



**119<sup>TH</sup> BOARD OF REGENTS MEETING**

**BOR RESOLUTION NO. 41**  
Series of 2025

**APPROVING THE REVISION OF THE POLICY ON ADMISSION, RETENTION, AND RESIDENCY FOR UNDERGRADUATE DEGREE PROGRAMS IN THE FACULTY OF ENGINEERING IN VISAYAS STATE UNIVERSITY, WHICH REVISIONS ARE PRESENTED AND DISCUSSED IN THE COPY OF THE PROPOSAL, THE DETAILS OF WHICH ARE REFLECTED IN THE DOCUMENT HERETO ATTACHED AND MADE PART HEREOF, THEREBY AMENDING ALL PREVIOUS BOARD RESOLUTIONS AND UNIVERSITY ISSUANCES WHICH MAY BE INCONSISTENT HERewith**

**WHEREAS**, the University shall primarily provide advanced instruction and professional training in agriculture, science and technology, education, and other related fields, undertake research and extension services, and provide progressive leadership in these areas: Provided, That the University shall ensure that it retain its original mandate as a primarily agricultural institution under Section 2 of Republic Act 9158, the university enabling law;

**WHEREAS**, BOR Resolution No. 134, series of 2022 approved the existing Policies for Admission, Retention and Residency Rule for the Undergraduate Degree Programs under the College of Engineering and Technology for the four (4) engineering programs, BS Computer Science and BS Meteorology in VSU Baybay;

**WHEREAS**, the proposed policy revision needs to align institutional policies with current academic standards, practices, and the evolving needs of students and stakeholders;

**WHEREAS**, the Faculty of Engineering has proposed introducing an additional layer of assessment, which will apply only to incoming students for the upcoming school year seeking admission to any engineering program across the university system;

**WHEREAS**, the Faculty of Engineering Aptitude Test (FEAT) serves as an additional assessment for incoming student applicants who meet the initial qualifications for admission to the Faculty of Engineering across the University system;

**WHEREAS**, the enhancement in the admission process is intended to evaluate the readiness and commitment of student applicants, while also reaffirming the Faculty's dedication to educational excellence and its goal of producing highly qualified professionals;

**WHEREAS**, the proposed revisions to the Policy on Admission, Retention, and Residency for Undergraduate Degree Programs in the Faculty of Engineering have been thoroughly reviewed and evaluated by the University Academic Council (UAC) at the March 14, 2025 meeting, and obtained favorable endorsement;

**WHEREAS**, finding the recommendation in order, the Governing Board has agreed to approve the revised policy, and this supersedes all previous versions and serves as the guiding framework for all undergraduate admissions, retention monitoring, and residency requirements within the Undergraduate degree programs in the Faculty of Engineering;

**APPROVING THE REVISION OF THE POLICY ON ADMISSION, RETENTION, AND RESIDENCY FOR UNDERGRADUATE DEGREE PROGRAMS IN THE FACULTY OF ENGINEERING IN VISAYAS STATE UNIVERSITY, WHICH REVISIONS ARE PRESENTED AND DISCUSSED IN THE COPY OF THE PROPOSAL, THE DETAILS OF WHICH ARE REFLECTED IN THE DOCUMENT HERETO ATTACHED AND MADE PART HEREOF, THEREBY AMENDING ALL PREVIOUS BOARD RESOLUTIONS AND UNIVERSITY ISSUANCES WHICH MAY BE INCONSISTENT HEREWITH.**

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**NOW, THEREFORE**, on motion, duly seconded, and unanimously approved, be it;

**RESOLVED**, as it is hereby resolved, that the Board of Regents of Visayas State University approves the revision of the Policy on Admission, Retention, and Residency for Undergraduate Degree Programs in the Faculty of Engineering in Visayas State University, which revisions are presented and discussed in the copy of the proposal, thereby amends all previous board resolutions and university issuances which may be inconsistent herewith.


**IN WITNESS** of our approval thereof, we affix our signatures this 29th day of April 2025 at VSU, Baybay City, Philippines.




APPROVING THE REVISION OF THE POLICY ON ADMISSION, RETENTION, AND RESIDENCY FOR UNDERGRADUATE DEGREE PROGRAMS IN THE FACULTY OF ENGINEERING IN VISAYAS STATE UNIVERSITY, WHICH REVISIONS ARE PRESENTED AND DISCUSSED IN THE COPY OF THE PROPOSAL, THE DETAILS OF WHICH ARE REFLECTED IN THE DOCUMENT HERETO ATTACHED AND MADE PART HEREOF, THEREBY AMENDING ALL PREVIOUS BOARD RESOLUTIONS AND UNIVERSITY ISSUANCES WHICH MAY BE INCONSISTENT HEREWITH.

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## VSU BOARD OF REGENTS

  
**HON. ETHEL AGNES P. VALENZUELA**  
CHED Commissioner and Chairperson  
VSU-Board of Regents

  
**HON. PROSE IVY G. YEPES**  
VSU President, Vice Chairperson  
VSU-Board of Regents


(Absent)

**HON. BERNADETTE REMALLA-MAYBITUIN**  
Representing Hon. **ALLAN PETER S. CAYETANO**  
Chairperson, Senate Committee on Higher,  
Technical and Vocational Education  
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President, VSU Federated Alumni Association  
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**HON. RYAN C. ILAIDA**  
Student Regent - VSU Student Council Federation  
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Member, VSU BOR  
Villaba, Leyte

  
**HON. RUPERTO O. APPARRI, III**  
Member, VSU BOR  
Tacloban City, Leyte



## 1 TITLE OF THE PROPOSAL

Proposal to Revise the Admission, Retention, and Residency Policies for Undergraduate Programs in the Faculty of Engineering

## 2 PROPONENTS

- Department of Agricultural and Biosystems Engineering (VSU-B)
- Department of Civil Engineering (VSU-B)
- Department of Geodetic Engineering (VSU-B)
- Department of Mechanical Engineering (VSU-B)
- Department of Civil Engineering (VSU-I)
- Department of Industrial Engineering (VSU-I)
- Department of Mechanical Engineering (VSU-I)

## 3 RATIONALE

The proposed revision focuses on the admission policy for the Faculty of Engineering (FE) to align with the updated admission guidelines of the university. Currently, the FE admission process mainly follows the university policy guidelines, as stipulated in the **existing Policies for Admission, Retention, and Residency Rule for the Undergraduate Degree Programs Under the College of Engineering and Technology** (BOR Resolution No. 134, Series 2022). These policies have served as the foundation for admission, retention, and residency rules in the College of Engineering and Technology, specifically for the four engineering programs, BS Computer Science, and BS Meteorology in VSU-Baybay (VSU-B). The admission is based solely on the applicant's performance on the VSU College Admission Test (VSUCAT). Depending on the availability of quotas, applicants who pass the VSUCAT are offered admission to FE programs. However, this approach has led to challenges in ensuring that students admitted to FE programs are sufficiently prepared for the academic challenges and suited to meet the technical requirements of the engineering courses. As a result, the course passing rate of Precalculus of Engineers and other introductory engineering courses taken during the first semester of first-year students has been very low (Appendix A).

With the recent admission policy of the university, allowing faculties or departments to conduct a second layer of admission criteria, FE proposes the **Faculty of Engineering Aptitude**

**Test (FEAT)** as an additional examination to evaluate the readiness and commitment of applicants more effectively. This enhancement in admission aims to support student success and uphold the commitment of the faculty to educational excellence in producing qualified professionals.

In addition, the revised admission policy aligns with the new organizational structure of VSU, which aims to harmonize programs across the VSU campuses. As such, the policy will also be applied to the engineering programs at VSU-Isabel (VSU-I) to ensure consistency across engineering programs of the university. The proposed revision categorizes applicants to the Faculty of Engineering into the following groups: 1) New Freshman, 2) Transferee, 3) Second-Courser Applicant, and 4) Shiftee Applicant. Each of these categories will follow specific admission criteria tailored to assess their academic background and preparedness to pursue engineering programs.

The proposed revisions shall apply **only to incoming undergraduate applicants/students** of the Faculty of Engineering, including those at VSU Isabel, starting the **First Semester, AY 2026-2027**. The programs transferred to other faculties, such as **BS Computer Science and BS Meteorology**, are not covered by these changes.

#### 4 PROPOSED REVISIONS

Section No.	Existing	Proposed
Title	Policies on Admission, Retention, and Residency Rule for the Undergraduate Degree Programs Under the College of Engineering and Technology	Admission, Retention and Residency Rule for the Undergraduate Programs of the <b>Faculty of Engineering</b>
3 ADMISSION POLICY		
3.1 New Freshmen Student	New freshmen student is a senior high school graduate enrolling in college for the first time. Admission of new freshmen students will follow the university's admission requirements and procedure. In case of excessive number of College's qualifiers, admission to the college will be on first-come, first-served basis. The quota number of students	New freshmen student is a senior high school graduate enrolling in college for the first time. A new freshmen student must meet with all of the following requirements in order to be accepted to FE, subject to the quota number determined by the Program Head.: a. Must pass the VSUCAT

	shall be determined by the Program Head.	b. Must pass the FE Aptitude Test (FEAT)
3.2 Transferee	<p>A Transferee is a student who have earned college units from any recognized Higher Education Institutions (HEIs) as well as former student returning to VSU after having been enrolled in other HEIs. Admission of transferee will follow the university's admission requirements and procedure. In case of excessive number of College's qualifiers, admission to the college will be on first-come, first-served basis. The quota number of students shall be determined by the Program Head.</p> <p>On transfer of credits, the following shall be considered:</p> <ol style="list-style-type: none"> <li>Only course units earned by the transferee from HEIs with the same program accreditation level as VSU or higher or those who are duly recognized by CHED will be credited, provided however, that the minimum number of units of the equivalent course in VSU is satisfied;</li> <li>For technical courses, the granting of transfer credits shall not exceed twenty-five percent (25%) of the total number of units of the required technical courses of the program, provided however, that the minimum number of units of the equivalent course in VSU is satisfied;</li> <li>The rules of prerequisites in the curriculum shall be followed; and</li> <li>A validation examination maybe given by the college for technical</li> </ol>	<p>A Transferee is a student who have earned college units from any recognized Higher Education Institutions (HEIs) as well as former student returning to VSU after having been enrolled in other HEIs.</p> <p>A transferee must meet with all of the following requirements in order to be accepted to FE, subject to the quota number determined by the Program Head:</p> <ol style="list-style-type: none"> <li>Must pass the VSUCAT</li> <li>Must pass the FE Aptitude Test (FEAT)</li> </ol>

	courses taken in the previous HEI with ratings lower than 2.0 (or equivalent).	
3.3 Second-courser	A second-courser is an applicant who have graduated with a degree from recognized HEI. Admission of second-courser applicants will follow the requirements stated in Section 3.2 (Transferee) of this policy manual.	<p>A second-courser is an applicant who has graduated with a degree from a recognized HEI. He/she must meet all of the following requirements to be accepted into the Faculty of Engineering (FE), subject to the quota number determined by the Program Head:</p> <ol style="list-style-type: none"> <li><b>1. Non-VSU Graduate Non-Engineering):</b> Applicant who has graduated from a non-engineering degree program at another recognized Higher Education Institution (HEI). <ol style="list-style-type: none"> <li>a. Must pass the VSU College Admission Test (VSUCAT)</li> <li>b. Must pass the FE Aptitude Test (FEAT)</li> </ol> </li> <li><b>2. Non-VSU Graduate (Engineering):</b> Applicant who has graduated from an engineering degree program at another HEI. <ol style="list-style-type: none"> <li>a. Must pass the VSUCAT</li> </ol> </li> <li><b>3. VSU Graduate (Non-Engineering):</b> Applicant who has graduated a non-engineering degree program from VSU. <ol style="list-style-type: none"> <li>a. Must pass the FE Aptitude Test (FEAT)</li> </ol> </li> <li><b>4. VSU Graduate (Engineering):</b> Applicant who has graduated an engineering degree program from</li> </ol>

		VSU is not required to take VSUCAT and FEAT.
3.4 Shiftee	A shiftee is a VSU student in an undergraduate program seeking admission for another undergraduate program within the University. For the purpose of this admission policy, shiftee is categorized into 1) shiftee from within the college and 2) shiftee from outside the college.	A shiftee is a VSU student in an undergraduate program seeking admission for another undergraduate program within the University. For the purpose of this admission policy, shiftee is categorized into 1) shiftee from within the <b>FE</b> and 2) shiftee from outside the <b>FE</b> .
3.4.1 Shiftee from within the College	<p>This category refers to a student taking a degree program offered within the College. A shiftee within the College must meet with all of the following requirements in order to be accepted to the degree program sought:</p> <ul style="list-style-type: none"> <li>a. No failing grade in any Engineering Sciences (ESci), Physics, and Mathematics;</li> <li>b. Has a GWA of not less than 2.50 in the current program; and</li> <li>c. Passed the interview administered by the Head of the degree program sought to be admitted</li> </ul>	<p>This category refers to a student taking a degree program offered within the <b>Faculty</b>. A shiftee within the <b>Faculty</b> must meet with all of the following requirements in order to be accepted to the degree program sought:</p> <ul style="list-style-type: none"> <li>a. No failing grade in any Engineering Sciences (ESci), Physics, and Mathematics;</li> <li>b. Has a GWA of not less than 2.50 in the current program; and</li> <li>c. Passed the interview administered by the Head of the degree program sought to be admitted</li> </ul>
3.4.2 Shiftee from outside the College	<p>This category refers to a student taking an undergraduate program offered outside the College. A shiftee from outside the College must meet with all of the following requirements in order to be accepted to the degree program sought:</p> <ul style="list-style-type: none"> <li>a. No grade lower than 1.75 in mathematics, and sciences courses;</li> <li>b. Has a GWA of not less than 2.50 in the current program; and</li> </ul>	<p>This category refers to a student taking an undergraduate program offered outside the <b>Faculty</b>. A shiftee from outside the <b>Faculty</b> must meet with all of the following requirements in order to be accepted to the degree program sought:</p> <ul style="list-style-type: none"> <li>a. No grade lower than 1.75 in mathematics, and sciences courses;</li> <li>b. Has a GWA of not less than 2.50 in the current program; and</li> </ul>



	c. Passed the interview administered by the Head of the degree program sought to be admitted.	c. Passed the interview administered by the Head of the degree program sought to be admitted.
3.5 Admission Flow	-	<p>The following procedure outlines the steps for admitting students to FE:</p> <ol style="list-style-type: none"> <li>1. The VSU through the Admission Office administers VSUCAT and provides the list of VSUCAT qualifiers to FE</li> <li>2. The FE conducts the FE Aptitude Test (FEAT) for the qualifiers.</li> <li>3. The FE submits the list of applicants who passed the FEAT to the Admission Office.</li> <li>4. The VSU Admission Office sends offer for admission to the applicants based on the submitted list.</li> </ol>
4 RETENTION POLICY		
	<p>In pursuit to sustaining academic excellence in the college, the academic unit sets the following guidelines for scholastic delinquency in addition to the university's retention policy:</p> <ol style="list-style-type: none"> <li>a. A student who got a failing mark in mathematics or any courses offered within the college two (2) times in the same course shall be removed from the roster of the programs under the college effective immediately the next semester of the failing semestral period, provided however, that he/she is on the fourth-year level of his/her current program. A student who failed such course(s) shall be required to make written agreement with the</li> </ol>	<p>In pursuit to sustaining academic excellence in the college, the academic unit sets the following guidelines for scholastic delinquency in addition to the university's retention policy:</p> <ol style="list-style-type: none"> <li>a. A student who got a failing mark in mathematics or any courses offered within the <b>faculty</b> two (2) times in the same course shall be removed from the roster of the programs under the <b>faculty</b> effective immediately the next semester of the failing semestral period, provided however, that he/she is on the fourth-year level of his/her current program. A student who failed such course(s) shall be required to make written</li> </ol>

	<p>academic adviser prior re-enrollment of the course(s), signed by the parents, approved by the Program Head, noted by the Dean.</p> <p>b. Any student who got INC mark(s) in any of the prerequisite courses shall be allowed to enroll higher courses requiring such prerequisite, provided that the concerned student completed with the lacking requirements of such prerequisite courses before midterm period of the succeeding semester.</p>	<p>agreement with the academic adviser prior re-enrollment of the course(s), signed by the parents, approved by the Program or Department Head, noted by the Dean.</p> <p>b. Any student who got INC mark(s) in any of the prerequisite courses shall be allowed to enroll higher courses requiring such prerequisite, provided that the concerned student completed with the lacking requirements of such prerequisite courses before midterm period of the succeeding semester.</p>
5. MAXIMUM RESIDENCY RULE	<p>Any student who fails to finish the requirements of a degree program in the college within one and a half times (1 ½) the normal length of the program shall not be allowed to register further in the college. Example, the maximum residency of a 4-year degree program is 6 years. However, under meritorious cases, such as not completing his/her thesis due to delay of thesis materials, health reasons or other reasons not attributable to the fault of the student, the extension of residency may be granted upon endorsement of the academic adviser (or thesis adviser) and subsequent approval of the Program Head.</p>	<p>Any student who fails to finish the requirements of a degree program in the college within one and a half times (1 ½) the normal length of the program shall not be allowed to register further in the <b>faculty</b>. Example, the maximum residency of a 4-year degree program is 6 years. However, under meritorious cases, such as not completing his/her thesis due to delay of thesis materials, health reasons or other reasons not attributable to the fault of the student, the extension of residency may be granted upon endorsement of the academic adviser (or thesis adviser) and subsequent approval of the Program Head or Department Head.</p>
6. STUDENT ACADEMIC STANDARDS COMMITTEE (SASC)	<p>The College shall form a Student Academic Standards Committee with <b>six (6)</b> faculty members who represent each</p>	<p>The <b>Faculty</b> shall form a Student Academic Standards Committee, <b>composed of members from each department who represent each</b></p>

	<p>department. It is the duties and responsibilities of SASC to:</p> <ol style="list-style-type: none"> <li>Meet on regular basis, preferably at the end of every semester, to monitor compliance with the policy related to admission, retention, and maximum residency rule;</li> <li>Formulate guidelines related to admission, retention, and residency rule for effective implementation of policies set; and</li> <li>Recommend to the Dean the students who are for dismissal from the college.</li> </ol>	<p><b>program.</b> It is the duties and responsibilities of SASC to:</p> <ol style="list-style-type: none"> <li>Meet on regular basis, preferably at the end of every semester, to monitor compliance with the policy related to admission, retention, and maximum residency rule;</li> <li>Formulate guidelines related to admission, retention, and residency rule for effective implementation of policies set; and</li> <li>Recommend to the Dean the students who are for dismissal from the college.</li> </ol>
7. FE ADMISSION COMMITTEE	-	<p>The Faculty shall form a FE Admission Committee, composed of members from each department who represent each program. It is the duties and responsibilities of the committee to:</p> <ol style="list-style-type: none"> <li>Secure the list of VSUCAT qualifiers who have chosen engineering as their program of interest from the VSU Admission Office.</li> <li>Develop, review, and finalize the questions for the FE Aptitude Test (FEAT) that assess the applicant's readiness for the Faculty of Engineering programs.</li> <li>Organize and administer the FE Aptitude Test (FEAT) for the VSUCAT qualifiers.</li> <li>Determine applicants who passed the FE Aptitude Test (FEAT) and ensure that all admitted students met the standards required for the Faculty of Engineering programs.</li> </ol>

		<p>5. Prepare and submit the list of applicants who have passed the FE Aptitude Test (FEAT) to the Dean of the Faculty of Engineering for endorsement to the VSU Admission Office for final processing.</p> <p>6. Communicate and coordinate with the VSU Admission Office and other relevant offices to ensure the timely sending of admission offers to successful applicants and smooth admission process.</p> <p>7. Track admission statistics such as the number of applicants, number of successful candidates, and other relevant data to assess trends and inform future planning. Regularly review the admission flow and procedures to ensure they are effective and make recommendations to Dean of FE for improvements as needed.</p>
8. Applicability and Effectivity	This set of rules and policies shall be applicable to all undergraduate incoming freshmen students in the First Semester, AY 2023-2024 of the College of Engineering and Technology.	<p>The set of rules and policies shall be applicable to all undergraduate incoming freshmen students in the First Semester, AY 2026-2027 of the Faculty of Engineering, <b>including engineering programs of VSU Isabel campus.</b></p> <p><b>Likewise, degree programs transferred to other faculties, specifically the BS Computer Science and BS Meteorology are not affected by these revisions.</b></p>

## **LIST OF APPENDICES**

- A. Passing Rate of Precalculus for Engineers and Introductory Engineering Courses
- B. Notice of Meeting (Consultative Meeting in Baybay campus)
- C. Minutes of Meeting or Proceedings of Consultation Meeting
- D. Notice of Meeting (with VSU Isabel)
- E. Minutes of Meeting (with VSU Isabel)