UNIVERSITY POLICY NO. 037, SERIES OF 2025

POLICY ON INCLUSIVE, EQUITABLE, AND NON-DISCRIMINATORY STUDENT ADMISSIONS

SECTION 1. POLICY DECLARATION

Quezon City University (QCU), in fulfillment of its institutional commitment to accessible, inclusive, equitable, and quality higher education, hereby adopts this Policy on Inclusive, Equitable, and Non-Discriminatory Student Admissions.

The University recognizes education as a fundamental right and an essential instrument for promoting social mobility, reducing inequalities, strengthening human development, and advancing inclusive economic and social progress.

As a public higher education institution, QCU acknowledges its responsibility to provide qualified applicants with fair and equitable opportunities for admission, consistent with applicable Philippine laws, government regulations, institutional academic standards, and available educational resources.

The University shall uphold the principle that no applicant shall be unlawfully discriminated against in admission on the basis of sex, gender, gender identity or expression, sexual orientation, age, religion, ethnicity, race, disability, socioeconomic status, political belief, nationality, civil status, or other characteristics protected under applicable laws.

Admission decisions shall be guided by objective, transparent, relevant, and consistently applied academic and institutional criteria.

QCU recognizes that equal opportunity may require appropriate support for applicants who experience socioeconomic disadvantage, disability-related barriers, or other circumstances that limit access to higher education.

Accordingly, the University may implement lawful, transparent, and evidence-based affirmative or equity-based admissions measures intended to improve access for disadvantaged or underrepresented groups, provided that such measures are consistent with applicable laws, institutional mandates, and academic requirements.

The University shall publicly disclose its admissions policy, general admission requirements, selection procedures, applicable equity-based measures, and available mechanisms for seeking clarification or review.

This policy establishes the institutional framework for nondiscriminatory admissions, transparent applicant evaluation, equitable educational access, reasonable accommodation, admissions appeals, and continuous improvement.

SECTION 2. LEGAL AND POLICY BASES

This policy is anchored on the following legal, regulatory, and international frameworks:

2.1. The 1987 Philippine Constitution, Article II, Section 14. Recognizes the role of women in nation-building and guarantees the fundamental equality before the law of women and men.

2.2. The 1987 Philippine Constitution, Article III, Section 1. Guarantees due process and equal protection of the laws.

2.3. The 1987 Philippine Constitution, Article XIV, Section 1. Mandates the State to protect and promote the right of all citizens to quality education at all levels and take appropriate steps to make education accessible to all.

2.4. The 1987 Philippine Constitution, Article XIV, Section 2. Provides for the establishment and maintenance of a system of education relevant to the needs of the people and society.

2.5. Republic Act No. 10931, or the Universal Access to Quality Tertiary Education Act. Establishes mechanisms supporting access to quality tertiary education, subject to applicable eligibility requirements.

2.6. Republic Act No. 7722, or the Higher Education Act of 1994. Establishes the Commission on Higher Education and the framework for the development and regulation of higher education.

2.7. Republic Act No. 9710, or the Magna Carta of Women. Promotes substantive equality and eliminates discrimination against women.

2.8. Republic Act No. 7277, as amended, or the Magna Carta for Disabled Persons. Establishes protections and opportunities for persons with disabilities, including in education.

2.9. Republic Act No. 11650. Strengthens inclusive education and establishes relevant principles for access and support for learners with disabilities.

2.10. Republic Act No. 8371, or the Indigenous Peoples' Rights Act of 1997. Recognizes and protects the rights of Indigenous Cultural Communities and Indigenous Peoples, including relevant educational rights.

2.11. Republic Act No. 10173, or the Data Privacy Act of 2012. Establishes requirements for the lawful processing and protection of applicants' personal information.

2.12. Republic Act No. 11032, or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018. Provides relevant requirements for transparency and efficient government service delivery, subject to applicability.

2.13. Applicable Commission on Higher Education Policies, Standards, and Guidelines. Establish relevant academic admission and program requirements.

2.14. Applicable Quezon City Ordinances and QCU Charter and Governance Instruments. Establish the University's institutional mandate, admission priorities, and applicable local requirements.

2.15. United Nations Sustainable Development Goal 4. Promotes inclusive and equitable quality education and lifelong learning opportunities for all.

2.16. United Nations Sustainable Development Goal 5. Promotes gender equality and the empowerment of women and girls.

2.17. United Nations Sustainable Development Goal 10. Promotes reduced inequalities and equal opportunities.

SECTION 3. OBJECTIVES

3.1. General Objective

To institutionalize a transparent, inclusive, equitable, and nondiscriminatory admissions system that provides qualified applicants with fair opportunities to access higher education at Quezon City University.

3.2. Specific Objectives

This policy specifically aims to:

1. Establish clear institutional standards prohibiting unlawful discrimination in student admissions.
2. Ensure that admission decisions are based on objective and relevant criteria.
3. Promote equitable access for qualified applicants from diverse backgrounds.
4. Establish appropriate accommodations for applicants with disabilities.
5. Provide a transparent framework for lawful affirmative or equity-based admissions measures.
6. Ensure consistent implementation of admission requirements and selection procedures.
7. Promote fairness in entrance examinations, interviews, and other admission assessments.
8. Establish accessible procedures for requesting clarification, reconsideration, or review of admission decisions.
9. Protect the confidentiality and privacy of applicant information.
10. Require public disclosure of admissions policies and procedures.
11. Monitor admission outcomes to identify potential access barriers and inequities.
12. Support QCU's contribution to SDGs 4, 5, and 10.

SECTION 4. SCOPE AND COVERAGE

This policy shall apply to all admission-related activities conducted by QCU, including:

1. Undergraduate admissions.
2. Graduate admissions, where applicable.
3. Transfer student admissions.
4. Returning student admissions.
5. Admissions to specialized academic programs.
6. Admissions under authorized alternative or special entry arrangements.
7. Entrance examinations and other admission assessments.
8. Interviews and applicant screening.
9. Processing and evaluation of admission documents.
10. Admissions appeals and requests for reconsideration.

The policy shall apply to all University offices, personnel, committees, and authorized representatives involved in admissions.

All applicants shall be covered by the University's commitment to nondiscrimination, subject to applicable legal eligibility requirements, program-specific academic standards, and lawful institutional admission priorities.

SECTION 5. DEFINITION OF TERMS

5.1. Non-Discriminatory Admissions refers to admission practices that do not unlawfully exclude, disadvantage, or treat applicants differently on the basis of protected personal characteristics.

5.2. Equal Opportunity refers to the principle that applicants should have fair access to admission opportunities under objective and consistently applied criteria.

5.3. Equitable Admissions refers to admission practices that recognize and appropriately address barriers affecting applicants from disadvantaged or underrepresented groups.

5.4. Affirmative or Equity-Based Admissions Measures refer to lawful, justified, and transparent measures designed to improve educational access for applicants experiencing documented disadvantage or underrepresentation.

5.5. Reasonable Accommodation refers to appropriate and necessary adjustments that enable applicants with disabilities to participate fairly in admission procedures, without fundamentally altering essential academic requirements or imposing a legally recognized disproportionate burden.

5.6. Admission Criteria refers to the published academic, documentary, eligibility, and other lawful requirements used to evaluate applicants.

5.7. Admission Assessment refers to the process of evaluating an applicant's qualifications and eligibility.

5.8. Admission Appeal refers to a request for review of an admission decision or alleged procedural irregularity through an authorized institutional process.

5.9. Disadvantaged Applicant refers to an applicant experiencing documented socioeconomic or other barriers that may affect equitable access to higher education.

5.10. Admissions Committee refers to the designated University body responsible for overseeing or evaluating admission-related matters within its authorized mandate.

SECTION 6. GENERAL POLICY GUIDELINES

6.1. Institutional Commitment to Nondiscriminatory Admissions

QCU shall maintain an admissions system that is fair, transparent, inclusive, and consistent with applicable laws and institutional academic requirements.

No applicant shall be unlawfully denied admission solely because of a protected personal characteristic.

6.2. Equal Opportunity for Qualified Applicants

All applicants shall have the opportunity to apply for admission, subject to applicable eligibility requirements and available program capacity.

The University shall evaluate applicants using published and consistently applied criteria.

6.3. Prohibition Against Discriminatory Admissions Practices

QCU shall prohibit unlawful discrimination in admissions based on:

1. Sex or gender.
2. Gender identity or expression.
3. Sexual orientation.
4. Race or ethnicity.
5. Religious belief or affiliation.
6. Disability.
7. Socioeconomic background.
8. Political belief or affiliation.
9. Civil status.
10. Age, except where a lawful and relevant requirement applies.
11. Nationality, except where a lawful eligibility restriction applies.
12. Other characteristics protected under applicable law.

6.4. Objective and Transparent Admission Criteria

Admission criteria shall be based on legitimate academic and institutional considerations.

These may include:

1. Completion of required prior education.
2. Academic qualifications.
3. Entrance examination results, where applicable.
4. Program-specific academic requirements.
5. Relevant prerequisite subjects.
6. Interviews or assessments, where justified.
7. Availability of authorized program slots.
8. Other lawful eligibility requirements.

All criteria shall be documented and communicated to applicants.

6.5. Consistent Application of Admission Standards

Admission requirements shall be applied consistently to applicants within the same admission category.

Any exception, accommodation, or equity-based measure shall have a documented and lawful basis.

6.6. Recognition of Lawful Institutional Admission Priorities

As a local public university, QCU may implement admission priorities established by its charter, applicable Quezon City ordinances, or other governing instruments.

Where admission priority is given to qualified Quezon City residents or other legally identified beneficiaries, the University shall:

1. Identify the specific legal or institutional basis.
2. Publicly explain the purpose of the priority.
3. Disclose the relevant eligibility requirements.

4. Apply the priority consistently.
5. Explain the treatment of applicants outside the priority category.
6. Ensure that the measure does not exceed the University's lawful authority.

No residency priority, quota, or special admission entitlement shall be presumed to exist solely by virtue of this policy.

6.7. Inclusive Admissions for Applicants with Disabilities

QCU shall provide appropriate and reasonable accommodation during admission procedures for applicants with disabilities.

Accommodations may include:

1. Accessible application procedures.
2. Accessible examination venues.
3. Appropriate examination adjustments.
4. Assistance with admission documentation.
5. Accessible communication formats.
6. Other reasonable measures consistent with applicable law.

Disability alone shall not constitute a basis for denying admission.

6.8. Gender-Inclusive Admissions

QCU shall ensure that admission procedures do not unlawfully disadvantage applicants based on sex, gender identity, gender expression, or sexual orientation.

Applicants shall be treated respectfully throughout the admission process.

6.9. Religious and Cultural Inclusion

The University shall respect applicants' religious and cultural backgrounds.

Admission procedures shall not impose unnecessary religious or cultural barriers inconsistent with applicable laws and essential academic requirements.

6.10. Inclusion of Indigenous Peoples and Cultural Communities

QCU shall recognize the importance of improving educational access for qualified applicants from Indigenous Peoples and cultural communities.

Where authorized, the University may establish appropriate outreach, information, and support initiatives to address documented access barriers.

6.11. Socioeconomic Equity in Admissions

The University shall promote educational access for academically qualified applicants from economically disadvantaged backgrounds.

Appropriate measures may include:

1. Admissions information campaigns.

2. Application assistance.
3. Guidance on available scholarships and financial assistance.
4. Referral to authorized student support programs.
5. Other lawful and evidence-based access initiatives.

6.12. Lawful Affirmative or Equity-Based Admissions Measures

QCU may adopt affirmative or equity-based admissions measures where supported by applicable law, institutional authority, and documented educational need.

Such measures shall:

1. Address an identified disadvantage or access barrier.
2. Have a legitimate and clearly stated objective.
3. Be proportionate to the identified need.
4. Use transparent eligibility criteria.
5. Respect essential academic requirements.
6. Be approved through appropriate institutional procedures.
7. Be publicly disclosed.
8. Be periodically reviewed for effectiveness and continuing justification.

6.13. Transparency of Equity-Based Measures

Where an affirmative or equity-based admissions measure is implemented, QCU shall publicly explain:

1. The target group or beneficiary category.
2. The educational or equity concern being addressed.
3. The legal and institutional basis.
4. The eligibility requirements.
5. The selection methodology.
6. The intended benefits.
7. The review and monitoring arrangements.

6.14. Fair Entrance Examinations and Assessments

Entrance examinations and other admission assessments shall be administered using appropriate, consistent, and transparent procedures.

Where feasible, the University shall assess whether examination arrangements create unnecessary barriers for particular applicant groups.

6.15. Fair Interviews and Applicant Screening

Where interviews are required, QCU shall establish appropriate assessment criteria.

Interview questions and evaluation procedures shall be relevant to legitimate academic or program requirements.

Unlawfully discriminatory questioning or evaluation practices shall be prohibited.

6.16. Protection of Applicant Privacy

Applicant information shall be processed in accordance with the Data Privacy Act and applicable University privacy procedures.

Sensitive personal information shall be collected only where there is an appropriate lawful basis and legitimate institutional purpose.

6.17. Admission Appeals and Requests for Reconsideration

Applicants shall have access to appropriate procedures for requesting clarification or review of admission decisions.

The University shall establish a transparent mechanism for addressing alleged procedural errors, inconsistent application of criteria, or unlawful discrimination.

6.18. Public Accessibility of Admissions Information

QCU shall publish its admissions policy, general eligibility requirements, application procedures, relevant selection criteria, and appeal mechanisms through official institutional communication channels.

The policy shall be made accessible through the official University website.

6.19. Continuous Improvement

The University shall periodically review admission procedures and outcomes to identify opportunities for improving fairness, accessibility, and equitable participation.

SECTION 7. ADMISSIONS IMPLEMENTATION PROCEDURES

7.1. Publication of Admission Requirements

Before the commencement of each admission cycle, the designated Admissions Office shall publish relevant admission requirements and application procedures.

Published information shall include, where applicable:

1. Application period.
2. Eligibility requirements.
3. Documentary requirements.
4. Entrance examination arrangements.
5. Program-specific requirements.
6. Selection criteria.
7. Applicable admission priorities.
8. Available accommodation procedures.
9. Appeals and inquiry channels.

7.2. Application Submission

Applicants shall submit the required documents through authorized University channels.

The University shall provide reasonable guidance concerning application requirements and procedures.

7.3. Preliminary Eligibility Screening

The designated Admissions Office shall evaluate submitted applications against the applicable published eligibility requirements.

Applicants shall be informed of missing documents or deficiencies where appropriate and consistent with the admission schedule.

7.4. Admission Assessment

Qualified applicants shall undergo the relevant academic assessment procedures.

Assessment results shall be evaluated using established criteria.

7.5. Application of Lawful Admission Priorities

Where applicable, legally authorized admission priorities shall be implemented according to documented and publicly disclosed procedures.

7.6. Consideration of Reasonable Accommodation

Applicants requiring disability-related accommodations may submit requests through the designated institutional channel.

Requests shall be reviewed promptly and handled confidentially.

7.7. Admissions Committee Review

Where required, the designated Admissions Committee shall review relevant assessment results and admission recommendations.

7.8. Communication of Admission Decisions

Applicants shall be informed of admission decisions through official University communication channels.

7.9. Requests for Clarification or Reconsideration

Applicants may request clarification or reconsideration through the designated procedure.

7.10. Documentation and Recordkeeping

The University shall maintain appropriate records of admission decisions, selection criteria, accommodations, and appeals, subject to applicable data privacy requirements.

SECTION 8. ADMISSIONS APPEAL AND REVIEW MECHANISM

8.1. Right to Request Review

Applicants may request review of an admission decision where there are reasonable grounds to believe that:

1. Published admission criteria were incorrectly applied.
2. A relevant application record was incorrectly evaluated.
3. A procedural irregularity occurred.
4. A reasonable accommodation request was improperly handled.
5. Unlawful discrimination affected the admission process.

8.2. Submission of Appeal

Appeals shall be submitted through the designated Admissions Office or other officially identified receiving channel.

The University shall publish the applicable filing period and required documentation for each admission cycle.

8.3. Preliminary Assessment

The designated office shall determine whether the appeal is complete and falls within the scope of the institutional review mechanism.

8.4. Impartial Review

Appeals shall be reviewed by an authorized officer or committee with appropriate safeguards against conflicts of interest.

8.5. Written Decision

The applicant shall receive an appropriate written communication explaining the outcome of the appeal.

8.6. Protection Against Retaliation

Applicants shall not be subjected to unlawful retaliation for submitting legitimate appeals or raising discrimination concerns in good faith.

8.7. Preservation of Legal Remedies

Nothing in this policy shall prevent applicants from pursuing remedies available under applicable laws.

SECTION 9. INSTITUTIONAL ROLES AND RESPONSIBILITIES

9.1. Office of the University President

The Office of the University President shall provide overall policy direction, institutional leadership, and oversight.

9.2. Office of the Vice President for Academic Affairs or Equivalent Office

The designated academic affairs office shall oversee the academic integrity, consistency, and fairness of admission standards and procedures.

9.3. Admissions Office or Equivalent Unit

The designated Admissions Office shall:

1. Implement approved admission procedures.
2. Publish admission requirements.
3. Receive and process applications.
4. Coordinate admission assessments.
5. Facilitate accommodation requests.
6. Maintain appropriate admission records.
7. Receive or route admission appeals.
8. Prepare periodic admissions reports.

9.4. Admissions Committee

The designated Admissions Committee shall exercise its responsibilities according to its approved mandate and applicable University procedures.

9.5. Academic Colleges and Departments

Academic units shall establish and implement authorized program-specific admission requirements consistent with this policy.

9.6. Student Affairs and Services Office

The designated Student Affairs and Services Office shall support inclusive access initiatives, student guidance, and appropriate referrals for financial or other assistance.

9.7. Gender and Development Focal Office

The designated Gender and Development Focal Office shall support gender-responsive admissions practices and recommend measures addressing relevant access barriers.

9.8. Disability Support or Designated Accessibility Office

The designated office shall assist in reviewing and coordinating reasonable accommodation requests.

9.9. Legal Office or Equivalent Unit

The designated legal office shall provide guidance concerning nondiscrimination requirements, lawful admission priorities, appeals, and applicable institutional authority.

9.10. Data Protection Officer

The Data Protection Officer shall provide guidance concerning the lawful processing, storage, and disclosure of applicant information.

SECTION 10. MONITORING, EVALUATION, AND PERFORMANCE INDICATORS

QCU shall establish a monitoring and evaluation framework to assess the fairness, transparency, accessibility, and inclusiveness of its admissions system.

Performance indicator	Measurement or monitoring requirement
Publicly accessible admissions policy	Approved policy available on the official University website
Publication of admission criteria	Documented publication for each admission cycle
Application processing consistency	Compliance with approved selection procedures
Applicants requesting accommodation	Number of requests received, subject to privacy safeguards
Accommodation implementation	Number and percentage of requests appropriately addressed
Admission appeals	Number of appeals received and reviewed
Admissions-related discrimination complaints	Number of reported concerns and appropriate dispositions
Equity-based admissions measures	Number of formally approved measures, where applicable
Equity measure effectiveness	Documented review of access outcomes
Admissions accessibility activities	Number of information and outreach initiatives
Annual admissions equity review	Completion of the institutional review

Where lawful, appropriate, and supported by reliable data, the University may examine aggregated admissions outcomes by relevant demographic and socioeconomic categories.

Such analyses shall be conducted with appropriate safeguards against unnecessary collection or disclosure of sensitive personal information.

SECTION 11. DOCUMENTATION AND RECORDKEEPING

QCU shall maintain appropriate documentation demonstrating implementation of this policy.

Relevant documents may include:

1. Approved admissions policy.
2. Public website publication records.
3. Admissions announcements.
4. Published admission requirements.
5. Admission criteria and assessment procedures.
6. Program-specific admission standards.
7. Approved admission priority guidelines.
8. Approved affirmative or equity-based admissions measures, where applicable.

9. Accommodation request procedures.
10. Aggregated admission assessment records.
11. Admissions committee proceedings.
12. Appeal procedures and anonymized appeal summaries.
13. Admissions outreach materials.
14. Annual Admissions Equity and Inclusion Reports.

Records shall be maintained in accordance with applicable data privacy and records management requirements.

SECTION 12. FUNDING AND RESOURCE SUPPORT

Implementation of this policy shall be supported through appropriate University resources, subject to approved budgets, applicable government regulations, and institutional priorities.

Resources may be allocated for accessible application procedures, admission information activities, reasonable accommodations, staff training, and other authorized initiatives.

SECTION 13. COMPLIANCE AND ACCOUNTABILITY

All University offices, personnel, and committees involved in admissions shall comply with this policy.

Allegations of unlawful discrimination, procedural irregularity, or other violations shall be reviewed through appropriate institutional procedures.

Verified violations shall be addressed in accordance with applicable laws and University regulations.

SECTION 14. PUBLICATION AND PUBLIC ACCESS

Upon approval, this policy shall be published on the official Quezon City University website.

The University shall ensure that the publicly accessible admissions information includes:

1. The institutional nondiscrimination commitment.
2. General admission eligibility requirements.
3. Relevant academic selection criteria.
4. Application and assessment procedures.
5. Applicable admission priorities and their rationale.
6. Approved equity-based measures and their rationale, where applicable.
7. Reasonable accommodation procedures.
8. Admission appeal and inquiry channels.
9. Relevant contact information.

Any material change to admission requirements or selection procedures shall be communicated through appropriate official channels.

SECTION 15. ANNUAL ADMISSIONS EQUITY REVIEW

The designated Admissions Office, in coordination with relevant University units, shall conduct an annual review of admissions implementation.

The review shall examine:

1. Consistency of admission procedures.
2. Accessibility of admissions information.
3. Implementation of reasonable accommodations.
4. Reported discrimination concerns.
5. Admissions appeals and their disposition.
6. Effectiveness of approved equity-based measures.
7. Opportunities for improving equitable educational access.

Findings shall inform relevant institutional improvement plans.

SECTION 16. POLICY REVIEW AND CONTINUOUS IMPROVEMENT

This policy shall be reviewed at least once every three (3) years, or earlier when warranted by changes in applicable laws, Commission on Higher Education regulations, institutional admission requirements, or sustainability reporting standards.

Proposed amendments shall be submitted through appropriate University approval procedures.

SECTION 17. SEPARABILITY CLAUSE

If any provision of this policy is declared invalid or unenforceable by competent authority, the remaining provisions shall continue in full force and effect.

SECTION 18. REPEALING AND AMENDING CLAUSE

All existing University policies, memoranda, guidelines, and procedures inconsistent with this policy shall be reviewed and, where appropriate, amended or superseded in accordance with applicable institutional procedures.

SECTION 19. EFFECTIVITY

This policy shall take effect upon approval by the University President, subject to any additional approval requirements under applicable laws, University governance rules, and institutional procedures.

All concerned University offices shall undertake the necessary measures for its dissemination, implementation, monitoring, and evaluation.

APPROVED BY:

DR. THERESITA V. ATIENZA
University President

Date Approved: July 14, 2025

Cc: *Office of the Vice President for Academic Affairs*
Office of the Vice President for Administration and Finance
Records Management Office

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