



GRADUATE SCHOOL

BASIC POLICIES

ADMISSION STATUS

STATUS	CONDITION
REGULAR	GWA is 2.0 or better.
PROBATIONARY	All MA/MS students with undergraduate GWA below 2.0/85/B <i>There is a need to change status from probationary to regular after you finish 6 units. Accomplish and submit Change of Status Form (c/o GS)</i>

ADMISSION: NO. OF UNITS TO ENROL

STATUS		REGULAR SEMESTER	SUMMER
REGULAR	Full Time Student	12u (w/o lab) 9u (w/lab)	9u (w/o lab) 6u (w/lab)
	Part Time Student	9u (w/o lab) 6u (w/lab)	6u (w/o lab) 3u (w/lab)
PROBATIONARY : 6u (w/lab) whether regular semester or summer			

RESIDENCY: NO. OF YEARS

PhD Degree: 7 YEARS	MS/MA/MAED Degree: 5 YEARS	
First enrollment		
1st Semester 2018-2019	2 nd Semester 2018-2019	Summer 2019
1 st Semester 2019-2020	2 nd Semester 2019-2020	Summer 2020
1 st Semester 2020-2021	2 nd Semester 2020-2021	Summer 2021
1 st Semester 2021-2022	2 nd Semester 2021-2022	Summer 2022
1 st Semester 2022-2023	2 nd Semester 2022-2023	Summer 2023
1 st Semester 2023-2024	2 nd Semester 2023-2024	Summer 2024
1 st Semester 2024-2025	2 nd Semester 2024-2025	Summer 2025
1 st Semester 2025-2026	2 nd Semester 2025-2026	Summer 2026

End of Residency

for MS/MA/MAED Students

for PhD Students

For instance, you enrolled 1st sem 2018-2019 your end of residency would be Summer 2023 for master's degree and Summer 2025 for PhD degree.

RESIDENCY: REFRESHER COURSES

A refresher course is a course (subject) taken by a student so he/she may review or be updated with the developments and currents trends related with the degree which he/she is pursuing.

PhD Student: 12 units required	Master Student: 9 units required
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RESIDENCY: REFRESHER COURSES

A refresher course can be MAJOR, COGNATE, or CORE subjects. A refresher course can be a subject already enrolled previously (marked as 'AUDIT') or a subject not yet enrolled in (USUAL MARK).

Note: It is important that the course facilitator is informed of whether the course enrolled in is a refresher course.

RESIDENCY: LEAVE OF ABSENCE (LOA)

LOA is applicable to those intending not to enroll for one school year (2 semesters and 1 summer) or even for one semester only **except Midyear term.**

WHY? Retention of name in the roster of students

LOA is inclusive in the residency period

RESIDENCY: RE-ADMISSION

RE-ADMISSION is required from students who have not filed for LOA and have not enrolled for more than one (1) school year.

Secure Re-admission Form from OUR which will indicate the steps taken to be officially re-admitted.

GRADES AND OTHER MARKS

GRADE POINT	PERCENTILE EQUIVALENT	DESCRIPTON
1.0	97-100	EXCELLENT
1.25	94-96	SUPERIOR
1.50	91 - 93	ABOVE AVERAGE
1.75	88-90	AVERAGE
2.0	85-87	
2.25	83-84	FAIR
2.5	80-82	
2.75	78-79	
3.0	75-77	PASSING
5.0	74 and below	FAILED



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MARKS	MEANING	CONDITIONS
WP	WITHDRAWN WITH PERMIT	Given to courses which are officially dropped <i>before</i> the midterm examinations
D	DROPPED	Given to courses which are officially dropped <i>after</i> the midterm examinations (if without permission, 5.0 is given)
S/U	SATISFACTORY/UNSATISFACTORY	Marks given in the Graduate Seminar course (299)
INC	INCOMPLETE	Given when grade is passing but there are unsubmitted requirements
AUD	AUDIT	Given when the subject is already taken previously, usually for refresher subjects

NOTE: (1) INC marks can be completed in a period of one year (however, INC appears in the OTR).
(2) INC marks are automatically converted to 5.0 (FAILED) if not processed after a year.

COMPLETION FORMS are available at the OUR.

ADVISORY COMMITTEE

The task of the advisory committee is to assist the student in the accomplishment of his/her plan of course work. Further, the advisory committee monitors and are consulted by the thesis/dissertation writers during the thesis/dissertation writing.

PhD Degree:

AN ADVISER AND THREE PANEL MEMBERS (4 members)

MA/MS Degree:

AN ADVISER AND TWO PANEL MEMBERS (3 members)

Note: The advisory committee shall be nominated during the students' second term. In cases where a nominated member of the committee can no longer perform his/her task, a request for his/her change/substitution can be made.

THESIS/DISSERTATION WRITING

Last phase of graduate studies where the student engages in scientific investigation and interpretation of a particular phenomenon in the student's field of specialization.

PhD Degree: DISSERTATION WRITING – 12 units (should be enrolled in multiples of 6 units)

MS/MA/MAED Degree: THESIS WRITING – 6 units (should be enrolled in multiples of 3 units)

Note: Can be taken after completing at least 75% of the academic requirements



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DEFENSES AND EXAMINATIONS

	DESCRIPTION	REQUISITE PROCESS
PROPOSAL DEFENSE	First phase of thesis/dissertation writing	<p>Application for defense together with an acceptable thesis/ dissertation proposal or final draft (conforming with the BSU form and style, structure and content).</p> <p>Submit a final/revised copy of the proposal after your defense at GS office within 10 working days</p>
PUBLIC PRESENTATION	Presentation in an appropriate audience –usually in the Graduate Seminar class (299)- of research results conducted for the thesis/dissertation	This presentation must be undertaken before having your final defense.
FINAL DEFENSE	Second phase of thesis/dissertation writing which is done only after the public presentation	<p>Application for defense together with an acceptable thesis/ dissertation proposal or final draft (conforms with the BSU form and style, structure and content)</p> <p>Submit a final/revised copy of the thesis/dissertation after your defense at GS office within 10 working days for final checking by the GS in preparation for binding and reproduction. The hardbound manuscript having been signed and endorsed by your advisory committee should be submitted on or before the scheduled GS academic council meeting.</p>
COMPREHENSIVE EXAMINATIONS	Oral/written examinations assessing competence in the different courses finished and in the field of specialization pursued	The comprehensive examinations can only be taken after all academic requirements are completed. Accomplish Application for Comprehensive Exam Form
<p>Application for defenses and examinations are scheduled ten (10) working days prior to the intended date of defense or examination. Such is for the purpose of qualification/ verification of PCW for defense or examination sought.</p>		



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GRADUATION

A student can only graduate if all the academic requirements are complied with, thus bearing a passing grade and the hard copy of the grade for the thesis/dissertation is submitted.

NO BOOK-NO GRADE stands as policy: the adviser will submit to the GS (for transmittal to the OUR) the Thesis/Dissertation grade only if copies of the hardbound book are dully signed by the advisory committee.

GS BASIC POLICIES

With the advent of the new Graduate School structure, expect changes in some policies. Should there be any, you shall be informed in a similar convocation and or by issuance of appropriate advisories.