submit a Certificate of Proficiency in English issued by the International Language Center for students who come from countries where English is not the medium of instruction in the absence of TOEFL or IELTS results.
4. Must meet all other prescribed admission requirements of the University.
5. If transferee from the Philippine HEI, policies for transferees also apply.

B.4. College graduates

1. BSU Admission Test Score of 85 or better.

III. RETENTION POLICIES

The completion of a degree program in an HEI is one consideration to the Free Higher Education Program (RA 10931). To help ensure the completion of degrees on time, a new student shall upon enrolment, be assigned an **ADVISER** from among permanent faculty members of the concerned College.

1. Grades

- a) Maintains a GWA of at least 3.0 every term.
- b) Pass 50% or more of enrolled subjects for the semester.
- c) For Shifters: Must obtain a GWA of 2.50 (80%) or better from the last degree enrolled in and with the exception of students advised to shift to another degree program due to academic delinquency. However, shifters by reason of action of academic delinquency shall not be qualified for the Free TOSF for the immediately succeeding enrollment (semester/term). Thereafter, the retention policy on 1.a shall apply.

2. Actions to address academic delinquencies (e.g. INC -Incomplete, D-Dropped, 5.0-Failure) at the end of each semester of midyear are shown in Table 1.

Table 1. Actions on academic delinquencies

| DELINQUENCY (INC, PR, D, F) | INTERVENTION | | | | Special Actions |
|---|--------------------------------|--|---|-----------------------------|---|
| | Academic Advising/ 1st Warning | Academic Advising/ 2nd and Final Warning | Promissory Note/Contract of Undertaking (for Adviser and OSS) | Intervention by the OSS-GCU | |
| In case of INC, D, PR | | | | | |
| 1st Semester | ✓ | | ✓ | ✓ | |
| 2nd Semester | | ✓ | ✓ | ✓ | |
| INC or PR Grades in three (3) or more subjects (cumulative) | | | ✓ | ✓ | Deload* |
| In case of Failure (5.0) | | | | | |
| 1st semester of incurring a failing grade | ✓ | | ✓ | ✓ | Deload* |
| 2nd semester | | ✓ | ✓ | ✓ | Deload and final warning |
| 3rd semester | | ✓ | | ✓ | The student shall be advised to shift to another program |
| 4th semester | | ✓ | | | The student shall be advised to enroll to other schools/ Universities |

Note: *The number of units to be deloaded shall **correspond to** the **units of** delinquency.

**With the *University President's* knowledge

IV. RESIDENCY REQUIREMENTS

As a subsidized Higher Education Institution, there should be a timetable for students to complete their degree program. **RA 10931 allows only one (1) year of**

extension after the period prescribed in their program. Hence, all students are enjoined to observe the prescribed residency period (PRP).

Table 2. Residency Requirements

| Prescribed Residency Period (depends on degree program) | Allowable Extension | Maximum Residency Period |
|---|---------------------|--------------------------|
| 4 years | • 2 years | 6 years |
| 5 years | • 2 years | 7 years |
| 6 years | • 2 years | 8 years |

1. Exemptions may be granted to working students upon the assessment and recommendation by the Dean and Approval of the Vice President for Academic Affairs. The working student shall submit to the concerned Dean the employment records (i.e. contract, certificate of employment or its equivalent) for evaluation.

2. Students who failed to complete their degree program within the maximum residency may be allowed to continue for another two (2) years upon recommendation of the Department Chair and the Dean. However, those pursuing a board program, are required to re-enroll course audit or competency appraisal courses during their last school year.

3. Any student can avail of a leave of absence (LOA) from school for justifiable cause for a maximum of 1 year (cumulative or continuous) during his/her residency period. The LOA shall be subtracted from the residency period except in cases when such LOA has been waived by the university.

V. OTHER POLICIES

1. Any student who dropped or obtained failing grades in any prerequisite course/subject shall not be allowed to enroll the course/subject requiring such.

2. Undergraduate thesis maybe enrolled up to three (3) times. If still without any accomplishment, a final grade of 5.0 (failed) shall be given during the 2nd time of re-enrollment. If the student intends to enroll again, he or she is advised to seek a new adviser.

3. Any student who incurred failing grades due to prolonged illness or medical treatment or other reasonable absences shall be given consideration upon the recommendation of the Office of Student Services through the Guidance Counseling Unit and Approved by the College Dean/Institute Director. Reconsideration which may include allowing the student to continue enrolling in the program but with lesser units shall be granted to a student twice only. Students given reconsideration shall be under strict monitoring by the Office of the Student Services through the Guidance and Counseling Unit.