



## OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

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### PROPOSED GUIDELINES ON THE APPROVAL OF PETITIONED CLASSES

The Bulacan State University being committed to her goal of providing quality education is continuously undergoing transformation of her systems and processes. An important aspect of such action is the drafting of new or enhancement, modification or amendment of existing policies and guidelines.

The Office of the Vice President for Academic Affairs as the in-charge of the above-mentioned task on the academics' component hereby presents the Proposed Guidelines on the Approval of Petitioned Classes.

#### A. Definition

As use in this proposal, PETITIONED CLASSES are defined as off-semester courses / subjects requested by students to catch up with the completion of their respective curriculum as requisite for graduation. Specifically, petitioned classes refer to:

- courses / subjects not offered in the semester when they are being requested
- failed / dropped pre-requisite courses
- co-requisites of failed / dropped pre-requisites. These failed / dropped pre-requisites were passed by re-enrolment.
- not intended to be taken as advanced units

#### B. Requirements

1. The petitioned subjects should be within the limits of the regular load of each petitioner.
2. There should be an available faculty to teach the subject.
3. The number of enrollees should be same as the number of petitioners.

#### C. Payment Schemes

Though it is stipulated in the Undergraduate Student Manual (approved by BOR Resolution No. 85, series of 2016 and first implemented in Academic Year 2017-2018), that the minimum number of petitioners is ten (10) to offer a petitioned class, the request by less than ten (10) petitioners may still be approved subject to certain conditions.

1. With petitioners of five (5) or more

No. of Enrollees	Tuition Fee per Hour (in terms of contact hours in a week)
20 & above	Php200
15 – 19	Php300
10 – 14	Php400
5 – 9	Php500*

\*This was the implemented rate when the minimum number of petitioners / enrollees was set at five (5).

2. With petitioners of one to four (1-4)
  - 2.1 The payment will be depending on the proposed contact hours and the instructor's hourly rate.

Actual Status		Proposed Total Contact Hours per Term**	Difference in Hours** *
No. of Hour per Week	Total Contact Hours per Term		
1	18	10 (2 hours per week every 3 weeks)	8
2	36	20 (2.5 hours per week every other week)	16
3	54	30 (3 hours per week every week)	24
4	72	40 (4 hours per week every week)	32
5	90	50 (5 hours per week every week)	40

\*\*one hour = 10 hours of Synchronous Learning for the whole term

\*\*\*The difference is to be supplemented by activities / worksheets for the students to acquire the required competencies.

## 2.2 Formula for the Computation of Tuition Fee

$\text{Hourly Rate of Instructor} \times \text{Actual Contact Hours per Term} = \text{Total Honorarium of Instructor}$
$\frac{\text{Total Honorarium}}{\text{No. of Students}} = \text{Total Tuition Fee per Student}$

3. The provision of RA 10931 for first – takers of the petitioned subject is applicable, that is Php200 will be deducted from the tuition fee per hour.

### D. Procedure

1. A formal letter of request must be submitted to the College where the petitioners belong. This letter is to be signed by the representative of the petitioners. However, a list of all the petitioners (duly accomplished using the given format) should be attached to the letter.
2. The College Secretary is tasked to do the following prior to the endorsement of the Dean.
  - 2.1 check all requirements are complied
  - 2.2 if possible, assign a faculty with a lower hourly rate but possessing the required expertise for the subject being requested
  - 2.3 compute if the payment of the petitioners is sufficient for the faculty honorarium
  - 2.4 in case of insufficiency as computed in 2.3, require petitioners to write a letter of willingness to shoulder the honorarium of the instructor signed by all the petitioners
3. The petitioned letter (w/ attachment of 2.4 in case there's any) is forwarded to the Office of the Chancellor for final approval.
4. If the petition is approved, the representative should proceed to the
  - 4.1 Accounting Office – for verification / finalization of fees to be paid
  - 4.2 Registrar's Office – for encoding the list of petitioners
5. The petitioners then follow the enrolment procedure on the schedule dates
  - 5.1 For adding subjects during 1<sup>st</sup> or 2<sup>nd</sup> semester term
  - 5.2 For enrolment dates during the mid-year term