

ACADEMIC POLICIES AND PROCEDURES FOR UNDERGRADUATE PROGRAMS

ARTICLE I POLICY STATEMENT

Section 1. It is the policy of the Registrar's office to provide effective, efficient, systematic and quality service to students in all levels of discipline using prompt action to their needs by serving them through willingness to work constructively, innovatively and diligently with commitment in the achievement of the university's goals and national aspirations.

ARTICLE II SCOPE

Section 2. This covers all the policies, procedures, services done in the Registrar's Office of the University System.

ARTICLE III RESPONSIBILITY

Section 3. Registrar's Office is the repository of highly important, delicate and confidential documents, and is also responsible for the school records of students and for the discharge of duties and responsibilities.

ARTICLE IV DEFINITION OF TERMS

Section 4.

- **Academic Council**- refers to the advisory body which is composed of faculty members whose rank is from Assistant Professor to Professor. All policies of the university shall be approved by the academic council which are further subject for approval of the Board of Regents.
- **Academic Load** – refers to courses and total units enrolled by the students during a particular summer or semester.
- **BatStateU Campus Transferees**- refer to students who transferred from one campus of the university to another campus.
- **Course**- refers to any course included in the prescribed curriculum
- **Credentials**- refers to attestations of qualifications, competence, or authority issued to an individual by a third party with a relevant or de facto authority or assumed competence to do so. (*e.g. diploma, transcript of records, Form 138/137 and certifications*)
- **Cross-enrolment**- refers to the registration of a student of Batangas State University in specific courses at other educational institutions or vice versa, without earning a degree or completing a program.
- **Drop from the roll**- refers to the status of students who are dismissed from the department or from the university due to delinquencies in grade requirements and other valid reasons
- **Inactive students**- refer to the students who are not enrolled or took a leave of absence in the previous semesters/years
- **Irregular Students**- refer to students who are registered for formal credits, but who carry less than the full load called for by the curriculum in a given semester.

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- **Leave of Absence (LOA)** - refers to an official absence in the university during particular semester or academic year.
- **Pre-requisite course** – refers to the course that must be initially taken before a particular advanced course
- **Regular Students-** refer to students who are registered for formal academic credits, follow an organized program of study, and comply with regulations leading to a degree or a certificate. They carry the full semestral load prescribed by their respective curricula.
- **Transferees-** refer to students from other schools who opted to enroll in this university subject to year level classification based on the majority of courses enrolled and accreditation of courses for transferees (see section 6.2)

ARTICLE V
ACADEMIC CALENDAR

Section 5. The Registrar's Office shall prepare the details of the academic calendar, subject to the approval of the Vice-President for Academic Affairs and confirmation by the University President. The academic calendar shall prescribe the number of class days in the regular semesters and summer session, as well as the preliminary, midterm, semi-final and final examinations.

Section 6. Each College shall prepare its own calendar of activities which shall include the schedule of review classes and co-curricular activities, such as field trips, convocations, seminar-workshops, retreats, exhibits, academic contests and extra-curricular activities such as sports tournaments, and cultural contests, fund-raising activities and other similar activities. These calendar of activities shall be subject to the approval of the VPAA.

Section 7. Collegiate school days shall consist of not less than eighteen (18) weeks per semester and six (6) weeks for summer classes, excluding Christmas, Semestral and Summer Breaks. The said school days shall include examination days and class days which may be suspended due to natural or man-made causes. (CHED Memo Order no. 33 series of 2005)

ARTICLE VI
REQUIREMENTS FOR ADMISSION AND ENROLMENT

Section 8 . Freshmen

- 8.1 Admission Slip
- 8.2 Form 138 (Report Card)
- 8.3 Certificate of Good Moral Character
- 8.4 Photocopy of NSO Birth Certificate/ Marriage Contract for Married female students
- 8.5 1 copy of 2x2 ID picture

Section 9. Returning Students

- 9.1 Printout of Grades
- 9.2 Proposal Slip

Section 10. Transferees

- 10.1 Admission Slip
- 10.2 Approved Evaluation Form for Transferees
- 10.3 Original Copy of Transcript of Records/Certification of Grades
- 10.4 Honorable Dismissal/Transfer Credentials

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- 10.5 Certificate of Good Moral Character
- 10.6 Photocopy of NSO Birth Certificate/ *Marriage Contract for Married female students
- 10.7 1 copy of 2x2 ID picture

Section 11. Shifters

- 11.1 Exit Interview Form
- 11.2 Approved Evaluation Form for Shifters
- 11.3 Proposal Slip

Section 12. Foreign Students

- 12.1 Accomplished admission foreign students application form
- 12.2 A non-refundable application fee of P300 for resident foreign students and US\$20 for non-resident foreign students in cash, money order, cashier's or manager's check payable to Batangas State University
- 12.3 Upper secondary school certificate with a grade equivalent issued by the Department of Education of the country of origin (if freshman) or TOR with equivalent grading system (if transferee)
- 12.4 Notarized affidavit of support including bank statements or notarized notice of grant for institutional scholars to cover expenses for the student's accommodation and subsistence, as well as school dues and other incidental expenses (proof of financial capability)
- 12.5 Photocopy of the student's passport data page showing the date and the place of birth
- 12.6 Photocopy of birth certificate or its equivalent duly authenticated by the Philippine Foreign Service Post
- 12.7 Authentication from Consular Section of the Embassy of the Philippines in the country of origin
- 12.8 Certificate of Good Moral Character from the country of origin
- 12.9 Clearance issued by the national (or federal, whichever is applicable) police authorities in the student's country of origin or legal residence duly authenticated by the Philippine Foreign Service Post having consular jurisdiction over the place
- 12.10 Medical health certificate issued by an authorized physician (from country of origin) including but not limited to chest X-ray, HIV and Hepatitis B clearance and drug test
- 12.11 Official TOEIC (Test of English for International Communication) results
- 12.12 Student Visa

Section 13. Cross Enrollees

- 13.1 Approved Permit to Cross Enroll Form from the school of origin
- 13.2 Clearance (for students who will transfer from one BatStateU campus to another)

ARTICLE VII
ENROLMENT PROCEDURES

Section 14. Freshmen

- 14.1 Secure admission slip from the Testing and Admission Office (TAO).
- 14.2 Proceed to Infirmary for medical examination and X-ray.
- 14.3 Secure an account or SR Code from the Information and Communication Technology (ICT).
- 14.4 Go to the respective college for encoding, assessment and printing of subjects to be enrolled.

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- 14.5 Pay fees to the Cashier's Office and other fees such as PTA and Insurance to the assigned collectors.
- 14.6 Proceed to the Registrar's Office for printing of Registration forms with marked "Enrolled" and submission of credentials. (See Requirements for Admission and Enrolment for Freshmen)
- 14.7 For scholars, present all scholarship requirements to the Scholarship and Financial Assistance Office (SFAO) and re-assessment of fees in the Assessment Office.

Section 15. Old Students

- 15.1 Go to the respective college for printing of grades, for securing proposal slip, encoding, assessment and printing of courses to be enrolled.
- 15.2 Pay fees to the Cashier's Office and other fees such as PTA and Insurance to assigned collectors.
- 15.3 Proceed to the Registrar's Office for printing of Registration forms with marked "Enrolled" and submission of proposal slip.
- 15.4 For scholars, present all scholarship requirements to the Scholarship and Financial Assistance Office (SFAO) and re-assessment of fees in the Assessment Office.

Section 16. Transferees

- 16.1 Go to the Department Chair of the respective college for TOR pre-evaluation.
- 16.2 Proceed to the Registrar's Office for verification and final approval of the Evaluation Form for Transferees.
- 16.3 Proceed to TAO for entrance examination.
- 16.4 Proceed to Infirmary for medical examination and X-ray.
- 16.5 Go to the respective college for the issuance of proposal slip, encoding, assessment and printing of courses to be enrolled.
- 16.6 Pay fees to the Cashier's Office and other fees such as PTA and Insurance to assigned collectors.
- 16.7 Proceed to the Registrar's Office for printing of Registration forms with mark "Enrolled" and submission of credentials, proposal slip and Evaluation Form for Transferees .
- 16.8 For scholars, present all scholarship requirements to the Scholarship and Financial Assistance Office (SFAO) and re-assessment of fees in the Assessment Office.

Section 17. Shifters

- 17.1 Go to the Guidance Office for exit interview and have the Exit Form signed by the former dean and the Guidance counselor
- 17.2 Go to the Department Chair of the shifted program for pre-evaluation of grades
- 17.3 Proceed to the Registrar's Office for verification and final approval of the Evaluation Form for Shifters.
- 17.4 Go to the respective college for the issuance of proposal slip, encoding, assessment and printing of courses to be enrolled.
- 17.5 Pay fees to the Cashier's Office and other fees such as PTA and Insurance to assigned collectors.
- 17.6 Proceed to the Registrar's Office for printing of Registration forms with marked "Enrolled" and submission of proposal slip and Evaluation for Shifter form.
- 17.7 For scholars, present all scholarship requirements to the Scholarship and Financial Assistance Office (SFAO) and re-assessment of fees in the Assessment Office.

Section 18. Foreign Students

- 18.1 Proceed to External Linkages Office (ELO) for verification of documents and credentials.
- 18.2 Take the entrance examination from the Testing and Admission Office.

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- 18.3 Upon passing the entrance examination, secure Admission Slip from the Testing and Admission Office and Notice of Acceptance from the Registrar's Office.
- 18.4 Submit the Notice of Acceptance to the External Linkages Office (ELO) for student visa processing.
- 18.5 After having the approved student visa, proceed to Infirmary for medical examination and X-ray.
- 18.6 Secure an account or SR Code from the Information and Communication Technology (ICT) at the CABEIHM Building
- 18.7 Go to the respective college for encoding, assessment and printing of courses to be enrolled.
- 18.8 Pay fees to the Cashier's Office.
- 18.9 Proceed to the Registrar's Office for printing of Registration forms with marked "Enrolled" and submission of documents and credentials.

Section 19. Cross Enrollees

- 19.1 Cross Enrolment of Students to Other Campus/Schools
 - 19.1.1 Secure Cross Enrolment Form from the Registrar's Office and reproduce two copies.
 - 19.1.2 Fill up these forms and secure approval from the college dean and the University Registrar.
 - 19.1.3 Submit one copy to the Registrar's Office, one copy to the school where one intends to cross enroll and the student to keep the other copy.
- 19.2 Cross Enrolment of Students from Other Schools
 - 19.2.1 Present approved Cross Enrollment form to the Registrar's Office.
 - 19.2.2 Secure an account or SR Code from the Information and Communication Technology (ICT).
 - 19.2.3 Present approved cross enrolment form from school of origin to the Registrar's Office for verification
 - 19.2.4 Proceed to the respective college for verification, encoding, assessment and printing of courses to be enrolled.
 - 19.2.5 Pay fees at the Cashier's Office.
 - 19.2.6 Proceed to the Registrar's Office for the printing of registration forms marked "Enrolled" and submission of Proposal Slip and approved Permit to Cross Enroll Form.

ARTICLE VII
ACADEMIC POLICIES

Section 20. Enrolment

- 20.1 Students shall complete their enrolment within the prescribed schedule. In case of incoming freshmen, enrolment dates are specified in their admission slips issued by the Testing and Admission Office (TAO).
- 20.2 Late registration is allowed only within two (2) weeks after the official opening of classes. Beyond this period, no further enrolment will be allowed.
- 20.3 Only students who have paid the corresponding fees and whose registration forms have been validated and approved by the University Registrar are considered enrolled.
- 20.4 Cancellation of enrolment shall be allowed before the start of classes.
- 20.5 Cancellation of course beyond registration period can be allowed if classes have been dissolved.
- 20.6 No shifting of program should be allowed after the registration period.

Section 21. Crediting of Courses

- 21.1 Courses taken from State Colleges and Universities will be credited based on the course descriptions of the courses taken and corresponding number of units earned from the school of origin. Applicants' year level classification shall be based on the accredited courses.
- 21.2 Crediting of courses will be based on the following:
 - 21.2.1 a final grade of 3.0 and higher in all courses of applicants from SUCs will be credited
 - 21.2.2 A final grade of at least 2.75 and its equivalent in all courses of applicants from CHED recognized private school/university will be credited.

Section 22. Cross Enrolment

- 22.1 No student shall be allowed to cross-enroll in another institution without the approval of his respective Dean and Registrar.
- 22.2 The total study load for which a student may cross-enroll shall not exceed the maximum number of units allowed by the rules on academic loading.
- 22.3 Cross-enrolment may be granted under the following conditions:
 - 22.3.1 The courses are not offered in the mother school during the particular semester the student is enrolled.
 - 22.3.2 The courses are offered but are in conflict with the other courses enrolled by the student.

Section 23. Academic Load

- 23.1 Full-time/regular students are allowed to carry the maximum load prescribed by their curriculum.
- 23.2 Part-time/irregular students should have their subject load approved by the Dean of their respective college before they are allowed to enroll.
- 23.3 Only graduating students may be permitted to a subject overload of six (6) units per semester of the last academic year with prior approval of the Dean and the University Registrar provided that it shall not exceed 28 units for regular semester and 12 units for the summer term.
- 23.4 In the summer term, the normal load shall be nine (9) units, but in justifiable cases, the College Dean with the approval of the VPAA, may allow a student to take 12 units, subject to University rules and regulations.

Section 24. Prerequisite Courses

- 24.1 As prescribed by the CHED, courses taken and completed without satisfying the provided prerequisite will not be given credit regardless of the grade obtained.
- 24.2 Students who receive an Incomplete (Inc.) mark shall not be allowed to take advanced courses. They must complete the grade in the prerequisite course before they are allowed to take any of the advanced courses in the next semester.

Section 25. Dropping of Courses

- 25.1 Dropping must be made official by accomplishing a dropping form and submitting it at the Registrar's Office before the midterm examination. Students who officially drop out of class shall be marked "Dropped" whether he took the preliminary examination or not and irrespective of their preliminary grades.
- 25.2 A student who unofficially drops out of class shall be given a mark of "5.0" by the instructor.

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Section 26. Adding/Changing Of Courses

- 26.1 Adding and changing of courses shall be made only within one week for summer and three weeks for a regular semester from the official opening of classes by accomplishing the form provided at the Registrar's Office.
- 26.2 A student shall be allowed to add or change course provided that the class he intends to join has not exceeded the maximum number of students and has not held classes for more than six (6) class hours for three-unit course and if the student does not exceed the total number of units for the regular load.
- 26.2 Changing of course shall be allowed if there is a conflict of schedule and when the enrolled course is dissolved. Changing of course shall be also allowed for working students whose hours of work have been changed provided that he will present certification from his employer.

Section 27. Substitution of Courses in Cases of Curricular Changes

- 27.1 Substitution of course may be allowed when the students are pursuing a curriculum that has been superseded by a new one and the course/ s included in the old curriculum can no longer be found in the new curriculum. The substitute courses must be related to the courses being substituted, or cover substantially the same course.
- 27.2 All applications for substitution of courses shall be acted upon by the Registrar/Dean/Vice President for Academic Affairs/Executive Director.

Section 28. Grading System

28.1 The work of students shall be graded at the end of each term in accordance with the following system:

Numerical Grade	Percentage Equivalent	Description
1.00	98-100	Excellent
1.25	94-97	Superior
1.50	90-93	Very Good
1.75	88-89	Good
2.00	85-87	Meritorious
2.25	83-84	Very Satisfactory
2.50	80-82	Satisfactory
2.75	78-79	Fairly Satisfactory
3.00	75-77	Passing
5.00	Below 75	Failure
Inc.		Incomplete
Drp		Dropped

28.2 Students who will get a grade of 70-74 must be given a removal examination. A grade of "3.0" will be given to those who will pass the removal examination and those who will fail will be given a grade of "5.0".

Section 29. Submission of Report of Grades

- 29.1 Every faculty member shall submit all reports of grades through online uploading not later than seven (7) days from the last day of examination period.

29.2 Faculty members who fail to meet the deadline for submission of grades shall be reported by the Dean to the VPAA and Human Resource Management Office (HRMO). The delinquencies shall be entered in the personnel records of the erring faculty members after giving them a chance to explain and when their explanation is found unsatisfactory.

Section 30. Correction of Grades

30.1 Correction of grade must be made by the faculty concerned within one semester or one hundred fifty (150) days after error is recognized by accomplishing online grade correction form. The accomplished form which is approved by the Dean, together with a copy of corrected grade of student shall be submitted by the faculty concerned at the Registrar's Office. No request for correction of grade will be entertained after the stipulated period.

Section 31. Completion of Grades

- 31.1 A grade of "Incomplete" must be complied with by the student within one (1) semester or one hundred fifty (150) days. A student who fails to complete the deficiency/deficiencies at the end of the succeeding semester shall automatically obtain a grade of 5.0 in the course.
- 31.2 The concerned faculty can make necessary change online in the grading sheet with "Incomplete" grade only within one semester or one hundred fifty (150) days after the deadline of the submission of grades.

Section 32. Retention and Readmission

A student's continued stay in the university is governed by the following rules:

- 32.1 Any student who at the end of the semester obtained final grades below 3.0 in at least 25 percent of the total number of academic units enrolled in the previous semester shall be warned, if 50 percent, the student will be on probation and if 75 percent, the student will be dropped from the department.
- 32.2 The student on probation shall write a promissory letter and sign a waiver signed by the parent and the student at the Guidance Office to be approved by the Dean.
- 32.3 Probation may be removed by passing the course/s with grades of 3.00 or better in more than 50 percent of the units in their final grades in the succeeding semester.
- 32.4 If a student under probation fails again in at least 50 percent of the total number of units enrolled, he will be dropped from the roll of the university.
- 32.5 Any student who obtained final grades below 3.0 in at least 75 percent of the total number of academic units will mean non-readmission in the program but can be admitted to other programs of the university provided he qualifies.

Section 33. Leave of Absence (LOA)

- 33.1 Undergraduate students are assumed to enroll on a continuous basis until their program is completed. Any break in enrolment requires the filing of a Leave of Absence.
- 33.2 The leave of absence may be for one semester or one year as specified.
- 33.3 The leave of absence may be extended upon approval of the Office of the Dean but in no case should the leave be beyond two years.
- 33.4 The application for LOA shall be considered valid upon the signature of the College dean and the University Registrar.

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- 33.5 To return, the student with a valid LOA for all the semesters of absence, must proceed to the Dean's Office at least two weeks before the start of the term he intends to enroll in.
- 33.6 Returning students who were granted leave of absence beyond two years shall be evaluated in the new curriculum.
- 33.7 The period of absence of those students who failed to process LOA will be counted in the duration of study or residency.
- 33.8 LOA Procedure
 - 33.8.1 The student shall fill up LOA form from the Registrar's Office in triplicate copies and have it signed by parent/guardian of the student, Discipline Office and the Office of the Dean.
 - 33.8.2 The approved forms shall be submitted to the Dean and Registrar's Office.
 - 33.8.3 The remaining copy shall be kept by the student for future reference.

Section 34. Residency

- 34.1 A student who is enrolled in any five – year program should finish the program within five to six years period. If a student is enrolled in any four – year program, he should finish the program within four to five years.
- 34.2 If the student goes beyond the prescribed residency requirement, he must write a letter of reconsideration subject for approval by the VPAA/ED.
- 34.3 Transferees who are candidates for graduation at Batangas State University must have completed at least 50% of the total number of academic and shop units required for graduation in the institution and must have been in continuous residence in the university for at least two and a half (2.5) years for a five-year program and two (2) years for a four-year program.
- 34.4 Students who shifted from one program to another must have completed at least 50% of the total number of academic and shop units required in the present program for at least three (3) years for a five-year program and two and a half (2.5) years for a four-year program.
- 34.5 The same is applied to shifters and transferees. In case of students with OJT abroad, an approved program of study should support the residency requirement.

Section 35. Graduation

- 35.1 A candidate for graduation must satisfy the following requirements:
 - 35.1.1 Filled up application form one month before the end of the semester;
 - 35.1.2 Photocopy of the Approval Sheet of thesis before Academic Council Meeting;
 - 35.1.3 Certificate of Submission of hardbound copy of thesis in the Library before Academic Council Meeting;
 - 35.1.4 Clearance issued by the Accounting Office; and
 - 35.1.5 NSO or PSA Birth Certificate for updates
- 35.2 Commencement and Baccalaureate Exercises
 - 35.2.1 Attendance at general commencement shall be optional. Graduating students who choose not to participate in the general commencement exercises must inform their respective Deans or their duly designated representatives at least ten (10) days before the commencement exercises. Graduating students who will attend commencement program must pay the corresponding graduation fee.
 - 35.2.2 The diploma shall bear only one date which shall be the date of the commencement exercise.

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35.3 Academic Gowns

35.3.1 Candidates for graduation for the master's, doctoral and other degree programs shall be required to wear an academic gown with hood and cap with tassel during the commencement exercises in accordance with the rules and regulations of the University. Those graduating in non-degree programs shall be required to wear an academic gown without hood but they are required to wear cap with tassel.

Section 36. Confidentiality and Security of Official Records

All scholastic records of students and official documents are kept on file at the Registrar's Office and only the Registrar and personnel of the office have access to these records. Transcript of Records, Form 137, certifications and other documents are electronically encoded and printed with only the Registrar and personnel of the office having access to the files. The following policies on confidentiality of students' records shall be observed:

- 36.1 A student is entitled to a transcript of record, but he is not entitled to know other records in his file which are confidential in nature.
- 36.2 A student has the right to see his academic record, from which a copy was made, and is entitled to an explanation of any information recorded on it.
- 36.3 The student's file or folder cannot be taken out of the office unless specifically authorized by the Registrar, depending on the purpose for which it is needed.
- 36.4 School officials and faculty members of the institution may be permitted to look at the academic records of any student if needed in the evaluation of the academic standing of the student concerned.
- 36.5 Requests for the production of a student's record from the court are usually on a duly issued subpoena duces tecum, but the student must be notified of said subpoena if he is available or if he can be reached through any media of communication.
- 36.6 Records or grades may be released to parents or guardians without prior approval of the student concerned if he is still a minor or has not yet been emancipated from parental authority.
- 36.7 Requests for academic information from a company or firm to whom a student has applied for employment or where he is employed, shall be honored, if they are of vital importance to his being employed or his being promoted in position.
- 36.8 The same consideration should be accorded to requests from research or civic organizations or government agencies granting scholarship to the student concerned.
- 36.9 Requests for information on a student's record, made in an official communication by an official of any government office or agency, should be honored even without the prior approval of the person concerned, as long as the information sought for is limited to his enrolment, academic standing or school work, for the purpose of ascertaining his qualification or eligibility as employee of this particular government agency.
- 36.10 All requests regarding disclosure of the student's academic records should be in writing and filed with his envelope or folder.

ARTICLE VIII
PROVISIONS FOR PERSONS WITH DISABILITY AND SPECIAL NEEDS

All policies, procedures and guidelines shall apply to persons with disability and special needs, senior citizens and pregnant women. However, the Registrar's Office provides priority lanes and services for such clients.

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ARTICLE IX
APPLICATION AND EFFECTIVITY

Any revisions of these guidelines shall take effect immediately upon approval by the Board of Regents and shall be effective unless otherwise repealed or amended.