

## **Memo 2023-01-002**

FROM : Office of the President  
TO : ALL PCU DILRFI BSA BRIDGING PROGRAM STUDENTS  
RE : **Additions and Clarifications to Policies on Admission, Academic Enrollment, Dishonesty, and Cheating**  
DATE : February 15, 2023

X-----X

### **Authority**

1. By virtue of the following, these promulgations, standards, and policies are hereby issued for implementations governing the PCU DILRFI Bachelor of Science in Accountancy Extension Program (or BSA Bridging Program):
  - 1.1 Memorandum of Agreement between the Philippine Christian University (PCU, for brevity) and DGM Institute of Learning and Research Foundation, Inc., (DILRFI, for brevity) entered by the parties in June 2020, and,
  - 1.2 Memorandum of Agreement, and further by the working agreement, between DILRFI and CERTS Educational Services (CERTS, for short) whereby the latter provides the Learning Management Systems (LMS) and its contents since July 2020, as a complement to the LMS used by PCU.

### **Purposes**

2. This memorandum covers the additional and clarificatory policies on admission, registration, dishonesty, and cheating.

### **On Official Admission to the Program**

3. The following applicants may be admitted to the PCU BSA Bridging program:
  - 3.1 Second coursers from accounting, business, and other academic programs, and,
  - 3.2 Transferees from 3<sup>rd</sup> curriculum year and later.
4. All applicants for admission to the program must undergo the following processes:
  - 4.1 Evaluation of academic records
    - 4.1.1 Transcript of Records (TOR) evaluation

- i. Applicants are required to submit thru the email address “pcu.online.program@gmail.com a digital copy of the Transcript of Records or Academic Records, or any equivalent academic documents to evaluate the courses that are accredited and the courses yet to be completed to meet the program requirements.

#### 4.1.2 Course Mapping

- i. Applicants shall receive a Personalized Course Mapping indicating the courses to take, academic units, term to take, and length to complete the program.
- ii. Modifications as to the arrangement of the courses and the length of time to complete the program may be requested by the applicant prior to enrollment. The applicant may proceed to the probationary enrollment once the course mapping is finalized and accepted.

#### 4.2 Provisional enrollment

##### 4.2.1 The following are needed for provisional enrollment:

- i. Submission to the “pcu.online.program@gmail.com”:
  - a) Accomplished Student Application Form
  - b) Accomplished Academic Enrollment Form

4.2.2 Proof of payment of at least the full down payment; reservation fee is non-refundable however deducted from the total tuition and other fees on official enrollment.

4.2.3 Until these requirements are met, an applicant is not considered officially admitted to the program.

#### 4.3 Regular enrollment

4.3.1 On top of the requirements for provisional enrollment, a student is considered regularly enrolled after:

- i. presentment of the proof of payment of at least P15,000 in tuition and other fees, and,
- ii. submission of the documents required for admission in the program as posted at: <https://certsedu.tech/pcu-bsa-bridging-program/>

### On Official Enrollment in the Succeeding Term(s)

5. The following are required to be considered officially enrolled in the succeeding terms:

- 5.1 Submission of the accomplished Academic Enrollment Form per term of enrollment.
- 5.2 Presentment of proof of payment of least P15,000 for the tuition and other fees.
6. Reservation fee is non-refundable, however, deductible from the tuition when officially enrolled.
7. Re-enrolling students are not required to submit the accomplished Student Application Form.

## On Academic Dishonesty and Cheating

8. On submitted admission and registration documents
  - 8.1 Tampering, illicit modifications, or erasures of a part or of the entire documents, willful or otherwise, shall be considered a major offense:
    - 8.1.1 Submitted digital copy of the TOR or its equivalent for Academic Credit Evaluation and Course Mapping.
    - 8.1.2 Transfer Credentials.
  - 8.2 Tampering, illicit modifications, or erasures of a part or of the entire of the following documents, willful or otherwise, shall be considered a minor offense:
    - 8.2.1 Student Application Form
9. On submitted course requirements
  - 9.1 The following are considered major offenses in academic activities:
    - 9.1.1 Assessments
      - i. Asking or allowing another to answer his/her topical, modular, course, and APPA assessment(s)
      - ii. Answer the assessment(s) of others
      - iii. Offering a service to answer the topical, modular, course and APPA assessments of other students
    - 9.1.2 Reflection papers
      - i. Make a reflection paper for a student
      - ii. Asking another to make his/her reflection paper
      - iii. Offering a service to prepare reflection papers of other students
10. Punishment
  - 10.1 Minor offense
    - 10.1.1 Failing rate in the course(s) enrolled during the term

- 10.2 Major offense, any or two of or all the following:
  - 10.2.1 Expulsion from the program, if minor offense is repeated or if major offense is omitted or committed;
  - 10.2.2 Exclusion from attending the graduation ceremonies; and,
  - 10.2.3 Non-issuance of the Transcript of Records and other academic credentials.
- 10.3 This policy also serves as the final warning to all concerned especially those who had violated it, willfully or otherwise, in the past based on verified information or complaints received by CERTS, DILRFI, or PCU.

### **On the List of Academic Completers**

11. All the academic requirements must have been completed or passed before included in the List of Academic Completers.
12. The following are the academic requirements:
  - 12.1 Completion of course requirements
    - 12.1.1 Flash Score for professional courses, minimum of seventy-five percentage (75) raw score.
    - 12.1.2 Reflection papers and other academic requirements for non-professional courses.
  - 12.2 Completion of the program requirements
    - 12.2.1 Passing the College Assessment given by the Office of the PCU College Dean in Business Administration and Accountancy.

### **On the issuance of Transcript of Records for CPALE**

13. A graduate of the program will be issued the corresponding Transcript of Records for Certified Public Accountant Licensure Examinations (CPALE) only after passing the CPALE Simulation Exam (CPALE SIMEX) given by PCU and DILRFI through CERTS Educational Services.

### **Applicability**

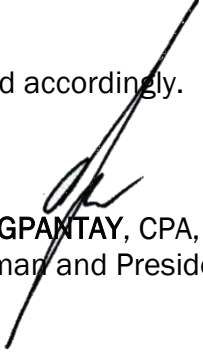
14. The policies on academic matters prospectively apply to all students, currently enrolled and in the future.
15. The policies on admission and other matters retroactively apply to all students.

16. All other promulgations, standards, and policies found inconstant with this memorandum is hereby considered repealed and/or amended.

### **Definition of Terms**

17. Refer to the attached page for the definition of terms and terminologies.

Please be guided accordingly.



**DIONISIO G. MAGPANTAY**, CPA, DPA, Ph.D, Ed.D, DBE  
Founding Chairman and President

## Definition of Terms

1. Academic Term or Term covers an average of a 15-week training and learning period to complete a course.
2. Admission requirements comprise both the probationary admissions and regular admissions requirements.
3. Cheating is an act of dishonesty, intentional or otherwise, relating to compliance in the academic and administration policies governing the program.
4. Course is a component of the program that must be enrolled and its requirements be met in each academic term; it comprises lessons and their corresponding topics.
5. Course Mapping is a program completion plan outlining the courses to be taken over several academic terms.
6. CPALE is Certified Public Accountant Licensure Examinations or CPALE, also called as LECPA or Licensure Examinations for Certified Public Accountants.
7. Dishonesty is, willful or otherwise, an act of cheating, giving of false information, or submission of documents relating to the enrollment and admission procedures, submission of course or program requirements, and all similar matters while in the conduct of study in, and complying in the requirements of, the program.
8. Enrollment refers to submitting an accomplished Academic Enrollment Form, paying the tuition and other fees, and submitting the corresponding proof of payment to [pcu.online.program@gmail.com](mailto:pcu.online.program@gmail.com).
9. PCU stands for Philippine Christian University.
10. Probationary admission is the acceptance of the Course Mapping, submission of the accomplished Student Application Form and Academic Enrollment Form, payment of tuition and other fees, and submission of the proof of payment; digital submission of the mentioned requirements is made thru [pcu.online.program@gmail.com](mailto:pcu.online.program@gmail.com).
11. Program refers to the Bachelor of Science in Accountancy academic program.
12. Second courser refers to a person that had already completed an academic program and is intending to enroll in the BSA program.
13. Students are those enrolled in the program.
14. Transferee is a student coming from another school or program applying for admissions and enrollment in the BSA program.
15. TOR is Transcript of Records.