



Republic of the Philippines
City of Malolos, Bulacan
BULACAN STATE UNIVERSITY
Office of the Vice President for Academic Affairs
STUDENT POLICY AND PROGRAM DEVELOPMENT

ENHANCED BuLSU UNDERGRADUATE RETENTION GUIDELINES

Rationale

Retention¹ is one of the most important indicators of success of a university student's life as it affects rankings, reputation and financial well-being. It is often measured in return rates from one year to another among students (Delen, 2017).

Moreover, the Bulacan State University was able to establish suitable academic regulations and other provisions for enrolled students from first year and onwards through her BuLSU Undergraduate Student Handbook that was approved by the Board of Regents (BOR) in the year 2016.

Furthermore, to retain the students most adept at pursuing their chosen program and provide room for students to take necessary intervention before they reach their graduating year, amendment and supplemental clauses of the general guidelines on academic delinquency, leave of absence and maximum residency requirement are hereby proposed.

General Guidelines

Students who are officially enrolled in the Bulacan State University are expected to earn passing grades in all their enrolled academic courses including PE and NSTP during their first semester to proceed to the next semester as Regular Students, otherwise, they may fall into the category of delinquent students.

A. Academic Delinquency²

The faculty of each academic unit shall remedy academic delinquency by implementing the following measures and minimum standards:

1. Any student who obtained a failing grade in one subject/unofficially dropped one subject enrolled in the immediately preceding semester shall receive a verbal warning from the Dean. The student concerned may enroll the failed subject in the immediately succeeding semester especially if the failed subject is a prerequisite, provided that he/she does not exceed the maximum allowable number of units per semester. The student is categorized irregular if the student fails to carry the full load prescribed during the given semester.

Special classes are strictly allowed to senior level students only upon request, that is, if the one subject being requested would mean his graduation for the particular term. The student must secure a certification from the office of the Registrar that he/she is a graduating student before he/she can request for it. The request for tutorial classes must be recommended by the College/ Campus Dean for approval of the Chancellor for the main campus and satellite campuses and Executive Vice President. Special classes may also be requested by any irregular student who wishes to repeat or take the subject in advance, provided that the subject is not offered during the current semester or may be in conflict with the student's class schedule. There must have a minimum of ten (10) students requesting for the specific subject before it can be approved by the Chancellor. The honorarium of the instructor/professor shall be charged to the requesting student. (p13 of BuLSU Student Manual,2016)

2. Any student who failed in another subject or repeatedly failed the same subject enrolled in the succeeding semester and student who unofficially dropped or obtained failing grades in two (2) subjects shall be considered an Irregular Student³ and not be allowed to enroll the requisite subjects in the succeeding semester if the failed/dropped subject is a prerequisite. For both cases, a written warning from the Dean will be issued to the student concerned. The parent/guardian will affix his/her signature on the written warning. The signed copy will be returned to the college. He/she may, however enroll minor courses⁴ in advance, subject to the approval of the dean, provided that his/her load shall not exceed the number of



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units prescribed by the curriculum. The load of student with 2 failed subjects shall be reduced commensurately as determined by the unit head concerned with the approval of the dean.

3. Any student who obtained failing grades of three (3) subjects but less than fifty percent (50%) of his regular enrolled subjects shall be placed under probation for the immediately succeeding semester, His/her load shall be reduced commensurately as determined by the unit head concerned with the approval of the dean.
4. Any student on probation who unofficially dropped or obtained failing grades in two (2) enrolled subjects in the immediately previous semester shall be dropped from his program⁵. He/she may, however, apply to shift to another program, subject to the acceptance of the receiving Dean and approval from the Chancellor.
5. Any student who obtained failing grades of 50% to 75% of his/her enrolled subjects in the immediately previous semester shall be dropped from the program and suggested to shift to an allied program, subject to the acceptance of the receiving Dean and approval from the Chancellor.
6. Any student who obtained failing grades of more than 75% of his enrolled subjects in the entire program shall be permanently disqualified from enrolling in any Program of the University. Any student who is dismissed from the University shall be issued transfer credentials provided he is cleared of all financial obligation and accountabilities in the University (BulSU Undergraduate Student Manual, 2016, p 23)
7. Any student on probation obtained failing grades in at least fifty percent (50%) of his enrolled subjects shall be permanently disqualified from enrolling in any Program of the University. Any student who is dismissed from the University shall be issued transfer credentials provided he is cleared of all financial obligation and accountabilities in the University (BulSU Undergraduate Student Manual, 2016, p 23)

Table 1. Summary of the Academic Delinquencies and Corresponding Remarks and Regulations

Description	Remarks/Status	Regulation/ Allowable units for enrollment
Case 1 with 1 failed/unofficially dropped subject enrolled in the previous semester	verbal warning from the Dean (the student is categorized irregular student ¹ if she/he fails to carry the full load prescribed during the given semester)	<ul style="list-style-type: none"> • may enroll the failed subject in the immediately succeeding semester especially if the failed subject is a prerequisite provided that the student does not exceed the maximum allowable number of units per semester • Special classes are strictly given to senior level students only, that is, if the one subject being requested would mean his graduation for the particular term. The student must secure a certification from the office of the Registrar that he/she is a graduating student before he/she can request for it. The request for special classes must be recommended by the College/ Campus Dean for approval of the Chancellors for the main or satellite



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		<p>campuses and the Executive Vice President.</p> <ul style="list-style-type: none"> Special classes may also be requested by any irregular student who wishes to repeat or take the subject in advance, provided that the subject is not offered during the current semester or may be in conflict with the student's class schedule. There must have a minimum of ten (10) students requesting for the specific subject before its approval. (p13 of BulSU Student Manual,2016)
<p>Case 2</p> <p>Case 2.1</p> <p>failed in another subject or repeatedly failed the same subject enrolled in the succeeding semester</p>	<p>Written warning from the Dean;</p> <p>(the parent/guardian will sign this written warning for his/her signature. The signed copy will be returned to the College concerned)</p> <p>Irregular</p>	<ul style="list-style-type: none"> he/she may enroll minor courses in advance, subject to the approval of the dean, provided that his/her loads shall not exceed the number of units prescribed by the curriculum not to be allowed to enroll the requisite subjects in the succeeding semester if the failed / unofficially dropped subject is a prerequisite.
<p>Case 2.2</p> <p>unofficially dropped or obtained failing grades in two (2) subjects enrolled in the succeeding semester</p>	<p>Written warning from the Dean;</p> <p>(the parent/guardian will sign this written warning for his/her signature. The signed copy will be returned to the College concerned)</p> <p>Irregular</p>	<ul style="list-style-type: none"> he/she may enroll minor courses in advance, subject to the approval of the dean, provided that his/her loads shall not exceed the number of units prescribed by the curriculum not to be allowed to enroll the requisite subjects in the succeeding semester if the failed / unofficially dropped subject is a prerequisite. load shall be reduced commensurately as determined by the unit head concerned with the approval of the dean.



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<p style="text-align: center;">Case 3</p> <p>with three failed subjects but less than fifty percent (50%) of his regular enrolled subjects for the immediately succeeding semester</p>	<p>On Probation</p>	<ul style="list-style-type: none"> load shall be reduced commensurately as determined by the unit head concerned with the approval of the dean.
<p style="text-align: center;">Case 4</p> <p>student on probation who unofficially dropped or obtained failing grades in two (2) enrolled subjects in the immediately previous semester</p>	<p>Dropped from the Program³</p>	<ul style="list-style-type: none"> advise to shift to another program, subject to the acceptance of the receiving Dean and approval from the Chancellor
<p style="text-align: center;">Case 5</p> <p>student who obtained failing grades of 50% to 75% of his/her enrolled subjects in the immediately previous semester</p>	<p>Dropped from the Program</p>	<ul style="list-style-type: none"> suggested to shift to an allied program, subject to the acceptance of the receiving Dean and approval from the Chancellor
<p style="text-align: center;">Case 6</p> <p>with failing grades of more than 75% of his enrolled subjects in the entire program</p>	<p>Permanently Disqualified from enrolling in any Program of the University)</p>	<p>Any student who is dismissed from the University shall be issued transfer credentials provided he is cleared of all financial obligation and accountabilities in the University (page 23 of the BulSU Undergraduate Student Manual)</p>
<p style="text-align: center;">Case 7</p> <p>student on probation who obtained failing grades in at least fifty percent (50%) of his enrolled subjects</p>	<p>Permanently Disqualified from enrolling in any Program of the University)</p>	<p>Any student who is dismissed from the University shall be issued transfer credentials provided he is cleared of all financial obligation and accountabilities in the University (page 23 of the BulSU Undergraduate Student Manual)</p>



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* Exemption from Permanent Disqualification (for Cases 6 and 7)

1. Students whose grades of 5.0 were incurred due to unauthorized dropping of subjects as certified by the instructors with the recommendation of the dean, upon re-enrolling, the student must present documentary proof of justified reason such as
 - 1.1 mental health condition (as certified by a mental health professional or an official guidance counselor of the University) and
 - 1.2 student's health condition that required immediate and prolonged treatment (as certified by a medical doctor).
2. Student/s in the last year of their curricular program (bsu.edu.ph).

Note:

Any student on probation is allowed to shift with the provision that for shifters, any number of semesters that the student has availed of the benefits of Free Higher Education will be subtracted from the total number of semesters that s/he may avail of the grant based on the expected duration of the current program in which the student is enrolled (UniFAST, 2018). He / She is only allowed to shift once to a degree program offered in the University only after one year of residency.

B. Student on Official Leave of Absence (LOA)⁶

1. Any student who wishes to temporarily discontinue his studies may be allowed to apply for LOA provided that the maximum allowance for official leave of absence must not exceed one year. He/she can extend his/her previous LOA application for another year/s respectively, when need arises. The following are the two major acceptable reasons for applying for LOA. Other reasons may be considered upon the discretion of the approving authority.
 - 1.1 mental health condition (as certified by a mental health professional or an official guidance counselor of the University) and
 - 1.2 student's health condition that required immediate and prolonged treatment (as certified by a medical doctor).
2. A leaving student shall do the following procedures:
 - Step 1: Request a Leave of Absence (LOA) Form from the Office of the Registrar.
 - Step 2: Fill out the form clearly and follow instructions stated on the forms.
 - Step 3: Submit the accomplished copy of the copy of LOA form to the Office of the Registrar. Student may photocopy of his/her LOA and request the receiving officer/clerk to write the complete name and affix signature on the photocopy as proof of receipt.A returning student shall do the following procedures:
 - Step 1: Student must personally appear to the Office of the Registrar and request for readmission. He/she may show the photocopy of LOA for fast tracking purposes.
 - Step 2: The Registrar will issue a Readmission Slip to the student. The student shall personally give the slip to the dean or his authorized representative. The dean shall not deny readmitted student to enroll.



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If the returnee is in his/her penultimate year or senior year but follows an old curriculum, Part II; Letter C of the students' manual shall apply. However, if the returnee is on his/her 2nd year level (for a 4-Year course) and 3rd year level (for a 5-Year course), he/she shall follow the new curriculum.

For students who went on a leave of absence (LOA), the determination and computation of their free higher education benefit shall be without prejudice to the most expedient way of completing their studies (UniFAST,2018).

C. Maximum Residency⁷ Requirement

As a government funded institution, the subsidy given to each student has a limited time frame so that other qualified aspirants may also enjoy the same privilege. For this reason, all students must observe the residency requirement of the university.

1. Generally, all students including shifters and transferees must complete their courses within the period prescribed in the curriculum.
2. Students who could not complete the course within the period prescribed in the curriculum may be allowed to complete their course within the maximum allowable period:
 - 2.1. For a two-year course, the maximum allowable period of completion is four (4) years;
 - 2.2. For a four-year course, the maximum allowable period of completion is six (6) years;
 - 2.3. For a five-year course, the maximum allowable period of completion is seven and a half (7 1/2) years.
3. The rule on the maximum allowable period of completing the course exempts the students who are on official leave of absence (LOA).
4. Exemption from the rule on the maximum allowable period of completing the course may be granted to working students upon recommendation by the Dean and approval of the Chancellor concerned.
5. Students who fail to complete their courses within the prescribed period by UniFast may be allowed to continue within the maximum allowable period set by the University and beyond, provided, that the government's subsidy on tuition will be forfeited, and therefore the students shall pay appropriate tuition as prescribed by the finance office.

Reminder to Students:

Students should be mindful that they could only enjoy the benefits of Free Higher Education (RA 10931/ UNIFAST 2018) in the period prescribed by the law:

- 2.1. Students in a three-year program can benefit for four (4) years;
- 2.2. Students in four-year programs can benefit for five (5) years;
- 2.3. Students in five-year programs can benefit for six (6) years. (UNIFAST 2018).

D. Special Retention Guidelines (for Colleges with Battery of Examinations⁷ for the Program/s with Licensure Examination)

1. Colleges with board programs may require the students to take a battery examination as a requirement to be promoted to the next level within the program.
2. A student who does not meet the standards is advised to attend the special mentoring program of the college before being recommended to shift to another program for his retention.

E. Cross-enrolment Guidelines

1. Conditions when cross-enrollment to other universities may be allowed to:
 - a. A student is in his/her last semester.



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- b. The subject needed for his graduation is not currently offered in the University.
 - c. Special class for the subject needed is not possible for that particular semester.
2. Students shall not exceed the number of units per semester prescribed by the program curriculum. The number of units enrolled in Bulacan State University plus units enrolled in the other school must be within the maximum allowable load during the semester.
3. Steps in Cross-Enrolling:
- a. The student searches via online for a nearby school offering the needed subject. The student must confirm that this school accepts cross-enrollees.
 - b. Write a letter to the Dean of the College/Campus (BulSU mother unit) seeking approval to cross-enroll.
 - c. Secure a cross-enrollment form from the Registrar.
 - d. Submit a Cross-enrolment Form to the Dean's office (BulSU mother unit) and keep one copy as a claim receipt for the transmittal letter.
 - e. Present validated claim receipt to Registrar; get a transmittal letter.
 - f. Present transmittal letter to the Registrar of school where the student is cross-enrolling (receiving institution); follow enrolment procedure of the school.
4. Any student who cross-enrolls in another school without prior authorization from the University Registrar's Office will not be given any academic credits for the subject cross-enrolled.
5. A student may cross-enroll during the allowable period of enrollment.
6. The Cross-enrollee must comply with the General Rules and Regulations of the University/College where s/he is accepted as a cross-enrollee.

Special Note:

Restrictions on the retention policy shall be programmed in the Online Enrollment System by the Management Information System (MIS) in coordination with the Registrar's Office so as to automate its application (College-based consultation, January 2021).

F. Definition of Terms

¹Retention - refers to continuous enrolment of a student without failure or dropping until s/he finished his chosen degree.

²Academic Delinquency - is the result of failure or dropping enrolled academic courses

³Irregular Student is one who registered for formal credits but who carries less than the full load due to failure or dropping for a given semester to complete the requirements of the given curriculum (p2).

⁴Course –are the subjects you study as part of the degree program. Within each course there will be class components such as lectures, tutorials, workshops, labs, and many others (student central,2021).

⁵Program - the name or title consists of the degree (e.g., BS) and the discipline or field of study (e.g., Business Administration). It is also called academic program, degree program, or curricular program offerings (upd.edu.ph).

⁶Leave of Absence - is a document filed by a student who wishes to temporarily discontinue his studies.



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⁷Residency- the number of years of stay of a student in a program of the university.

⁸Battery of Examinations- is a set of exams designed to test the students' current domain knowledge and their competence and suitability for further studies in the program.

F. References

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**** The guidelines were approved during the EXECOM meeting held last February 2, 2021.*