



I. ADMISSION AND RETENTION POLICIES IN THE BSU GRADUATE PROGRAMS
BOR Resolution No. 200 dated November 8, 2021

1. On Academic Load

The maximum number of units to be enrolled per semester shall depend on the admission status of a student:

Admission and or Classification Status	Number of Units
Regular, Non-working, Full-time	12
Probationary, Non-working	9
Probationary, Working	9* (maximum)
BSU Employees	9* (maximum)

**depends on evaluation/advising*

2. Residency

Residency is the maximum number of years from the first semester/term of enrollment for the student to complete a degree program, exclusive of leave of absence (LOA) and suspension due to disciplinary reasons. LOA is applied once due to valid reason such as giving birth, illness, victim of natural calamity.

Degree	Normal Duration	Allowable Extension	Total Years
MA/MS	2	3	5
PhD	3	4	7

If after the total residency, the student has failed to finish his degree program, the student shall be given a Certificate of Attendance. He/She shall start all over again if he/she is determined to finish a graduate degree.

3. Refresher Courses

The refresher units must be enrolled immediately after the end of the expected residency or during the allowable years of extension.

BSU Policies on graduate studies as approved by the Board of Regents on November 8, 2021 at Forest Lodge, Baguio City.



Refresher units required:

MA/MS	3 units
PhD	3 units

4. Qualifying Examination (QE)

Qualifying examination shall be conducted among all doctorate students in all colleges.

5. Thesis/Dissertation Panel Members

(a) Implement CMO 15 s. 2019

MA Thesis - 3 panel members
PhD Dissertation- 5 panel members

(b) English/Stat experts are not part of the advisory panel but the adviser may recommend to the student when necessary.

(c) No external panel member as long as experts are available in the university

6. **Publication** in a refereed research journal prior to graduation is now **required** (CMO 15 s. 2019)

7. **On Graduate School Faculty and Adviser**, refer to CMO 15, s. 2019

8. Plagiarism Scan now required for thesis and dissertation

All thesis/ dissertation manuscript must undergo Plagiarism Scan at the University Library. A certification is issued if the manuscript passes the allowable rate of 25%.

9. Letter of Intent as part of admission requirement **shall not be required** for all graduate programs. The Application Form shall suffice.

Students to submit proposal for research study **on the first time enrolment** (CMO 15, s. 2019)

10. If after the total residency, the student has failed to finish his degree program, the student shall be given a **Certificate of Attendance**. He/She shall start all over again if determined to finish a graduate degree.

Attested:

(SGD) GRACE TAGUBA BENGWAYAN
University Board Secretary

(SGD) FELIPE SALAING COMILA
University President

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