



SULTAN KUDARAT STATE UNIVERSITY

# STUDENT MANUAL

(REVISED 2023)

## **PREFACE**

The university has initiated several revisions in the contents of the Student Manual. It is one of the goals of the institution to produce highly competent, ethical, and service-oriented students and leaders in the community, the reason behind the move to revisit, review, and revise the manual. Being a member of the academic institution like the Sultan Kudarat State University, it requires more amplified and responsive provisions in the manual to cater to the needs of the students. The 2023 Revised Student Manual succinctly defines the duties, responsibilities of the students as well as the conduct and discipline expected of them as university students.

The primary aim of the revision is to promote a positive students' behavior and decorum, imbue in them social responsibility and excellence in all aspects of their education designed under the rules and regulations for students in the university. The revised student manual is crafted in cognizance of pertinent laws, issuances issued by the Commission on Higher Education (CHED). Among the legal bases of the revision are: the RA 10931; Universal Access to Quality Tertiary Education Act of 2017; Students' Rights under the 1987 Constitution; Education Act of 1982; some provisions under RA 7877 (Anti-Sexual Harassment Act of 1995); Gender Sensitivity Act; provisions in RA 9442 (Magna Carta for PWDs); RA 7079; Campus Journalism Act of 1991; EO No. 02 s. 2016; Freedom of Information; Excerpts from RA 10173; Data Privacy Act of 2012; RA No, 8049; Anti-Hazing Act of 1995; Excerpts from RA 9165, and Act Instituting the Comprehensive Drugs Act of 2002; CHED Memorandum No.9 s. 2013, Enhanced Policies and Guidelines on Student Affairs and Services; and some provisions under RA 8371, otherwise known as the Indigenous Peoples Rights Act (IPRA Law of 1997).

The 2023 revised Student Manual can further strengthen and safeguard the protection and welfare of the entire SKSU student community being the primary stakeholders; likewise for the university to fulfill its developmental goals and mandates anchored in the MVGO and CORE values of the institution.

## Message of the President

As we transpire from the plague of pandemic, we find ourselves in a very peculiar time with so many aspects of our lives still on the mend. This is especially evident in the field of education, where so many teachers, learners, educators and other professionals were affected. We've embraced the online environment, and the faculty did their best to deliver and give students the education they deserve for the future of this land. The COVID-19 pandemic has shown that online learning has its promises and potential, so does traditional face-to-face learning.

And thus, much has happened and much is new! But it is important to be mindful of the fact that only change is constant. Many things came up, so as some had gone... And so does the management of this institution! It has transitioned to a diverse and advanced educational setting! We continue to wander our own journey, and everyone has its own drive to be the **"Generator of Solution"** in order to prosper and be on the verge of triumph! Indeed; each and every one of us plays an important role in the University – as a faculty, staff and students!

I am excited for all of you, new and returning students! I am ecstatic to work with everyone to continue advancing SKSU's mission to enhance and promote high quality education and to provide a venue for experienced and promising educators and excellent workforce to give the paramount learning to students. The institution stands for and committed to diversity, equity, inclusion, and social justice.

Mainly, this Student Manual is the foundation of information, including student responsibilities, duties, guidelines, and privileges. This contains an updated list of academic policies and significant enhancement of other provisions relating to student discipline and activities. These rules and regulations are designed to provide positive and constructive guidelines for student behavior and discipline, and are herein presented for ready reference.

We need to remind everyone that at the core of all these opportunities are the guiding principles of the University: the Mission, Vision and Core Values. I wish to see the years to come to be remarkably at its finest, and I want each of you students to take us all there!

Mabuhay SKSUians...

**SAMSON L. MOLAO, Ed.D**  
**University President**

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## **SULTAN KUDARAT STATE UNIVERSITY (SKSU)**

### **HISTORICAL BACKGROUND AND DEVELOPMENT**

The Sultan Kudarat State University (SKSU) formerly Sultan Kudarat Polytechnic State College (SKPSC) was established on December 5, 1990 by virtue of a bill filed in Congress authored by then Congressman Estanislao V. Valdez and sponsored in the Senate by then Senator Edgardo J. Angara. The bill became Republic Act 6973 otherwise known as the Sultan Kudarat Polytechnic State College (SKPSC) Charter merging Five (5) DECS supervised high schools in the five (5) municipalities of the Province of Sultan Kudarat namely: the Sultan Kudarat National High School in Isulan, the Lutayan National Agricultural School in Lutayan, the Tacurong Municipal High School in Tacurong City, the Kalamansig Municipal High School in Kalamansig, and the Palimbang Municipal High School in Palimbang. Its central site and administration office is in the ACCESS, EJC Montilla, Tacurong City. The institution started under the visionary and dynamic leadership of its first and longest serving President, Dr. Nelson T. Binag who later initiated the operation of extension programs through a Memorandum of Agreement in the municipalities of Senator Ninoy Aquino and Bagumbayan in Sultan Kudarat; Glan, Sarangani Province; and Surallah National Agricultural School in South Cotabato.

Dr. Nelson T. Binag, served for a period of eighteen (18) years. His unique leadership brought SKPSC to a milestone. Intensified faculty and staff development programs, numerous scholarship programs, training, conferences, and seminar- Workshops were attended by the personnel in the local, national, and international levels. The strong impetus given by the administration to qualify its personnel has gone through the roof. Statistically, it has produced a number of Master and Doctorate degree holders.

Guided by its pragmatic policies, SKPSC continued to offer programs and special courses that helped totally develop locally homegrown industries utilizing indigenous resources and raw materials peculiar to the locality where the campuses are located. Agriculture-related courses are offered in the College of Agriculture located in Lutayan while Fishery-related courses are offered in the College of Fisheries in Kalamansig. The College of Arts and Sciences, Bachelor of Science in Hotel and Restaurant Management, Bachelor of Accounting Technology, Bachelor of Science in Criminology and other liberal and science courses are offered in Tacurong City Campus catering enrollees not only in the province but also in the nearby cities of Koronadal, General Santos, and Davao. Engineering, Information Science and Industrial Technology courses are offered in Isulan. From the usual four-year technical courses, a five-year course in Computer Engineering is also offered along with short term courses in Driving, Building Wiring Construction, Automotive, and Computer Literacy among others. On the other hand, Palimbang, an extension campus of the College of Teacher Education offers education programs while the newly opened extension campuses in Bagumbayan and Senator Ninoy Aquino offer academic as well as agriculture-related courses. In the ACCESS, Master in Management (MM-EM), Master in Agricultural Technology (MAST), and Doctor in Institutional Development and Management (PhD-IDM) are offered. Diploma in Teaching along with the undergraduate courses in education are catered by the College of Teacher Education. Pursuant to its Vision and Mission, SKPSC opened the College of Law and the College of Nursing. The Laboratory High School was also established as a breeder for the education students, especially serving as a venue for demonstration classes of student interns.

During the last three (3) years of Dr. Binag's term, he started preparing for the institution's conversion into a university, but did not prosper. With the installation of the new president, Dr. Teresita L. Cambel, she pursued the dream of universityhood. On January 18, 2010 by sponsorship of the Congressman Datu Pax S. Mangudadatu, Al Hadj and Congressman Arnulfo Go in Congress as well as Senator Manuel A. Roxas, Senator Edgardo J. Angara, Senator Panfilo M. Lacson and Senator Juan Miguel F. Zubiri in the Senate, Republic Act No. 9966 was enacted converting what was then Sultan Kudarat Polytechnic State College into what is now Sultan Kudarat State University.

On August 12, 2014, Dr. Rolando F. Hechanova took his oath of office as the 3rd SKSU President. Characterized by his deep sense of commitment, dedication to public service, he coined the acronym FATES (Fairness, Accountability, Transparency, Excellence, and Service), he was able to spur various developments and initiatives in the university ranging from infrastructures, promotions of the faculty through the implementation of NBC 461 Cycles 4-7, grant of Collective Negotiation Agreement (CNA) incentives, more AACCUP accredited programs in the various colleges, more Commission on Higher Education (CHED) compliant curricular programs, increased passing percentage rate in the university, and more linkages in the national and international levels via research and extension programs.

On August 12, 2023, Dr. Samson L. Molao took the seat as the 4<sup>th</sup> President of SKSU. With the advent of the new leadership, SKSU pursues its goals of internationalization, ASEAN Integration, opening of the new academic programs, alliance with stakeholders, forging agreements with international institutions and organizations and undertakes the ISO Recognition, AACCUP Accreditation, SUC leveling among others. In his emerging leadership, the SKSU constituents are in the best hope that he will continue to flourish the legacies left behind by his predecessors, the non-teaching personnel, and the student body to attain the vision, mission, goal, and objectives of the university guided by its mandated functions in Instruction, Research, Extension, and Production and the institution's core values, PRIZE.

SKSU's journey in history and development is greatly attested by the increase in student and personnel population, the number of graduates it has produced from the numerous program offerings, increased national passing rate, the facilities and structures it has put in place, linkages, alliances, and partnerships it has forged with government institutions, private organizations, NGOs, and other stakeholders, and most importantly in this part of the country.

To date, the administration, the faculty members, the non-teaching personnel, and the student body never cease to work tediously and cooperatively to reach the apex of its development.

## **SKSU VISION, MISSION, STRATEGIC GOALS, CORE VALUES, AND MAXIMS**

### **VISION**

A leading University in advancing scholarly innovation, multi-cultural convergence, and responsive public service in a borderless Region.

### **MISSION**

The University shall primarily provide advanced instruction and professional training in science and technology, agriculture, fisheries, education and other relevant fields of study. It shall also undertake research and extension services, and provide progressive leadership in its areas of specialization.

### **STRATEGIC GOALS**

1. **Deliver** quality services to stakeholders to address current and future needs in instruction, research, extension, and production.
2. **Observe** strict implementation of the laws as well as the policies and regulations of the University.
3. **Acquire** with urgency state-of-the-art resources for its service areas.
4. **Bolster** the relationship of the University with its local and international customers and partners.
5. **Leverage** the qualifications and competence in personnel action and staffing.
6. **Evaluate** the efficiency and responsiveness of the University systems and processes.

### **CORE VALUES**

**Patriotism**  
**Respect**  
**Integrity**  
**Zeal**  
**Excellence in Public Service**

### **MAXIM**

Generator of Solutions.



## UNIVERSITY SEAL, LOGO, MASCOT AND COLOR



### THE UNIVERSITY SEAL

The seal of the University is not only a mark of its legal and public documents, communications, and publications, but more importantly, a symbol of the institution, thus clarity in its elements must be imposed. A seal does not only feature a distinctive object that would make identification clear and easy. More than that, it signifies the sentiments and aspirations that guide the institution and its constituents.

The outer and inner **BLACK CIRCLES-RIM** of the seal perfectly round line figure bears the name, SULTAN KUDARAT STATE UNIVERSITY, and the year of its inception (1990) and denotes firmness of character, completeness, and sturdiness of the SKSU family.

The **outer and inner** circles provide a perfect and strong protection with black lines that shield the institution from harm and destruction. These guard and defend the university from attack or injury and indicate a condition of safety and security of its key officials, faculty and employees, students, parents, as well as, other stakeholders of the campuses.

The **Flame of the torch** in embossed-form from the initials of Sultan Kudarat State University (SKSU) symbolizes light and energy for the University, the campuses, its four-fold functions, and its core values. The SKSU community is unceasingly performing its four-fold functions to realize its vision, mission, goals, and objectives for the growth and development, especially, in the Sultan Kudarat Province and the country as a whole.

The **TORCH** symbolizes education which is the great equalizer in life, providing knowledge and wisdom, values, skills, and talents regardless of one's status in life and could be handed down to the next generation.

The **Yellow Rays** are the emissions of beams of light that radiate from a bright and luminous object. The six (6) big rays depict the five (5) original campuses as defined in R.A. 6973, and the Administration Center and Central Educational Sites and Services (ACCESS).

The **Green Map of Mindanao** indicates one of the three major islands of the Philippines where SKSU is strategically located, and is depicted as a silhouette behind the torch, flame, and rays.

The **Light Blue Diamond** represents the sky and the ocean to mean that SKSU provides borderless and accessible education.

The **Quadrangle** represents the mandated functions of SKSU namely: Instruction, Research, Extension and Resource Generation identified by its color. It also provides an enduring and powerful safeguard from poor performance and strong shield against corruption in the University. Orange, for Instruction, resembles the highest esteem and knowledge; Green, for Research, and the vastness of new generated knowledge and technology; Maroon, for Extension, denotes deep concern and desire to reach out to the needy; and the Navy Blue, for Resource Generation, means abundant blessings from Almighty God.

The **Angles of the quadrangle** represent the vision, mission, goals and objectives of the University based on its four-fold functions.

The **Green background** signifies great hope and life for the University to succeed with freshness and vigor. The Yellow hue resembles ripe lemons or sunflowers that provide maturity, tolerance and prosperity.

The **White Prints** of SKSU and Stars denote freedom, purity and transparency.

The Book symbolizes wisdom.

### THE UNIVERSITY LOGO

The official logo of SKSU was approved by the SKPSC Board of Trustees, through Board Resolution No. 62, s. 1992, in its 7th Board Meeting on September 24, 1992 at the SKPSC Arts and Sciences Bldg., Tacurong, Sultan Kudarat.



The logo of the Sultan Kudarat State University depicts the Ball Figure which symbolizes the Sultan Kudarat State University system as it rolls for its growth and development. The Imaginary Curve portrays the well-known Allah River that provides water coming from the Daguma Range to quench the thirst of the sun-parched and drought-stricken countryside. The Finger-like Projections in letters and M represent the five original campuses of the State University i. e., Tacurong, Isulan, Lutayan, Kalamansig and Palimbang. Letter V signifies the vision of the Sultan Kudarat State University. The Imaginary Straight Line across the ball, crossing the center area, connotes the central site and administrative center of the State University at EJC Montilla, Tacurong City where it serves the five campuses and the communities in the province, especially the towns where the five campuses are located. It symbolically underlines the SKSU Motto: "Service to God and Country." The four irregular shapes with colors Green, Blue, Red, and Yellow represent the four-fold functions of SKSU namely: Instruction, Research, Extension, and Resource Generation.

### **THE INSTITUTIONAL MASCOT**

The Deer, a clever-toed, hooved ruminant mammal of the family Cervidae, characteristically bearing branched deciduous antlers (horns) is the SKSU Institutional Mascot.

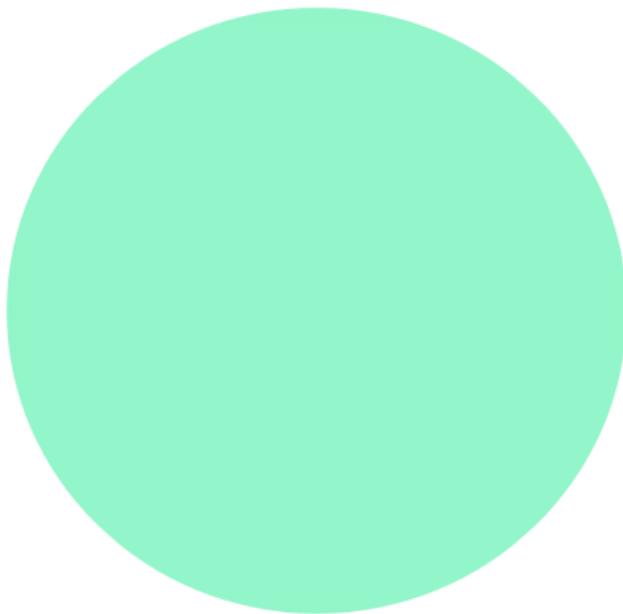


Cervidae is one of the most handsome, graceful and beautiful members of the animal kingdom. The Deer exemplify beauty, uniqueness, elegance and wisdom. Most of all, the Cervids (the Deer) have very keen senses of sight, hearing, touch, smell, and taste.

In view of these attributes and peculiarities of the Deer, the SKSU Administration, Faculty, Facilitative Staff and students would like to be identified with this wonderful zoological creature, which they consider as the one which brings luck to them and the institution they represent.

### **THE UNIVERSITY COLOR**

The color of the University is Mint Green which symbolizes the verdant fields indicating healthy vegetation and, for the Institution, indicates sustained growth and development.



## **ACADEMIC PROGRAM OFFERINGS**

### **ACCESS CAMPUS**

#### **GRADUATE PROGRAMS**

Doctor of Education in Educational Management and Leadership  
Doctor of Philosophy in Institutional Development and Management  
Doctor of Philosophy in Agricultural Science  
Master in Public Management  
Master in Agricultural Science and Technology  
Master of Arts in Education Major in Educational Leadership and Management  
Master of Arts in Teaching Major in Science  
Master of Arts in Teaching Major in Mathematics  
Master of Arts in Teaching Major in English  
Master of Arts in Teaching Major in Filipino  
Master of Arts in Teaching Major in Social Studies  
Master of Arts in Teaching Major in Livelihood and Technology Education  
Master of Arts in Teaching Major in Physical Education  
Master in Information Technology

#### **UNDERGRADUATE PROGRAMS**

Bachelor of Science in Nursing  
Bachelor of Science in Midwifery/Diploma in Midwifery  
Bachelor of Science in Medical Technology  
Bachelor of Science in Criminology  
Bachelor of Science in Industrial Security Management  
Bachelor of Science in Agriculture  
Bachelor of Secondary Education major in English  
Bachelor of Secondary Education major in Filipino  
Bachelor of Secondary Education major in Science  
Bachelor of Secondary Education major in Social Studies  
Bachelor of Secondary Education major in Mathematics  
Bachelor of Elementary Education  
Bachelor of Physical Education

#### **SPECIAL PROGRAMS**

Bachelor of Laws  
Diploma in Teaching

### **ISULAN CAMPUS**

#### **UNDERGRADUATE PROGRAMS**

Bachelor of Science in Electronics Engineering  
Bachelor of Science in Civil Engineering major in Structural Engineering  
Bachelor of Science in Computer Engineering  
Bachelor of Science in Computer Science  
Bachelor of Science in Information Technology  
Bachelor of Science in Information System  
Bachelor in Technical-Vocational Teacher Education major in:

- Automotive Technology
- Electronics Technology
- Electrical Technology
- Drafting Technology
- Civil Technology
- Food and Service Management

Bachelor of Science in Industrial Technology major in:

- Automotive Technology
- Electronics Technology
- Electrical Technology
- Drafting and Visual Graphics Technology
- Civil Technology
- Food Innovation and Culinary Technology

### **TACURONG CAMPUS**

#### **UNDERGRADUATE PROGRAMS**

Bachelor of Arts in Economics

Bachelor of Science in Entrepreneurship

Bachelor of Arts in Political Science

Bachelor of Science in Biology major in:

- Medical Biology
- Plant Biology

Bachelor of Science in Accountancy

Bachelor of Science in Management Accounting

Bachelor of Science in Hospitality Management

Bachelor of Science in Accounting Information System

Bachelor of Science in Environmental Science

Bachelor of Science in Tourism Management

### **LUTAYAN CAMPUS**

#### **UNDERGRADUATE PROGRAMS**

Bachelor of Science in Agriculture

Bachelor of Elementary Education

Bachelor of Science in Industrial Security Management

### **KALAMANSIG CAMPUS**

#### **UNDERGRADUATE PROGRAMS**

Bachelor of Science in Fisheries

Bachelor of Secondary Education major in Filipino

Bachelor of Science in Secondary Education major in English

Bachelor of Science in Secondary Education major in Science

Bachelor of Elementary Education

Bachelor of Science in Biology

Bachelor of Science in Criminology

Bachelor of Science in Information Technology

Bachelor of Secondary Education major in Mathematics

Bachelor of Science in Civil Engineering

#### **SPECIAL PROGRAM**

Diploma in Teaching

### **PALIMBANG CAMPUS**

#### **UNDERGRADUATE PROGRAMS**

Bachelor of Elementary Education

Bachelor of Science in Agribusiness

### **BAGUMBAYAN CAMPUS**

#### **UNDERGRADUATE PROGRAMS**

Bachelor of Science in Agribusiness

Bachelor of Technology and Livelihood Education major in Agri-Fishery Arts

## **PART I**

### **THE ACADEMIC POLICIES**

#### **Sec. 1. COVERAGE**

##### **1.1. GENERAL PROVISION**

The academic policies and guidelines herein prescribed shall primarily apply to the campuses and colleges of the University, including its extension, and special programs, if there is any.

In the case of the Laboratory High School, the academic policies and guidelines governing thereof shall be those promulgated by the Department of Education (DepEd), other applicable rules and regulations adopted by the University, and as far as practicable, the provisions of this Manual.

#### **Sec. 2. ACADEMIC CALENDAR, SCHEDULE, AND CLASS SIZE**

##### **2.1. ACADEMIC CALENDAR**

2.1.1 The school academic calendar is prepared by the Office of the VPAA in close coordination with the University Registrar and concerned offices. The framework of the school calendar including major activities of the University shall be approved by the Administrative and Academic Councils.

2.1.2 The Academic Year shall be divided into two (2) semesters of at least eighteen (18) weeks in a semester and one (1) midyear of six (6) weeks respectively, having fifty-four (54) contact hours per three-unit course. In particular, the following details shall be observed:

- a. Contact hours for the lecture is equivalent to one (1) hour per unit;
- b. Midyear session shall have the duration of six (6) weeks, and the course work is equivalent to a regular semester; and
- c. Crash course may be offered upon approval of the Academic Council.

2.1.3 All academic units operate by semester/term unless provided in special programs.

2.1.4. The University observes regular and special holidays

2.1.5. The schedule of classes shall be prepared by the Campus Class Scheduler who is assigned by the Campus Director in coordination with the Program Chairs, Student Records and Admission, and the Office of Instruction.

2.1.6 The University observes regular and special holidays.

2.1.7 The University holds Foundation Anniversary, University Day, Recognition Day, Intramurals, Inter-campus Meet, and Teachers' Day among others, subject to mandatory attendance of all students.

##### **2.2. SCHEDULE OF CLASSES**

2.2.1 The schedule and preparation of classes for general education courses shall be handled by the Campus Department for the General Education curriculum.

2.2.2 Classes start on the first day of the academic term.

2.2.3 Undergraduate and laboratory high school classes are scheduled during regular school hours during daytime and/or night time in consideration of available facilities and/or instructors/professors.



2.2.4 Schedule of classes is finalized and approved by the Campus Directors/Deans for submission to the Office of the Vice President for Academic Affairs and the Student Records and Admission, two (2) weeks before the first day of enrolment.

2.2.5 Schedule of classes for requested subjects shall be arranged with the instructor as recommended by the Program Chair and approved by the Dean.

### **2.3. CLASS SIZE**

2.3.1. The standard class size of the University is based on CHED policies, standards, and guidelines.

2.3.2 For General Education courses the regular class size is forty (40) except for courses with a laboratory with maximum number of students of twenty five (25).

2.3.3 The University may limit its enrollment in accordance with the absorptive capacity of the program, provided that such limitation is deemed necessary.

2.3.4. To guarantee the opening of a regular class for first year students during the first semester, there shall be at least twenty five (25) students enrolled in the subject.

## **Sec.3. DISMISSAL/SUSPENSION OF CLASSES AND CHANGE OF SCHEDULE**

### **3.1. DISMISSAL OF CLASSES**

3.1.1 Classes may be dismissed ten (10) minutes before the end of the schedule to give ample time to transfer from one room or building to another.

3.1.2 A class is deemed dismissed fifteen (15) minutes after the time if the instructor/professor has not yet entered the classroom unless the faculty has informed the class of his/her delay. Should this happen, the students are advised to go to the library or other learning centers for research work and/or readings.

### **3.2. SUSPENSION OF CLASSES**

3.2.1 Classes shall be suspended automatically in case of sudden natural or man-made calamities.

3.2.2 When necessary and appropriate, classes may be suspended upon order of the University President or his/her duly authorized representative or concerned agencies.

3.2.3 Classes shall not be suspended by the concerned Dean or Campus Director without the authority from the President or his/her duly authorized representative, except when there is a reasonable necessity of doing it in order to prevent an impending clear and present danger to students.

3.2.4 Classes may be suspended by a teacher due to valid reason with the approval of the Program Chair/Dean/Campus Director. The teacher shall provide assignments/activities to the students in his/her absence.

### **3.3. CHANGE OF CLASS SCHEDULE**

3.3.1 No student and/or faculty shall change the class schedule without the approval of the Campus Director through the recommendation of the Dean or Program Chairman and acknowledged by the Campus Registrar.

3.3.2. No faculty shall change a class schedule unless otherwise recommended by the Program Chairperson, and approved by the Dean or Campus Director concerned or his/her duly authorized representative.

### **3.4. MAKE-UP CLASSES**

3.4.1. Make-up classes shall be held in lieu of class hours missed due to fortuitous events such as typhoons, earthquakes, other natural calamities, and other official intervening factors.

3.4.2. Make-up classes may be conducted through online synchronous or asynchronous modality utilizing the E-leads and other online platforms, in addition to face-to-face

modality. Provided however, that it shall not be in conflict with the other regular class schedules of the students.

3.4.2 It must be duly recommended by the Program Chairperson and duly approved by the Dean.

### **3.5. CLASSROOM UTILIZATION**

3.5.1. Classes shall be held in the assigned classroom. In case of change of classroom, proper notification shall be made by the concerned faculty to the students, Program Chairman, and Dean.

3.5.2. Occupants of the classroom shall maintain its sanitation and orderliness.

3.5.3. Classroom utilization shall be maximized.

## **Sec. 4. ADMISSION AND RETENTION POLICY**

### **4.1. GENERAL ADMISSION POLICIES AND REQUIREMENTS**

All incoming freshmen and transferees must submit a Medical Examination Form (from the Health Services Division) duly signed by a private or government physician.

4.1.1 No student applicant shall be denied admission to the University for reasons of race, age, gender, socio-economic status, religion, political affiliation, conviction or ideology and physical disabilities.

4.1.2 As a prerequisite, every applicant for admission shall be required to pass thorough physical, medical and other examinations deemed necessary to be conducted by the government or private medical unit. A waiver of full disclosure of the enrollee's health status must be submitted to the Health Services Division. An enrollee may or may not be admitted to the University if found suffering from a communicable, contagious or infectious disease unless otherwise he/she is undergoing medical treatment upon presentation of a medical certificate of his/her attending physician and/or such exclusion is authorized by law.

4.1.3 Enrollees in all programs are required to undergo a medical examination in accordance with the existing CHED policies, standards, and guidelines. Laboratory tests and vaccination are specifically required to students of Criminology, Health and Sciences, Hospitality and Tourism, and Food Technology.

4.1.4 Beginning freshmen must not have enrolled in any academic college subject/s prior to their enrolment as beginning freshmen; otherwise, they shall be classified as transferees.

4.1.5 Beginning freshmen shall not be accepted during the second semester or the mid-year term.

4.1.6 Students coming from foreign countries may be admitted subject to the availability of slots; provided they meet all the admission requirements prescribed by the University and other government regulations.

4.1.7 Transferees coming from SUCs and other recognized private higher education institutions shall be admitted provided that after the assessment, the subjects have been validated or re-enrolled and upon compliance with the requirements for admission.

4.1.7.1 Transferees from other SUCs and private higher education institutions must have a GPA of 2.0 with no failing grade to be admitted to programs with board and licensure examinations and must pass the Placement Test.

4.1.7.2 Transferees with failing grades can be admitted in the non-board program provided he/she passed the qualifying exam given by the respective college and/or programs; he/ she will be on a probation period for one semester and should incur a no failing grade.

4.1.8 Incoming freshmen, transferees, and second coursers must take first the Qualifying Test. This is a standardized test that shall be administered to screen applicants. With the universal access to higher education, it is imperative to identify the most qualified and deserving students in a specific program.

## **4.2 RETENTION POLICIES**

### **4.2.1. For Board/Licensure Programs**

- a. For board courses, qualifying examinations shall be conducted for students to proceed to higher year-level of the program.
- b. At the end of every semester, a student must obtain a General Point Average (GPA) of 2.50 or better. Otherwise, he/she shall be advised to shift course.
- c. In cases where a student failed in one (1) subject, he/she shall be issued a WARNING. Those who obtained two (2) or more failing grades in a semester shall be advised to SHIFT to a non-board program.
- d. Computation shall exclude the grades in the National Service Training Program (NSTP). The required GPA shall mean a rounded-off value at the nearest tenth place.

## **Sec.5. REGISTRATION POLICIES**

### **5.1 REGISTRATION**

5.1.1 Registration of students shall only be conducted during the regular period as indicated in the University Academic Calendar through face-to-face or online.

5.1.2 Rules on sequencing of subjects (pre-requisites) in the curriculum shall be observed and followed accordingly during enrolment. Enrolling in and attendance in a subject without passing its prerequisite shall earn no academic credit.

5.1.3 Registration of a returning student shall be dependent on his/her previous scholastic standing.

5.1.4 An old returning student shall be re-admitted upon presentation of a duly signed Leave of Absence and after validation of records by the Office of Student Records and Admission, provided that the re-admission does not exceed the allowable number of residency in the University.

5.1.5. A late registration fee shall be charged per day to a student who enrolls after the regular registration period as provided for in the academic calendar but not to exceed five (5) school days.

5.1.6 Late registration of students shall be allowed during the schedule of adding and dropping of subjects as provided for in the academic calendar.

5.1.7 No registration shall be allowed after the last day of registration except for the following reasons:

- a. Interruption of regular transportation due to natural or manmade calamity such as typhoons, floods, earthquakes or military operations etc.;
- b. Accidents while in transit that needs immediate hospitalization;
- c. Emergencies at home like the death of an immediate member of the family; and
- d. Other exceptional circumstances.

5.1.8 Every student, after the conduct of the orientation program, shall sign the following pledge: "In consideration of my admission to the Sultan Kudarat State University and of the privileges of a student in this institution, I hereby promise and *pledge* to abide by and comply with all the rules and regulations and procedures of the university in which I am enrolled without prejudice. Refusal to take the pledge or violation of its terms shall be sufficient cause for summary dismissal".

### **5.2. CROSS-REGISTRATION**

5.2.1. Cross registration is only allowed within the campuses of the University. The student shall seek a written permission from the Program Chairman, duly noted by the College Dean/Campus Director and acknowledged by the Campus Registrar.

5.2.2. Cross-registration should be done within the period of registration.

5.2.3. Cross-registration shall be allowed in all curricular levels, provided that:

- a. these subjects are not offered on the campus;

- b. must have the same course description, number of units; and
  - c. must not be a major subject.
- 5.2.4. The total credit of students to cross-register shall not exceed six (6) units.
- 5.2.5. Students from other institutions may cross-register at SKSU provided that the following conditions shall be satisfied:
- a. A written permit from the College/University Registrar, where he/she is officially enrolled is submitted to the Office of the Registrar; and
  - b. The subject/s to be cross-enrolled in is/are regularly offered.

### 5.3. STUDENTS AND CLASSIFICATION

#### 5.3.1 Definition

Students are those who are officially enrolled in and who are regularly attending an educational institution of secondary or higher level or a person engaged in the formal study (Education Act of 1982).

#### 5.3.2. Classification of Students

1.) Students shall be classified as follows:

- a. A **regular student** is one who is registered for formal academic credits and who carries the full-load for a given semester under the curriculum in which he/she is enrolled. This includes the case/s of graduating students who may carry more than the full-load, but not to exceed an additional six units for purposes of completing the requirements of the curriculum;
- b. An **irregular student** is one who is registered for formal credits but who carries less than the full-load for a given semester under the curriculum in which he/she is registered;
- c. A **transferee** is one who comes from another institution and who is registered in the University after qualifying for admission;
- d. A **special course student** is one who is registered in short term courses;
- e. A **foreign student** is one who comes from another country and officially enrolled for the semester/term;

2.) Students shall also be classified for curricular level placement as follows:

- a. A **freshman** is a student who has not finished the prescribed subjects of the first year in College or has completed 25% of the total number of units required in his/her course;
- b. A **sophomore** is a student who has finished the prescribed subjects in the first year or has completed 25% of total number of units required in his/her course but not more than 50% of the total number of units required in his/her course;
- c. A **junior** is a student who has completed the first two years of his/her course, or has finished 50% of the total number of units required in his/her course;
- d. A **senior** is a student who has completed the first three years of his/her curriculum or has finished 75% but not more than 85% of the total number of units required in his/her course; and
- e. A **graduating student** is a student who has duly completed all the academic requirements for the particular course/degree in the University.

### 5.4 STUDENTS' ACADEMIC LOAD

#### 5.4.1. NUMBER OF HOURS PER UNIT OF CREDIT

- a. One unit of credit shall be at least 18 full hours of instruction per semester in the form of lecture, discussion, seminar, tutorial or equivalent field of laboratory work, or any combination of these forms within a semester; provided that a substantial equivalent shall be observed.
- b. The standard number of hours per class session shall be as follows:
  - b.1. Lecture class - - - - - 1 hour/unit

- b.2. Laboratory class - - - - - as prescribed by the program

#### **5.4.2 NORMAL LOAD OF STUDENTS**

- a. The undergraduate student's load for a semester shall be in accordance with the curricular program.
- b. During the midyear, a student may enroll the required nine (9) units or shall be in accordance with the curricular program except for graduating students who shall be allowed higher loads not exceeding twelve (12) units.
- c. Graduating students shall be permitted to carry an overload of not more than six (6) units during the regular semester.
- d. The load of a transferee shall be limited only to subject/s without prerequisite/s until such time that the subject/s shall have been validated or credited.

### **5.5 CURRICULAR CHANGES**

#### **5.5.1 DROPPING OF SUBJECTS**

- a. Dropping of subjects shall be allowed within two weeks after the start of classes.
- b. Dropping a subject shall be allowed on or before the Midterm Examination with justifiable reasons, but one has to pay the corresponding fees for the particular subject/s dropped.
- c. A student who unofficially dropped the subject shall be given a failing grade.

#### **5.5.2. CHANGING/ADDING OF SUBJECTS**

- a. Changing/adding of the subject(s) shall be allowed only for valid reasons and must be stated in writing to be recommended by the Program Chairman/Dean.
- ~~b.~~ Changing/adding of the subject(s) shall be made within two weeks after the start of classes with corresponding fees.
- c. Subjects changed/added without the approval of the University/Campus Registrar shall not be given credit.

#### **5.5.3. REQUESTED SUBJECT/S**

- a. A subject that is not offered during the regular semester shall be considered as a requested subject.
- b. Requested subjects shall be allowed to students with a maximum of six (6) units and with valid reasons duly recommended by the Program Chairman, the Dean and approved by the University/Campus Registrar.
- c. Requested subject/s shall be handled by an Instructor/Professor in line with his/her specialization and shall not be the former instructor of the failed subject.
- d. Student/s is/are required to pay for the requested subject/s directly to the cashier. The total amount shall be divided among the requesting number of students and shall be paid directly to the Campus/ University Cashier.
  - a. Example:
  - b.  $\text{For 3 units } P3,500.00 \times 3 \text{ unit} = P10,500.00 - \text{overhead cost}$ 
    - i.  $P150.00 \times 3 \text{ unit} = P 450.00 - \text{per 3 unit cost}$
    - ii.  $P10,950.00 \text{ total cost per 3 unit of a requested subject}$
- c. The class size for the requested subject is at a maximum of twenty (20) students.

#### **5.5.4. SUBSTITUTION OF SUBJECTS**

Substitution of subjects is allowed when a student is pursuing a curriculum that has been superseded by a new/revised curriculum.

### **5.5.5 WITHDRAWAL FROM THE PROGRAM**

- a. Credentials shall be released after payment of required school fees.
- b. No withdrawal of registration shall be made after four (4) weeks from the start of classes.
- c. The procedure/process for withdrawal shall be strictly observed.

### **5.5.6 SHIFTING OF COURSE/ENFORCING A NEW CURRICULUM**

- a. A student is allowed to shift his/her course provided his/her application to shift course shall be recommended by his/her Program Chairman, approved by the Dean and acknowledged by the Registrar.
- b. When a new/revised curriculum is enforced, only new students shall be covered.
- c. A student shall follow the same curriculum that he/she started in the maximum length of time allowed for residence.
- d. In case the additional subject is mandated to be taken by a student as a requirement, it shall be immediately enforced.

### **5.5.7 CHANGING OF SECTION**

Change of section shall be allowed upon request for a valid reason, subject to the consent of the concerned instructor, approval of the Program Chairman and the Dean duly acknowledged by the University/Campus Registrar.

## **5.6 TRANSFER OF STUDENTS AND VALIDATION OF SUBJECTS**

### **5.6.1 TRANSFER OF STUDENTS**

Transfer of students from SUCs and other recognized HEIs may be allowed subject to the existing rules and regulations prescribed by the respective college and the University.

### **5.6.2 VALIDATION OF SUBJECTS**

- a. A transferee must apply for document validation, and upon an assessment of credentials, the Program Chairman shall determine the credited units/subjects to the particular degree program and must be duly approved by the Registrar.
- b. Subjects and units taken from SUCs shall be credited provided that they are prescribed in the curriculum and have the same course description/content and the number of units subject to the policy of a board program.

## **5.7. CLASS ATTENDANCE**

### **5.7.1. Rules on Attendance of Students**

- a. Whenever a student has been absent for three (3) consecutive meetings, he/she shall seek an Admission Slip from the Program Chairman/the Dean, and it shall be given to the respective subject Instructor.
- b. Students who shall incur at least twenty per cent (20%) unexcused absences of the total number of contact hours shall be automatically dropped from the subject.
- c. Time lost by students' late enrolment shall be considered as time lost in attendance.
- d. Absences due to the following reasons are considered excused:
  - d.1 A student sent on official business by the university to attend athletic meets, conferences, and similar cases or who joined class field trips. Approved Travel Order and Itinerary of Travel or approved request of field trip should be attached to the application form for excused absences.
  - d.2 A student who has been ill or/and confined for hospitalization provided a medical certificate shall be submitted to the Program Chairman/Dean to be excused from his/her classes shall be given the option and opportunity to comply with the requirements of the course.

- e. A student is excused from the time/classes missed, but all works covered by the class during his/her absence will be required for him/her to meet and satisfy the requirements within the semester before any final grade is given.

## **5.8. EXAMINATION AND GRADING SYSTEM**

### **5.8.1. EXAMINATION**

- a. Examinations are integral components of instruction and shall be administered by the instructor/professor for the purpose of evaluating the students' performance.
- b. Giving the examination ahead or later than the approved schedule shall need written permission from the Campus Director/Dean.
- d. No student shall be allowed to take the Final Examination unless he/she has settled the obligations from the college/campus.
- e. Two examination terms shall be given per semester: Midterm and Final Examinations.
- f. A special examination shall be given to a student who had an excused absence within ten days after the last day of the examination subject to the approval of the Program Chair and the Dean.
- g. A student shall take a special examination upon payment of the required fee per subject to the Cashier. The official receipt shall be presented to the subject instructor/professor before taking the said examination.
- h. Removal Examination shall be given to students whose rating in a particular course is conditional. It shall be administered within five (5) working days after the scheduled Final Examination.
- i. Checked examinations, assessments, assignments, and the likes shall be returned to the students for reference.

### **5.8.2. GRADING SYSTEM**

- a. The academic performance of graduate/undergraduate students shall be evaluated and computed at the end of each term in accordance with the prescribed grading system.
- b. The grading system shall be uniform using the numerical value in the multiple of 0.25 from 1.0 where 1.0 is the highest and 3.0 is the lowest passing grade.
- c. A rating of zero in any assessment shall have an equivalent of forty or 0=40 and shall observe the following criteria:
  - a. Examination (Mid/Final Term ..... 50%
  - b. Quizzes/Recitation/Project/Assignment, etc. .... 50%
  - c. Total ..... 100%

Numerical % Value	Equivalent Letter Equivalent Description
1.0 99-100	A+ Excellent
1.25 96-98	A Very Good
1.5 93-95	A- Very Good
1.75 90-92	B+ Above Average
2.0 87-89	B Above Average
2.25 84-86	B- Average
2.5 81-83	C+ Average
2.75 78-80	C Passing
3.0 75-77	C- Passing
4.0 71-74	D Conditional
5.0 70 & Below	Failed
INC	Incomplete
DRP	Dropped

- d. The instructor/professor is the sole authority to determine and give grades to his/her students.
- e. The quizzes missed by students who were excused from classes due to his/her participation as official representative of the University in any related competition/activity in the local, national and/or international levels shall not be included in the total computation for that particular component.
- f. The grade of INC is given if a student is passing but fails to take the final examination or fails to complete all requirements for the course due to illness or other valid reasons.
- g. Completion of INC shall be the sole responsibility of the student. Only the instructor who gave the INC could issue the completion grade. In justifiable cases, however, another instructor handling the same subject as the one involved may conduct the removal examination and issue the completion of grade, provided that the said instructor is duly authorized by the Dean.
- h. Payment of a Completion Fee shall be required for students completing the INC within a year. A mark of "INC" in a prerequisite subject should be removed before the next subject is taken. Failure to comply within a year, a grade of 5.0 shall be automatically reflected in the student's academic record.
- j. A grade of 4.0 means conditional. If the student passed the requirements of the course within ten (10) working days from submission of the conditional rating, he/she should be given a final rating.
- k. In the case of a suspended student, completion of grades during the period of suspension shall not be considered. Re- enrolment may be made later after the termination of the suspension and upon assessment and recommendation by the Committee.
- l. In case of the state of national emergency, the grade of No Grade (NG) shall be applicable or as prescribed by the CHED. "**No Grade**" shall be completed within one year to commence on the semester the student has been enrolled.

## **5.9. SUBMISSION OF GRADES**

Report of grades shall be submitted not later than ten (10) working days after the scheduled Final Examination.

## **5.10. ACADEMIC SCHOLARSHIP/ASSISTANTSHIP**

5.9.1. Academic scholarship or assistantship shall be based on the existing rules and regulations of the University, as well as the specific mechanics and guidelines of other benefactors.

5.9.2. As provided for in the IRR of RA 10931, students who avail free higher education shall be obliged to render a return service as prescribed by the University. However, paying students or those who opt to pay since they are financially capable shall be exempted from such service obligation.

## **5.11. LEAVE OF ABSENCE AND RESIDENCE RULES**

### **5.11.1. Definition**

Leave of absence refers to the temporary discontinuance of studies by the student due to illness, employment, pregnancy, and other similar cases.

### **5.11.2. Policies on Leave of Absence**

- a. A leave of absence shall be granted through written permission to the Campus Registrar stating the reason and the period of leave which must not exceed a period of one year.
- b. A student who leaves the University without a formal leave of absence shall have his/her registration privileges curtailed or entirely withdrawn.
- c. Approved leave of absence shall not be counted in the allowable number of residency but not to exceed two years.



- e. In case a new curriculum is offered and the student has exceeded the allowable number of residency he/she may be allowed to request the subject to finish the course.

#### **5.11.3. Maximum Residence Rules**

- a. **Residence** refers to the number of years or terms required of a student to finish a curricular program.
- a. An undergraduate student must finish the requirements of a course within a period of actual residence equivalent to a maximum of one and one-half times the normal length prescribed for the course; otherwise, the student shall not be allowed to re-enroll further in that program.
- b. During the occurrence of the state of national emergency, maximum residency shall be extended for three consecutive semesters only.

### **5.12. TRANSFER CREDENTIAL**

#### **5.12.1. ISSUANCE OF TRANSFER CREDENTIAL**

- a. A transfer credential is issued only once to a student who wishes to transfer to another school or to a graduate student, who wishes to proceed to an advanced education or to take another degree in other institution.
- b. A student who was not able to use his/her Transfer Credential to other learning institution and wishes to return to the University is required to surrender the Transfer Credential issued to him/her.
- c. Before a Transfer Credential is issued, the student is required to submit an accomplished Clearance Form and have to pay the required fees.
- d. The personnel in-charge of issuing the Transfer Credential must see to it that the Form 137 A/Transcript of Records with Remarks of "Copy for SKSU" is in the file and all subjects and grades are all accounted for.
- e. The Transfer Credential, including the copy of the grades, shall be forwarded to the Office of the University Registrar for signature and imprint of University Seal after validating the records.
- f. The University Registrar shall release the Transfer Credential together with the copy of grades.

### **5.13. INTERNSHIP/ON-JOB TRAINING**

#### **5.13.1. GUIDELINES FOR INTERNSHIP PROGRAM OR PRACTICE TEACHING FOR TEACHER EDUCATION**

- a. The internship shall be offered to a graduating student either during the first or second semester of each academic year.
- b. A student without any subject deficiency is qualified to undergo internship.
- c. An intern or practice teacher who has not complied with the required number of hours specified in the program shall be given a grade of INCOMPLETE.
- d. The intern shall strictly observe the guidelines stipulated in the Memorandum of Agreement (MOA) signed by both parties- the Cooperating Agency and the Sultan Kudarat State University (SKSU).
- e. In case the attendance of the interns is required for important intra-curricular activities of the University, they are considered excused in coordination with the respective cooperating school.
- f. In case of the pregnant intern, a notarized waiver and Medical Certificate from an OB Gynecologist shall be submitted to the Program Head before she will be allowed to undergo internship.

#### **5.13.2. GENERAL POLICIES ON APPRENTICESHIP/ON-THE-JOB- TRAINING (OJT)**

**Internship** refers to the application of classroom learning to actual work such as but not limited to commercial and industrial services, government and non-government agencies on the field laboratory.

- a. Internship policies and guidelines in the various programs of the University shall be in accordance with existing standards, policies, rules, and regulations.
- b. The internship shall be offered to students as required in the curriculum either during the first/second semester or summer of each academic year.
- d. Both parties shall observe strictly the guidelines stipulated in the Memorandum of Agreement.
- e. An intern who has not complied with the internship requirement shall not be recommended for graduation.
- f. In case the attendance of the trainees is required for important intra-curricular activities of the University, they are considered excused from their respective assignments in coordination with the agency concerned.
- g. All female OJTs/Intern shall be required to submit a Serum Pregnancy Test Result (SPTR) and Notarized Waiver, if found pregnant, prior to deployment to ensure safety and proper deployment.
- h. International Internship/Apprenticeship/OJT shall be governed by CHED Policies and the University Policies and in compliance with government regulations on cross border in transnational Students.

### **5.13.3. GUIDELINES AND PROCEDURES IN THE IMPLEMENTATION OF COMPETENCY ENHANCEMENT PROGRAM (CEP) ACROSS BOARD CURRICULAR PROGRAMS**

#### **1.1 Program Objectives**

The Competency Enhancement Program (CEP) primarily aims to enhance the knowledge, skills, and attitudes of students. It also centers on improving their self-confidence in taking the Board Examinations like LET, NLE, MLE, CPALE, CELE, etc. and the probability of passing thereof.

In specific terms, CEP expects to:

1. Refresh the graduating students with their General Education, Professional Education, and Specialization/major courses;
2. Allow the faculty-mentors to share their expertise and time;
3. Assist the lower bracket of the graduating students to cope with the licensure examination demands;
4. Upgrade the licensure examination performance index of the College relative to previous ratings;
5. Achieve a licensure examination performance higher than the national passing rate;
6. Produce topnotchers in the licensure examinations; and
7. Improve the image of the University.

#### **1.2. Scope and Coverage**

1. The CEP shall apply to all 4th-year students enrolled in Board curricular programs in any campus of the University.
2. Competencies shall be in accordance with the national standards as required in the specific specialization.

#### **1.3. Administrative Support**

1. The program shall be implemented through the direction and collaboration of the following personnel: the Dean, Program Chairpersons, CEP Focal Person, faculty specialists, and mentors, Secretariat and staff. Likewise, it shall be facilitated with the assistance of the Registrar and Accounting offices.

#### **1.4. Faculty-Mentors**

1. Specialists from the faculty of various board curricular programs across campuses shall be tapped as faculty-mentors. Excellent alumni may be requested to assist in carrying out the objectives of the CEP.
2. These mentors shall prepare proficiency tests, Mock-board examinations, final coaching guides and other relevant review materials necessary in the implementation of the program.
3. They shall make sure that required competencies according to the national standards are duly included and properly allocated based on the Table of Specifications (TOS).
4. They shall also be the ones to hold CEP classes in their respective campuses.
5. Each mentor is expected to be responsible and well-prepared for his/her role, as well as, in a high motivation level, to assist and facilitate each learner.

#### **1.5. Program Focal Person**

For the smooth administration of CEP, a Focal Person shall be designated to take charge of its overall preparation and implementation. In particular, he/she shall perform the following:

1. Provide orientation and direction to the different Committee Chairpersons particularly in the initial phase of the program;
2. Direct the preparation of the necessary tests and materials with the assistance of the Secretariat;
3. Coordinate with the Program Chairpersons and the Dean regarding the needed faculty-mentors;
4. Assist the Program Chairpersons to organize CEP classes and assignment of faculty-mentors;
5. Prepare the schedule of CEP classes and supervise the same;
6. Prepare the payroll of the faculty-mentors as well as other financial requirements of the program;
7. Maintain a master list of all CEP participants;
8. Coordinate closely with the Program Chairpersons relating to pre-test and post test results;
9. Facilitate the issuance of an appropriate Certificate to students who passed the particular CEP per report of the Program Chairpersons;
10. Provide the Registrar's Office a list of students who shall undergo a particular CEP; and
11. Perform other tasks related to program implementation.

#### **1.6. CEP Materials Preparation**

The program shall not be ready with the absence of instructional materials and other similar needs. Thus, appropriate committees shall be organized for competencies in General, Professional, and Specialization/major subjects.

1. Each committee shall be headed by a Chairperson who shall be responsible in the planning, and preparation of Proficiency Test, as well as other relevant instructional materials, teaching or review guides.
2. The initial meeting will be undertaken by all chairpersons to discuss and come up with a common template for the necessary materials and the actual conduct of the enhancement activities.
3. All proficiency tests must be consistent with the desired competencies in said subjects and year levels.
4. The national competency standards shall be considered in the CEP contents.
5. A Secretariat composed of two faculty members and a clerk shall be assigned to document the proceedings, consolidate, and package all the committee outputs. They shall work closely with the Program Focal Person.

### **1.7. Implementation of CEP and the Mock Board Examination**

1. The concerned College shall administer a Proficiency Test to all incoming 4th Year students during the midyear term or prior to the CEP implementation through the Program Chairpersons. Results of the test shall be used as the bases to conduct a review of the students' weakest competencies.
2. A Proficiency Test shall cover all General Education, Professional Education, and Specialization/major courses.
3. For Professional Education, Specialization and all other General Education subjects, a corresponding pretest is to be prepared by the specialists, i.e., those faculty handling the specific subject. Test questions from various mentors shall be pooled to produce a single test. Clustering of related subjects based on existing national teacher standards may be done to reduce faculty-mentor and other requirements. Enrichment lessons and appropriate academic exercises shall be carried out by these professors and instructors. Relevant review materials shall be given as well.
4. The list of CEP takers shall be forwarded to the offices of Registrar and Accountant, and shall also be posted in Bulletin Boards for general information. The Registrar has to integrate CEP in the registration and enrolment of these students, while the accountant needs to include the corresponding charges in the student's Statement of Account.
5. All students who shall undergo the program must pay a CEP Fee of Php1,000.
6. The CEP shall be conducted in the second semester. The Focal Person shall make a schedule in coordination with the concerned Program Chairpersons.
7. At the end of CEP, a post-test (Mock Board) shall be administered to students. Those who obtained a score of 70% and higher shall be recommended to take the licensure examinations. On the other hand, students who scored lower than 70% have to take a removal test or a series thereof until such time that they can pass the cut-off score. Passing the said test shall entitle a student to receive a Certificate of CEP Completion. After failing the second time, the student and the parents shall be notified on the level of readiness of their child to take the licensure examination.

### **1.8. Issuance of Certification**

1. A Certificate of CEP Completion shall be awarded to a student who has successfully completed and passed a specific enhancement program.
2. Passing the pre-test of any CEP, however, does not entitle a student of such certification.
3. The Certificate shall be prepared by the Focal Person and to be signed by the Dean, VP for Academic Affairs and if need be, the President.

### **1.9. CEP Schedule**

1. The CEP shall be scheduled on Fridays and/ or Saturdays. A four-hour continuous session shall be adopted for each subject or clustered subjects on General Education, Professional Education and Specialization.
2. The Focal Person shall prepare the specific schedule to include the assigned faculty-mentor, time slot, date, subject matter, and the venue. It shall be timely posted for general information.

### **1.10. Budgetary Allocations of CEP Fee**

- 1.10.1 Each student who shall undertake CEP shall pay the amount of Php1,000.00 intended for the costs of review materials, modules, hand-outs, test papers, and honoraria of involved faculty-mentors and personnel.
- 1.10.2 The allocation of the said collection shall be as follows: 70% for honoraria, 20% for instructional materials and other program needs and 10% for College IGP Funds.

#### **5.13.4 Research Writing and Advising**

##### **Title Proposal for Undergraduate**

- a. Students shall fill-up Form 1 (Plan of Course Work) before applying for a title proposal.
- b. The student shall apply for an advisory committee of his/her choice. The application form shall be secured from the Campus Research Chairman. The Advisory Committee is composed of one (1) Adviser and two (2) panel members as examiners. The application shall be recommended by the Research Chairman, Dean and approved by the Campus Director.
- c. Application for Thesis Title. Students shall fill-up the application form for research proposal title after the following conditions are met:
  - c.1 The student must have, at least, taken and passed 75% of his/her academic courses with the inclusion of courses on Methods of Research and Statistics. He/She must submit the evaluation of grades duly signed by the Program Head attested by the Campus/University Registrar.
  - c.2 The researcher shall prepare at least three (3) proposed titles. The proposed titles must be within the research agenda of the college.
- a. Change of Title. If the title has been approved, but the student later decides to change it, he/she may do so using the same form.
- b. Change of Research Study. If the student opts to change his/her research study, a form (Form 5) must be filled up, and the thesis title must be redirected towards the new field of interest.
- c. Change of Adviser/Panel/Statistician/Critic Reader. The change of any member of the Thesis Advisory Committee/Statistician/Critic Reader shall only be materialized upon their consent and, upon stating justifiable reasons through a formal letter addressed to the Committee.

#### **5.13.5. OUTLINE WRITING FOR UNDERGRADUATE**

- a. The outline can be done only after the approval of title in coordination with the Advisory Committee.
- b. Outline defense can be applied for after approval of the final draft by the Advisory Committee.
- c. Prescribed outline format should be followed.
- d. The outline defense shall be chaired by the Adviser with the Advisory Committee as members.
- e. The Advisory Committee shall be furnished copies of the manuscript one (1) week before the outline/defense.
- f. Final copy of the outline shall be reproduced in hard copy after incorporating all the revisions based on the comments and suggestions by the Thesis Advisory Committee. A copy shall be furnished to each member of the Advisory Committee.

#### **5.13.6. CONDUCT OF THE STUDY FOR UNDERGRADUATE**

- a. The thesis may be conducted individually or by a group of students as prescribed by the program and as a requirement for graduation.
- b. The thesis shall be conducted after approval by the Advisory Committee during the outline defense.
- c. Conduct of research shall be closely supervised by the Advisory Committee, especially by the Adviser.
- d. In the conduct of a research study, all activities to be undertaken shall be closely coordinated with the Adviser. The following are to be strictly observed:

- d.1 Secure the approval of the Adviser and have the Adviser monitor the progress of the study;
- d.2 Inform the Adviser of any destruction or damages caused by animals, pilferage, or any unusual observation(s) for experimental studies. Delayed reports regarding any or all of these can be grounds for suspicion of manipulating data by the student and also by the Adviser;
- d.3 The Adviser shall affix his/her signature on the raw data sheet every time datum/data is/are collected. Data gathered without close coordination on the part of the student and adviser and shown only at the end for scrutiny, analysis and approval may be the cause for disapproval by the Adviser, and may be declared null and void; and
- d.4 Secure Adviser's permission for collating, analyzing, writing results, and implications of the study.
- d.5 The adviser shall be consulted on any problem or concern such as the guidelines for the format and some technicalities when writing the manuscript.

#### **5.13.7. THESIS/RESEARCH WRITING PROCESSING AND DEFENSE FOR UNDERGRADUATE**

1. Thesis writing is a prerequisite for graduation on programs requiring it.
2. On the other hand, research writing is a prerequisite in passing the course requiring it.
3. The Advisory Committee members shall affix their signatures or their comments on the flyleaf each time the thesis paper is presented for evaluation.
4. Data presentation, analysis, and interpretation shall be checked by a statistician before the final defense.
5. The students may apply for final defense after approval of the final draft by the Advisory Committee.
6. The final draft must be checked by the English critic/reader before the final defense presentation.
7. Application for final defense must be filed two weeks before the proposed date of defense. Each of the Advisory Committee shall furnish a copy of the manuscript one (1) week before the scheduled Final Defense.
8. The Adviser shall act as Chairman of the Advisory Committee.
9. The Members of the Advisory Committee shall serve as panelists during the defenses composed of the Research Coordinator and the Program Chair.

#### **5.13.8 THESIS/RESEARCH FEES**

1. A student conducting a research study as a course requirement and a thesis writing as a requirement for graduation shall pay an amount as prescribed by the University to be appropriated as follows:

	<b>Thesis Outline</b>	<b>Final</b>	<b>Total</b>
<b>Adviser</b>	500.00	500.00	1000.00
<b>Panel 1</b>	250.00	250.00	500.00
<b>Panel 2</b>	250.00	250.00	500.00
<b>Statistician</b>	250.00	250.00	500.00
<b>Critic Reader</b>	250.00	250.00	500.00
<b>Validator</b>	250.00		250.00
<b>Total</b>	1,500.00	1,500.00	3,250.00

2. 50% payment will be collected during the outline defense and the other 50% payment during the final defense.
4. For group research as a requirement in the course, the required fees shall be divided equally among the student researchers.
5. For thesis writing as a requirement for graduation, the required fees shall be paid by the individual student.
6. All the required fees shall be paid to the cashier of the respective campus duly receipted.

## **5.14. GRADUATION POLICIES**

### **5.14.1. GRADUATION REQUIREMENTS**

- a. Candidates for graduation must have satisfied all academic and other requirements prior to graduation.
- b. The Campus Evaluation Committee headed by the Campus Registrar shall assess, evaluate, and recommend candidates for graduation to the University Registrar who shall validate the evaluated records prior to presentation during the University Academic Council meeting.
- c. All candidates for graduation shall be required to attend the Commencement Exercises as scheduled.
- d. Graduation in absentia for a just reason shall be allowed, but must be properly supported by a valid certification. Application for graduation in absentia shall be submitted to the University Registrar ten (10) days before the commencement program.
- e. One (1) hardbound copy duly approved by the Committee shall be submitted prior to the University Academic Council Meeting.
- f. Three (3) hardbound copies duly approved by the Committee shall be submitted prior to graduation which is intended for the Campus Library, Campus Research Unit, and the student.
- g. Candidates for graduation shall submit their clearances duly signed by the College/Campus authorities.

### **5.14.2. GRADUATION WITH HONORS AND AWARDS**

- a. The general average of a candidate for graduation with honors, specifically, Summa Cum Laude, Magna Cum Laude, and Cum Laude, shall be based on the grade requirements prescribed by the University, to wit:  
Summa Cum Laude - 1.0 to 1.25  
Magna Cum Laude - 1.26 to 1.5  
Cum Laude - 1.51 to 1.75
- b. Only final grades shall be the basis in the computation of the general average of a candidate for graduation with honors. Final grades shall be significant up to two decimal places only.
- c. A candidate for graduation with honors must have completed at least 75% of the total number of academic units for graduation in the University and must have been a resident therein for at least three consecutive years prior to graduation.
- d. A candidate for graduation with honors must have taken not less than 18 units of credit during each semester or normal/regular load prescribed in the curriculum.

- e. A candidate for graduation with honors shall have no Incomplete and Dropped marks. Also, he/she shall not have a grade lower than 2.25 for Cum Laude; 2.0 for Magna Cum Laude; and 1.75 for Summa Cum Laude in any academic subject whether prescribed or not in his/her curriculum which he has taken in the University, or in any other educational institution.
- f. A candidate for graduation having a GPA of 1.75 or higher but having a grade lower than 2.5 or due to lack of residency requirement shall be given an Academic Distinction Award.
- g. In cases of a diploma course, a student may be given an award for exemplary academic performance subject to the preceding section.
- h. In the case of transferees, only credits/grades earned during residency shall be included in the computation of the final average of a candidate for graduation with honors.
- i. A candidate for graduation with honors must not have grave records of a violation of the University rules and regulations.
- j. Non-academic recognition shall be awarded to a candidate for graduation to include the following:
  - 1. Best Thesis. The award in the thesis shall have three categories: social, technical and developmental (invention and innovation). There shall be one recipient per category.
  - 2. Leadership Award; and
  - 3. Service Awards:
    - Outstanding Student Organization Award;
    - Outstanding Student Award;
    - Athlete of the Year Award;
    - Artist of the Year Award;
    - others.
- k. Criteria for awards shall be based on the current /latest criteria set by the University and other granting agencies.
- l. A Committee shall be created thru the office of the VP for Academic Affairs to validate records of awardees and honor students in the campuses/colleges.
- m. Awardees shall be presented to the Academic Council for appropriate action.

#### **5.14.4. ACADEMIC ATTIRE**

- a. The attire for graduation for the tertiary level shall be a black academic gown, black cap with tassel in accordance with the color of the prescribed hood indicated below:

##### **HOOD**

- Bachelor in Elementary Education – Yellow (royal blue)
- Bachelor in Secondary Education – Yellow( royal blue)
- Bachelor of Physical Education – Yellow (royal blue)
- Bachelor of Science in Nursing – White (Fuchsia Pink)
- Bachelor of Science in Midwifery – White (Fuchsia Pink)
- Bachelor of Science in Medical Technology (Combination of Violet and Gold)
- Bachelor of Science in Criminology - Brown
- BS in Industrial Security Management - Brown
- Diploma in Teaching – White (Royal Blue)
- Juris Doctor - Lavender
- Bachelor of Science in Agribusiness - Green
- Bachelor of Science in Biology –~~Golden~~ Yellow
- Bachelor of Arts in Economics - Maroon
- Bachelor of Arts in Political Science - Maroon



- Bachelor of Science in Hospitality Management - Red
- Bachelor of Science in Entrepreneurship – Cream (Gold)
- Bachelor of Science in Accountancy – Cream (Gold)
- Bachelor of Science in Accounting Information System – Red (Gold)
- Bachelor of Science in Environmental Science - Mint Green
- Bachelor of Science in Tourism Management - Red
- Bachelor of Science in Management Accounting – Red (Gold)
- Bachelor of Science in Fisheries - Aqua Blue
- Bachelor of Science in Information Technology - Navy Blue
- Bachelor in Agricultural Technology - Green
- Bachelor of Science in Agriculture - Green
- Bachelor of Science in Civil Engineering – Orange (tangerine)
- Bachelor of Science in Computer Science - Navy Blue (sky blue)
- Bachelor of Science in Information Technology - Navy Blue (sky blue)
- Bachelor of Science in Information System - Navy Blue (sky blue)
- Bachelor in Industrial Technology - Powdered Blue
- Bachelor of Science in Electronics and Communication Engineering - Orange
- Bachelor in Technical Vocational Teacher Education - Yellow

#### **5.14.5. SECOND BACCALAUREATE DEGREE**

Only one baccalaureate degree may be conferred at a time. A holder of the Sultan Kudarat State University (SKSU) bachelor's degree may earn another bachelor's degree after the previous degree. upon the successful completion of units prescribed by the discipline.

### **5.15. POLICIES ON RECORDS, CERTIFICATIONS, DIPLOMA, AND TRANSFER CREDENTIALS**

#### **5.15.1. GENERAL PROVISION**

Student records are confidential in nature. Access to records shall be based on the following:

- A student record is the responsibility of the University Registrar and the designated Campus Registrar, who has the sole authority to release the record;
- Confidential educational or personal records may be released to other University personnel without the consent of the student concerned if the record is a student's application for financial aid or if it is in response to a judicial order or subpoena, or due to any legal or safety emergency reasons;
- All information about student records shall only be released to a third party duly authorized by the concerned student;
- The student should pay the required fee for an transcript of records, transfer credential, and certifications;
- The Transcript of Records (TOR), Diploma, Certifications, and Transfer Credentials should be impressed with the University Seal;
- The Transcript of Records shall bear the signatures of the one who prepared and verified it and the University Registrar;
- Official Receipt number and the Documentary Stamp Fee shall be affixed on it; and
- Accomplished Clearance form is required.

#### **5.15.2. OFFICIAL TRANSCRIPT OF RECORDS**

- Student records are confidential, and the information is released only at the request of the student or an appropriate institution.
- Official Transcript of Records is a complete and permanent academic record of students prepared by the Office of the Registrar with the University seal stamped

on it. It contains the list of all subjects taken and their chronological arrangement with the final grades achieved and credits earned.

The following guidelines shall be considered in the preparation of Transcript of Record:

1. The SKSU Registrar official paper and a uniform format and style shall be used.
2. The complete name must appear the same in all pages and must conform with the name on the PSA certificate of live birth with a special emphasis on the spacing of letters/hyphenation and symbols in the names.
3. The Official Transcript of Record (OTR) shall contain the course/degree taken, date admitted, and the name of the former school.
4. For transferees, the entrance data in the OTR shall indicate the name of the former school.
5. The course, subjects, descriptive title, number of units, and grades must be completely entered clearly in the OTR.
6. Failure and incomplete grades should be indicated even if already repeated, passed or has been complied with. The word dropped in the subject shall also be indicated.
7. The OTR must NOT contain any erasures/typographical errors.
8. Remarks for graduated students must contain the degree obtained, date of graduation, (month, date, year), Board resolution number/referendum number, and honor received (cum laude, magna cum laude, or summa cum laude) if any.
9. The OTR shall bear the signature of the one who prepared the OTR, the one who verified, and the University Registrar and must be impressed by the University Seal.
10. A documentary stamp is affixed and duly canceled in the OTR.
11. Transcript of Records not produced by the Office of the Registrar will not be entertained for signing and marking of the University seal.
12. Official Transcript of Records obtained from another institution which was submitted to the University for Admission and/or transfer of credits become a part of the student's permanent record and shall be issued as a true copy along with SKSU's official Transcript of Records.

#### **5.15.3. CERTIFICATIONS**

Certification or records issued should always indicate the purpose for which it shall be issued.

Certification of grades, enrolment undertakings, weighted average, and Good Moral Character of students shall be issued by the Office of the University/Campus Registrar and shall always indicate the purpose for which it shall be issued.

#### **5.15.4. DIPLOMA**

The diploma is a proof that a student has obtained a particular degree or academic program. It shall bear the signatures of the University President, the Campus Director/Dean and the University Registrar and shall be impressed with the University's dry seal.

- a. The diploma is issued to graduates at least 30 working days after graduation.
- b. The diploma shall be issued only once however re-issuance is allowed upon request when the original copy is lost, or damaged by fire, water, and man-made calamity.
- c. The notation "Re-issuance" and the date it was prepared shall be indicated in the re-issued diploma. If the signatories of the original diploma are no longer in school, or no longer in their designation/position, the duplicate diploma may be signed by the current school authorities.

#### **5.15.5. TRANSFER CREDENTIAL**

The **transfer credential** (Honorable Dismissal) is a document certifying that the student has no pending obligations with the school and is eligible for transfer to another educational institution.

- a. A student in good standing who desires to separate his/her connection with the University shall request from the University Registrar.
- b. Any student who leaves the University for reasons of expulsion, dropping due to disciplinary action or suspension shall not be entitled to an Honorable Dismissal.

The following guidelines shall be considered in the issuance of Transfer Credential:

1. A transfer credential is issued only once to a student who wishes to transfer to another school or to a graduate student, who wishes to proceed to an advanced education or to take another degree in another institution.
2. A student who was issued but not able to use his/her Transfer Credential to other institutions and wishes to return to the University is required to surrender the Transfer Credential issued to him/her.
3. A Transfer Credential is issued upon submission of accomplished clearance form and has paid the required fees.
4. The Transfer Credential including the copy of grades shall be signed by the University Registrar with imprinted University Seal.

#### **5.15.6. REQUESTING OF DOCUMENTS**

- a. Request of documents shall be acted within thirty (30) working days and a request form shall be personally accomplished by the requesting student. In the absence of the client, a written authority shall be presented to the Registrar's Office.
- b. The client is required to present a duly accomplished clearance before requesting the document from the Office of the Registrar.
- c. Required fees shall be paid to the University/Campus Cashier before the processing of document/s requested.

#### **5.15.7. WITHHOLDING OF RECORDS**

The University may withhold records of a student when he/she has a pending financial obligation to the University, or when official records from the previous school (*e.g., Transcript of Records with remarks "copy for SKSU"*) has not yet been submitted to the Office of the University Registrar.

#### **5.15.8. RELEASING OF RECORDS**

- a. Requested academic records of students shall be released when the academic records from the previous institution are on file and upon presentation of accomplished clearance.
- b. Academic records are sent directly to the requesting school or institution. It cannot be entrusted to the student unless he/she is authorized to hand carry the said record. It has to be placed in a sealed envelope addressed to the Registrar concerned with the flap of the envelope signed by the Registrar.
- c. The records released shall always indicate the purpose for which the record will be used and must bear the signatures of the concerned authorities in every page as well as be impressed with the university seal.

#### **5.16. STUDENTS' CLEARANCE**

- 5.16.1. Each student shall be required to present a duly accomplished clearance form before taking the examination. Clearance for the examination should be signed by the SBO Governor/representative, Program Head, Cashier and Librarian.

5.16.2. Graduating students are required to present an accomplished Clearance signed by the Research Chairman, Cashier, Program Head/Dean and Registrar before graduation.

5.16.3. Exit clearance signed by the Cashier, Accounting and Registrar is required to a student requesting for his/her TOR, Diploma, Transfer Credential, and other academic records.

## **PART II**

### **THE STUDENT CODE**

#### **ARTICLE 1. RIGHTS OF STUDENTS**

**Sec. 1.** In addition to the fundamental rights guaranteed under the Constitution, and subject to the limitations prescribed by existing laws and regulations, students of this University shall enjoy the following rights:

- a. The right to receive, primarily through competent instruction, relevant quality education in line with national goals and an environment conducive to their full development as persons with human dignity;
- b. The right to freely choose their field of study subject to existing curricula and its requirements, and to continue their course therein up to graduation, except in cases of academic deficiency, or violation of disciplinary regulations;
- c. The right to school guidance and counseling services for decisions and selecting the alternatives in fields of work suited to his/her potentialities and, be assisted through the provision of current and adequate information on work opportunities;
- d. The right to be informed of their scholastic standing/performance at least two weeks after the Mid-term and Final Examinations;
- e. The right of access to his/her own school records and claim their outputs such as scores on quizzes, examinations, projects, activities and other related assessments, the confidentiality of which the school shall maintain and preserve;
- f. The right to the issuance of official certificates, diplomas, Official Transcript of Records, grades, credentials and other similar documents upon compliance with the requirements set by the University within five (5) to fifteen (15) working days from request except during peak seasons;
- g. 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;
- h. The right to free expression of opinions and suggestions and to an effective channel of communications with appropriate academic channels and administrative bodies or concerned authority/ies or office/s of the University;
- i. The right to form, establish, join, and participate in organizations and societies duly recognized by the University to foster intellectual, cultural, spiritual, and physical growth and development; or, to form, establish, join and maintain organizations and societies for purposes not contrary to law;
- j. The right to be free from involuntary contributions, except those approved by their own organizations or societies;
- k. The right to be represented in the formulation and development of policies affecting the University;
- l. The right to receive reasonable protection and security within the University premises;
- m. The right to know or be informed of the rules and regulations of the University affecting them;
- n. The right to be dealt with professionally by the authorities of the University;

- o. The right to participate in relevant curricular and co-curricular activities duly authorized and recognized by the University;
- p. The right to due process and equal protection of the law;
- q. The right to receive medical and dental services as well as first aid services;
- r. The right to exercise one's rights and responsibilities in the knowledge that he/she is answerable for any infringement or violation of public welfare and of the rights of others; and
- s. The right to air their grievances through appropriate channels without retaliation in any form.

## **ARTICLE 2. DUTIES AND RESPONSIBILITIES OF STUDENTS**

**Sec. 1.** In addition to those provided for under existing laws, every student shall:

- a. Exert his/her utmost to develop his/her potentialities for service, particularly by undergoing an education suited to his abilities, so that he may become an asset to his/her family and to society;
- b. Uphold the academic integrity of the school, endeavor to achieve academic excellence and abide by the rules and regulations governing his/her academic responsibilities and moral integrity;
- c. Protect the name and interest of the university at all times.
- d. Promote and maintain the peace and tranquility of the school by observing the rules of discipline, and by exerting efforts to attain harmonious relationships with fellow students, the teaching and academic staff and other school personnel;
- e. Participate actively in civic affairs and promotion of the general welfare, particularly, in the social, economic and cultural development of his/her community and the attainment of a just, compassionate and orderly society;
- f. Attend classes regularly;
- g. Participate actively in academic and non-academic activities of the University;
- h. Abide by the rules and regulations of the University;
- i. Respect the faculty and staff and other personnel of the University;
- j. Respect the faculty and staff and other personnel of the University at all times in acts, deeds and words.
- k. Promote and maintain the cleanliness of the University;
- l. Protect and preserve the properties of the University;
- m. Promote environmental awareness and protection for global sustainability; and
- n. Exercise his/ her rights responsibly in the knowledge that he/she is answerable for any infringement or violation of the public welfare or the rights of others.
- o. Use of proper and cordial words/language in dealing with peers, teachers, staff and other stakeholders of the University.
- p. Observe provisions of RA 10627 (Anti-Bullying Act of 2013).

## **ARTICLE 3. UNIFORMS**

**Sec. 1.** In conjunction with the promulgation of Civil Service Commission Memo Circular No. 14. S. 1991 Prescribing a Dress Code for all employees of the Government Service is hereby prescribed a similar dress code for all students of the University on all the academic levels, both male and female. All students shall comply with the conditions of the Dress Code of SKSU.

- a. The prescribed school uniforms for male and female are as follows and shall be worn on the days designated:
  1. Female - plain bottle green skirt and white blouse with the imprint of SKSU on the cloth; University button seal and close black shoes of at least one and one-half (1 1/2) inches heels but not stiletto heels.
  2. Male - white polo shirt with the imprint of SKSU on the cloth with blind buttons; University button seal, black slacks, and black shoes and black socks for college and white socks for high school.
- b. Wearing of PE uniforms is during PE classes only.
- c. Wearing of OJT/Internship/Medical Uniform may be permitted during regular days in coordination with the Chairman, Dean and the Campus Director.
- d. Male students should not wear earrings.
- e. Jewelry worn by female students should not be garish, excessive, or vulgar.
- f. Moderately long hair among the male students must be neatly fixed and tied. There must be no ponytails, hair clips or headbands among the male students.
- g. The use of tight-fitting halter-top, shorts, tattered pants, micro-miniskirts, transparent, and other indecent attire by the student is prohibited. Male students must wear standard polo or t-shirt during freestyle day.
- h. Shoes shall be worn at all times on the campus and on other school occasions or activities of the college/university/classes . Slippers (rubber-thong or leather) or bakya are not allowed except for medical reasons as duly certified by the physician.
- i. Hats and caps should be taken off when entering the classroom. Muslim students may wear a head covering as required by their religion.
- j. Muslim female students may wear *hijab* as required by their religion. In addition, prescribed uniforms for females are in long sleeves and long skirts below the knees. Hijab will have the following colors per day; Monday (green), Tuesday (white), Wednesday (black), Thursday (green) and Friday (free color).
- k. Males shall not wear make-up, females should not wear heavy or theatrical make-up.
- l. Students not wearing the prescribed school uniforms will not be allowed to enter the school premises unless otherwise permitted and / or for a valid reason and approved by the program chair.
- m. Pregnant students are exempted from wearing the school uniform. They are allowed to be in their maternity dress however, it must be in observance of the color of the prescribed uniform.

#### **ARTICLE 4. ID CARDS**

**Sec. 1.** Identification Card (ID) shall be issued by the University/Campus Registrar to incoming freshmen only and shall be worn at all times during the school and activity days.

**Sec. 2.** ID Cards issued to students in the higher years shall be validated by the Registrar every semester.

**Sec. 3.** In case of loss, presentation of an affidavit of loss and payment of the corresponding amount for re-issuance of ID card shall be required.

#### **STUDENT WELFARE SERVICES**

## **ARTICLE 5. Guidance and Testing Services**

**Sec. 1.** The University shall provide guidance programs and counseling services to students, personnel, and other stakeholders by offering opportunities for total human growth and development. These programs and services involve the use of an integrated approach to the development of a well-functioning individual primarily by helping him/her utilize his/her potentials to the fullest and plan his/her future in accordance with his/her abilities, interests and needs.

### **A. Guidance Services**

a.1 *Students' Orientation.* This service aims to inform freshmen students and transferees with the vision, mission, goals, objectives, philosophy and policies of the university. It explains the rules, regulations and policies implemented systemwide and per unit/department.

a.2 *Individual Inventory.* Records and files of each student enrolled in SKSU are updated and kept. These data are essential elements for future reference whenever a student in his / her development seeks assistance.

a.3 *Counseling.* Counseling service refers to the process of aiding individuals to resolve their problems and difficulties. It is the process of helping individuals discover their potential and enhance the same to become responsible members of society and contribute to his/her welfare.

a.4 *Appraisal/Assessment.* Appraisal service involves a collaboration between a teacher and counselor collecting, analyzing and using a variety of objective data that can enhance better understanding of the student.

a.5 *Information.* This service makes available to students certain kinds of information not ordinarily provided through classroom instruction. It enables the counselor to give important facts concerning personal, socio-emotional learning and educational adjustment.

a.6 *Placement.* Placement services are designed to help students locate employment by providing a match between job openings in local industry and skills developed by students in training. It helps the students secure the most effective relationship to a job or to the next step in his/her educational or personal goals. It culminates with graduating students' pre-employment seminar, career counseling and Job Fair.

a.7 *Follow-up.* Follow up sessions are conducted among students who are counseled and referred by faculty, administrators and other university staff. The follow-up service ensures that the student has learned appropriate behaviors and decisions regarding his/her problem or need.

a.8 *Testing.* Psychological Testing Service (PTS) refers to the administration, scoring and interpretation of psychological tests to individual or group of students used to assess his/their behavioral tendencies. Psychological tests are also used as tools in counseling students.

a.8.1 *SKSU Tertiary Placement Test.* An achievement test that measures mastery in the major subjects taken during secondary education. The level of performance in the test correlates to students' readiness for college. It includes two sets: Set A (English, Filipino and Math) and Set B (Science and Social Studies). This is administered to incoming first year college students and transferees as one of the criteria for admission.

a.8.2 *Employment Testing.* Employment testing is the practice of administering written, oral, or other tests as a means of determining the suitability or desirability of a job applicant. This is administered to applicants who would like to work at SKSU.

a.9 *Research and Evaluation.* The Guidance and Testing Center may conduct research/studies related to guidance programs and services through the evaluation of its implementation and impact on students, personnel, and other stakeholders.

a.10 *Extension/Community Outreach.* The Guidance and Testing Center provides services to other stakeholders outside SKSU.

a.10.1 *Hatag Bulig.* Annual outreach activities given to selected beneficiaries in depressed areas.



a.10.2 *Padayon Hatag Bulig*. Midyear outreach activities given to selected beneficiaries in depressed areas.

## **B. Guidance Programs**

**b.1 *Students' Enrichment/Development*.** These are programs geared towards the holistic growth and development of students.

b.1.1 *Personal Development*. Guidance and counseling aims to give individuals a better understanding of the self. It helps them recognize their abilities and potentialities and turn them into useful skills that can contribute to the welfare of society. Trainings, Seminar-workshops on Socio-Emotional Learning Skills, School Adjustment, Study Habits, Developing Self-confidence and the like are conducted.

b.1.2 *Vocational Assistance*. This guidance program enables individuals to choose their vocational interests which may seem baffling during some phases of life. Hence, guidance and counseling aims to help individuals find their interests, practice them, and progress in the same.

**b.2 *Career Guidance*.** This is a program provided to graduating Senior High School students who are interested in studying at SKSU. They are informed of the vision, mission, goals and objectives of SKSU, performance in the licensure examination, course offerings, school policies, admission requirements, schedule of administration of SKSU-TPT, etc. As soon as first year college students and transferees enter the university, they are guided in identifying and developing career paths through career coaching and interviews conducted by interviewers from each department.

**b.3 *Peer Helping*.** The Peer Helpers Group (PHG) is a working arm of the guidance and testing center and satellite guidance offices in other campuses. They are being trained on how to conduct group facilitation and write activity designs. They are given a series of training sessions to develop their leadership and interpersonal skills. They provide assistance to the major activities of the guidance and testing center. They serve under the spirit of volunteerism.

b.3.1 *Peer Mentoring*. Peer helpers provide academic mentoring to fellow students who are weak in some of their subject areas.

**b.4 *Mental Health and Psychosocial Support*.** This is a psychosocial support program for students and personnel who may be experiencing emotional or mental distress. This program is also provided during crisis situations like calamities and man-made disasters.

b.4.1 *Mental health Advocacy*. This is an awareness-raising program that will help students and personnel understand and appreciate the importance of mental health.

## **ARTICLE 6. HEALTH SERVICES**

Sec. 1. The University shall provide and maintain health facilities and services in terms of the following:

- a. Medical and Dental Examination of University students shall be conducted once per semester;
- b. Medical and Dental Examination of High School students shall be conducted once a year;
- c. Clinic services during class days shall be observed as scheduled;
- d. Referral of cases to retainer Physician and Dentist for further medical and dental management;
- e. First aid and Emergency Treatment; and,
- f. Free medicines for First aid treatment only.

### **Other Services:**

- a. Scheduled Medical-Dental Services;
- b. First aid during Sports Activities;
- c. Training of Red Cross Youth Council Volunteer Members;
- d. Routine Ocular Inspection of Campus Canteens;
- e. Symposium on Health Awareness;

- f. Blood Letting Program; and
- g. Regular Water Analysis.

## **ARTICLE 7. LIBRARY SERVICES**

Sec. 1. The University shall provide library and consultation services to students in connection with their research needs.

Sec. 2. The library shall have competent and qualified personnel and staff to deliver the following services:

- a. Reference Services;
- b. Library Tours;
- c. Library Orientation/Instruction Program;
- d. Reserved Services;
- e. Circulation Services;
- f. New Acquisition Display;
- g. Photocopying Services;
- h. Technical Services;
- i. Acquisition Services;
- j. Indexing Services;
- k. Current Awareness Services;
- l. Information Services;
- m. Bibliographic Services;
- n. E-library Services.

### **Sec. 3. General Rules and Conduct Guidelines**

- a. All students, visitors & outside users are required to log in/out.
- b. Idle conversations, laughter, and unnecessary noise will disturb other library clientele. Therefore, this should be avoided. Talking if necessary should be done in subdued tones.
- c. Eating, smoking, and sleeping are not allowed inside the library.
- d. Keeping things in order. Push the chairs forward before leaving.
- e. Keeping the library clean. No littering of wastes, wrappers and littering of crumpled papers.
- f. Books and other library materials, except the general references (Encyclopedias, Dictionaries, Atlases, etc., periodicals and serials) must be returned to their proper places.
- g. Use of Library Cards
  - 1. A properly validated and barcoded Library ID should be presented to the circulation librarian when borrowing books, magazines and vertical files.
  - 2. The library ID card should be presented to the Librarian or library assistant before any general references, or reserved materials could be borrowed for photocopying purposes.
  - 3. When returning library references, be sure to get back your Library ID card. The library does not assume any responsibility for exchange or loss of ID after you have left the library.
  - 4. The library ID card is used in borrowing books. This card is non- transferable.
- h. Control Procedures
  - 1. All personal belongings should be left on the depository shelf counter before entering the library. However, valuables like wallets, cell phones, etc. should not be left behind.
  - 2. Upon leaving the library, everyone is required to present their bags and submit all materials borrowed for inspection to the security counter officer.
- i. Clearance Requirement
  - 1. Library users with accountabilities from the library will not be cleared unless they settled them by:
    - Returning all borrowed materials;
    - Paying accumulated book fines; and

- Replacing lost books, if there is any.

#### **Sec 4. Rules for Circulation**

- a. General Collection, Fiction, Biographies, and Filipiniana:
  1. College and Laboratory High School (LHS) students may borrow three (3) books for three (3) days and may renew for another three (3) days except for titles with limited copies.
  2. Diploma in Teaching (DIT)/ College of Graduate Studies (CGS) students may borrow books for one week (every Saturday) and may renew for another one week (every Saturday) except for titles with limited copies.
  3. Filipiniana collections may be borrowed for three (3) days.
- b. Reserved books These materials are issued for one hour at a time, to be used within the library only. Extension for an additional hour is granted unless there is prior demand by the user. Reserved books are not for loan out; they are intended for library use and photocopying purposes only.
- c. The following types of materials are to be read-only inside the library. They are not circulated for home use:
  - General References (GR)  
Ex. Encyclopedias, Almanacs, Dictionaries, Atlases, etc.
  - Filipiniana (reserved books)
  - Periodicals
  - Vertical file materials
  - Theses and Dissertations
- d. Theses and dissertations reproduction is not allowed without written consent from the author.
- e. On maximum number of books that maybe borrowed:
  1. College students may borrow three (3) books at a time for a period of three (3) days; three (3) books for a period of three (3) days for LHS students; and three (3) for a period of one (1) week for DIT & CGS students except for titles with limited copies.
  2. Books for home use will be returned on or before the due date/s.

#### **Sec. 5 Fines and Other Penalties**

Borrowed books must be returned on the due date.

1. For OVERDUE BOOKS the following fines are to be imposed:
  - a) Filipiniana Books P2.00 for the first hour plus P1.00 per hour for the second and succeeding hours;
  - b) General Circulation, Stacked Books/Fiction, and Biographies P1.00/day for LHS, College, DIT, and CGS students
  - c) Laboratory High School Collections P1.00/day for LHS Students; and
  - d) Graduate School Collections P10.00/week (every Saturday) for CGS & DIT students.
2. The following penalties are imposed on delinquent borrowers:
  - a) First offense: Fine and suspension of borrowing privileges for one wee;.
  - b) Second offense: Fine and suspension of borrowing privileges for one month; and
  - c) Third and final offense: Fine and suspension of borrowing privileges for the rest of the semester.

##### **3. Lost Books**

When a book is lost, the borrower should report it immediately to the librarian. The borrower is obliged to pay the overdue fine incurred until the day the loss is reported in addition to the replacement cost of the book. Replacement of exact title is preferred.

#### **Sec. 6 Other Services**

How to log in/out in the system:

1. Hover the library ID under the barcode scanner;
2. Click the confirm button if the information is right;
3. Repeat step 1 & 2 before leaving.

**How to access the STARBOOKS (Science & Technology Academic and Research-Based Openly Operated Kiosks)**

1. Log in. If not yet registered, proceed to Step 2;
2. Click the register button and fill up all the information needed then click Submit;
3. Key in the user ID provided by the system;
4. Log in using the user ID and password;
5. User can now access the information he/she needs; and
6. If done, click the log out button.

**How to use the OPAC (Online Public Access Catalog)**

1. Open the OPAC. From the welcome screen, click SKSU-ACCESS Campus Library;
2. When the Library Search is seen, go to Find then click the title you want to search;
3. Choose below which keyword: Title, Author, Subject and Series, then click;
4. If the book you search will appear, click available;
5. You will see the location of the book where you can find it.

**Internet Connectivity**

The library is offering Wi-fi services for students' use. It is intended for research purposes only. Students shall ask the library in-charge for the password.

**ELECTRONIC RESOURCES**

Students can access different electronic resources under the CHED project. Ask the librarians or library staff on how to access these electronic resources. Flyers that contain URLs of the same will be given to the user.

**ARTICLE 8. Scholarship Grants, Financial Assistance and Grants-in-Aid**

**Sec. 1.** Scholarship grants, assistantships, grants-in-aid and other forms of financial aid shall be provided and awarded to deserving students under the supervision of the Office of Student Affairs and in accordance with the academic policies and existing laws, rules and regulations.

**Sec. 2.** The University through the Office of Student Affairs shall likewise provide opportunities for student assistantship to deserving and promising students upon the recommendation of the Campus Director/Dean concerned. The working hours, academic load and assistance of such students shall be in accordance with the rules of the University, subject to existing laws and regulations.

**Sec. 3.** Other grants/assistantship from different private and government agencies shall be enjoyed by the deserving students subject to the approved policies/guidelines of the sponsoring agencies.

**Sec. 4.** There shall be a return service system or civic engagement program to be adopted and implemented to all scholars under RA 10931 in accordance with CHED policies and guidelines.

**Sec. 5.** The elected University Student Government President shall receive a cash assistance of 3,000 pesos per semester during his/her incumbency, while the elected USG Vice President, Senators, and Campus Governor shall receive a cash assistance of 1,500 pesos per semester during their incumbency provided they accomplish their targets and are supportive to the programs of the University.

**Sec. 6.** The University/Campus Publication Editor-in Chief shall receive a cash assistance of 2,000 pesos per semester provided the editorial board can publish at least one issue per semester.

## **1. ACADEMIC ASSISTANCE**

1.1. **President's List** – shall be granted to an undergraduate student who obtains a grade point average (GPA) of 1.5 or better; has no grade below 2.25, nor has any mark of "INC" or "Dropped" by the end of the semester; and thus, shall enjoy cash assistance/incentive amounting to P3,000 during the following semester if funds are available.

1.2. **Dean's List** – shall be granted to an undergraduate student who obtains a grade point average (GPA) of 1.75; has no grade below 2.25, nor has any mark of "INC" or "Dropped" by the end of the semester; and thus, shall enjoy a cash assistance/incentive amounting to P1,500 during the following semester.

1.3. To qualify for the academic cash assistance/incentive, the prescribed load of a student should be at least 18 academic units or the normal load prescribed in his/her curricular program.

1.4. The academic cash assistance/incentive shall be for a period of one semester only and shall continue during the succeeding semesters, as long as the student satisfies the prescribed GPA and other requirements.

## **2. GRANTS-IN-AID AND OTHER PRIVILEGES**

### **1. SOCIO-CULTURAL ASSISTANCE**

1.1 The Socio-Cultural Assistance is granted to students who are members of the University Dance Troupe, Musical, Visual Arts & Literary, and those who actively participated and won in the different competitions in local, regional, national and international level namely the :

- SKSU Teatro Kalakat and other Dance Competitors ;
- SKSU Band and Musical Group; and
- SKSU Literary and Visual Arts.

### **Entrance to Socio-Cultural Membership**

1. Any qualified student of SKSU can be a regular member, provided that he/she shall comply with the rules and regulations of the Center.
2. The Office of Socio-Cultural Affairs, shall provide screening for the qualified members, and shall pass the probationary period of two (2) semesters with good records.
3. The Committee shall select/reclassify old student grantees for membership.
4. There shall be only one official Dance Troupe to be recommended and certified by the Socio-Cultural Office for the qualified grant.

### **SKSU Cultural Dance Troupe, Las Cuerdas, Literary and Visual Arts**

#### **Qualification/Requirements**

1. Must pass the admission requirements, and screening. Must have represented the University for regional and national competitions and won 1st place.
2. Must present a Certificate of Membership in any of the organization/group where the aspiring member is already enjoying scholarship grant from other agencies
3. Have no grade below 3.0.
4. Have been regular in attendance during practice and performances.
5. Possess exemplary character.
6. No record of any violation of school rules and regulation and no derogatory record that affects the morality of the member.
7. Active in any school activities and willing to share any talent that will help other students.
8. Must undergo the civic engagement program as prescribed by the University.

### **General Rules and Regulations for Socio-Cultural Grantees**

1. All regular members should observe practice time. All dancers, singers, band players, and other regular members shall be in the Dance Room or practice area at 4:30-6:00 in the afternoon or during special practice schedules.
2. Always maintain cleanliness in the dance room/practice area and back stage during practice and performance.
3. Drinking of alcoholic beverages, smoking and using prohibited drugs is strictly prohibited subject to sanctions as provided in the manual.
4. Use of proper attire/costume during practice and presentations is required. Costumes should be taken care of by the user; members are not allowed to bring any costume without permission from the moderator and costume in charge.
5. Respect the personal belongings of other members/participants.
6. Switch off all the lights, or any electric facilities such as cassette players, CD, etc. before going home or leaving the area.
7. Always ask permission from the trainer/moderator when going elsewhere. The "Buddy System" is highly encouraged.
8. Be courteous especially to persons in authority, co-members, and the audience.
9. Intimate affairs/relationships among members of the group is strictly prohibited.
10. Any member found to have violated the rules and guidelines shall be subject to disciplinary actions or sanctions. Due process of investigation shall be observed.
11. Grantees shall continue the regular practice and be active to all activities even after the competition.

#### **CRITERIA, CATEGORY, AND INCENTIVES FOR SKSU SOCIO-CULTURAL ASSISTANCE**

<b>Qualification</b>	<b>Types of Grant/ Category</b>	<b>Incentives/Bonus</b>
<ul style="list-style-type: none"> <li>• College level</li> <li>• National/international</li> <li>• Champion</li> <li>• 1 st to 3rd runner-up</li> </ul>	Category-A Full Socio Cultural Assistance	An incentive of Five thousand pesos (5,000.00) for the current semester -One thousand (1,000.00) allowance per participant during competition only. -One thousand five hundred pesos (1,500.00) bonus/ participant when garnering Champion in individual or team events.
<ul style="list-style-type: none"> <li>• College level</li> <li>• Regional</li> <li>• Champion</li> <li>• 1 st to 3rd runner-up</li> </ul>	Category-B Partial Socio Cultural Assistance	An incentive of Four thousand pesos (4,000.00) for the current semester - Five hundred pesos (500) allowance per participant during competition. - One Thousand pesos (1000) bonus/ participant when garnering Champion in individual or team events.

<ul style="list-style-type: none"> <li>• College level</li> <li>• Provincial</li> <li>• Champion</li> <li>• 1<sup>st</sup> to 3<sup>rd</sup> runner-up</li> </ul>	Category-C Partial Socio Cultural Assistance	An incentive of Three Thousand Pesos (3,000.00) for the current semester - Five hundred pesos (500) allowance per participant during competition. - Five hundred pesos (500) bonus/ participant when garnering Champion in individual or team events.
<ul style="list-style-type: none"> <li>• College level</li> <li>• Regular member for 3-4 years and has not participated in any competition</li> </ul>	Category-D Partial Socio Cultural Assistance	An incentive of Two thousand pesos (2,000.00) for the current semester
<ul style="list-style-type: none"> <li>• College level</li> <li>• Regular member for 1-2 years and Has not participated in any competition.</li> </ul>	Category-E Partial Socio Cultural Assistance	An incentive of One thousand pesos (1,000.00) for the current semester

## 1. SPORTS ASSISTANCE

**1.2.** The **Sports Assistance** is granted to students who represent the University in both athletic and sports activities and who actively participate and win in provincial, regional and national sports competitions.

### Recruitment System for Varsity Athletes

**A. Tryouts** – Usually done during the opening of the school year by the coach himself. This shall be given to the incoming first-year students.

**B. Intercampus Meet** -The Intercampus Meet is a good venue for selection/screening of athletes who come from the different campuses of the University.

**C. Palarong Pambansa** – Athletes who have participated during their high school level and will enroll in the university are automatically qualified.

**D.** Athletes who are recipients of medals during the National SCUAA Olympics are also qualified.

### Guidelines for Entrance to Sports Assistantship

1. The University shall provide entrance to sports assistantship.

2. The Screening Committee will be composed of the following:

- |   |            |
|---|------------|
| a. Sports Director                            | - Chairman |
| b. Socio-Cultural Coordinator                 | - Member   |
| c. Chairman of the Scholarship Committee      | - Member   |
| d. Campus sports coordinator of the applicant | - Member   |
| e. Coach                                      | - Member   |

3. The applicant athlete shall meet the approval of the majority of the Screening Committee.

### Documents needed for the endorsement of a sports and socio-cultural assistance to the University Student Scholarship Committee

- A report of attendance in every practice the team had as attested by a coach;
- Certificate of grades from the Registrar (*previous semester*);
- A photocopy of the Certificate of Enrolment;
- Certificate of ranks in the previous competitions where the team participated;
- A negative drug test result; and

f. Endorsement by the coach as approved by the Screening Committee.

A recommended varsity/athlete shall be required to fill-up an Application Form from the Office of the Director of Sports.

### **Guidelines for Joining Higher Competition**

Varsity athletes/teams shall be recommended for higher competition provided they meet the following requirements:

1. All out practice – manifests a hundred percent attendance during practice.
2. Team/athletes attitudes–the attitude or character shown during every game.
3. Coachability –the responses of the team to the challenges or plans as laid down by the coach/trainer.
4. Team camaraderie – proper coordination of the team practice.
5. Punctuality of every member in every scheduled practice.

### **CRITERIA, CATEGORY AND INCENTIVES FOR SKSU SPORTS ASSISTANCE**

<b>Classification</b>	<b>Qualifications</b>	<b>Incentive/Bonus</b>
Category A Full Sports Assistance (National)	<ul style="list-style-type: none"> <li>•90-100 percent attendance during practice</li> <li>•Must have reached higher meet (National)</li> <li>•Ranks in the national competition               <ol style="list-style-type: none"> <li>1. Team events                   <ol style="list-style-type: none"> <li>a. Must have landed in the top 3 ranks in the field of at least 7 participants or teams</li> <li>b. Runner-up in the field of 4-6 teams</li> <li>c. Champion in the field of 3 participants or teams</li> </ol> </li> <li>2. Individual events                   <ol style="list-style-type: none"> <li>a. Champion in the field of 4-6 participants</li> <li>b. Runner-up in the field of at least 7 participants</li> </ol> </li> <li>3. Possess good moral character.</li> <li>4. No vices shall be observed on him/her on and off the campus and competition period.</li> <li>5.No failures/INCs/dropped remarks in all academic subjects.</li> <li>6. Shall have the endorsement or the coach after meeting the following standards:                   <ol style="list-style-type: none"> <li>a. Excellent playing attitudes observed during actual games and practice</li> <li>b. Excellent skills or talent</li> <li>c. Teamship/s</li> <li>d. Coachability</li> </ol> </li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• An incentive of Five thousand pesos (5,000.00) for the current semester</li> <li>• One thousand pesos (1,000.00) allowance per participant during competition only.</li> <li>• Bonus for every participant for garnering gold, silver and bronze medals in individual or team events. The following are the additional cash incentives:               <ul style="list-style-type: none"> <li>• Gold Medal - Three Thousand Five Hundred Pesos (3,500.00)</li> <li>• Silver Medal-Two Thousand Five Hundred Pesos(2,500.00)</li> <li>•Bronze Medal-One Thousand Five Hundred Pesos(1,500.00)</li> </ul> </li> </ul>
Category B Partial Assistantship (Regional)	<ol style="list-style-type: none"> <li>1. 80-100 percent attendance during practice</li> <li>2. Must have reached higher meet (Regional)</li> <li>3. Rank in the Regional Competition;</li> <li>3.1Team events</li> </ol>	<ul style="list-style-type: none"> <li>• An incentive of Three Thousand pesos (3,000.00) for the current semester</li> <li>•Five hundred pesos (500.00) allowance per participant during competition only.</li> </ul>



	<p>a. Champion in the field of 2 teams/participants.</p> <p>b. Must have landed 3rd in the field of 4-6 participants/teams</p> <p>c. Must have landed in the top 4-5 rank in the field of at least participants/teams</p> <p>3.2 Individual events.</p> <p>a) A runner-up</p> <p>b) Rank 3 in TTS</p> <p>4. Possess good moral character.</p> <p>5. No vices shall be observed on him/her on and off in the campus and during the competition period.</p> <p>6. No failures/INC/Dropped remarks in all academic subjects.</p> <p>7. Shall have the endorsement of the coach after meeting the following standards:</p> <p>a. Excellent playing attitudes observed during actual games and practices</p> <p>b. Excellent individual skill.</p> <p>c. Teamship/camaraderie within the team on and off the playing court.</p> <p>d. Coachability</p>	<p>• Bonus for every participant for garnering gold, silver and bronze medals in individual or team events. The following are the cash incentives:</p> <p>• Gold Medal - Two Thousand Five Hundred Pesos (2,500.00)</p> <p>• Silver Medal - One Thousand Five Hundred Pesos (1,500.00)</p> <p>• Bronze Medal - One Thousand Pesos (1000.00)</p>
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#### **GENERAL GUIDELINES IN GRANTING AND MAINTAINING THE SPORTS AND SOCIO-CULTURAL ASSISTANTSHIP**

1. The interested student/member shall undergo screening by the designated Committee.
2. The assistantship shall be for one academic year only.
3. The same Committee shall select/reclassify regular members according to the categories.
4. The pre-annual screening/reclassification shall take effect immediately the following year.
5. A regular member shall carry a regular academic load.
6. A regular member must pass all the subjects/units enrolled in.
7. A regular member shall be allowed to make up for deficiency in any course enrolled in while officially participating in higher socio-cultural competitions recognized by the University.
8. He/She should be allowed to take special examinations a week after returning from official competitions/participation.
9. The participants shall be given due credit on their participation in the computation of grade in the Physical Education subject.
10. When a regular member has a failing grade, he/she will not be allowed to participate in a higher competition.
11. The participation will not be allowed if the member is found indulging in vices or violating other rules and regulations of the university.
12. In case of physical injury of a member during participation/performance approved by the University, the university shall provide assistance to the medical expense incurred by the participant.

#### **ARTICLE 9. Sports and Socio-Cultural Services**

**Sec. 1.** Every student of SKSU shall be entitled to use the University's athletic and socio-cultural facilities and equipment during the official time for free to develop his/her skills and talents.

**Sec. 2.** There shall be an In-charge for the Sports and Socio-cultural activities which shall formulate and implement the approved sports and sociocultural policies and shall administer its financial requirements subject to compliance of existing COA rules and regulations.

## **ARTICLE 10. Housing and Other Facilities**

**Sec. 1.** The University shall provide residence halls/dormitories for students where they are expected to reside, particularly for freshmen. Students not living in the University residence halls/dormitories shall be advised to reside in the homes or dormitories included in the duly accredited list of boarding houses as determined by the Office of the Director for Student Affairs.

**Sec. 2.** The residence halls/dormitory/boarding house shall be administered in accordance with the following rules:

- a. Each residence hall/dormitory/boarding house shall be supervised and monitored by the Office of the Student Affairs and Services in coordination with the Campus Director/Dean.
- b. Contractual employees or student assistants may be hired as the need arises, to help perform housekeeping and custodial responsibilities as well as the maintenance, orderliness, discipline, and improvement of the student's personal behavior and academic work.
- c. The financial operation and administrative direction of the residence hall/dormitory shall be the responsibility of the Dormitory Manager who shall request for repair and maintenance; and ensure the general well-being of the student occupants.

**Sec. 3.** The University, if possible, shall provide other auxiliary services to cater to the needs of the students like canteen or cafeteria; bookstore and supplies; recreational facilities; mails/telegrams/telephones; and lost and found services.

## **THE STUDENT ORGANIZATION**

### **ARTICLE 11. General Provision**

**Sec. 1.** A duly recognized student organization of the University or any of the University/Campus association, club, society and others whose members are bonafide students of this University.

### **ARTICLE 12. University Student Government**

**Sec. 1.** There shall be a University Student Government that will serve as the highest governing body of the students with the following functions:

- a. establish an integrated body which shall promote and safeguard the interests and welfare of the members of the organization;
- b. work actively in full cooperation with fellow students and the administration in the formulation and/or implementation of policies, plans, projects or measures for the development of the students and the improvement of the educational standards of the University;
- c. uphold the honor and dignity of the SKSU students by establishing an atmosphere of excellence along with their lines of endeavor;
- d. enhance the student's active participation in the educational, social, cultural, and spiritual and sports development programs and activities of the school and community as well.
- e. act as implementing arm in the Values Restoration Program (VRP) of the University; and
- f. spearhead in the Clean and Green Program (CGP) of the institution.

**Sec. 2.** As provided by law, the President of the University Student Government shall serve as a member of the Board of Regents during his/her term of office.

**Sec. 3.** The President of the University Student Government shall also be allowed by invitation to represent the students in the Executive Committee, Administrative, and Academic Council Meetings during his/her term.

**Sec. 4.** The elected USG President shall automatically represent the students to the Board of Regents and major decision/s shall be referred to the majority of the students through a resolution.

**Sec. 5.** The USG is composed of the following elected officers: President, Vice-President, 12 Senators elected by the organization during the scheduled Annual Student Leadership Training and Seminar Workshop and one (1) USG Campus Representative who shall be the elected SBO Governor per Campus to represent respective campuses including the Laboratory High School. WE LEAD is the Official name for the Leadership Training implemented every first semester and USOC (University Student Organizations Convention) implemented in the second semester of the academic year.

**Sec. 6.** Only Student Body Organization Officers elected per campus shall be allowed to run in a specific position and shall have the voting capacity.

**Sec. 7.** The President has the power to select an Executive Secretary and Treasurer, but appointment shall be held upon the approval of the majority policy-making body.

**Sec.8.**The Qualifications for Officers of the USG shall be the following:

**a. President**

- Must be an Incoming regular Junior College Student (3rd year in a 4-year curriculum);
- Must be a bonafide student of SKSU;
- Must have at least one year term in office as an SBO Officer in his/her respective campus;
- Must not hold any position in other clubs or organizations; and
- Must be officially enrolled in any of the campuses of the University.

**b. Vice President**

- Must be an incoming regular Junior College student (3rd year in a four-year curriculum);
- Must be a bonafide student of SKSU, and
- Must have at least one year in office as an elected SBO Officer in his/her respective campus.

**c. Senators**

- Must be an incoming 2<sup>nd</sup> or 3<sup>rd</sup> year in a four-year curriculum regular college students of any course and campus who has the experience of being an officer in any organization;
- Must be a bona fide student of SKSU; and
- Must be an SBO Officer in his/her respective campus.

**d. USG Representative**

- A USG representative is the elected SBO Governor of the respective campuses and one (1) laboratory high school representative, preferably the governor.

**Sec. 9.** Sec. 9. A student who will run in any USG position must neither be an Editor-in-Chief in any campus publication nor hold major positions in any clubs or organizations.

**Sec. 10.** Any student who runs for any USG position should meet the following requirements:

1. Present a Certificate of Good Moral Character duly signed by his/her Campus Registrar and noted by the Campus Director/Dean.
2. Present a certification from the Registrar's office that he/she has passed all subjects taken during the preceding semester to include PE and NSTP.
3. Has a regular number of academic units required by the course curriculum of the current semester.
4. Has completed at least one year of residency during the time of the election.

### **ARTICLE 13. CAMPUS STUDENT BODY ORGANIZATION**

**Sec. 1.** There shall be a Student Body Organization (SBO) in each campus with the following functions:

- a. adopt its own Constitution and By-Laws for the governance of their organization in their respective campuses but not to contradict with the USG Constitution and By-Laws;
- b. foster the intellectual, cultural, spiritual and physical growth and development of the students;
- c. develop a favorable school climate among the students and promote their general welfare;
- d. organize and initiate student activities in accordance with the existing rules and regulations;
- e. inform or consult the President of the University through the Campus Director/Dean, Office of Student Affairs, Vice President for Academic Affairs on matters affecting the students.

**Sec 2.** Each campus SBO shall be composed of the following duly elected officers: Governor, Vice Governor, and eight (8) Board members whose qualifications are as follows:

- a. **Governor** – Incoming regular college junior student (3rd year in four-year curriculum). Must be a bona fide student of SKSU.
- b. **Vice-Governor** – Incoming regular college junior student (3rd year in a four-year curriculum) Must be a bonafide student of SKSU.
- c. **Board Member** – Incoming 2<sup>nd</sup> or 3<sup>rd</sup> in a four-year curriculum regular college student. Must be a bonafide student of SKSU.
- d. A candidate for graduation or a graduating student is not allowed to run for any position.

**Sec. 3.** The requirements of SBO Officers shall be the following:

1. Present a Certificate of Good Moral Character duly signed by his/her Campus Director/Dean.
2. Present a certification from the Registrar's office that he/she has passed all subjects during the preceding semester to include P.E. and NSTP.
3. Has a regular number of academic units required by the course curriculum of the current semester.
4. Has completed at least one year of residency during the time of the election.
5. If any elected SBO Officers except the Governor of the campus will be elected as USG President, he/she shall vacate the position.
6. In case of vacancy, the rule of succession shall be applied.

#### **1. DEPARTMENT/CLASS/CLUB**

**1.1. The composition of Department Officers:** Mayor, Vice-Mayor, Secretary, Treasurer, Auditor, PIO, 2 Business Managers, and 2 Sergeant-at-arms and one (1) year level representative.

**1.2. The composition of Class/Club Officers:** President, Vice-President, Secretary, Treasurer, Auditor, PIO, 2 Business Managers, and 2 Sergeant-at-arms.

#### **Qualifications:**

- a. **Mayor/President** – Regular college junior student (3rd year in a four-year curriculum).

- b. **Vice-Mayor/Vice-President** – Regular college student sophomore student (2nd or 3rd year in a four-year curriculum).
- c. **Lower Position** – regular 2<sup>nd</sup> or 3<sup>rd</sup> in a four-year curriculum) students
- d. A candidate for graduation or a graduating student himself is prohibited to run for any position.
- e. Other criteria or requirements may be formulated by the class/clubs but not to contradict with that of SBO.

## **ARTICLE 14. SUPERVISION OF STUDENT ORGANIZATION AND ACTIVITIES**

**Sec. 1.** All student organizations shall be directly under the general supervision of the Director for Student Affairs who shall work in close coordination and consultation with the SBO Advisers and Campus Directors/Deans concerned.

**Sec. 2.** Every student organization shall have an Adviser with permanent status of employment, designated by the Campus Director/Dean.

**Sec. 3.** No student organization may hold any meeting or undertake any activity for any purpose without prior approval from concerned authorities.

**Sec. 4.** No student organization shall be allowed to function without a Constitution and By-Laws and compliance of Certificate of Accreditation/ Registration from the Office of the Student Affairs upon the recommendation of the faculty adviser duly noted by the Campus Director/Dean.

**Sec. 4.** There shall be a Committee on Student Organizations and Activities who shall coordinate and supervise University-wide student organizations in accordance with the existing laws, rules, and regulations. The Committee may be composed of the Director for Student Affairs as Chairman, Student Regent, USG Adviser, and SBO Advisers.

**Sec. 5.** No student organization shall be allowed to conduct fund-raising activities without prior authorization or approval from the concerned authorities. The disbursement of funds collected shall be subject to existing laws, rules, and regulations.

**Sec. 6.** No student organization shall be allowed to conduct collection of funds, contributions and fund-raising activities without prior authorization or approval of Activity/Project Design from the concerned higher authorities of the university. The disbursement of funds collected shall be subject to existing laws, rules, and regulations.

**Sec. 7.** All student organization activities shall have an Activity/Project Design with required documents to be reviewed and checked by the Campus SBO Adviser, signed by the Campus Director/Dean, recommended by the OSAS to the OVPAA and approved by the Office of the President. They shall also be subject to the existing rules and regulations of the university and those that the Board of Regents may hereafter promulgate.

## **ARTICLE 15. Elections**

**Sec. 1.** The SBO Election shall be held during the third week of August of every year.

**Sec. 2.** The USG Election shall be conducted during the Annual Leadership Training Seminar and Workshop (**WE LEAD**).

**Sec. 3.** Department, class/clubs elections shall be scheduled two weeks after the start of the classes of the 1st semester.

**Sec. 4.** In case the elected SBO/USG officer decides to transfer to another school or is removed from the office for one reason or another, and in case of a vacancy, the rule of succession shall be applied.

**Sec. 5.** In case the SBO/USG officer is found out to have incurred a failing grade during the 2nd semester, he/she shall be removed from the elective office.

**Sec. 6.** A Committee on Election shall be composed of SBO Advisers for USG election and Class Advisers for SBO election.

**Sec. 7.** Laboratory High School SBO officers have no voting capacity in the election of the USG Officers.

## **ARTICLE 16. CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES**

### **General Provision**

**Sec. 1.** Participation in co-curricular and extracurricular activities shall be encouraged to promote leadership and social awareness for constructive purposes.

**Sec. 2.** All activities shall have an activity design duly approved by the concerned offices of the campus and the University. Such activity design must be submitted and accomplished prior to the conduct of the activity.

**Sec. 3.** Activities conducted should have proper documentation to include pictorials, narrative reports, evaluation, attendance, audited financial report and other reports which are deemed necessary duly attested by the concerned Adviser/Moderator and noted by SBO Adviser and Campus Director/Dean.

**Sec. 4.** Students' participation in such activities shall not excuse them from attending classes and fulfilling other requirements. Such participation shall be their own personal responsibility unless such activities have been duly approved by proper concerned authorities of the university.

**Sec. 5.** All co-curricular and extra-curricular activities of the University/Campus shall be suspended one week before the mid-term examination and two weeks before the final examination. Activities shall be reflected in the approved Calendar of Activities.

**Sec. 6.** The Vice President for Academic Affairs through the Director for Student Affairs, in consultation with the Campus Directors/Deans and the Student Government, shall formulate policies and guidelines on the conduct of co-curricular and extracurricular activities of students, subject to the approval of the Academic Council and confirmation by the Board of Regents.

## **ARTICLE 17. EDUCATIONAL TOURS/FIELD TRIPS/OFF-CAMPUS ACTIVITIES**

**Sec. 1.** Planning for educational tours or field trips outside of the University, whether subject-related or not, should be done with the utmost discretion and in cognizance of the existing laws, rules, and regulations. Proper coordination and detailed preparation by the parties concerned should be done before presenting these plans to the Office of the President through the Office of the Vice President for Academic Affairs and the Office of Student Affairs. The following guidelines should be followed:

- a. Educational/Field Trip should be reflected in the course syllabus;
- b. Such trips should be calendared at the start of the class, and approved by the University authorities;

- c. Participation shall be allowed only after satisfying the requirements such as approved invitation letter or program, approved travel request, the itinerary of travel, notarized parent's consent and waiver, medical certificate duly signed by the Doctor, approved itemized contributions, and approval from the agencies to be visited;
- d. Contribution for the trip/off campus activities which would cover expenses like fare, food, lodging, etc. shall be stipulated in the activity design for approval of the concerned authorities of the university.
- e. The official permit/approval of the trip shall be available two weeks before the actual trip.
- f. Evaluation report including proper documentation to include pictorials, narrative reports, evaluation, attendance, audited financial report and other reports which are deemed necessary duly attested by the teacher in charge and noted by the Program Head and Campus Director/Dean shall be submitted to the Office of Student Affairs 10 days after the trip.

## **ARTICLE 18. Other Activities**

**Sec. 1.** The students shall participate actively in other required activities such as:

- a. Kambuniyan activities;
- b. University Day Celebration;
- c. Intramural Meet;
- d. Inter-campus Meet;
- e. Socio- cultural, Moral, Spiritual; and
- f. Other activities.

## **ARTICLE 19. Collection and Utilization of Fines and Other Contributions**

**Sec. 1.** Collection of Fines and Other Contributions

- 1. All fines must be uniform in terms of monetary consideration. Following the standard monetary penalty: for SKSU/Province-wide activities, a penalty of Php75.00 per day of every activity is allowed; for campus wide, Php50.00 per day of every activity; for department and club activity, Php25.00 per day of every activity.
- 2. The student can either choose to pay the imposed fines or he/she shall render service in his/her respective campus such as cleaning and other forms of services equivalent to the number of hours of absence which is computed at Php50.00 per hour.
- 3. The excuse from the activities shall be done by working students together with a Certification from the Employer that he/she is working and submit it at the start of the class in the SBO office. Students on OJT or internship shall be excused for valid reasons as may be evaluated by the SBO Adviser. In addition, parent-students shall also be excused from activities provided that he/she shall present a Birth Certificate of his/her child and a Marriage Certificate at the start of the class in the SBO office.
- 4. All payments of penalties must be properly receipted. The official receipt is provided by the USG which is available at the Office of the Student Affairs.
- 5. Collections of fines and excess local funds from student contributions shall be deposited in the bank/coop before the semester ends with the following signatories: Adviser, Treasurer and another representative as agreed by the organization.
- 6. Financial Reports with proof of evidence of any student organizations with collected funds shall be submitted to the Office of the Student Affairs at the end of each semester and as a requirement for student organizations accreditation.
- 7. All student organizations with collected funds shall participate in the presentation of financial reports for transparency during the general assembly of the students spearheaded by the Campus Student Body Organization and Adviser in the first

semester of the academic year. A Certificate of Compliance shall be issued by the Campus SBO as one of the requirements for student organization accreditation. An accomplishment report signed by the Campus SBO adviser and approved by the Campus Director shall be submitted by the Campus SBO to the Office of the Student Affairs and Services for records and reference.

**Sec. 2. Utilization of Student Fees, Collected Fines, and Other Contributions:**

**Sec. 2. 1. Utilization of Student Fees (USG/SBO Fees)**

Tangible Project	- 50%
Implementation of Programs/Activities	- 40%
Office Supplies & Operating Expenses	- 10%
Total	-100%

**Sec. 2. 2. Utilization of Collected Fines, and Other Contributions:**

Tangible Project	- 50%
Office Supplies & Operating Expenses	- 20%
Support for Accreditation and other Activities	- 30%
Total	-100%

**ARTICLE 20. STUDENT PUBLICATION**

**Section 1. Philosophy, Goals, and Objectives**

- a. The student publication shall define its philosophy, goals, and objectives for the information and guidance of the students, members of the academic community, of the University and of the general public.
- b. The philosophy, goals, and objectives of the student publication shall support the University in the quest for educational excellence, particularly in the improvement of instruction, promotion of research, and involvement in meaningful activities of the community.
- c. The student publication shall maximize its leadership and influence to foster and enhance the attainment of the goals of institutional, regional and national development.

**Section 2. Statement of Principles**

- a. Freedom of expression which subsumes free speech, press and assembly is an inalienable and cherished right that is enshrined and guaranteed by the Philippine Constitution and existing law as well as national policies and democratic traditions.
- b. Freedom of expression is the mother of all human rights and for as long as this freedom exists; violation of other rights can be prevented and denounced.
- c. Freedom of expression like other human rights is neither absolute nor unbounded; the right imposes the correlative duty to exercise it responsibly with due regard for the rights of others in the larger interest of harmony and welfare of society and to preclude mob rule.

**Section 3. Organization and Recognition**

- a. There shall be a University Student Publication other than the campus student publication which shall be the official organization of the students of the University, anchored on the principle of freedom of the press and the same shall be financed with such sum which may be allotted from the publication fees paid by the students.
- b. Student publication and its mechanism for implementation shall be established, organized and maintained in the University only after prior recognition and authorization must be obtained from the administration.

**Section 4. Selection and Qualification Standards for University Student Publication**



- a. The Editor-in-Chief, Associate editor, Section editors and Business circulation manager are the chief staff members of the student publication.
- b. The reporters, artist/layout staff, encoders, among others, compose the support personnel of the publication who shall assist the chief staff members in the performance of their official functions.
- c. The Editorial Board of the University Publication shall be chosen from among the Campus Publication Advisers through voting to be recommended by the Director for Public Relations and Information and approved by the University President.
- d. The senior staff members of the Campus Publication shall be chosen through interviews and competitive examination to be conducted by the Committee, recommended by the publication Adviser and approved by the Campus Directors/Deans and furnished the Office of the Director for Public Relations and Information.
- e. To qualify for the examination, the Committee/Adviser shall determine a general weighted academic average requirement from all candidates and shall include a provision that the candidates shall have no failing grades. Further, good and unblemished character and reputation and with potential experience in campus journalism shall be considered by the Committee/Adviser.
- f. In the event of a vacancy in the above-mentioned positions by reasons of death, illness, transfer, removal from office, resignation and/or similar causes, the same shall be filled up immediately according to the next-in-rank rule. In cases where the next-in-rank rule cannot apply, the screening and appointment shall be made by the Editor-in-Chief, subject to the approval of the Adviser.

#### **Section 5. Powers, Duties, and Privileges of the Publication Staff**

- a. The powers, duties, and privileges of the student publication staff, including disciplinary actions against them, shall be subject to the policies/guidelines formulated by the Office of the Director for Public Relations and Information and shall be confirmed by the Academic Council.
- b. Only the members of the publication shall determine the content of the student publication. The editor and members of the staff are fully responsible for any consequences arising out of the publication of any editorial, comment, article, or other material.
- c. The Campus Director/Campus Dean shall designate the Campus Publication Adviser based on the competence in the field and approved by the President, subject to existing internal policies, rules, and regulations. The functions of the Adviser shall be limited to technical guidance.
- d. Student papers shall enjoy the right of access to University records unless otherwise provided by law.

### **ARTICLE 21. CODE OF STUDENT CONDUCT AND DISCIPLINE**

#### **Basis of Conduct and Discipline**

The University promulgates these rules to recognize that values and character are important aspects of a student's life in terms of establishing honor and stirring excellence.

As a student's holistic development is the primary goal of every educational institution, the University is committed to inculcate in its students a sense of fairness, justice and reasonable moral standards that further learning and raises wisdom and upholds integrity. The University therefore sees the need to adopt these rules to provide an environment for students' potential to flourish and a venue conducive to learning and advocating principles of accountability.

While the University respects the students' right of freedom of expression and association, these rights must be subjected to reasonable standards to ensure that these rights are exercised well within constitutional and statutory limitations.

These rules are adopted to ensure that due process is always upheld and that penalties and other forms of student discipline are imposed in accordance with these duly promulgated rules. The proceedings therefore under these rules are administrative in nature and not open to the public and the Rules of Court or any other rules of quasi-administrative bodies shall not apply.

To ensure that students are given credit only on those that are properly attributable to them, the faculty has the right to define standards of intellectual honesty on students such that any violation of the same cannot be countenanced and must be dealt with accordingly.

At all times, every student must observe, follow and abide by all the laws of the land and all the policies and regulations adopted by the University. The investigation, disposition and corresponding sanction on a student disciplinary case shall follow the procedures set in this Code.

Every student shall observe at all times the pledge of loyalty and discipline to the University.

The maintenance of student conduct and discipline is anchored on the willful and voluntary acceptance by the student of all policies, rules and regulations prescribed by the University as signified by their enrolment pledge and the guidance and counseling provided by the faculty who shall be exercising substitute parental authority.

All University personnel are mandated to enforce and supervise overall compliance with this Code in their respective areas of responsibility. For the purpose of implementing University policies, rules and regulations and the provisions of this Code, the President, Vice Presidents, Deans, Campus Directors, Division Directors, Chairmen, and members of the faculty and security force are all deemed agents of persons in authority.

### **Sec. 1. Applicability**

This Code shall apply to all bonafide students of the University including all its other systems. The existing pertinent laws and regulations of the duly constituted authorities of the Republic of the Philippines shall be supplementary to the provisions hereof.

### **Sec. 2. General Provision**

2.1. Every student shall obey the laws of the land, the rules and regulations of the University and the accepted standards of society.

2.2. The definition and/ or specification of certain offenses or breaches of discipline, formulated by the Academic Council and approved by the Board of Regents, shall not be construed to exclude other offenses or breaches against the rules of discipline promulgated by the offices of the University President, Campus Director/s, Dean/s or by the University Student Discipline Committee or Campus Student Discipline Committee, as the case may be, in cases not provided by said bodies as approved by concerned authorities.

2.3. The composition of the University Student Discipline Committee (USDC) is: Director for Student Services and Affairs, Head of the Legal Affairs, Director of the Guidance and Testing Center, President of the University Student Government and Concerned Campus Director and/or Dean.

The provisions of this chapter shall apply to all bonafide students of the University, for offense/s committed within the University jurisdiction and the provisions herein shall likewise apply for offense/s committed outside the university jurisdiction whenever applicable. The existing pertinent laws and regulations of the Philippines shall be supplementary to the provisions hereof so far as practicable.

No disciplinary proceedings shall be instituted except for conduct prohibited by these rules, by law or by the rules and regulations promulgated by duly constituted authority of the University.

### Definitions

For purposes of this Code, the following terms shall be defined thus:

1. **Academic activity** – any activity that involves academics such as but not limited to, classes, tutorials, seminars, conferences, lectures, examinations, fulfillment of academic requirements and others.
2. **Academic year** – as determined by the University.
3. **Actual damages** – as defined by law.
4. **Admonition/ reprimand** – a written or oral, formal reproof.
5. **Alternative Dispute Resolution (ADR)** – any process to amicably settle a dispute involving less serious misconduct by which the dispute is resolved by the parties themselves with the assistance of a neutral third party, which includes mediation and conciliation.
6. **Apology** – a signed and accepted written expression of contrition or remorse for wrong done.
7. **Clearance** – a written certification from the University that the student is cleared of all accountabilities.
8. **College** – all academic units such as but not limited to College, School, Institute, Center or Program.
9. **Community service** – any rehabilitative activity as provided by the disciplinary authority designed to provide for the public good in keeping with the overall goals of the community, and agreed upon by the disciplinary authority and the respondent/s, provided that it should not displace regular employees, supplant employment opportunities ordinarily available, or impair contracts for services.

Formula to convert suspension to community service:

Using fifteen (15) units as the minimum full load, fifteen (15) hours per week of community service will be deemed equivalent to a suspension of one (1) week. For example, a two-week suspension may be converted into thirty (30) hours of community service. Community service may be rendered within a period that is not more than two (2) times the length of the suspension.

Suspension	Equivalent in Community Service	Maximum Period of Implementation
1 week	15 hours	2 weeks
1 month	60 hours	2 months
1 semester	15 hours/ week throughout the semester	2 continuous semesters

Only corrective measures of one-semester suspension or less may be converted to community service. However, in cases of intellectual dishonesty, fraud and harm to persons, community service does not apply.

10. **Day, week, month, year** – “It shall be understood that years are of three hundred sixty-five days each; months, of thirty days; days, of twenty-four hours; and nights, from sunset to sunrise. If months are designated by their name, they shall be computed by the number of days which they respectively have. In computing a period, the first day shall be excluded and the last day included.”<sup>2</sup>

11. **Expulsion** – permanent disqualification from attendance in the University including all its system.
12. **Fraud** – deliberately making a false statement and practicing any deception for financial or personal gain.
13. **Gambling** – any activity that involves wagering of money or something of material value on an event with an uncertain outcome with the primary intent of winning additional money and/ or materials goods, without prejudice to fund-raising activities by student organizations expressly allowed by the University, such as bingo and raffle.
14. **Hearing** – an opportunity for the parties to be heard.
15. **Intellectual dishonesty** – any fraudulent act performed by a student to achieve academic advantage or gain for oneself or others, including but not limited to:
  - a. **Plagiarism**, defined as the appropriation of another person's ideas, processes, results or words without giving appropriate credit;
  - b. **Fabrication**, defined as the making up data or results' falsification, or manipulating research materials, equipment, or processes or changing or omitting data or results such that the research is not accurately represented in the research record; distortion and/ or destruction of data;
  - c. **Copying** or providing the means or accessing means to copy exam answers, homework, projects, laboratory experiments, term papers, etc., possession and/ or use of cheat devices during an examination; allowing another person to take an examination in one's name, and/ or impersonating another student or allowing someone to impersonate oneself in an academic activity; and manipulating a corrected exam paper;
  - d. Submission of the same work in two or more courses without the instructor's consent; and
  - e. Other acts analogous to a, b, c and/ or d.
16. **Intellectual property** – as defined by the University Intellectual Property Rights Policy.
17. **Official Report** – includes any report duly submitted in writing to any proper authority in the University by a faculty member, member of the University security force, or any officer of a college or unit, or any officer of the University administration.
18. **Reparation** – appropriate compensation to the aggrieved party for damage and/ loss.
19. **Reprimand**- to criticize usually gently so as to correct a fault and for purposes of this code shall require community service at the minimum of forty (40) hours and a maximum of one hundred (100) hours.
20. **Registered Student Organization** – a group of students officially registered by the University or College.
21. **Restitution** – return of property to reverse unjust enrichment.
22. **Rules of Court** – the rules promulgated by the Supreme Court which apply to judicial proceedings.
23. **Semester** – academic period as determined by the University.
24. **Student** – any individual admitted to and registered in a degree or non-degree program, or cross-registered in any course of the University on a regular or part-time basis, including one who is officially on leave of absence; and who has not yet been separated from the University formally through either transfer, graduation, honorable or dishonorable dismissal, expulsion or expiration of the period allowed for maximum residence, at the time of the commission of the misconduct, regardless of whether or not he/ she is enrolled in any units of the University at the time of the filing of the charge or during the pendency of the disciplinary proceedings against her/ him.
25. **Suspension** – an involuntary, temporary leave from the University wherein a student may not be allowed to enroll and shall not:
  - a. attend class and academic activities;

- b. use campus facilities, including but not limited to athletic facilities, libraries, and computer laboratories, except dormitories for dormitory residents under suspension for less than one (1) semester;
- c. enter academic buildings and their premises;
- d. participate in student activities within the University premises;
- e. take exams; and
- f. avail of any other privilege attendant to being a SKSU student.

**Note: The student ID shall be deposited to the Registrar for safekeeping while suspension is being served.**

- 26. **University Official** – for purposes of this Code, includes all University employees, such as teaching and non-teaching staff, regular and contractual, and independent contractors.
- 27. **University premises** – as defined by the University's Certificate of Title or any other proof of ownership, including those of the other systems.

All terms, unless specifically defined, should be understood in their ordinary meaning, not inconsistent with other existing University rules and regulations.

## **ARTICLE 22. NORMS OF CONDUCT AND DISCIPLINE**

**Sec. 1.** For the guidance of all concerned, the following Norms of Conduct and Discipline of students are hereby promulgated:

- a. **Moral Character.** A student is imbued with moral character, among other qualities:
  - 1. He/She has learned to act, live and think as a person whose values, attitudes and convictions are in accord with the University Ethical Norms of Right Reason and the accepted values and approved levels of conduct in the society where he/she lives;
  - 2. He/She resolves his/her problems and conflicts without prejudicing others and should be brought to proper channels.
  - 3. He/She develops temperance and modesty in words and in actions especially against vices, e.g. gambling, drinking liquor, drugs, hypersexuality and aberrations, etc.;
  - 4. He/She lives by the precepts of love, justice, equality, compassion and concern for others; and
  - 5. He/She respects the right of others as he would want his/her right to be respected.
- b. **Personal Discipline.** A student is imbued with personal discipline, among other qualities:
  - 1. He/She devotes himself/herself to the fulfillment of his/her obligations and considers his/her rights as means to or rewards for the same;
  - 2. He/She learns to forego the enjoyment of certain rights and privileges that others who are more in need may be benefited and for the greater good of the society/ies;
  - 3. He/She resolves his/her problems and conflicts without prejudicing others;
  - 4. He/She is tolerant of others, and humble to accept what is better than his/her;
  - 5. He/She develops temperance and modesty in words and in actions, especially against vices, e.g. gambling, drinking liquor, drugs, sexual excesses and aberrations, etc.;
  - 6. He/She possesses right reasoning, guides and controls his/her life, actions and emotions; and
  - 7. He/She practices and internalizes the university core values (PRIZE).
- c. **Civic Conscience and Patriotism.** A student is imbued with civic conscience and patriotism. Among other qualities:
  - 1. He/She devotes himself/herself to the growth and development of the Philippines;
  - 2. He/She puts the welfare of the entire country above his/her personal, family and community interest;
  - 3. He/She settles all disputes, problems, and conflicts through the channel provided by law and society;
  - 4. He/She strives to bring about necessary changes through peaceful means; and

5. He/She promotes love and respect for the environment.

## **ARTICLE 23. GROUNDS FOR STUDENT DISCIPLINARY ACTION**

Sec. 1. A student shall be subject to disciplinary action after due process for any of the following offenses with corresponding penalties:

**Intellectual Dishonesty**<sup>3</sup> - committing any form of intellectual dishonesty such as, but not limited to:

<b>Acts of Misconduct</b>	<b>Corrective Measures</b>
Plagiarism	Suspension for a minimum of one (1) semester, to expulsion for the first violation; Expulsion for the second violation.
Fabrication, falsification, distortion and/ or destruction of data	Suspension for a minimum of one (1) semester, to expulsion for the first violation; Expulsion for the second violation.
Copying or providing the means or accessing means to copy exam answers, homework, projects, laboratory experiments, term papers, etc., possession and/ or use of cheat devices during an examination; allowing another person to take an examination in one's name, and/ or impersonating another student or allowing someone to impersonate oneself in an academic activity; and manipulating a corrected exam paper.	Invalidation of the Examination paper and suspension for 1 week for the First violation; Suspension for a minimum of two (months to one (1) semester for the second violation. Expulsion for the third violation
Submission of the same work in two or more courses without the instructor's consent, only in instances when the instructor is a co-author.	Suspension for a minimum of one (1) month to two (2) years for the first violation; Expulsion for the second violation
Other acts analogous to all the above mentioned acts	Suspension for a minimum of one (1) semester, to expulsion for the first violation; Expulsion for the second or third violation. Additional corrective measures for acts of intellectual dishonesty: <ul style="list-style-type: none"><li>• Withdrawal of degree</li><li>• Withdrawal of honors</li><li>• Disqualification from graduation with honors</li><li>• Cancellation of registration</li><li>• Withdrawal of certain privileges provided by and resources of the University</li></ul>

**FRAUD**<sup>4</sup> - making a false statement and practicing any deception such as, but not limited to, in connection with:

<b>Acts of Misconduct</b>	<b>Corrective Measures</b>
Admission to the University	Admission shall be declared null and void and shall be permanently disbarred from admission

<p>Registration and/ or Retention Policy in the University</p>	<p>Suspension for a minimum of one (1) semester, to expulsion for the first violation; Expulsion for the second violation.</p> <p>Additional corrective measures:</p> <ul style="list-style-type: none"> <li>• cancellation of registration in the course/s for which the fraudulent act was committed</li> <li>• no refund of tuition fees and other fees</li> <li>• disqualification from graduation with honors</li> <li>• withdrawal of degree upon recommendation of the disciplinary body</li> </ul>
<p>Application to and/ or receiving any scholarship or grant funded or managed by the University and its affiliated institutions</p>	<p>For the first violation:</p> <ol style="list-style-type: none"> <li>1. Suspension for a minimum of one (1) semester, to expulsion;</li> <li>2. Payment of the difference between the re-assessed amount and the amount that was paid by the student or reimbursement of the full cost of the grant, its processing, plus interest; and</li> <li>4. disqualification from graduation with honors</li> </ol> <p>Additional corrective measures:</p> <ul style="list-style-type: none"> <li>• permanent disqualification from all scholarships or grants funded or managed by the University and its affiliated institutions.</li> <li>• For the second violation: Expulsion plus payment of the difference between the reassessed amount and the amount that was paid by the student; and/ or reimbursement of the full cost of the grant, its processing, plus interest.</li> </ul>
<p>Stealing/malversation/misuse of funds collected in connection with student activities</p>	<p>For the first violation:</p> <ol style="list-style-type: none"> <li>1. suspension for a minimum of one (1) semester to expulsion;</li> <li>2. restitution, or return of the funds times three of the value of the amount to the rightful owner;</li> <li>3. reparation, or compensation to the aggrieved party for damage or loss; and</li> <li>4. disqualification from graduation with honors.</li> </ol> <p>Provided that if the misconduct is committed by two (2) or more persons acting in concert, the corrective measure of suspension shall be for a minimum of one year to expulsion.</p> <p>Provided further that, in cases where the fund or money is lost due to a fortuitous</p>

	<p>event (e.g. robbery and/ or theft), the penalty shall be mitigated</p> <p><b>For the second violation:</b></p> <ol style="list-style-type: none"> <li>1. expulsion;</li> <li>2. restitution, or the return of the funds to the rightful owner; and</li> <li>3. reparation, or compensation to the aggrieved party for damage or loss.</li> </ol>
Registration of Student Organizations	<p>Suspension for a minimum of one (1) semester, for the first violation; Suspension for one (1) academic year; Expulsion for the third violation. Additional corrective measures:</p> <ul style="list-style-type: none"> <li>• disqualification from graduation with honors</li> </ul>
Use of university facilities by or in the name of student organizations	<p>For the first violation: Suspension of officers and students who applied for the use of the University facilities under the name of the organization for a minimum of one (1) semester; they shall be solidarily liable for the payment of the actual cost of use of the facility; For the second violation: Suspension of one (1) academic year. For the third violation: Expulsion Additional corrective measures:</p> <ul style="list-style-type: none"> <li>• disqualification from graduation with honors</li> </ul>
Use of Intellectual Property of the University, which results in gain, material or otherwise	<p>Suspension for a minimum of one (1) semester, to expulsion for the first violation; Expulsion for the second violation. Additional corrective measures:</p> <ul style="list-style-type: none"> <li>• disqualification from graduation with honors</li> </ul>

#### **HARM TO PERSONS<sup>5</sup>**

<b>Acts of Misconduct</b>	<b>Corrective Measures</b>
Creating and/ or engaging in disorder, tumult, breach of peace, or serious disturbance such as, but not limited to, rumbles, within the University premises, resulting in harm to persons; Mass action and subversive activities including but not limited to joining, instigating or leading rallies, demonstrations, and other forms of unapproved or unauthorized group actions and mobilizations which create disorder or would result to harm to persons;	<p>For the first violation, suspension for one (1) academic year to expulsion.</p> <p>Provided, that if the misconduct is committed by two (2) or more persons acting in concert, the corrective measure shall be as follows:</p> <ol style="list-style-type: none"> <li>1. For the first violation, suspension of the students involved in the disorder for one (1) semester to one (1) academic year;</li> <li>2. For the second violation, expulsion.</li> </ol>



	<p>Provided further, that if the misconduct involves the use of objects, such as but not limited to, firearm, knife, or any dangerous or deadly weapon, without license or permit to carry the same, the corrective measure shall be expulsion.</p>
<p>Attacking a person resulting in physical and/ or psychological injury; any form of violence, fighting or resorting to physical force to settle dispute inside or within two hundred (200) meters away from the university enclosure</p>	<p>For the first violation, the corrective measure shall be:</p> <ol style="list-style-type: none"> <li>1. If the person is medically certified to have sustained injury and incapacitated to attend classes from 1-9 days. Suspension for 1 semester;</li> <li>2. If the victim is hospitalized and or incapacitated for 10-30 days as a consequence of the act; expulsion;</li> <li>3. If the victim is hospitalized at least seven (7) days as a consequence of the act, suspension for one (1) year to expulsion; and</li> <li>4. If the victim dies as a result of the act, expulsion.</li> </ol> <p>Provided further, that if the physical attack is committed by two or more persons acting in concert, the corrective measure shall be expulsion.</p> <p>For the second violation, expulsion.</p> <p>Provided further, that the party who shall be proven to have acted in self-defense shall be exempted from the punishment.</p>
<p>Engaging in any of the acts described in RA 8049, otherwise known as the Anti-Hazing Law;</p>	<p>Expulsion of the officers of the organization and members involved in the act.</p> <p>The neophyte who allows herself/ himself to be subjected to such rites and rituals shall be suspended for one (1) week to one (1) semester and shall be required to undergo counseling. The parent/s or guardian/s of the student shall be notified.</p>
<p>Disrespect towards faculty, staff, stakeholders, peer which includes, but not limited to, insulting, discriminatory and or threatening behavior.</p>	<p>First Offense: Suspension for 1 semester and submit verified written letter of apology acceptable to the offended party.</p> <p>Second Offense :Suspension for 1 academic year and submit verified written apology acceptable to the offended party.</p> <p>Third Offense : Expulsion</p> <p>Provided that if the misconduct is committed by two or more persons acting in concert, suspension for a minimum of one (1) academic year and a written apology acceptable to the offended party to expulsion.</p> <p>Refusal to provide a verified written apology acceptable to the offended party will result in expulsion. The apology should be written and sent to the offended party within fifteen (15) days from receipt of the suspension order.</p>

All acts described in the Anti-Sexual Harassment Act of 1995 (R.A. 7877) and its Implementing Rules and Regulations (IRR) approved by the Board of Regents.	<p>Refer to the Rules of the Gender and Development Office (GAD)</p> <p>Possible additional corrective measure: Disqualification from graduation with honors, and or expulsion.</p>
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#### **DAMAGE TO PROPERTY <sup>6</sup>**

<b>Acts of Misconduct</b>	<b>Corrective Measures</b>
Damaging or defacing property within University premises, including but not limited to, littering, vandalism, connecting or disconnecting electrical wires and plumbing device without permission from the authorities concerned	<p>First Offense : Suspension for one (1) semester</p> <p>Second Offense: expulsion</p> <p>Third offense: Suspension for one (1) semester to expulsion.</p> <p>Provided, that if the misconduct is committed by two (2) or more persons acting in concert and/ or committed on the occasion of violent confrontation or any similar disturbance, the corrective measure shall be as follows:</p> <ol style="list-style-type: none"> <li>1. For the first violation, suspension for one (1) month to expulsion;</li> <li>2. For the second violation, expulsion. In all cases, the students shall be required to repair the damage done at their expense or to pay the cost three (3) times the cost in repairing such damages. No clearance shall be issued until such damage is fully compensated by the students.</li> </ol>
Stealing within the University premises	<p>For the first violation suspension for one (1) academic year or community service.</p> <p>For the second violation expulsion.</p> <p>For the third violation, suspension for a period of one (1) semester to expulsion.</p> <p>Provided that if the misconduct is committed by two (2) or more persons acting in concert and/or committed on the occasion of violent confrontations or any similar disturbance, the corrective measure shall be expulsion. The corrective measure shall be as follows:</p> <ol style="list-style-type: none"> <li>1. For the first violation, suspension for one (1) month to expulsion;</li> <li>2. For the second violation, expulsion. In all cases, the students shall be required to make restitution and/ or reparation, and repair the damage done at their expense or to pay the costs incurred in repairing such damage.</li> </ol> <p>No clearance shall be issued until the stolen property is returned or replaced and any damage is fully compensated by the students.</p>

Cutting, uprooting of trees and ornamental plants, stoning, picking of fruits and unauthorized hunting and fishing within the campus;	First offense: Suspension for one (1) month; Second offense: Suspension for one (1) semester; Third offense: Expulsion.
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### **ASSAULT , INDIRECT ASSAULT, AND RESISTANCE AND DISOBEDIENCE TO PERSONS IN AUTHORITY (FACULTY) AND THEIR AGENTS**

<b>Acts of Misconduct</b>	<b>Corrective Measures</b>
Any student who shall attack, employ force, or seriously intimidate or resist any faculty or any of his/her agents, while engaging in the performance of official duties, or on occasion of such performance unless qualified as self defense, defense of relatives and defense of strangers.	First Offense: Expulsion
Indirect assault Any students who shall make use of force or intimidation upon any person coming to the aid of the authorities or their agents on occasion of the commission of any of the crimes.	First Offense : Suspension one (1) academic year.  Second Offense : Expulsion
Resistance and disobedience to a person in authority (faculty) and or the agents of such a person.	First Offense : Suspension one (1) month. Second Offense: Suspension one (1) semester Third Offense : Expulsion

### **OTHER INAPPROPRIATE BEHAVIOR <sup>7</sup>**

<b>Acts of Misconduct</b>	<b>Corrective Measures</b>
Drinking of alcoholic beverages within the premises of the University	First Offense : Suspension for one (1) month Second Offense: Suspension for one (1) semester Third Offense : Expulsion Provided, that students who, though outside the premises of the University, shall drink alcoholic beverages or exhibit drunken behavior, to the detriment of the reputation of the University, while wearing his/ her prescribed uniform, PE uniform, OJT/ Internship and/ or clubs or organization/s uniform or any other uniform that would identify them as students of the University, shall also be subjected to the corrective measure herein provided.
Smoking, bringing and using of vapes in classrooms, laboratory rooms and other areas within the University enclosure	First Offense : Suspension for one (1) month Second Offense: Suspension for one (1) semester Third Offense : Expulsion Provided that this corrective measure is subject to the rules on the implementation of

	anti-smoking law and local ordinance, if there is any
Possession and/ or carrying within the University premises any dangerous or deadly or potentially deadly object or material such as, but not limited to, firearm, any bladed or pointed object; stick, pipe, or any similar object; chemicals, unless required in his/ her course	First offense: Expulsion from the University
Unauthorized or illegal possession or use of prohibited drugs or chemicals, or other banned substances enumerated in the Comprehensive Dangerous Drugs Act of 2002, as amended, such as, but not limited to, LSD, marijuana, heroin, shabu, or opiates and hallucinogenic drugs in any form within the University premises	First offense: Expulsion from the University and turning-over of the accused to proper law enforcing authorities
Any form of gambling inside the University premises with or without cash bets	First Offense : Suspension for one (1) month Second Offense: Suspension for one (1) semester Third Offense : Expulsion
Cooking and doing toilet necessities in unauthorized places	First Offense : Suspension for one (1) week Second Offense: Suspension for one (1) month Third Offense : Suspension for one (1) semester
Doing inappropriate toilet necessities in unauthorized places	First Offense : Suspension for one (1) month Second Offense: Suspension for one (1) semester Third Offense : expulsion  The student shall be required to clean his/her mess.
Undue noise and disturbance in the classroom, library quarters, and other University premises	First offense: Reprimand Second offense: Suspension for one (1) week Third and subsequent offenses: Suspension for one (1) month
Littering or scattering of trash in public places:	First offense: picking up the litters for one (1) hour Second offense: hard labor for one (1) day Third and subsequent offense: Suspension for one (1) week and hard labor for one week
Violation of legally posted signs and notices such as "No Trespassing", "Keep off the Grass", "Off Limits", and/or marring legally posted signs and	First offense: Reprimand Second offense: Suspension for five (5) days Third offense: Suspension for one (1) month for every offense

notices and marring public buildings, furniture, etc.	
Speeding within the University jurisdiction with a motorized vehicle, i.e. driving at more than 20 kph; use of "open piped" vehicle is also covered by this misconduct	First offense: Reprimand Second offense: Suspension for one (1) week Third and subsequent offense: Suspension for one (1) month to one (1) semester for each offense committed
Non-possession and/ or non-wearing of school ID and failure to wear the prescribed school uniform upon the demand by authorities of the University.	First offense: Reprimand Second offense and subsequent offense: Exclusion from the classes for each offense
Coming late to class, i.e., 10 minutes but not to exceed 15 minutes after the start of the classes with no valid reason and/ or cutting classes	First offense: Warning and to submit a letter of explanation Second offense Reprimand and inform parent/guardian Third and subsequent offense: non-admission to class, considered unexcused absence
Public display of affection (hugging, kissing, necking & petting) within the university premises	First offense: Warning and call parents/guardians Second offense: Suspension for one (1) semester Third offense: Expulsion from the University
Bringing and displaying of pornographic materials	First Offense : Suspension for one (1) month Second Offense: Suspension for one (1) semester Third Offense : Expulsion
Posting, distributing disseminating and circulating leaflets and other printed matters that tend to instigate subversion towards the government and cause chaos to the University and/ or expressing views and/ or opinions in any medium or form of communication, such as but not limited to social media without first availing of the existing channels and/ or grievance machinery of the University	First Offense : Suspension for one (1) month Second Offense: Suspension for one (1) semester Third Offense : Expulsion
Having sexual intercourse or being caught under scandalous circumstances within the University premises.	First offense: Reprimand Second offense: Suspension for one (1) week Third and subsequent offenses: Suspension for one (1) month to one (1) semester for every offense committed
Cross-dressing or wearing by males of female clothes and female by male clothes and theatrical make-up during class hours and other required activities	First offense: Reprimand Second offense: Suspension for one (1) week Third and subsequent offenses: Suspension for one (1) week to one (1) semester for every offense committed

within the University/College/Campuses.	
Making threats to cause physical harm to or damage to the property of a teacher or professor or any of his/ her immediate family to obtain any favor in violation of the standards of instruction.	First offense: Suspension for one (1) semester Second offense: Expulsion from the University
Undermining or obstructing any investigation or proceeding, and/ or willfully disobeying any written lawful order of directive by the University officials and other members of disciplinary bodies, including but not limited to, summons for purposes of investigation and other proceedings.	First offense: Suspension for one (1) week to one (1) month and community service Second offense: Suspension for one (1) month to one (1) semester and community service Third offense: Expulsion Possible additional corrective measure: disqualification from graduation with honors
Any male student who impregnates a female student and also the pregnant student	Reprimand and inform parent or guardian and proper authorities will refer them to GAD center for intervention
Student organizations that are existing and operating within the University without accreditation and/or recognition from the Office of Student Affairs and/or conducted activities and collected student contributions without prior approval from concerned authorities.	First offense: Suspension for one (1) week and disapproval of student organizations certificate of accreditation. Second offense: Suspension for or one (1) semester Third offense: Expulsion from the University  *Further, the penalty for collected student contributions shall apply the corrective measures for stealing/malversation of student collected funds.
Imputing a crime to another student or any employee of the University which is later found to be baseless and untrue.	First offense: Suspension for one (1) semester Second offense: Expulsion from the University
Any and all acts considered as cybercrime under R.A. 10175 (Cybercrime Prevention Act of 2012) directed against any person connected with the University	First offense: Suspension for one (1) academic year Second offense: Expulsion from the University
Defamation a.Libel  b.oral defamation  Playing Online Games during class hours	First Offense : Suspension for one (1) semester Second Offense : expulsion  First Offense : Suspension for one (1) semester Second Offense : expulsion  First offense: Warning Second and subsequent offenses: Suspension for one (1) week for each offense committed
Sec. 2. Unauthorized Organizing and joining any fraternity, sorority and other	First Offense : suspension for one (1) month

unauthorized and unrecognized organizations are strictly prohibited by the university.	Second Offense : Suspension for one (1) Semester Third Offense : Expulsion
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## **ARTICLE 24. SANCTIONS AND OPERATIVE EFFECTS**

Sec. 1. Any student who is reprimanded for any violation made shall be issued a written notice to be filed with the concerned Program Chair for record purposes and monitoring and implementation of the corrective measure. The same shall also be coordinated with the Guidance Office for the proper counseling of the concerned student.

Sec. 2. Where the suspension is for one semester or more, the student shall move out of the University jurisdiction within 72 hours after the suspension order took effect.

Sec. 3. Any student whose suspension covers the final examination period shall have to miss the final examination.

Sec. 4. In all cases of reprimand and/or suspension, a written promise of future exemplary conduct by the student and countersigned by his/her parent(s) or guardian(s) is required as a condition for readmission.

Sec. 5. When the penalty of expulsion is meted, the student cannot re-enroll in any course in the University.

## **ARTICLE 25. RULES IN THE CONDUCT OF INVESTIGATION OF STUDENT DISCIPLINARY CASES**

Sec. 1. The lower investigating body is the Campus Student Discipline Committee which is composed of Campus Director/Dean, Program Chairman, Campus Prefect of Discipline Campus Faculty Representative, SBO representative and Campus PTA representative who in turn will submit its findings/results to the University Student Discipline Committee. In the event that a campus has no organized PTA, the Director or Dean may invite and appoint one (1) respected parent to sit in the Committee.

Sec. 2. The University and Campus Student Discipline Committee shall be under the general supervision of the Vice President for Academic Affairs, who shall designate, whenever requested, the student members to sit with the Committee

## **ARTICLE 26. AUTHORITY TO INVESTIGATE**

Sec. 1. The Campus Student Discipline Committee shall have exclusive authority to investigate student disciplinary cases officially filed before the proper authority in the Campus.

Sec. 2. The University Student Discipline Committee shall review final judgments, decisions, resolutions, and orders from the Campus Student Discipline Committee only in instances where expulsion is the penalty and shall submit its findings and recommendations to the University President within the period prescribed in these rules.

## **ARTICLE 27. JURISDICTION**

Sec. 1. All cases involving discipline of students under these rules shall be subject to the jurisdiction of the Campus Student Discipline Committee.

## **ARTICLE 28. FILING OF CHARGES**

Sec. 1. A disciplinary proceeding shall be instituted motu proprio by the appropriate authority or upon the filing of a written charge specifying the acts or omissions constituting the misconduct and subscribed to by the complainant or upon submission of an official report of any violation of existing rules and regulations.

Sec. 2. Upon the filing of said charge or report with the Campus Student Discipline Committee or the Office of the Dean/Director, as the case may be, an entry shall be made in an official record book kept for the purpose, specifying the person or persons charged, the

complainant or complainants, his/her witnesses, if any, the date of filing, and the substance of the charge.

#### **ARTICLE 29. PRELIMINARY INQUIRY**

Sec. 1. Upon receipt of the complaint or report, the Campus Student Discipline Committee or the Director/Dean of the Campus, as the case may be, shall determine whether such complaint or report is sufficient to warrant formal investigation. In all cases where the complaint or report is found sufficient, formal charge or charges shall be drawn up and served upon each respondent. In every case, the parents or guardians of the students charged shall be furnished with a copy of the same.

#### **ARTICLE 30. ANSWER**

Sec. 1. 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 provided in the succeeding Articles.

#### **ARTICLE 31. NOTICE OF HEARING**

Sec. 1. All parties concerned shall be notified of the time, place and date set for hearing at least two (2) days before such hearing. Notice to counsel of record or duly authorized representative of a party shall be sufficient notice for the purpose of this Article.

#### **ARTICLE 32. HEARING**

Sec. 1. Hearings shall be given not later than five (5) days after receipt of the respondent's answer or after the expiration of the period within which the respondent should answer.

Sec. 2. No hearing on any case shall last beyond five (5) calendar days.

#### **ARTICLE 33. FAILURE TO APPEAR AT HEARING**

Sec. 1. In case either complainant or respondent fail to appear for the initial hearing after due notice and without sufficient cause, this fact shall be noted and the hearing shall proceed ex parte without prejudice to the party's appearance in subsequent hearings.

#### **ARTICLE 34. POSTPONEMENT**

Sec. 1. Application for postponement may be granted for good cause for such period as the ends of justice and the right of the parties to a speedy hearing required; provided that not more than two (2) postponements per party to the litigation should be allowed.

#### **ARTICLE 35. INVESTIGATION REPORT AND DECISION OF THE CAMPUS STUDENT DISCIPLINE COMMITTEE**

Sec. 1. The Campus Student Discipline Committee shall decide each case within fifteen (15) working days from final submission of the complaint. The decision shall be in writing and signed by a majority of its members upon the recommendation of the Campus Director/Dean. It shall be submitted to the University Student Discipline Committee for review and shall include a brief statement of the findings of fact and the specific regulations on which the decision is based.

The CSDC shall notify the USDC of the complaint and action taken for every case, for record purposes. The USDC shall also endorse the summary of every case to the University President for record purposes also.

#### **ARTICLE 36. DECISION OF THE UNIVERSITY STUDENT DISCIPLINE COMMITTEE; APPEAL**

Sec. 1. Where the decision of the USDC is not final and executory as provided in this rule, said body shall within three (3) days after it has rendered the decision, transmit the same



together with the decision to the University President. Only when the corrective measure or penalty of expulsion is imposed when the same is appealable to the University President.

Sec. 2. Within three (3) days after receipt of the endorsement from the USDC, the University President shall endorse the decision in the case to the Academic Council for confirmation of the corrective measure or penalty. Once confirmed the Academic Council shall endorse the same to the Board of Regents for their consideration.

Sec. 3. The Campus Director and/or Dean concerned shall enforce the decision within ten (10) working days from receipt of the notice from the Board Secretary who has the duty to notify the Campus Director and/ or Dean concerned of the decision of the Board within five (5) working days from the issuance of the corresponding Board Resolution.

Sec. 4. Only the President and/ or the Board has the power to commute and/ or modify the corrective measure or penalty of expulsion. If the University President commutes the penalty of expulsion, the same can still be amended or modified by the Board of Regents. Decision of the Board to expel a student is final and executory and unappealable unless it can be proven that due process has not been accorded to the respondent and/ or the disciplining body and/ authority has not acquired jurisdiction over his/ her person.

#### **ARTICLE 37. UNIVERSITY STUDENT DISCIPLINE COMMITTEE**

Sec. 1. The USDC shall forward to the Campus Director/Dean concerned within (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 fact and the specific regulations on which it is based.

#### **ARTICLE 38. FINALITY OF DECISION**

Sec. 1. Any decision of the Campus Student Discipline Committee or of a Campus Director, other than expulsion, permanent disqualification from enrollment, or suspension for more than thirty (30) calendar days, shall become final and executory after fifteen (15) days from receipt of the decision by the respondent unless within five (5) days from receipt thereof 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.

#### **ARTICLE 39. RIGHTS OF THE RESPONDENTS**

Sec. 1. Each respondent shall enjoy the following rights:

- a. Not to be subjected to any disciplinary penalty except upon due process of law;
- b. Convicted only on the basis of substantial evidence, the burden of proof being with the person bringing the charge;
- c. Convicted only on evidence introduced at the proceedings or of which the respondent has been properly apprised;
- d. Pending final decision on any charge, to enjoy all his/her rights and privileges as a student, subject to the power of the Campus Director/Dean or the Campus Student Discipline Committee or order the preventive suspension of the respondent for not more than fifteen (15) days where suspension is necessary to maintain the security of the University; and
- e. Defend him/her personally, or by counsel, or representative of his/her own choice. If the respondent should desire but is unable to secure the services of counsel, he should manifest that fact two (2) days before the date of hearing, and request the Campus Student Discipline Committee to designate counsel for him/her from among the members of the University constituency.

Sec. 2. Effectivity of Decision - Decisions shall take effect as provided in these rules. However, final decision of suspension or dismissal within thirty (30) days prior to any final

examination, shall take effect during the subsequent semester, except when the respondent is graduating in which case the penalty shall immediately take effect.

#### **ARTICLE 40. RECORDS OF PROCEEDINGS**

Sec. 1. All proceedings before any Investigating Committee or Committee on Student Discipline shall be kept by the College Secretary and must be treated with utmost confidentiality.

Sec. 2. Such records are hereby declared confidential and no person shall have access to the same for inspection or copying unless he is officially involved therein or has a legal right which cannot be protected or vindicated without access to or copying such records.

Sec. 3. Any official or employee of the University who shall violate the confidentiality of the records mentioned in this Article shall be subject to the appropriate disciplinary action.

#### **ARTICLE 41. OFFENSES AND PENALTIES FOR NON-STUDENT AND NON-CAMPUS RESIDENTS**

Sec. 1. For the offenses of non-student and non-campus residents and in cases where the provisions of this Code cannot be applied, the same shall be brought to the appropriate court of justice or law enforcement agency.

## **COMMITTEE ON THE REVIEW AND REVISION OF STUDENT MANUAL**

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DR. DOLORCITA E. PAUYA

### **CO-CHAIRPERSON:**

HASSANAL PEUTO ABUSAMA, MAT - DIRECTOR FOR STUDENT AFFAIRS

### **MEMBERS:**

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