



*Office of the Board Secretary*

LEYTE STATE UNIVERSITY  
Visca, Baybay, Leyte 6521 A  
Philippines

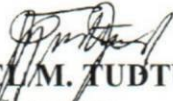
EXCERPTS OF APPROVED MINUTES OF THE  
11<sup>th</sup> LSU Board of Regents Meeting  
18 June 2003 \* NEDA RO8  
Government Center, Palo, Leyte

Proposed Revision in the Graduate School Code

BOR Resolution No. 52, s. 2003

Approving the revision of the Graduate School Code, as presented.

Certified True and Correct

  
**DANIEL M. TUBTUD JR.**  
*Board Secretary*

Board Action: **APPROVED**  
Date: 18 June 2003  
Attachment: N

Cc: Graduate School - *mona*  
OVPAA - *FL* p. 21  
G/MDO - *W*

SUMMARY OF PROPOSED REVISIONS  
IN GRADUATE SCHOOL CODE

Proposed Revisions

Existing

General:

Visayas State College of Agriculture  
ViSCA  
Director  
Board of Trustees  
BOT  
Academic Council  
Chairman  
DECS  
Not gender sensitive  
None

Leyte State University  
LSU  
Dean  
Board of Regents  
BOR  
University Academic Council  
Chair  
CHED  
Gender sensitive provisions  
Inclusion of College Deans as signatories in certain documents

Specific:

Page/ Line Nos.

p. 4, line 60  
line 62

Heading of Article III – THE GRADUATE SCHOOL EXECUTIVE COMMITTEE to THE GRADUATE SCHOOL COUNCIL

The Graduate School Executive Committee (GSEC) shall be composed of the heads of academic units offering graduate degree programs or courses, the chairman of the Standing Committee(s) and the Secretary of Graduate School.

p. 5, line 62

His term of office shall be five years, and he shall continue office until a successor shall have been appointed.

The term of office of the Dean shall be 3 years without prejudice to reappointment and until a successor is appointed.

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| p. 6, line 65            | The term of office of the Secretary shall be <u>four years</u> and he shall continue to serve office until a successor is appointed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | The term of office of the Graduate School Secretary shall be <u>3 years</u> without prejudice to <u>reappointment</u> and until a successor is appointed.                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| p. 7, line 59<br>line 63 | <b>Heading of Article V - STANDING COMMITTEE</b><br>The <u>Standing Committee</u> shall be composed of <u>three to five</u> members.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>GRADUATE SCHOOL COMMITTEES</b><br>The <u>Graduate School Curriculum Committee (GSCC)</u> shall be composed of <u>at least five</u> members                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| p. 8, lines 63-69        | Modified lines (Article VI, Sec. 2) based on BOT Resolution No. 56 S 1996 , 5 Dec. 1996<br><br>Each academic department offering a graduate degree program shall have a Graduate Admissions Committee composed of at least three graduate faculty members with the department head as ex-officio chairman. Recommendations for membership in the Graduate Admissions Committee shall be made by the department head and approved by the Director of Graduate School. In the event that the head of the department is not a member of the Graduate Faculty, the Director of the Graduate School shall designate the chairman of the Graduate Admissions Committee | Each academic department offering a graduate degree program shall have a Graduate Admissions Committee composed of at least three graduate faculty members representing different fields of specialization whenever applicable with the department head as ex-officio chairman. Recommendations for the chairmanship and membership in the Graduate Admissions Committee shall be made by the graduate faculty of the department endorsed by the Department Head and approved by the Dean of the Graduate School. Selection of the Graduate Admissions Committee shall be done every school year. |
| p. 9, line 52            | <b>Deadline for submission of documents for admission</b><br>8 weeks (for local students)<br>12 weeks (for foreign students)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 2 weeks<br>8 weeks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| p. 11, line 43           | <b>GPA requirements for admission (regular status) of graduate students</b><br>2.50 (p. 9, line 26)<br>2.00 (p. 10, line 10)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 2.00<br>1.75                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| p. 12, lines 46 -72      | <b>Provisions on Admission Status -</b> The word <u>standing</u> in certain statements was replaced with <u>status</u> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

p. 12

lines 48 –52

**GPA required for students on probationary status**

2) *Probationary Standing*. This applies to students pursuing a graduate degree (1) who have a GPA lower than 2.50 for master's degree and 2.00 for doctoral degree; (2) who have academic deficiencies to be removed or pre-requisite courses to be taken; (3) who present foreign credentials which must be evaluated at the time of registration.

b. *Probationary Status*. This applies to graduate students who:  
1) have a GPA lower than 2.00 and 1.75 for master's and doctoral degrees, respectively; 2) have academic deficiencies to be removed or prerequisite courses to be taken;  
c) present foreign credentials which must be evaluated at the time of registration.

p. 14, lines 59-77

p. 15, lines 39-44

**Inclusion of provisions on Qualifying Examination for Doctoral Program**  
based on BOR Resolution No. 52 S 2002, 11 June 2002

None

**Sec. 3. Qualifying Examination for Doctoral Program**

3.1 After earning 9 graduate credit units, the student must take an oral qualifying examination to be conducted by his/her GAC. The result of the examination will be the basis for evaluating the student's ability to pursue doctoral study and for determining a suitable plan of course work.

p. 16, lines 49-53

**Grade requirements for validating test**

b) Passing the validating test for courses taken outside ViSCA, if such validation is deemed necessary by the department offering the equivalent subject, and provided that such courses were taken within the last three years prior to admission

b. Passing the validating test for courses taken outside LSU to be given by the GAC provided that such courses were taken within the last 3 years prior to admission and the grade is equivalent to 2.0 and 1.75 or better for master's and doctoral students, respectively.

p. 16, lines 67-71}

p. 17, lines 40-50}

**Inclusion of provisions for Cross Registration**

**Sec. 7. Cross Registration**

7.1. A graduate student may cross register in another school and obtain credit in LSU provided that said school is a CHED accredited institution.

p. 18, lines 43-45 **Provision for dropping by Open University students**

None

Open University students shall be allowed to drop a course upon submission of the accomplished dropping forms within the first 2 and 5 months for semestral and annual schemes of study, respectively.

p. 21, lines 70-71

**Inclusion of phrase "except graduate seminar" based on BOT Resolution No. 57, S 1996, 5 Dec. 1996**

a) After satisfying all the course work requirements prescribed in his plan of study, the student shall take a comprehensive examination to be given by his GAC.

a. After satisfying all the course requirements except the graduate seminar, the master's or doctoral student shall take a written comprehensive examination which will cover all courses taken as indicated in his/her plan of course work.

p. 22, lines 40-63

**Change in some provisions based on BOR Resolution No. 52, S 2002, 11 June 2002**

b) To qualify for the comprehensive examination, the student must have passed all courses in his approved plan of course work and obtained a GPA of 2.00 or better for all courses listed under his major and cognate fields. Courses listed under "others" shall be excluded from the computation of the GPA but grades in these subjects must be passing.

b. To qualify for taking the comprehensive examination, the student must have passed all courses in his/her approved plan of course work and obtained a GPA of 2.00 or better (for master's students) and 1.75 or better (for doctoral students) in all courses listed under the major and minor/cognate fields. Grades in courses listed under "others" must be passing.

c) To pass the comprehensive examination, a student should get a unanimous vote from the committee members. If he fails, he may be given one re-examination upon unanimous approval of the committee members. Additional courses may be prescribed by the committee to further prepare the student for the re-examination.

c. To pass the written comprehensive examination, a student should get not lower than 75% of the total points. If he/she fails, one re-examination may be given to him/her upon unanimous approval of the committee members. This will be held not earlier than one month after the first examination.

d) Results of the comprehensive examination shall be submitted not later than the working day following the examination. If the examining committee cannot submit the results of the examination on time, it must notify the Director of Graduate School immediately in writing stating the reason for the delay.

d. The result of the comprehensive examination shall be submitted to the Graduate School within one week after the examination. If the result of the examination cannot be submitted on time, the GAC Chair must immediately notify the Dean of the Graduate School in writing and state the reason for the delay.

p. 24, lines 48-60      **Adoption of numerical and descriptive grades currently used in LSU**, i.e. inclusion of 1.25 (Highly Outstanding) 1.75 (Very Good), 2.25 (Very Satisfactory), 2.75 (Fair).

p. 27, lines 67-73      **Inclusion of Additional fees**, i.e. Other fees (completion of Inc, changing/dropping/addition of subjects), Fee for change of program or degree, Residency fee, Graduation fee, Alumni legacy fund

p. 28, line 71      **Increase in workload of Dean**      12.00  
10.0

p. 28, line 73      **Decrease in workload of Secretary**      5.00  
6.00

p. 30 lines 64-70      ~~Sec. 1. Graduate curricular proposals and revisions must be initiated by the department where the degree program or courses are based. The proposal must be submitted to and approved by the Standing Committee, the Graduate School Executive Committee, the Graduate Faculty, Academic Council and the ViSCA Board of Trustees.~~      Sec. 1. Graduate curricular proposals and revisions must be initiated by the department / institute where the degree program or courses are based. The proposal must be submitted to and approved in the following order: Graduate School Curriculum Committee, Graduate School Council, Graduate Faculty, University Curriculum Committee, University Academic Council and the LSU Board of Regents.