

Republic of the Philippines
PALAWAN STATE UNIVERSITY
Puerto Princesa City



UNIVERSITY STUDENT HANDBOOK

Table of Contents

Table of Contents	ii
The President's Message	iii
Introduction	1
Vision	2
Mission	2
History	3
Curricular Offerings	3
 1. Academic Policies and Rules	 4
2. Student Decorum	15
3. Attendance	16
4. Policy on School Uniform	16
5. Rights of Students	17
6. Duties and Responsibilities of Students	18
7. Rules on Student Conduct and Discipline	18

8. Disciplinary Actions 26

THE PRESIDENT’S MESSAGE

Dear Student,

It is with pleasure that I welcome you to the Palawan State University. You are now a citizen of PSU, one of the most distinctive academic communities in the MIMAROPA region and in the nation. I am delighted that you have chosen PSU to further your education and therefore pledge you my full support during your college years.



College is like a title defense in a boxing match where instead of protagonists facing each other before the cheering crowd, every student goes up the ring to face himself and does his/her best to “beat the odds”. No matter how confident one is when he/she graduates from high school, college is always a threatening proposition.

It has always been said that one’s high school years are the best ever – the most challenging decisions made, the happiest experiences, the most poignant memories. College life is no less memorable and challenging. The decisions made, friends and the experiences gained from high school are those you bring to College which all add up to make life in College the significant one that it is.

I urge you then to make the most of your time at PSU by applying yourself seriously to your studies. Your first and highest purpose here is **academic citizenship**. Your priorities must be to learn and reflect on that learning, to develop intellectually, and **to uphold PSU’s honor and live by its values**. Through the PSU Experiences ---- trade apprenticeships, internships, undergraduate research, leadership development, talent management, student travel and volunteer

service -- you will have extraordinary opportunities to connect your classroom and out-of-classroom learning. Our faculty and staff are dedicated to knowing you personally and helping you to develop to your fullest potential.

Again, welcome to the Palawan State University.

TERESITA L. SALVA
President

INTRODUCTION

This Student Handbook is your guide. As a student of the Palawan State University, it was meant not to limit your actions and activities but **to serve as a beacon and guiding light of your stay in this university**. It was not intended as a barrier to independent thoughts and initiatives but as **a parameter of what is appropriate, decent, and upright**.

The handbook was a product of numerous consultations and discussions among all sectors of the university, past and present. Sources from other universities and colleges acknowledged as utilizing the best practices in the area of students rights, welfare and discipline have been integrated in the hope of both order and a lively student life in the university.

Indeed, PSU exists because of you, our dear students. Whatever honors, accolades and awards that have been given to this university, the primary reason for such was the active participation of the students.

You are our most important asset. This handbook is for you.

Vision

World-Class Higher Education in Palawan for Sustainable Development and Global Competitiveness

Mission

"The Palawan State University is committed to upgrade the quality of life of the people by providing higher education opportunities through excellent instruction, research, extension and productive services and specifically seeks to:

- produce globally competitive graduates who are **morally upright**, humane, competent, productive and prime movers of development in their discipline;
- engage in research and development that will further the frontiers of knowledge in the professions;
- propel the sustainable development of-the province, the region, and the country;
- deliver extension services that will contribute to the progressive transformation of communities and clientele groups; and augment national budgetary subsidy for operations through income generating projects.

History

The late Rep. Gaudencio E. Abordo initiated the formation of the Palawan Teachers' College when he introduced and sponsored House Bill No. 9167 during the fourth session of the Fifth Congress of the Philippines. At that time, more than sixty percent of the teachers teaching in Palawan were not Palawēños. The bill was passed by the House of Representatives on April 1965. On **June 9, 1965**, President Diosdado Macapagal signed this into law and became Republic Act No. 4303. With Dr. Walfrido R. Ponce de Leon as the first President, the College started operation on July 5, 1972 with one hundred and one undergraduate students. Classes were held in the evening at the Palawan National High School.

Batas Pambansa Blg. 797, which was enacted by the Batasang Pambansa on February 27, 1984, changed the name of the Institution from Palawan Teachers' College to Palawan State College. This authorized PSC to offer new courses in the arts, science, and technology.

On November 12, 1994, PSC was converted into a university through R.A. 7818. This was made possible through the efforts of Cong. Alfredo E. Abueg, Jr. and Cong. David A. Ponce de Leon in the Lower House and Senator Letecia R. Shahani in the Senate. The conversion allowed the school to offer more courses and specialization like Petroleum Engineering, Environmental Science, Marine Biology, among others.

The Palawan State University, the first in Region IV has 15 campuses. The Main Campus situated in Bgy. Tiniguiban, Puerto Princesa City has eight colleges

established to fulfill the university's function of instruction, research, extension and production. It is spread across a 17-hectare site where the main bulk of concrete and permanent buildings house the Central Administration and Executive Offices, undergraduate colleges and the Laboratory High School. The Laboratory Elementary School, the Graduate School and School of Law are housed in buildings in the Manalo Campus.

The campuses in Northern Palawan are located in the municipalities of Araceli, Coron, Cuyo, Dumarang, El Nido, Roxas, and Taytay and in the South, Balabac, Bataraza, Brooke's Point, Sofronio Espanola, Narra, Quezon and Rizal.

CURRICULAR OFFERINGS

Graduate Programs

Doctor of Education, major in Educational Management

Master of Arts in Education (Administration & Supervision, Mathematics, Filipino, Social Science, Guidance & Counseling; Filipino major in Linguistics & Language and Literature)

Master of Arts in Teaching (Mathematics, Biology, Language, Chemistry, General Science & Physics)

Master of Arts in Teaching Language Studies (English - Stream)

Master of Arts in College Teaching

Master of Arts in Literature

Master of Public Administration

Master of Arts in Management, major in Environmental Management

Master of Arts in Management

Certificate in Teaching Program (for non-Education graduates)

Undergraduate Programs

School of Law

Bachelor of Laws

College of Arts and Humanities

Bachelor of Arts, major in English and Political Science

Bachelor of Arts in Mass Communication

Bachelor of Science in Psychology

College of Teacher Education

Bachelor of Elementary Education, major in English, Filipino, Math, Science, Social Studies, HE & PEHM

Bachelor of Secondary Education, major in English, Filipino, Math, Science, Social Studies, HE & PEHM

College of Business and Accountancy

Bachelor of Science in Business Administration, major in Human Resources Development Management, Economics, Financial Management and Marketing Management and Management Accounting

Bachelor of Science in Accountancy

Bachelor of Science in Entrepreneurship

Bachelor of Science in Public Administration

College of Sciences

Bachelor of Science in Biology, major in Marine Biology, Terrestrial, & Pre-Medicine

Bachelor of Science in Computer Science

Bachelor of Science in Environmental Science

Bachelor of Science in Agriculture

Bachelor of Science in Fisheries

Bachelor of Science in Forestry

Bachelor of Science in Information Technology

College of Engineering and Architecture

Bachelor of Science in Civil Engineering

Bachelor of Science in Electrical Engineering

Bachelor of Science in Mechanical Engineering

Bachelor of Science in Petroleum Engineering

Bachelor of Science in Architecture

Bachelor of Science in Mining Engineering

Bachelor of Science in Aeronautical Engineering

Civil Engineering Technology

Electrical Engineering Technology

Mechanical Engineering Technology

College of Hospitality Management and Tourism

Bachelor of Science in Tourism

Bachelor of Science in Hotel and Restaurant Management

I. ACADEMIC POLICIES AND RULES

A. REGISTRATION

The registration period shall be fixed in the academic calendar. Late registration shall not be allowed after one (1) week from the scheduled opening of classes unless authorized by the President. Late registration shall be subject to a fine pursuant to University rules.

B. *CROSS REGISTRATION*

No student shall be registered in any other college or department of Palawan State University without prior permission of the Dean of the College in which the student is primarily enrolled.

C. *ACADEMIC YEAR*

The Academic year shall be composed of two eighteen-week semesters or fifty four (54) contact hours each semester and a five-week summer session where the number of hours required per subject is met; exclusive of the registration period.

D. *ACADEMIC LOAD*

The academic load of a student permitted to register in two or more colleges in the University shall not exceed the maximum allowable load.

One (1) academic credit unit is at least eighteen (18) hours of instruction within a semester in the form of lecture, discussion, seminar, recitation or any combination thereof.

No undergraduate student shall be allowed to take, per semester, more than what is prescribed in the curriculum, nor shall any graduate student be allowed to take more than twelve (12) units per semester, unless otherwise authorized by the Dean of the College concerned.

A graduating student with an academic record better than average may, upon recommendation of the Dean, be permitted by the Registrar to carry a heavier load in the last year of the degree program.

E. *CROSS-ENROLLMENT*

1. *Enrollees from Other Institutions*

No student enrolled in another educational institution shall be allowed to cross-enroll in the Palawan State University without the approval of the Dean of the College in which enrolment is sought. A written permit for cross-enrolment from the institution in which the applicant is primarily enrolled shall be required and shall indicate the number or units enrolled therein and the subject or subjects authorized to be taken in the Palawan State University.

2. *Credit for Course Taken Outside Palawan State University*

No credit shall be given for any course taken by any of its students in any other university, college or school outside of Palawan State University unless prior written authorization for the taking of such course was recommended by the Dean and the Vice

President for Academic Affairs, subject to University rules, and approved by the University President.

F. ***CLASSIFICATION OF STUDENTS***

1. *Regular Students* - Regular undergraduate students are those who pursue programs of study to satisfy requirements leading to a certificate of baccalaureate degree. They carry the load prescribed by their respective curricula. Regular graduate students are those who pursue programs of study to satisfy requirements leading to post-baccalaureate certificate or diploma, or a master's degree.

2. *Cross-Registrants* - A cross-registrant refers to a student enrolled in two (2) or more units of the Palawan State University. *Regular Undergraduate Students* - On the basis of the number of years and units required and earned for degree programs, regular undergraduate students shall be classified as first, second, third, fourth, or fifth year students, as the case may be.

3. *Non-Regular Students* - Non-regular undergraduate and graduate students shall be classified into non-degree students and cross enrollees.

4. A non-degree student is one who satisfies the appropriate requirements for admission of regular students into the Palawan State University and is not currently enrolled in any other institution of higher learning, but is allowed to enroll for credit in undergraduate or graduate courses without following a formal degree program. Enrolment as a non-degree student shall not exceed a total of two (2) academic years.

5. A cross-enrollee is a student of another institution of higher learning who is allowed to enroll for credit in the Palawan State University.

G. ***ATTENDANCE***

Any student who, for unavoidable cause, is absent from class must obtain an excuse slip from the Dean to be presented to the instructor concerned not later than the second class session following the student's return.

Excuses are for time missed only. All work covered by the class during the period of absence shall be made up for within a reasonable time from the date of absence. **When the number of hours lost by an unexcused absence of a student reaches twenty**

(20%) percent of the hours of recitation, lecture, laboratory or any other scheduled work in one subject such student shall be dropped from the subject and the student thus dropped shall be given a grade of "5". Time lost by the late enrolment shall be considered as time lost by absence.

H. ***DROPPING OF COURSES***

A student may, with the consent of the instructor and the approval of the Dean, drop a subject by filling out the prescribed form before the mid-term examinations. The registration privileges of any student who drops a course without official approval shall be curtailed or entirely withdrawn according to rules prescribed by the Academic Council.

I. ***LEAVE OF ABSENCE***

Leave of absence (LOA) shall be applied for in writing. The application indicating the reason for the leave and the period which must not exceed one (1) academic year, shall be presented to the instructors concerned for appropriate action and shall be subject to approval by the Dean.

The Dean shall notify the registrar and the parents or guardian of every student granted leave of absence.

When leave of absence is availed of during the second half of the semester, faculty members concerned shall indicate the class standing of the student at the time of the application for leave. No application for leave of absence shall be approved without the class standing being indicated by the instructor concerned. The standing shall not be entered in the official report of grades.

After one-half of the total number of hours prescribed for the course had elapsed, a grade of "5" may be given to students in courses where their class standing is below passing at the time the leave of absence is taken.

J. ***CHANGING OF CLASSES***

1. **Transfer to Other Section or Subject**

Transfer to other sections or change in subject shall be made only in cases of mis-advising, lack of pre-requisite, conflict of schedule, and other similar cases and upon the approval of the Dean.

2. **Change of Matriculation**

No change of matriculation that involves the addition or reduction of subjects shall be allowed after the last day for late registration. Changes in matriculation shall be

effected through the prescribed form and must be approved by the Dean and submitted to the Registrar.

3. Substitution of Subjects

Substitution of subjects may be allowed only in the following cases:

- When a student is pursuing a curriculum that has been superseded by a new one; or
- Conflict of hours between two required subjects; or
- When the required subject is not offered.

Every application for substitution must:

- Involve subjects which cover substantially the same subject matter as the required subject;
- Be between subjects carrying the same number of units; and
- Be recommended by the Adviser and by the heads of departments concerned.

All applications for substitution must be submitted to the Office of the Dean not later than the last day for late registration. Any request submitted thereafter shall be considered for the following semester. No substitution shall be allowed for any subject prescribed in the curriculum in which the student has received a grade of "5" or an unremoved grade of "4.0". The Dean shall act upon all applications for substitution. In case the action of the Dean is adverse to the recommendation of the Adviser and the Head of the Department, the student may appeal to the Academic Council through the Vice President for Academic Affairs whose decision shall be final.

K. *CHANGE OF CURRICULUM*

The revision of an existing curriculum or the adoption of a new one for a degree program shall not affect students already enrolled unless they choose to follow the revised or new curriculum. The unit or department concerned shall make arrangements to enable students who choose to continue under the old curriculum to complete the requirements for the degree program.

L. *GRADING SYSTEM*

The performance of students shall be rated at the end of each semester in accordance with the following system:

1.0 –Excellent	2.5 -Satisfactory
1.25-Excellent	2.75 - Satisfactory
1.5 -Very good	3.0 - Passed

1.75-Very good	4.0 -Conditional
2.0 –Good	5.0 - Failure
2.25-Good	INC - Incomplete

Only the foregoing grades shall be officially recognized.

M. *CHANGE OF GRADES*

A student who has received a grade of "3" or better in a given subject shall not be allowed re-examination for the purpose of improving the grade. No faculty member shall change any grade after the report has been filed with the University Registrar. **Where any error has been committed, the instructor may, not later than (1) year after submission of the grade, request authority from the Dean to make the necessary change; provided, that the student shall be informed and given a chance to be heard by the Dean if the change requested is to a grade lower than the one previously given. An instructor may also request a change of grade upon representation of the student concerned within thirty (30) days from the student's receipt of the final grade and upon clear proof of error.**

If the request is granted, **a copy of the Dean's approval authorizing the change shall be forwarded to the Office of the Registrar for recording and filing.**

Notwithstanding the foregoing provision and to avoid any injustice, the grade on a final examination paper may be revised by a committee created by the Dean of the college if it should clearly appear, on the basis of the quality of the scholastic record of the student, that such grade is the result of an erroneous appreciation of the faculty member concerned. Should the change of grade on said paper affect the final grade of the student, the committee may **request authority from the Dean of the College** to make the necessary change in the final grade. Reconsideration shall be made only upon request by the student concerned within thirty (30) days after receipt of the final grade.

No student of the University shall solicit directly or indirectly any grade from an instructor. Any student violating this rule shall lose credit in the subject or subjects where such solicitation is made, without prejudice to the filing of a case for disciplinary action.

N. *REMOVAL AND COMPLETION OF GRADE*

A **grade of "4"** may be removed by successful repetition of the subject, or by passing a reexamination within the prescribed time, which is one (1) year after the grade was incurred. Students who pass the reexamination shall be given a grade of "3"; those who fail, a "5". Only one reexamination is allowed which must be taken within the prescribed time. If a grade of "4" is not removed within one year, credit for the subject may be earned only by repeating and passing it.

The **grade of "INC"** is given to a student whose class standing throughout the semester is passing, but fails to take the final examination or fails to complete the other

requirements for the subject due to illness or other valid reasons. In case the class standing is not passing and the student fails to take the final examination for any reason, a grade of "5" is given. Removal of the "Inc" must be done within the prescribed time of one year by passing an examination or meeting all the requirements for the subject, after which the student shall be given a final grade based on overall performance.

Upon re-enrollment in the subject, a student forfeits the right to remove or complete a grade of "4" or "Inc" therein. Examination for the removal of grades of "4" and "Inc" may be taken without a fee:

- during the regular examination period, if the subject is included in the schedule of examination;
- during the regular days preceding the registration in each semester, excluding summer; provided that the examination for the particular subject is taken at the time it is scheduled.

Removal examinations may be taken at other times on the recommendation of the Dean, subject to the provision of the next succeeding article and upon payment of the prescribed fee, and when required therein, also the examination fees.

A grade of "4" or "Inc" may no longer be improved after one year immediately following the semester in which the grade was incurred. A grade of "4" received after removing a grade of "Inc", however, must be removed within the remaining portion of the prescribed period for the original grade of "Inc".

O. *SCHOLASTIC DELINQUENCY*

The Faculty of each College unit may adopt rules governing scholastic delinquency subject to approval by the Academic Council and to the following minimum standards;

1. WARNING. - Students who, at the end of the semester, fail to earn credits in twenty-five percent (25%) to forty-nine percent (49%) of the total number of academic units for which they are registered as of the last day of late registration shall be warned by the Dean to improve their work;

2. PROBATION. - Students who, at the end of the semester, fail to earn credits in fifty percent (50%) to seventy-five percent (75%) of the total number of academic units for which they are registered as of the last day of late registration shall be placed on probation for the succeeding semester and their academic load shall be reduced.

3. DISMISSAL. - Students who, at the end of the semester, fail to earn credits in more than seventy-five percent (75%) but less than one hundred percent (100%) of the total number of academic units for which they are registered as of the last day of late registration, shall be automatically dropped from the rolls of the University. Grades of "Inc" incurred because of failure to complete the course requirements due to illness of similar valid reasons shall not be counted against the students; Provided, that the documents establishing veracity of the cause for failure to complete such requirements are submitted to the College Dean before the start of the regular registration of the following semester excluding summer.

P. *Students on Probation*

Students on probation who again fail to earn credits in fifty percent (50 %) or more of the total number of academic units for which they are registered as of the last day of late registration shall be automatically dropped from the rolls of the university and be permanently disqualified.

Q. *Inapplicability of Permanent Disqualification*

Permanent disqualification does not apply to cases where, on the recommendation of the instructor concerned, the faculty certifies that the grades of "5" were due to the students authorized dropping of the subjects and not to poor scholarship. **However if the unauthorized dropping takes place after the mid-semester and the student's class" standing is poor, grades of "5" shall be counted against the student for the purpose of scholastic rule.** The Dean, in consultation with a faculty committee, shall consider these cases on their individual merits; provided, that the student readmitted to the same or another college shall, pursuant to this Article, be on probation.

R. ***Readmission of Dismissed or Disqualified Students:***

The appropriate faculty committee without-the favorable recommendation of the guidance counselor shall consider no readmission of dismissed or disqualified students. However, if the action of the university conflicts with the recommendation of the guidance counselor, the case may be elevated to the president whose decision shall be final.

S. ***Recording of Academic Delinquency***

All academic delinquency status shall be entered in the student's record.

T. ***Graduate Students***

A graduate student must maintain a minimum weighted average of "2" the evaluation of the student's academic standing to be done at the end of each academic year or upon completion of fifty percent (50%) of the course requirements; provided, that for each semester excluding summer, the student must have earned, in each of at least fifty percent of the subjects enrolled in as of the last day of the late registration, a grade of "2.0" or better.

U. ***MAXIMUM RESIDENCE***

1. Undergraduate Students

Undergraduate students must complete all the requirements of a degree program of any college within a period of actual residence equivalent to one and one half-times the normal length prescribed for the degree program, otherwise they shall not be allowed to register in the university. Actual residence shall be counted from the first regular enrollment in the college and shall include leaves taken after mid-semester, whether officially approved or not.

2. Graduate Students

Graduate student shall finish all requirements for a Master's degree in not more than five (5) calendar years and for a doctoral degree, in six (6) calendar years, including leaves, whether officially approved or not.

3. Extension of Residence

Notwithstanding the provisions of the two preceding articles, a student may, in special cases, be given an extension of residence not to exceed one (1) calendar year. Request should be forwarded to the President through channels.

V. ***HONORABLE DISMISSAL***

Honorable dismissal is voluntary withdrawal from the university with the approval of the university. Honorable dismissal shall be issued only to students who have been cleared of all obligations to the university and with no pending disciplinary charges or currently serving one.

Students who leave the university while under suspension, or have been expelled, shall not be entitled to honorable dismissal. Should they be permitted to receive transcript of record or certification of academic status in the University, it shall contain a statement of the disciplinary action rendered against them.

W. *GRADUATION WITH HONORS*

1. Grade Requirements

Students who complete their courses with the following absolute minimum weighted average grade shall be graduated with honors:

Summa Cum Laude.....1.25 or higher

Magna Cum Laude.....1.26-1.50

Cum Laude.....1.51-1.75

A candidate for graduation with honors must not have received a grade lower than 2.0 in any of the major subjects taken.

All the grades in all subjects prescribed in the curriculum, except ROTC or equivalent, shall be in the computation of the weighted average grade. Subjects that qualify as elective shall also be included in the computation of the average. In cases where the electives taken are more than those are required in the program, the following procedure shall be observed in selecting the electives to be included in the computation of the weighted average grade;

- (1) For students who did not shift programs, the elective taken shall, be considered in chronological order;
- (2) For students who shifted from one programs, the electives to be considered shall be selected according to the following order or priority:

Electives taken in the program where the student is graduating shall be considered in chronological order;

Electives taken in the previous program, and acceptable as elective in the second program shall be considered in chronological order.

Prescribed courses taken in the previous program which qualify as electives in the second program shall be considered in chronological order.

2. Residence and Unit Requirements

Students who are candidates for graduation with honors must complete the course within the prescribed years of his/her curricular program. He must have completed in the university at least seventy-five percent (75%) of the total number of academic units of hours required for graduation and must have been the residence therein for at least two (2) years immediately prior to graduation.

3. Minimum Academic Load

Students who are candidates for graduation with honors must have taken during each semester not less than the normal load prescribed in the curriculum unless the lighter load was due to justifiable causes, such as health reasons, the unavailability of courses needed in the curriculum to complete the full load, or the fact that the candidate is a working student. It shall be the responsibility of the student to establish the veracity of the cause for underload within the semester in which it takes place.

4. Shifting of Course/Change of Degree Program

Any student who intends to transfer from one course program to another shall have to apply with the Dean of the College within the prescribed period during the semester. His application shall be referred to the dean of the appropriate program committee created by the Dean of the College to which the proposed to transfer for evaluation and approval of the shifting course.

The student may be allowed to shift to another degree program on the immediately following semester/term provided he meets the minimum requirements for admission to the program set by the faculty of the University or the Academic Council, subject to the quota on the number of students who can be admitted to that particular program.

X. GRADUATION WITH HONORS

1. College Commencement

The commencement exercises of the colleges not included in the general commencement exercises shall be held on such dates and in such places as shall be fixed by the President upon the recommendation of the VP for Academic Affairs.

2. Academic Costumes Required

Candidates for graduation shall be required to wear academic costumes during commencement exercises in accordance with the rules and regulations of the University.

II. **STUDENT DECORUM**

*Each student is expected to act as a mature individual at all times, whether on or off-campus, **showing respect for people of authority**, for the rights of fellow students and **for the good name of the university**. If a student violates any of the rules and regulations, **the administration shall impose the appropriate sanctions after due process**.*

A. *The student is recognized as an adult, hence the obligation to inform parents and guardians of his academic standing and the impending consequences of his excessive absences or failure, **is his full responsibility**.*

B. *Students shall refrain from doing boisterous conduct such as whistling, shouting, running, or any action which tend to distract other students from ongoing classes or college activities.*

C. *It is expected that respect and deference be shown to all visitors on campus. The usual norms of etiquette, as well as posted directives, shall be observed in the university premises, such as classroom, library, and canteen, in dealing with administrative and office personnel, members of the faculty and staff and fellow students.*

D. *Smoking is strictly prohibited in the University premises.*

E. *The university encourages healthy interaction with the opposite sex. However, acts or gestures which are considered as immoral, obscene or indecent will not be tolerated in the campus.*

F. *The PSU is a dark green school everyone is expected to help keep the university premises neat and clean. Feet shall be kept off furniture and walls. Spitting on the floor inside the classroom is prohibited. Use waste cans/boxes properly. School equipment must be used with reasonable care and be properly stored after use. The chalkboards are to be used for instructional purposes only.*

G. *Cellular phones and other similar gadgets should be turned off or placed in the silent mode inside the classrooms and shall not be operated during the duration of the class.*

III. ATTENDANCE.

- A. *All students are required to attend classes regularly and punctually.*
- B. *Attendance shall be checked and counted from the first regular meeting of classes, regardless of the time the student is enrolled.*
- C. *A student is considered absent if he is not present the first fifteen minutes of the scheduled class time.*
- D. *A student is held responsible for all assignments and for the entire content of the course missed, regardless of whatever reason he has for his absence.*
- E. *No student may attend class if he has not submitted any student class card to the instructor.*
- F. *Students are not allowed to sit in the class unless they are enrolled for credits or audit.*

IV. POLICY ON SCHOOL UNIFORM

- A. *Students are required to wear the prescribed school uniform while on campus everyday, except Wednesday, which is a free day.*
 - 1. *Men's uniform - white shirt with collar or polo shirt with any dark pants and shoes.*
 - 2. *Ladies' uniform - beige blouse with peach piping and buttons and peach pleated skirt, knee length or below the knee and black shoes/sandals with heels.*
- B. *Students must wear clothes that are appropriate to the academic environment during the free day.*
- C. *P.E. uniforms must be worn only during P.E. classes.*
- D. *Students are required to be in their uniforms whenever they are inside the campus even if they do not have any class, except during free days. Those who are not in uniform will not be allowed entry into the university.*
- E. *Male students are required to maintain a respectable and decent hair style and length.*

F. *Exemptions on the wearing of uniforms may only be allowed for reasons of pregnancy or religion, upon request and subject to the approval of the Dean of the College or the Dean of Students.*

G. *“Cross Dressing” shall not be allowed.*

V. RIGHTS OF STUDENTS

Education Act of 1982, known as Rights of Students and Batas Pambansa Bilang 232, Chapter 2, Section 9, states the rights of students in addition to those provided for under existing laws. Every student shall:

1. The right to receive, primarily through competent instruction, relevant quality education in line with national goals and conducive to their full development as person with human dignity.
2. The right to freely choose their field of study subject to existing curricula and to continue their course therein up to graduation, except in cases of academic deficiency, or violation of disciplinary regulations.
3. The right to school guidance and counseling services for decisions and selecting the alternatives in fields of work suited to his potentialities.
4. The right of access to his own school records, the confidentiality of which the school shall maintain and preserve.
5. The right to the issuance of official certificates, diplomas, transcript of records, grades, transfer credentials and other similar documents within thirty days from request.
6. The right to publish a student newspaper and similar publications, as well as the right to invite resource persons during assemblies, symposia and other activities of similar nature.
7. The right to free expression of opinions and suggestions, and to effective channels of communication with appropriate academic channels and administrative bodies of the school or institution.
8. The right to form, establish, join and participate in organizations and societies recognized by the school to foster their intellectual, cultural, spiritual and physical growth and development, or to form, establish, join and maintain organizations and societies for purposes not contrary to law.

9. The right to be free from involuntary contributions, except those approved by their own organizations or societies.

VI. DUTIES AND RESPONSIBILITIES OF STUDENTS

Education Act of 1982, known as Rights of Students and Batas Pambansa Bilang 232, Chapter 15, Section 15, states the duties and responsibilities of students in addition to those provided for under existing laws. Every student shall:

- A. Exert his utmost effort to develop his potentials for service particularly by undergoing an education suited to his abilities, so that he may become an asset to his family and society.
- B. Uphold the academic integrity of the college, endeavor to achieve academic excellence and abide by the rules and regulations governing his academic responsibilities and moral integrity.**
- C. Promote and maintain the peace and tranquility of the university by observing the rules of discipline and by exerting effort to attain harmonious relationships with fellow students, the teaching and academic staff and other school personnel.
- D. Participate actively in civic affairs and in the promotion of the general welfare, particularly in the social and cultural development of his community and in the attainment of a just, compassionate, and orderly society.
- E. Exercise his rights responsibly in the knowledge that he is answerable for any infringement or violation of the public welfare and of the rights of others.**

VII. RULES ON STUDENT CONDUCT AND DISCIPLINE

- A. **BASIS OF DISCIPLINE** - Every student must observe and abide by all the laws of the land and all the policies, rules and regulations adopted by the University at all times.

No disciplinary proceedings shall be instituted except for conduct prohibited by law or by laws and regulations promulgated by duly constituted authority of the Palawan State University.

CAUSES FOR DISCIPLINARY ACTION - *Students shall be subject to disciplinary action after due process for any of the following offenses:*

1. Carrying within University premises any firearm, bladed weapon, or any dangerous or deadly weapon; Provided, that this shall not apply to those who shall possess the same in connection with their studies and have a permit for the purpose;
2. Drinking alcoholic or intoxicating drinks, or drunken behavior or being under the influence of liquor within the University Premises;
3. Possession or use of prohibited drugs or chemicals, such as LSD, marijuana, heroin or opiates in any form within the University premises;
4. Gambling within the University premises;
5. Gross and deliberate discourtesy;
6. Creating within the University premises disorder, tumult, breach of peace, or serious disturbance;
7. Intentionally making a false statement or any material fact, or practicing or attempting to practice any deception or fraud, in connection with admission and continuing stay in the University;
8. **Forgery, falsification of school documents, falsifying signatures, alteration of grades, records, clearance, transcript of records and other credentials;**
9. **Any form of plagiarism in relation to academic requirements.**
10. Engaging in indecent, obscene or immoral conduct within the University premises;
11. Instigating, leading or participating in unlawful activities resulting to disturbance, disruption or stoppage of classes;
12. Threatening any member of the academic community with physical harm;
13. Defamation, whether oral, written or electronic committed against any student, faculty member or any University administrator/official;
14. Hazing and/or inflicting physical harm or violence resulting to physical injuries;

15. Smoking inside the classrooms, laboratories, libraries, auditoriums and within the University campus;

16. Vandalism (writing on walls, drawing or painting caricatures)

17. Willful destruction of University property;

18. Littering inside the University Campus;

19. Any form of cheating in examinations or any act of dishonesty in relation to their studies:

20. Failure to wear ID and the prescribed University uniform;

21. Any other form of misconduct.

22. Any violation of law committed outside the premises of the University if the act has direct bearing on the University;

23. Any violation of law committed within the premises of the University. For purposes of this paragraph "Law" shall refer to any general enactment enforced in the Philippines;

Commission of any of the foregoing offenses in the course of fraternity or sorority- related activities or incidents shall be taken as aggravating circumstances.

For purposes of this title, "students" shall include any person who has been admitted to any unit or college of the University on a regular, part-time, or special basis and who, at the time of the commission of the offense, has not graduated or dismissed honorably.

RULES AND REGULATIONS PROMULGATED BY DEANS OR DIRECTOR OF UNITS - Deans or directors of various units may, after due consultation with the faculty and students of their respective units, may promulgate rules on conduct and discipline of peculiar application to their respective units, subject to requirements of due process, with the written approval of the University President. Such rules and regulations promulgated become part of the Student Code of Conduct and Discipline.

B. JURISDICTION - All cases involving discipline of students under these rules shall be subject to the jurisdiction of the University, except the following which shall fall under the appropriate college or unit:

1. Any violation of college or unit rules and regulations involving student/s of the same college; or
2. Misconduct committed by students of the college or unit within its classrooms or premises or in the course of an official activity.

C. UNIVERSITY INVESTIGATION - Investigation of cases falling under the jurisdiction of the University as a whole shall be conducted by a disciplinary committee under the supervision of the Dean of Students.

At the start of each school year, the Dean of Students shall constitute a pool of regular faculty members, in such number as the needs of the University may require, for disciplinary committee duty. Upon the filing of charges against any student, the Dean of the Student Affairs shall appoint from among the pool two members to constitute a disciplinary committee to, and a chairman, who is a member of the bar, to investigate the case.

D. INITIATION OF CHARGES - A disciplinary proceeding may be initiated motu proprio by the concerned College Dean, Principal, Dean of Students and Director of ESC as the case may be, or upon the filing of a written complaint specifying the acts of omission constituting the misconduct and subscribed and sworn to by the complainant/s or upon the submission of an official report of any violation of any existing rules and regulations. Upon the filing of said charge or report with the Office of the Dean of Students, an entry shall be made in the official entry book kept for the purpose, specifying the person or persons charged, the complainant or complainants, his witnesses, if any, the date of filing and the substance of the charge.

For purposes of these disciplinary rules, an official report shall include any report submitted in writing to any proper authority in the University by any officer of a University or unit, a faculty member of the University security force.

E. PRELIMINARY INQUIRY - Upon receipt of the complaint or report, the Dean of the College shall determine whether a prima facie case exists. Notice to and the attendance of the respondent during the preliminary inquiry shall not be necessary.

F. FILING OF CHARGES - In all cases where the complaint or report is found sufficient, **a formal charge or charges shall be drawn up and served upon each respondent.** In every case, the parents or guardians of the students charged and the registrar shall be furnished with a copy of the same.

G. CONSTITUTION OF DISCIPLINARY COMMITTEE – Upon the filing of a formal charge, **the College Dean or Dean of Student Affairs**, as the case may be shall constitute a disciplinary committee to conduct the formal investigation.

H. ANSWER - Each respondent shall be required to answer in writing within three (3) days from receipt of the charge or charges. Formal investigation shall be held on notice as herein provided.

I. ADMISSION OF GUILT - **No hearing shall be necessary where the respondent pleads guilty to the charge.** A plea of guilty at anytime after the hearing shall have commenced shall terminate the proceedings. Thereafter, the committee shall impose or recommend the appropriate penalty.

J. HEARING DATES - One week after receipt of the respondent's answer or after the expiration of the period, within which the respondent should answer, the committee shall confer with all the parties concerned to set the dates for formal hearings which shall be held at least once a week for the next two (2) months. Additional hearing days shall be set in the same manner.

K. DURATION OF HEARING - No hearing on any case shall last beyond two (2) calendar months.

L. FAILURE TO APPEAR AT HEARING - Should either complainant or respondent fail to appear for the initial hearing after due notice and without sufficient cause, the fact shall be noted and the hearing shall proceed ex parte without prejudice to the party's appearance in subsequent hearings.

M. UNIVERSITY INVESTIGATING COMMITTEE - The University Investigating Committee shall forward to the concerned College Dean within fifteen (15) days after the termination of the hearing the complete record of the case, with its report and recommendation. The recommendation, signed by a majority of the members of the committee, shall state the findings of the fact and the specific regulations on which it is based.

N. ACTION BY THE COLLEGE DEAN - The College Dean concerned shall, within ten (10) days from receipt of the Committee report, make a decision or recommendation and transmit the same to the University President.

O. ACTION BY THE COLLEGE DISCIPLINARY COMMITTEE - Within fifteen (15) days from the final submission of the case, the University disciplinary committee shall make a decision or recommendation and transmit the same to the University President. The decision shall be in writing and signed by a majority of its members. It shall include a brief statement of the findings of fact and the specific regulations, on which the decision is based,

P. FINALITY OF DECISION - Any decision of the College Dean or the University Disciplinary Committee other than expulsion, permanent disqualification from enrollment, or imposing suspension for a period not exceeding thirty (30) calendar days or lesser penalty shall become final and executory after fifteen (15) days from receipt of the decision by the respondent unless within five (5) days from receipt a motion for reconsideration of the same is filed, in which case the decision shall be final after fifteen (15) days from receipt of the action on the motion for reconsideration.

Q. RECOMMENDATION TO THE PRESIDENT - Where the offense committed warrants a penalty more severe than suspension for a period of thirty (30) days, the College Dean or the University Disciplinary Committee shall forward to the University President within fifteen (15) days after the termination of the hearing the recommendation and report on the case.

R. ACTION OF THE UNIVERSITY PRESIDENT - Upon receipt of the report and recommendation of the Dean or the University Disciplinary Committee, the University President shall render decision.

S. FINALITY OF PRESIDENT'S DECISION - The decision of the President shall be final and executory after fifteen (15) days from receipt of the decision by its respondent, unless appeal is made to the Board of Regents in the cases provided in the next succeeding article.

T. APPEAL TO THE BOARD OF REGENTS - All cases where the President imposes a penalty of expulsion, suspension for more than one (1) academic year, withholding or withdrawal of graduation, or any other penalty of equivalent severity, may be appealed by the complainant or respondent to the Board of Regent within fifteen (15) days after receipt of the decision; Provided, that withdrawal of graduation shall be subject to approval of the Board.

U. FINALITY OF BOARD'S DECISION - The decision of the Board of Regents shall be final and executory.

V. RIGHTS OF RESPONDENTS - Each respondent shall enjoy the following rights:

1. Not to be subjected to any disciplinary penalty except upon due process of law;
2. Not to be convicted except on the basis of substantial evidence, the burden of proof being with the person bringing the charge;
3. Not to be convicted except on evidence introduced at the proceedings or which the respondent has been properly apprised:
4. Pending final decision on any charge, to enjoy all his rights and privileges as a student, subject to the power of the College Dean or the Disciplinary Committee to order the preventive suspension of the respondent for not more than fifteen (15) days; and
5. To defend oneself personally, or by counsel or representative of his own choice. If the respondent should desire but is unable to secure the services of counsel, this fact should be manifested two (2) days before the date of hearing, and a request maybe made to the University Committee to designate a counsel for him from among the members of the University constituency.

W. EFFECTIVITY OF DECISION - Decision shall take effect as provided in these rules. However, final decisions of suspension or dismissal within thirty (30) days prior to any final examination shall take effect during the subsequent semester excluding summer, except when the respondent is graduating, in which case the penalty shall immediately take effect.

X. IMPLEMENTATION OF THE DECISION - In every disciplinary case, copies of the decision shall be furnished the Dean, Registrar, University Disciplinary Committee, and Dean of Student Affairs. A certificate of service of penalty shall be issued by the College Dean upon completion of the penalty imposed, and copies thereof shall be furnished the Registrar, University Disciplinary Committee, and Dean of Student Affairs.

Y. RECORDS - All proceedings before the University Disciplinary Committee or University Investigating Committee shall be set down in writing. Original records pertaining to student discipline shall be under the custody of the Dean of Student Affairs or appropriate officer. Such records are hereby declared confidential and no person shall have access to the same for inspection or copying unless such person is involved therein, or unless he has a legal right that cannot be protected or vindicated without access to or copying of such records. Any University official or employee who shall violate the confidential nature of such records shall be subject to disciplinary action; provided, that the records shall be accessible to University officials in the performance of their official functions.

Z. DISCIPLINARY ADMINISTRATIVE SANCTIONS

1. Disciplinary action may take the form of expulsion, from the University, withholding or withdrawal of graduation, withholding or withdrawal of awards, curtailment of privileges, exclusion from any classes, reprimand, warning, or expression of apology. Restitution or indemnification of, when appropriate, may be attached to any of the above penalties. **The gravity of the offense committed and the circumstances attending its commission shall determine the nature of the disciplinary action or penalty to be imposed;**

2. Any disciplinary action taken against a student shall be reported to his parents or guardians;

3. Refusal to submit to the jurisdiction of the University by any student not enrolled at the time of a charge is filed shall prejudice his future enrollment in any unit of the University.

SUMMARY ACTION - Notwithstanding the provisions of the foregoing articles: A Dean/Principal, Director of ESC may proceed summarily (without need of prior complaint or hearing) against students of the University in these cases:

4. Violation of rules and regulations issued by the College Dean in accordance with this Code; and

5. *Misconduct committed in the presence of a faculty member or any official of the University within the classroom or premises of the University, or in the course of an official function sponsored by the University.*

The Dean of Student Affairs may likewise proceed summarily against students in cases of -

1. Misconduct committed in the presence of a faculty member or any official of the University within the University premises not falling within the jurisdiction of any college or unit or in the course of an official function sponsored by the University; and

2. Misconduct as defined in letters G and K above, when the acts are committed within the premises of, and by persons belonging to one or several colleges or units. The respondent shall be summoned to appear before the appropriate official, informed of the charges filed and afforded the opportunity to be heard. Decisions taken under this Article shall be made in writing, stating the grounds for which the penalty is imposed. Such decisions shall be final and executory upon the issuance of the order. The penalty imposed shall not exceed suspension for a period of thirty (30) days,

Z. **DISQUALIFICATION** - University officials or personnel shall not participate or intervene in any capacity whatsoever except as witnesses at any stage in disciplinary proceedings involving students related to them within the fourth civil degree by consanguinity or affinity, or related by membership in the same fraternity or sorority or their affiliate organizations.

AA. **EXCLUSION FROM CLASS** - Any member of the faculty may exclude a student from a class for disorderly or disruptive behavior. This shall be without prejudice to the filing of a disciplinary action where warranted.

BB. **AMENDMENTS** - Amendments to rules on student discipline shall be published within ten (10) days after approval and shall take effect fifteen (15) days after circularized, unless a specific date has been set, which date shall in no case be within five (5) days after its approval.

VIII. DISCIPLINARY ACTIONS

A. **Gross and deliberate discourtesy towards university officials, faculty members and other employees:**

1st Offense - Reprimand and warning with waiver duly signed by parents or guardians.

2nd Offense - Suspension for five days

3rd Offense - Suspension for ten days

Subsequent Offenses - Dismissal from the university

- B. Engaging in lustful, indecent, obscene or immoral conduct while within the university campus or during a university function.

1st Offense - Reprimand and warning with waiver duly signed by parents or guardians.

2nd Offense - Suspension for two weeks

3rd Offense - Dismissal from the university

Illicit Relations - Dismissal from the university

- C. Leading, instigating or participating in unlawful activities resulting to stoppage of classes.

1st Offense - One semester suspension

2nd Offense - Dismissal from the university

- D. Unlawfully preventing or threatening the faculty members or other university officials or students from attending classes or entering school premises.

1st Offense - Suspension for one month

2nd Offense - Dismissal from the university

- E. Threatening any members of the academic community.

1st Offense - Dismissal from the university

- F. Oral defamation committed against any students, faculty members or university authority or his agents. Defamation is the act of injuring another's reputation through false and malicious talks and remarks.

1st Offense - Suspension for two weeks

2nd Offense - Suspension for one month

Subsequent Offenses - Dismissal from the university

- G. **Alteration or misuse of university documents and/or knowingly furnishing false information to the university in connection with official documents filed by him.**

1st Offense - Suspension for one month

2nd Offense - Suspension for one semester

3rd Offense - Dismissal from the university

H. Forgery, falsification of school documents, alteration of grades, records, and credentials, falsifying signatures.

1st Offense - Suspension for one semester

2nd Offense - Dismissal from the university

I. Making, publishing or circularizing false information about the University, its officials, faculty members and students.

1st Offense - Suspension for one month

2nd Offense - Suspension for one semester

3rd Offense - Dismissal from the university

J. Theft, Robbery

Depending upon the gravity of the act, the University Disciplinary Committee may impose a penalty ranging from two weeks to dismissal from the University without prejudice to the imposition of sanction by appropriate authorities of the land.

K. Drinking intoxicating beverages within the university premises and entering the school premises under the influence of liquor.

1st Offense - Suspension for five days

2nd Offense - Suspension for one semester

3rd Offense - Dismissal from the university

L. Smoking inside the classroom, laboratories, library, and auditorium and within the university campus and its premises at any time.

1st Offense - Reprimand and warning with waiver duly signed by parents or guardians.

2nd Offense - Suspension for one to two weeks

3rd Offense - Suspension for one month

K. Engaging in any form of gambling with the university premise.

1st Offense - Reprimand and warning with waiver duly signed by parents or guardians.

2nd Offense - Suspension for one week

3rd Offense - Suspension for one month

Subsequent Offenses - Dismissal from the University

L. Use or possession and/or peddling of dangerous regulated drugs.

1st Offense - Outright dismissal from the university.

M. Hazing and inflicting physical force or violence resulting to physical injuries, disgrace and demean any fellow student in connection with initiations, admission to fraternities, sororities or any other student organization.

1st Offense - Dismissal from the university

Any case involving the unlawful possession of firearms shall be reported to police or proper military authorities.

N. Unauthorized entry to or unauthorized use of university facilities. This includes climbing or jumping over the boundary fence of the university, sleeping and doing toilet necessities in unauthorized places.

1st Offense - Reprimand or Suspension of five days

2nd Offense - Suspension for two weeks

3rd Offense - Suspension for one month

Subsequent Offenses - Dismissal from the University

O. Uttering or scattering of trash inside the University Campus.

a. 1st Offense - Offender will be asked to clean an assigned area inside the campus

b. 2nd Offense - Suspension for one week

c. 3rd Offense - Suspension for one month

P. Vandalism and willful destruction of any university property which include, but not limited to such acts as:

a. Tearing off or defacing any library book, magazine or periodicals;

b. Writing or drawing on walls, desk and other pieces of furniture;

Q. Breakage of glass window, showcases, cabinet doors, electrical, mechanical, or electronic devices;

- R. Unauthorized removal or official notices and posters from the bulletin boards and other similar offenses.
- a. 1st Offense - Reprimand and/or repair or payment of damages
 - b. 2nd Offense - Suspension from two weeks to one month
 - c. Subsequent Offenses - Dismissal from the University
- S. Speeding within the university jurisdiction with a motorized vehicle, or entry of motorized vehicle inside the campus without the required gate pass.
- 1st Offense - Warning
- 2nd Offense - Suspension for one week
- 3rd Offense - Suspension from two weeks to one month
- Subsequent Offenses - Dismissal from the University
- T. Violation of approved notices and legally posted signs such as "No Trespassing", "Keep off the Grass", "Off Limits", etc.
- 1st Offense - Warning
- 2nd Offense - Suspension for five days
- 3rd Offense - Suspension for one month
- U. **Any form of cheating in examination or any act of dishonesty, including plagiarism in connection with any academic work.**
- 1st Offense - **Automatic grade of Five (5.0) on the examination in subject where cheating was committed**
- 2nd Offense - Suspension for two weeks
- 3rd Offense - Suspension for one month
- Subsequent Offenses - Dismissal from the University
- V. Failure to wear the school ID and the prescribed college uniform.
- 1st Offense - Warning
- 2nd Offense - Suspension for five days
- 3rd Offense - Suspension for two weeks to one month