

Republic of the Philippines  
**NORTH EASTERN MINDANAO STATE UNIVERSITY**  
SURIGAO DEL SUR, PHILIPPINES



# STUDENT MANUAL

Approved per BOR Res. No. 016 s. 2025  
[www.nemsu.edu.ph](http://www.nemsu.edu.ph)

## **STUDENT IDENTIFICATION**

This Handbook belongs to:

Name: \_\_\_\_\_

Gender: \_\_\_\_\_

I.D. No. \_\_\_\_\_

Course and Year: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Cellphone Number: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Guardian: \_\_\_\_\_

Boarding House Address (if boarding) \_\_\_\_\_

Name of Landlady /Landlord \_\_\_\_\_

Contact No. \_\_\_\_\_

In case of an Emergency please notify:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

Contact No. \_\_\_\_\_

## **PREFACE**

Welcome to the University—a community of scholars, innovators, and future leaders.

This University Student Handbook is a vital resource that outlines the essential policies, procedures, and guidelines that govern student life. It serves not only as a code of conduct but also as a comprehensive guide to understanding the institutional framework that supports your academic and personal development.

Within these pages, you will find key information about the University's Philosophy, Vision, Mission, Goals, and Core Values, its Historical Foundations, Administrative Structure, Academic and Vocational Programs, and most importantly, the Facilities, Services, and Support Systems available to you.

Designed to help you navigate university life with clarity and confidence, this Handbook encourages you to take full advantage of the opportunities provided. As a university student, you are expected to exercise independence, critical thinking, and responsibility. Familiarity with this Handbook empowers you to uphold academic integrity, engage actively in the learning community, and contribute meaningfully to the University's goals.

May this guide be a constant companion as you shape your future and fulfill your role in the University's greater mission.

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## **ARTICLE 1**

### **GENERAL MANDATE**

The University shall primarily provide advanced education, higher technological, professional instruction, and training in trade, fishery, agriculture, science, education, commerce, engineering, forestry, nautical courses, and other related fields. It shall also undertake research and extension services and provide progressive leadership in its areas of specialization (RA 9998, Section 2).

The University shall offer undergraduate, graduate, and post-graduate programs and short-term courses in the fields of agriculture and environment studies, fishery, marine biology, marine transportation, engineering, forestry, industrial technology, education, law, medicine, nursing, midwifery and other health-related programs, information technology, arts and sciences, public administration, business administration and other business courses (RA 9998, Section 3).

## **ARTICLE 2**

### **PHILOSOPHY, VISION, MISSION, GOALS, AND CORE VALUES**

#### **Section 1. Philosophy**

Higher education is an instrument for the improvement of life through democratized access to quality education that accelerates human capital development.

#### **Section 2. Vision**

A Research University advancing technology and innovation for sustainable development.

#### **Section 3. Mission**

We drive sustainable development through quality instruction, innovative research, community collaboration, and technological advancement.

## **Section 4. Goals**

### **Instruction**

Drive inclusive education that prioritizes student success, fosters global connectivity, elevates academic standards, and innovates for sustainability and cultural promotion in Surigao del Sur.

### **Research**

Produce high-impact research through strong collaborations to maximize global visibility and impactful utilization that propel advancements across knowledge, instructional innovation, institutional development, policy formulation, and commercialization.

### **Extension**

Improve the lives of the rural and urban poor through transfer of technology and knowledge.

### **Production**

Optimize resource generation to ensure sustained operations and continuous improvement of university services.

### **Governance**

Establish a client-centric, transparent, and efficient governance, and integrate modernized, disaster-resilient physical and digital infrastructure and facilities to ensure robustness and adaptability.

## **Section 5. Core Values**

### **Compassion**

Compassion entails the value of promoting empathy, sincerity, and authenticity within the academic community to foster a caring and supportive environment where individuals feel understood, valued, and respected

### ***Accountability***

Accountability signifies unwavering commitment to integrity, honesty, and transparent practices, coupled with a sense of responsibility for actions and decisions, ensuring ethical, efficient, and cost-effective stewardship of resources for the common good.

### ***Responsiveness***

Responsiveness is a prompt action and release of consistent quality communication that is focused on providing correct and complete action and/or information to clients and stakeholders.

### ***Excellence***

Excellence means the consistent pursuit of the highest standards of performance, characterized by innovation, dedication, and impactful contributions across all aspects of endeavor.

### ***Service***

Service is the embodiment of professionalism, dedication, a service-oriented mindset, commitment to excellence, integrity, and continual improvement while fostering interdependence, collaboration, and sustainable success within the community and nation-building endeavors.

These core values transcend descriptions of tasks and strategies employed; and form the foundational principles guiding actions and interactions. Internalize responsibilities to realize our university's mission and vision, which serve as the fundamental elements in shaping approaches to work and relationships with clients and stakeholders, playing a pivotal role in molding our students into competent, innovative, globally competitive, and service-oriented individuals.

**ARTICLE 3**  
**HISTORICAL BACKGROUND OF NORTH EASTERN**  
**MINDANAO STATE UNIVERSITY**

The history of North Eastern Mindanao State University (NEMSU) began in 1982 with the establishment of the Main Campus in Tandag as the Bukidnon State College – Tandag External Study Center. In 1992, it was converted into the Surigao del Sur Polytechnic College through RA 7377, integrating four DECS-supervised schools in Cagwait, Tagbina, Lianga, and San Miguel. It became Surigao del Sur Polytechnic State College (SSPSC) in 1998 via RA 8628 and was later elevated to Surigao del Sur State University in 2010 under RA 9998. Finally, in 2021, it was renamed North Eastern Mindanao State University (NEMSU) through RA 11584, unifying all campuses under one comprehensive state university system.

The Cagwait Campus traces its roots to 1967 as Cagwait Community High School, which became Cagwait Municipal High School in 1972, then Cagwait School of Arts and Trades (CSAT) in 1982, and was integrated into SSPC in 1994. The Cantilan Campus, founded in 1946 as Cantilan High School, became the Cantilan National School of Arts and Trades in 1963, then Surigao del Sur Institute of Technology (SSIT) in 1983, and was officially integrated in 2000. The Lianga Campus began in 1949 as Lianga Junior High School, became Lianga High School in 1954, then the Lianga National School of Fisheries (LNSF) in 1963, followed by Surigao del Sur Institute of Fisheries and Aquaculture (SSIFA) in 1977, and was integrated into SSPC in 1992.

The San Miguel Campus, established in 1953 as the Surigao National Agricultural School, was converted into the Tago River Valley Institute of Agriculture (TARVIA) in 1983, and joined the polytechnic system in 1992. The Tagbina Campus, founded in 1982 as the Tagbina-Barobo National Agricultural High School (TBNAHS), was likewise integrated in 1992. Lastly, the Bislig Campus, formerly a satellite of the University of Southeastern Philippines (USEP), was turned over to Surigao del Sur State University in 2018, thus completing the present-day NEMSU network of campuses throughout the province of Surigao del Sur.

**ARTICLE 4**  
**THE UNIVERSITY SEAL**



**DESCRIPTION OF THE UNIVERSITY SEAL**

The University Logo reflects the identity of North Eastern Mindanao State University (NEMSU) as the pioneering state university in the province, committed to providing quality education across various fields of specialization. It symbolizes the university's growth from a polytechnic institution to a comprehensive higher education provider. The elements in the logo carry deep meanings—the torch stands for guidance and enlightenment through knowledge, while the shield represents protection, academic freedom, and a safe, inclusive learning environment. The bold letters display the university's full name, emphasizing its presence as the sole SUC-HEI in Surigao del Sur.

The pillars, depicted as vertical blue and white lines, represent NEMSU's seven campuses and the pillars of education they uphold. These also signify the strong foundation of the institution and the continuous journey of learning. The air spaces reflect the openness to growth and knowledge, while the blue pillars, seen in new university buildings, stand for strength, professionalism, and long-term stability. The colors of the logo hold symbolic value—blue for excellence, white for integrity, yellow for optimism, green for sustainability, and red for commitment to service.

## **ARTICLE 5**

### **ADMISSION POLICIES AND REQUIREMENTS**

Section 1. Graduate Programs (Please refer to the student manual of graduate programs.)

#### Section 2. Undergraduate Programs

All senior high school graduates, Alternative Learning System (ALS) completers, and Lifelong learners who qualify for admission as they are certified to can be admitted to NEMSU Campuses.

Admission requirements vary with the status of the student-applicant and the program in which the student desires to enroll, and as prescribed by RA 10931(Universal Access to Quality Tertiary Education). The institution reserves the right not to accept a student applicant who does not meet the qualification standards and requirements of the university and/or the program in which the student desires to enroll.

70% rating in the entrance exam is required for board programs and 40% rating for non-board programs. A student-applicant is considered a bona fide student when his/her enrolment form is duly signed by the Student Admission Office (SAO) and validated by the Registrar.

Section 3. Program Admission Policy (*Please refer to College Manual by programs.*)

Section 4. Documentary Requirements. Applicants are required to submit the following documentary requirements, which must be properly compiled and enclosed in a long brown envelope.

#### 4.1 Incoming First Year (New Students)

4.1.1 Admission Test Result

4.1.2 Certificate of Good Moral Character from the last school attended

4.1.3 Birth certificate from the Philippine Statistics Authority (Authenticated Machine Copy)

- 4.1.4 Medical Certificate from a Government/Private Physician (including the Hepa Test Result for health-related programs, and BSHM programs)
  - 4.1.5 Two (2) copies of 2x2 Electronic ID picture
  - 4.1.6 Affidavit of Undertaking for incomplete documents (except form 138/sf9)
- 4.2 Transferees
- 4.2.1 Certificate of Transfer Credentials w/ Transcript of Records (Informative Copy)
  - 4.2.2 Certificate of Good Moral Character
  - 4.2.3 Medical Certificate from a Government/Private Physician (including the Hepa Test Result for health-related programs and BSHM programs)
  - 4.2.4 Admission Test Result
- 4.2.5 Affidavit of Undertaking for incomplete documents
- 4.3 Old Students
- 4.3.1 Evaluated Grades of the last semester attended
- 4.4 Course Shifter
- 4.4.1 Evaluated Grades of the last semester attended
  - 4.4.2Approved Shifting Form
- 4.5 Summer Classes Enrollees (refer to College Manual by Program)
- 4.6 Foreign Students
- 4.6.1 Admission (as per CHED EO 285 series of 2000)
    - 4.6.1.1NEMSU Admission Test Results (Guidance Office), Oral Interview and Medical Examination Certificate
    - 4.6.1.2 Letter of Intent addressed to the University President.
    - 4.6.1.3 Authenticated Senior High School Credentials
    - 4.6.1.4 Authenticated Police Clearance from the country of origin
    - 4.6.1.5 Personal History Statement
    - 4.6.1.6 Two (2) copies 2x2 ID picture and four (4) copies 1x1 ID picture
    - 4.6.1.7 Student Visa
- 4.7 PWD and IP Students
- 4.7.1 Admission (per Republic Act No. 7277 (Magna Carta for Disabled Persons, as amended by RA 9442) and Republic Act No. 8371 (Indigenous Peoples' Rights Act of 1997), NEMSU upholds the right of Persons with Disabilities (PWDs) and Indigenous Peoples (IPs) to accessible and inclusive education.

4.6.2.1 PWD and IP applicants shall be given reasonable accommodation in admission procedures, such as extended processing periods, accessible facilities, and support services.

4.6.2.2. Additional documentary requirements, such as a Certification of Disability from a licensed physician or the National Council on Disability Affairs (NCDA) for PWDs, and a Certificate of Indigency from the National Commission on Indigenous Peoples (NCIP) for IPs, must be submitted.

#### 4.8 Retention Policies (refer to College Manual by programs)

**Section 5. Enrollment.** Enrollment refers to the registration and acceptance of students in adherence to university policies.

##### 5.1 Student Enrollment Status

5.1.1 Students at NEMSU are classified into different categories based on their academic status. Full-time students are those enrolled in the regular load prescribed by their curriculum for a given term. Transferee students are those who have previously enrolled in a college course from another university and wish to pursue a bachelor's program at NEMSU. Program shifters are students who change their academic program or major within the same university. Irregular students are those who do not follow the regular or prescribed course sequence for their program. Returnees are students who resume their studies at the university after a period of absence due to personal reasons, transfer to another institution, or other circumstances that caused a temporary break in their academic journey.

##### 5.2 Enrollment Procedures (as the Registrar will prescribe)

Enrollment procedures shall follow the guidelines set by the Registrar, ensuring that all students complete the required steps for admission, subject registration, and validation within the prescribed schedule.

##### 5.3 Changing, Adding & Dropping of Courses

5.3.1 Changing of officially enrolled courses must be done within ten (10) working days after the closure of enrollment and with approval from the Program

Coordinator and Department Chair. Students must submit a completed Changing, Adding, and Dropping Form to the Registrar. Unauthorized changes will result in a grade of 5.0.

- 5.3.2 Dropping of any course shall be allowed within one (1) week after the close of enrollment.
  - 5.3.3 After the period prescribed in the preceding section, students may be allowed to drop a course only by reason of illness, duly certified by a physician of the University or any authorized official of the Department of Health, and for other justifiable reasons such as transfer of residence elsewhere or abroad.
  - 5.3.4 Students who drop a course without the approval of the Instructor, the Program Chair, and/or the Department Chair concerned earn a failing grade and shall entirely lose the current registration privilege in the said course.
  - 5.3.5 Dropping out within one (1) week with valid reasons from the program with the approval of the Department Chair concerned and the Registrar shall be classified as a "WITHDRAWN."
  - 5.3.6 Changing courses may be allowed, provided, that it involves courses under the college, or at least allied to each other, and the course required is not offered in another department or college.
  - 5.3.7 Changing non-prescribed courses may be allowed if the courses have equal credit units and the change is justified by one of the following: the course has been replaced in a new curriculum, it conflicts with another required subject, or it is not offered as scheduled.
- 5.4 Adding of any course shall be allowed within one (1) week after the close of enrollment. Students are allowed to add courses within the prescribed number of unit load in the curricular semester.

## Section 6. Withdrawal from Course/ Program

- 6.1 A student may officially withdraw from enrolled courses upon the recommendation of the Program Coordinator and Department Chair and approval of the Registrar within 30 days from the start of the semester.

## **Section 7. Honorable Dismissal & Certificate of Good Moral Character**

7.1 Students who voluntarily withdraw from the university are entitled to a Certificate of Transfer Credentials issued by the Registrar after the necessary requisites are satisfied. A Certificate of Good Moral Character shall be issued by the Office of the Guidance Counselor.

## **Section 8. Cross-Enrollment**

8.1 Cross-Enrollment – Graduating students may cross-enroll up to 6 units in another school, with approval from the University Registrar and a recommendation from the Department Chair/College Dean, confirming the subject is not offered at NEMSU, in accordance with MORPHE Law.

8.2 Admission of Cross-Enrollees:

8.3.1 Cross-enrollees for academic courses and/or any NSTP components (ROTC, LTS, and CWTS) are required to bring their cross-enrollment permit from their home school, duly signed by the Registrar.

8.3.2 Students officially cross-enrolled are subject to the existing rules and regulations of the school of origin and NEMSU.

## **Section 9. Permit to Study**

9.1 Permit to Study – A Permit to Study, endorsed by the Registrar, attested by the program coordinator, and approved by the department chair, allows a student to enroll in specific courses at another school for a limited term without being classified as a transferee. Admission is subject to the approved terms and subjects indicated in the permit.

## **ARTICLE 6**

### **ACADEMIC PROGRAMS OFFERED**

Academic Program Offerings of each campus, duly approved by the Board of Regents, shall be reflected in the Bulletin of Information and on the official website of the university, accessible at the Office of the University Registrar, Guidance Office, Office of the Student Welfare and Development, and Office of the Campus Director.

## **ARTICLE 7**

### **STUDY LOAD**

Section 1. Regular Student Load. The normal study load of a regular student is the number of units prescribed by the curriculum in which the student is enrolled.

- 1.1. Students elected or appointed as SK officials are exempted from NSTP-CWTS but must submit written reports and documentation of their involvement in CBYDP programs and activities. Failure to comply will forfeit the exemption and result in a grade of "5.0" or "Failed" (CHED-NYC JMC No. 01, s. 2019).

Section 2. Graduating students may be allowed to carry an overload of up to six (6) units in their final term, with the approval of the Department Chair, provided the additional courses are not major courses, regardless of whether they are pre-requisites or co-requisites.

Section 3. Summer Study Load. A student shall carry a maximum load of nine (9) units.

Section 4. Student Assistants (In-School). (Refer to Scholarship and Student Assistance privileges) Student Assistants shall be allowed to carry the number of units prescribed in the curriculum in which the student is enrolled.

Section 5. Probation Study Load. Students who are placed on probation by the Department Chair and/or Program Coordinator will carry a load of 12 to 15 units per semester.

Section 6. Accreditation of Courses. The university allows for the accreditation of courses taken by student transferees from the university where they came from.

- 6.1 For undergraduate transferees, course evaluation is conducted by the Program Coordinator, attested by the Head for Curriculum Development, and approved by the Department Chair. A copy of the evaluation is submitted to the Registrar for permanent academic records.

## **ARTICLE 8**

### **SCHOLASTIC DELINQUENCY**

The policies outlined in this section govern student academic standing, attendance, and related disciplinary actions. These include provisions for academic probation, shifting programs, course dropping, leave of absence, and appeals. Specific procedures and conditions may and shall be based on the approved College Manual per program.

## **ARTICLE 9**

### **ABSENCES AND TARDINESS**

Classes for every course usually meet three (3) hours a week, totaling eighteen (18) weeks in a semester to complete fifty-four (54) hours of instruction and earn three (3) unit credits.

Section 1. Regular Attendance. Attending all classes and laboratory sessions regularly is a primary student obligation.

- 1.1 Unexcused absences – absences without valid reasons or documentation.
- 1.2 Excused absences – absences due to valid reasons (e.g., illness, family emergencies, religious observances, or official school activities) with proper documentation.
- 1.3 A limited number of unexcused absences may be allowed but not exceeding 20 percent of the total number of class hour engagements.
- 1.4 During summer sessions, a limited number of unexcused absences may be allowed, but not exceeding 20 percent of the total number of class hour engagements.
- 1.5 Classes missed due to late registration are considered absences.
- 1.6 Being late of 15 minutes is considered tardiness. Three (3) times accumulated tardiness is considered one (1) meeting absence.
- 1.7 Excused absences must be allowed to students who are attending seminars, training, and extra-curricular activities as authorized by the school.
- 1.8 Those who are ill provided with a medical certificate is presented are also excused. 1.9 Once the allowed number of absences is met/exhausted, the students are automatically marked

"Dropped" from the record. If they are dropped after midterm, they will receive a grade of 5.0 or "Failure".

## **ARTICLE 10**

### **EXAMINATIONS**

**Section 1. Periodical Examinations.** Two official exams—midterm and final—are held each semester, as scheduled in the academic calendar. Exam dates are announced at least two weeks prior or during student orientation.

#### **Section 2. Admission to Examination**

- 2.1 **Exemption on Final Examination.** Deserving students whose average grade based on quizzes, short and long tests, official examination and midterm grades, and other requirements is at least 1.30 or 92% may be exempted from the final examination. Exemption from the final examination is a privilege and not a right of a student.
- 2.2 **Special examination.** This is given to students for valid reasons (a Medical Certificate signed by a licensed physician should be presented by the students) such as illness, death in the family, or accident. The students should notify their program coordinator.
- 2.3 Students representing the University in sports, cultural activities, meetings, and conferences shall be exempted from the examination scheduled during the time of the said activity. They are entitled to receive a passing grade and/or equivalent highest score obtained by the students who took up the said written/oral examination and quizzes.
- 2.4. **Late Examinations.** Late examination may be administered to a student for valid reasons such as illness, accidents, death in the immediate family, and other justifiable grounds as determined by the faculty member in consultation with the Program Coordinator/Department Chair.

**ARTICLE 11**  
**GRADING SYSTEM AND PERCENTAGE EQUIVALENTS**

Section 1. Grade Equivalents and Classification

<b>Grade</b>	<b>Equivalent</b>	<b>Classification</b>
1.0	95 to 100	Excellent
1.1	94	
1.2	93	
1.3	92	Very Satisfactory
1.4	91	
1.5	90	
1.6	89	Satisfactory
1.7	88	
1.8	87	
1.9	86	
2.0	85	
2.1	84	Good
2.2	83	
2.3	82	
2.4	81	
2.5	80	
2.6	79	Fair
2.7	78	
2.8	77	
2.9	76	
3.0	75	
3.1	74 and below	Failed, Dropped, or Withdrawn

1.1 The passing rate for all programs is 60% and a base of zero. The grading scale starts at zero and goes up to the maximum possible score for the assessment of the course. To pass the assessment of the course, a student must score at least 60% of the total possible points. The weight allocation for each aspect varies among the classification of courses.

## Section 2. Computation of Final Average Rating (by subject)

<b>GE/SCIENCE/MATH SUBJECTS</b>		
Class Standing	-	60%
Oral Participation		
Quizzes		
Assignment		
Attendance		
Requirements		
Major Examinations	-	40%
		100%

<b>RESEARCH COURSES (Proposal Writing)</b>		
Class Standing	-	40%
Attendance		
Oral Participation		
Quiz		
Assignment		
Manuscript	-	30%
Defense/Proposal Hearing	-	30%
		100%

<b>RESEARCH COURSES (Final Defense)</b>		
Manuscript	-	60%
Defense	-	40%
		100%

<b>RESEARCH COURSES (Conduct of Experimental Research)</b>		
Class Standing	-	40%
Conduct of Experimental Research (Data Gathering)	-	60%
		100%

<b>OJT/INTERNSHIP</b>		
OJT/Internship Requirement (Narrative Report)	-	20%
Performance Evaluation from the Training Office	-	80%
		100%

**SCIENCE COURSES WITH LAB (5 UNITS)****LECTURE 60%**

Class Standing	-	20%
Attendance	-	
Oral Participation	-	
Quiz	-	
Major Exam	-	40%

**LABORATORY 40%**

Performance Task	-	20%
Activity Output	-	20%
		100%

**SCIENCE COURSES WITH LAB (4 UNITS)****LECTURE 75%**

Class Standing	-	35%
Attendance	-	5%
Oral Participation	-	10%
Quiz	-	15%
Assignment	-	5%
Major Exam	-	40%

**LABORATORY 25%**

Performance Task	-	15%
Activity Output	-	10%
		100%

**Laboratory Courses- Laboratory**

Output/Actual Laboratory	-	80%
Lecture	-	20%
		100%

For academic programs:

- 2.1 No provision, conditional, or temporary final grade for any curricular or component course shall be given to a student (Sec. 109, no.1, MORPHE of 2008).

2.2 If a student fails to take an exam or submit requirements, and their performance is insufficient for a passing grade, the department may issue a non-credit grade like "INC," per academic policy and MORPHE (Sec. 109.2, 2008). This grade remains until requirements are completed within one year.

### Section 3. Determining the Weighted Average Grade for Semestral Rating.

Formula: 
$$\frac{\text{All Subject Grades} \times \text{No. of Units}}{\text{Total No. of Units} / \text{Semester}}$$

### Section 4. Appeal of Grades.

- 4.1. The student must first consult the faculty regarding the posted grade. If unresolved, the concern may be elevated to the Department Chair using the Review Process Result Form (Appendix F).
- 4.2. Without the written approval of the Vice President for Academic Affairs, no grade shall be changed after the conclusion of the meeting of the concerned Dean, Department Chair, and Program Coordinator held for purposes of grade deliberations and/or submission of the grades to the Office of the Registrar. Any complaint regarding any grade given to a student shall be heard, assessed, and acted upon by the college whose decision shall be forwarded to the VPAA for action. The appeal must be in accordance with the following rules:
  - 4.2.1. The Nature of and Grounds for Appeal – An appeal made by a student from the final grade in a subject is not a matter of right but a privilege granted by the College and only on grounds of: (i) miscalculation of grades; (ii) procedural errors, (iii) clerical errors, (iv) inconsistency with other grades, and/or (v) failure to assign a grade.
  - 4.2.2. Period Within Which to Appeal – The written petition for appeal, duly signed by the student, shall be filed to the Dean or the ACD for other campuses where no dean is being stationed within thirty (30) days from the official date of release of the grades in the particular subject on

which an appeal is made, which shall be counted from the date of posting of notice of the availability of such grade. After the lapse of the 30-day period, all grades on which no appeal has been duly made shall be deemed final and unappealable.

4.2.3. Prohibition to Approach Faculty Members - Any manner of contact made by the appealing student, a relative, or any person acting on his or her behalf, with the faculty member concerned, shall be deemed a waiver of the right to appeal or shall be a ground for summary dismissal of an appeal that is pending.

4.2.4. Action to be Taken on the Appeal.

The participants in the review shall provide a brief overview of the findings with a detailed justification from the review process, including any evidence considered for recommended action, whether to uphold or change the original grade. The concerned faculty may concur with the decision endorsed by the concerned Program Coordinator or department chair and recommended by the Dean or ACD for the VPAA's approval.

4.2.5. Decision/Disposition. The Review Process Result Form, containing the final decision, shall be endorsed to the registrar's office to post the final grade as endorsed by the decision of the committee. The overall average of the grades earned throughout the semester will serve as their final grade for the course. A copy of the same form will be given to the appealing student. No further change in the grade shall be allowed after the final confirmation is issued by the Dean/ACD.

Section 5. Academic Advising. Students shall be assigned with academic advisers for each year level per program. They monitor students' academic progress and ensure that they live up to the University's Standard of Excellence.

## **ARTICLE 12**

### **GRADUATION REQUIREMENTS**

No students shall be recommended for graduation unless they have satisfied all academic and other requirements prescribed for graduation. The following specific rules govern the candidates for graduation.

Section 1. Application for Graduation. Candidates for graduation are required to apply for evaluation of their records during the semester preceding their graduation so that any deficiency may be attended to. All applicants for graduation must adhere to the following protocols:

- 1.1 Evaluated by the Registrar.
- 1.2 Recommended by the Program Coordinator and the Department Chair for local review.
- 1.3 All financial and property obligations must be settled. If the applicant does not comply with the protocol for graduation, such applicant shall not be included in the list of graduating students.
- 1.4 For the board programs, candidates for graduation shall be required to comply with the academic coaching recognized by the university.

## **ARTICLE 13**

### **ACADEMIC HONORS AND AWARDS**

A candidate for graduation with a General Weighted Average (GWA) which falls within the range shown below, computed based on credit units for all required courses and completed for all degrees from the first to the last curriculum year, shall graduate with honors. All prospective graduating honor students may be determined by academic adviser or apply for further evaluation and determination for the honor.

Section 1. Latin Honors and Academic Performance Awards

- 1.1 There should be a Committee on Latin Honors and Academic Performance Awards, composed of the following:

- Dean of the College

- Department Chair
  - Program Coordinator
  - Registrar
- 1.2 Candidates for honors in the degree programs are awarded academic honors provided they finish the program within the prescribed term.
- 1.3 A candidate for graduation with Latin honors should complete a minimum of 75% of the required subjects of the program in the institution that will award the degree or diploma and
- 1.4 The appropriate graduation Latin honors and the prescribed final average rating in any subjects for the entire duration of the program, shall be: (Sec. 112, no. 2. MOPHE of 2008; Manual of Operation of SUC's, 4.15.1-3 2004)
- |                 |                      |
|-----------------|----------------------|
| Summa Cum Laude | 1.20 – 1.00 (plaque) |
| Magna Cum Laude | 1.45 – 1.21 (plaque) |
| Cum Laude       | 1.75-1.46 (plaque)   |
- 1.5 Grades in all subjects prescribed in the curriculum, excluding NSTP grades (R.A. 9163, NSTP Law), shall be included in the computation of the average. In the computation of the final average, a student shall have no grade lower than 2.0 in any of the courses taken in residence or elsewhere to be considered honors.
- 1.6 Candidates have never been found guilty of misconduct and other misbehavior signified by the Office of the Students Welfare and Development (OSWD).
- 1.7 Students who earn academic credits for promotion towards graduation, provided they garner a final grade of at least seventy-five percent (75%) or its equivalent in curricular or component subject/course, as determined by the university (MOPHE 2008).
- 1.8 A medal for the Academic Performance Award is given to a student who has an average grade of 1.75 and above from the first year to the fourth year and has no grade below 2.5.
- 1.9 Non-graduating students will be awarded a Dean's List award with the following qualifications:
- 1.9.1 A GPA of 1.75 and above.
  - 1.9.2 No grade below 2.5 in any course during the semester
  - 1.9.3 No marks of "Dropped", "Incomplete", or "Failed" in any course
  - 1.9.4 Enrolled in an 18-unit minimum academic load

## **Section 2. Extra-Curricular Awards**

**2.1 There should be a Committee on Extra-Curricular Awards, composed of the following:**

- Dean of the College
- Department Chair
- Program Coordinator
- Director of OSWD
- Head of OSWD
- Sports Coordinator
- Socio-Cultural Coordinator
- Adviser of the Organization

### **2.2 Leadership Award**

A plaque is given by the administration to a student who excels in leadership as determined by the Office of the Student Welfare and Development (OSWD) and the Program Coordinator/Department Chair and/or College Dean.

Criteria:

**2.2.1 Academic Performance – (25%)** A student has an average grade of exactly 2.0 in all subjects from First Year to Fourth Year and has no failing grade in any subject taken.

**2.2.2 Leadership – (40%)** Organizes and conducts activities, observes and follows university rules and regulations. He/she must be an officer of at least two (2) recognized organizations of the university.

**2.2.3 Moral Character – (10%)** Displays and manifests the NEMSU virtues everywhere from the first year until graduation. He/she must not have any derogatory records on file.

**2.2.4 Cooperation – (25%)** Participates actively in all school activities and is a member of at least two (2) recognized school organizations, attends symposia, and other school in-service training and workshops. Must reach the minimum points set by the Awards Committee.

**2.2.5 Leadership awards will be given to those candidates who will reach an average of 75% above.**

- 2.3 University Leadership Award – A plaque is given to the President of the University Student Government (USG).
- 2.4 College Leadership Award – A medal is given to the College Governors
- 2.5 Special Leadership Award – A medal is given to the USG Officers/Club and Program Mayors.
- 2.6 Special Talent Award – a plaque or medal is given to students with exemplary performance in socio-cultural, literary, and creative arts and is categorized as follows:

Plaque	- ASEAN/International Competitions
Gold Medal	- National CHED Games/PASUC/ MASTS
Silver Medal	- Regional Meet
Bronze Medal	- Provincial Meet/Local MASTS/

Local competitions (*Intramural Activities*) will be given a certificate of recognition.

- 2.7 Athletes of the Year Award – A plaque or medal is given to students who show exemplary performance in the field of Sports and is categorized as follows:
- Plaque - ASEAN/International Competitions
- Gold Medal - National CHED Games/PASUC/SCUAA MASTS
- Silver Medal - Regional Meet
- Bronze Medal - Provincial Meet/Local MASTS/
- Local competitions (*Intramural Activities*) will be given a certificate of recognition.

- 2.8 Student Publication Award - a medal is given to the outstanding student journalists of the school publication.
- 2.9 Service Award – A certificate is given to students who have rendered services in activities conducted in the university.
- 2.10 Other Awards – A medal is given to candidates for graduation who excel in their performance during their practicum/practice teaching/OJT, best research award, best extensionist award, and other awards determined by the awards committee.
- 2.11 Outstanding Club and Organization Award – The University gives an award of distinction to school clubs/ organizations that prove themselves outstanding in their respective thrust

of concern (Academic, Co-curricular, Spiritual, Social Awareness and Involvement, and Community Extension).

2.11.1 The criteria for the selection of the outstanding club are as follows:

2.11.1.1 Quality of activities

2.11.1.2 Recommendation from the College Governor, USG Officers, and OSWD Head.

2.12 For graduating students, they will be awarded during the pre-commencement exercises. For non-graduating students, they will be recognized during the conduct of "Gabi ng Parangal" every semester.

## **ARTICLE 14**

### **SCHOOL UNIFORM AND IDENTIFICATION**

The NEMSU uniform policy sets a Dress Code Policy system that defines the normal standards of what constitutes proper clothing and hair grooming. The reason for this is to emphasize its purpose as a university and help establish a respectful academic environment conducive to education aligned with the university's vision, mission, and commitment to quality education.

Section 1. No students are allowed to enter the campus when not in the prescribed uniform. Wearing the uniform is from Monday to Friday, except Wednesday, which is considered a washday. On Wednesdays, students are required to wear their college shirts and long pants.

1.1 Students having laboratory classes outside the classroom or laboratory rooms like shop work, agricultural work, H.E. work, and P.E. activities are given the option to bring with them working clothes or change their PE uniform during class hours only.

#### **Section 2. Standard University Uniform**

2.1 Refer to the standard pattern of uniforms from the OSWD. Midwifery students must also wear their prescribed uniform.

- 2.2 Students are also required to wear the standard closed black shoes. For PE activities, students may wear rubber shoes.
- 2.3 Students who are members of the LGBTQIA++ community may wear the prescribed gender-neutral uniform.
- 2.4 Wearing of the following is strictly prohibited inside the university:
  - 2.4.1 Slippers of any material, kind of form within the university premises.
  - 2.4.2 Caps/hats inside the building/offices/classroom.
  - 2.4.3 Patched and/or torn pants, shirts, etc.
  - 2.4.4 Improper, vulgar, and similar offensively designed pants, shirts, etc.
  - 2.4.5 Spaghetti-strapped, sleeveless, haltered, see-through blouses, midriff tube backless, plunging necklines.
  - 2.4.6 Sando/sleeveless shirts
  - 2.4.7 skirts with slits reaching the upper thighs, micro-mini skirts.
  - 2.4.8 Shorts, walking shorts, short shorts
  - 2.4.9 Low-waist or hip-hugging pants, leggings or tights
  - 2.4.10 Heavy make-up; heavy make-up for males.
  - 2.4.11 Flashy hairstyle and loud hair color
  - 2.4.12 Cross-dressing
- 2.5 Male students should have proper haircuts. A proper haircut is one where the hairline does not touch the ears or the collar of polo shirts.

Section 3. Student Identification card. All students must always wear their official student ID within the university premises. The ID contains the student's name, most recent photo, signature, program/major, and student number, which serves as their official code for all university transactions.

- 3.1 If the ID Card is torn, defaced, or severely damaged, the student must surrender it to the Student Admission Office (SAO).
- 3.2 In case the ID card is lost, the students should immediately report the matter to the OSWD.
- 3.3 All students should remember the following about their IDs:
  - 3.3.1 Student IDs are validated every semester to the registrar.

- 3.3.2 Upon entrance to the university, the ID card is shown to the guard on duty. Students without ID cards will not be allowed to enter the campus. ID should always be worn when students are inside the university premises.
- 3.3.3 Lending one's ID card to another student is prohibited.
- 3.3.4 ID Cards must be surrendered at the SAO upon withdrawal of enrolment from the university.
- 3.3.5 Student ID must be confiscated on grounds of violation of the rules and regulations of the university.
- 3.3.6 Graduating students must surrender their ID to the OSWD. This is done during the signing of clearance.
- 3.4 In case of lost ID cards:
- 3.4.1 Secure a notarized Affidavit of Loss and attach such to the application for re-issuance of ID card.
  - 3.4.2 Pay the required ID Fee.
  - 3.4.3 Submit the accomplished application for re-issuance to SAO.
  - 3.4.4 A Gate Pass shall be issued until the issuance of the new ID card.

## **ARTICLE 15**

### **SCHOLARSHIP**

#### **Section 1. Academic Scholarship**

- 1.1 Merit Scholarship. This is a type of scholarship given to all students who meet the specific requirements stated below if they are recipients of any government/private scholarship or grants. The source of funds for the tuition privileges will be from the Student Development Fund of each college.
- 1.1.1 University Scholar - A student with a General Weighted Average (GWA) grade of 1.00 will receive the amount of Two thousand five hundred Pesos (Php 2,500.00) every semester.
- 1.1.2 Campus Scholar - A student with a General Weighted Average (GWA) grade of 1.10 to 1.14 will receive the amount of Two thousand Pesos (Php 2,000.00) every semester.

1.1.3 College scholar – A student with a General Weighted Average (GWA) grade of 1.15-1.20 will receive the amount of One thousand five hundred Pesos (Php 1,500.00) every semester.

Section 2. Board Top-notchers. (Resolution No. 28, Series of. 2023.)

Top 1	:	Php100,00.00
Top 2 -5	:	Php75,000.00
Top 6-10	:	Php50,000.00
Top Performing Unit :		Php50,000.00

Section 3. Other Government/Private Scholarship/Grants (Refer to Scholarship Coordinators by Campus)

Section 4. Student Assistance Program. Bona fide students at the university who have stayed in the institution for at least one (1) semester and whose schedule of classes allows for four (4) hours a day at a rate of Thirty pesos (Php 30.00) per hour of their free time may apply. If interested and willing, the students could apply in the different facets of the workplace, which at the same time exposes the student to first-hand experiences that can help broaden interpersonal relationships. The university compensates the student assistant based on the approved amount of the Board of Regents. The said assistance will be claimed every month.

4.1 Application for Student Assistant:

4.1.1 Letter of Intent addressed to the University President through the Campus Director duly recommended by the OSWD.

4.1.2 Present the Certificate of Registration (COR) and the duly accomplished application form to the OSWD.

**ARTICLE 16**  
**CODE OF CONDUCT**

Section 1. The Student Code of Conduct exists primarily to provide the discipline necessary for an academic environment.

Section 2. All disciplinary matters shall be taken care of by the College/Department. However, cases not resolved by the College/Department may be raised to the Office of Student Welfare and Development (OSWD). This Office investigates all officially reported cases and ascertains and implements disciplinary measures for minor infractions of rules. For any dismissal decision, the exclusion shall be approved by the University President.

Section 3. There is a prescribed uniform for all students. Students not in uniform shall be barred from campus entrance or from attending class activities.

Section 4. Male students with earrings and other undesirable rings are strictly prohibited from attending classes and/or entering the school campus.

4.1 Female students with more than one pair of earrings are strictly prohibited from attending classes and/or entering the school campus.

Section 5. Male students with long hair are not allowed to enter the school premises.

## Section 6. Immoral Acts

### 6.1 Public Display of Affection

Section 7. Any student found guilty of violating the provisions of R.A. 9262 also known as the Anti-Violence Against Women and Children Act within the university premises or during university-sponsored activities shall be subject to disciplinary action as per the university's policies. This includes but is not limited to acts of physical, sexual, and psychological violence, and economic abuse against women and children.

Section 8. Any student found guilty of violating the provisions of RA 11313 or the Safe Spaces Act within the university premises shall be subject to disciplinary action as per the university's policies. This includes but is

not limited to acts of catcalling, wolf-whistling, unwanted sexual advances, and other forms of sexual harassment.

Section 9. The university shall uphold the rights and privileges of Persons with Disabilities (PWDs) and take necessary measures to ensure their full participation and inclusion in all aspects of university life. Any student, faculty member, or staff found guilty of violating the provisions of R.A. 10754 within the university premises shall be subject to disciplinary action as per the university's policies.

Section 10. The university shall not discriminate against solo parents in any aspect of their academic pursuits. Any student, faculty member, or staff who commits any form of harassment, stigmatization, or unfair treatment of solo parents shall be strictly prohibited and subject to disciplinary action (RA 11861 Expanded Solo Parents Welfares Act).

Section 11. The university shall implement strict policies prohibiting the use, possession, sale, or distribution of illegal drugs on campus. Any violation of this policy will result in disciplinary action, which may include suspension, expulsion, or legal prosecution as per the law. (RA 9165 Dangerous Drugs Act of 2002)

Section 12. The university shall develop policies and programs for students designed to raise awareness of mental health issues, provide hotlines, and identify and provide support and services for students at risk, including referral mechanisms of students with mental health conditions to treatment and psychosocial support in accordance with RA 11036 or the Philippine Mental Act.

Section 13. The university shall implement comprehensive programs aimed at educating students about the signs of human trafficking. These programs should include strategies for preventing trafficking on campus, as well as protocols for reporting suspected cases to law enforcement (R.A. No. 11862 – Expanded Anti-Trafficking in Persons Act of 2022).

Section 14. Activities using the name of the university, whether inside or outside of the campus should always be cleared up and approved by the Office of the Student Welfare and Development (OSWD).

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- 14.1 An activity that invites an outside resource person speaker needs prior clearance and approval from the Campus Director and OSWD.
- 14.2 An in-campus activity shall not go beyond 10:00 P.M. All stay-in students should be in their respective shelters within this time. All student commuters must not be around the campus beyond this time either. This prohibition is absolute unless waived in writing by the OSWD on proof of extreme necessity.
- 14.3 An out-of-campus activity or extracurricular activity like field trips requires a parental permit and accompanying moderators/advisers who are faculty members recommended by the OSWD and approved by the Administration.
- 14.4 Academic activities on or off campus must be recommended by the Program Coordinator and the OSWD and approved by the Department Chair, Campus Director, and VPAA.

Section 15. University notices are posted on bulletin boards and social media pages. The following are the requirements for posting notices and announcements:

- 15.1 Notices or streamers shall require approval from the Office of the Student Welfare and Development (OSWD) before their posting or hanging.
- 15.2 Bulletin boards are for official use only; tampering with official notices is a serious offense.

Section 16. Students can be summoned during class time only using a written slip signed by the OSWD Head. Unless the slips indicate, it is understood that the student is wanted only at the end of the period.

Section 17. Students must keep the campus clean and handle university property with care. Unauthorized transfer of equipment is prohibited. Damages caused by students must be repaired or replaced at their expense and may lead to disciplinary action.

Section 18. All students should adhere to the house rules and regulations on the use of the university library, laboratories, classrooms, and all other learning venues.

Section 19. Students are prohibited from entering the faculty rooms and offices during major examination week.

Section 20. Smoking is strictly prohibited inside the university/campus.

Section 21. Presentation or participation in any public demonstration in the university, without previous permission from the Office of the Student Welfare and Development/Administration is prohibited.

Section 22. The university recognizes and encourages the exercise of student rights to organize groups and to associate and socialize with others. Students may join student government, co-curricular, and extracurricular groups. The Office of Student Welfare and Development oversees this right and may limit participation if it affects academic performance.

Section 23. To avoid violation of RA 1053 or the Anti-Hazing Law, all NEMSU Campuses do not recognize fraternities and sororities.

Section 24. Students are subjected to disciplinary action for misconduct inside the university/campus and unauthorized use of the name of the university in their activities outside school premises.

Section 25. Students are suspended, excluded, or expelled from the university at any time during the year for cause and after the right to due process has been observed.

## **ARTICLE 17** **RULES ON DISCIPLINE**

### **Disciplinary Standard:**

Section 1. Categorization of Behavior Based on Gravity of Offense Committed.  
Offensive behavior is categorized as either major or minor offenses. Major offenses include those behaviors that seriously violate the preservation of lives and property and the dignity of the students. All other offenses are classified as minor offenses.

## **Section 2. Minor Offenses**

- 2.1 Doing personal necessities in any unauthorized places
- 2.2 Failure to wear the prescribed uniform & ID
- 2.3 Littering
- 2.4 Loitering
- 2.5 Smoking
- 2.6 Using university facilities without permission from the official concerned.
- 2.7 Organizing meetings of students without permission from the university authorities that cause disturbance or disorders.
- 2.8 Wearing sandals/slippers during regular school days.
- 2.9 Wearing caps inside the classroom is prohibited during class hours.
- 2.10 Wearing earrings among male students inside the campus.
- 2.11 Driving any vehicle without school sticker.

## **Section 3. Major Offenses**

- 3.1 Plagiarism
- 3.2 Grave Threat
- 3.3 Illicit Relationship
- 3.4 Acts of lasciviousness
- 3.5 Prostitution
- 3.6 Stealing any property of the university, private properties of faculty staff, and students.
- 3.7 Any form of cheating or act of dishonesty
- 3.8 Any form of public scandal and immorality
- 3.9 Possessing or bringing pornographic materials
- 3.10 Instituting riots, strikes, and the like
- 3.11 Entering the campus under the influence of liquor & prohibited drugs.
- 3.12 Bringing liquors and prohibited drugs into the university premises.
- 3.13 Physical assault on others.
- 3.14 Gross and deliberate courtesy and disrespect to university officials and personnel or students on campus.
- 3.15 Bringing play cards as used in any form of gambling inside the university premises.
- 3.16 Vandalism such as:

- 3.16.1 Tearing and defacing of books, periodicals, and magazines.
- 3.16.2 Removing official notices and posters from the bulletin board.
- 3.16.3 Destroying university properties.
- 3.17 Tampering with and/or falsification of university or public documents, or using such documents for personal and other uses.
- 3.18 Instigating or engaging in activity resulting in damage of campus facilities, properties, and injury to people.
- 3.19 Preventing or threatening faculty members or university authorities from discharging their duties by attending classes or entering university premises.
- 3.20 Joining, instigating/leading rallies, demonstrations, and other forms of unapproved group actions that create disorder.
- 3.21 Posting, distributing, disseminating, and uploading without permission videos/pictures circulating leaflets and other printed materials that tend to instigate subversion towards the government and cause chaos to the university (RA 10173 or Data Privacy Act of 2012)
- 3.22 Organizing and joining any fraternity, sorority, and other student organizations that are not authorized by the university (RA 11053 AntiHazing Act of 2018).
- 3.23 Environmental neglect. All students must be mindful of their surroundings. Thus, they are duty-bound to protect the environment by participating in efforts to keep the campus clean and green creating a conducive place for learning. (Refer to RA 9512 or the National Environmental Awareness and Education Act of 2008, and RA 9003 or the Ecological Solid Waste Management)
- 3.24 Frequent disregard of this Code of Conduct or any single offense considered serious in the same code.
- 3.25 Any serious violation of the laws of the land.
- 3.26 Any other ground similar or analogous to the foregoing offenses.
- 3.27 Extortion. Extorting or forcibly asking money from other students and/or faculty members without prior approval from the school authorities concerned.

- 3.28 Slander Libel (Subject to review of the legal counsel)
- 3.29 Uttering defamatory and libelous statements or remarks against fellow students and employees of the university in person and on social media (RA 10175 Cyber-Crime Prevention Act).
- 3.30 Showing disrespect to fellow students, faculty members and all other employees of the university by ridiculing, mocking, or instigating a quarrel.
- 3.31 Publication of libelous materials. Posting on university-affiliated social media platforms, or using personal accounts with any material in ways that are considered controversial, litigious, subversive, seditious, or contentious, is strictly prohibited. Any member of the university community who observes posts that may violate this policy is encouraged to report them to the appropriate authorities. Violations of this policy may result in disciplinary action, including but not limited to warnings or other appropriate measures as determined by the university administration. (RA 10173 Data Privacy Act and RA 10175 Cyber-Crime Prevention Act)
- 3.32 Falsification of documents, records, and credentials
- 3.32.1 Forging, falsifying, and tampering with university records, documents or knowingly furnishing the university with false or fraudulent information in connection with an official document.
- 3.32.2 Forging of signature
- 3.33 Entering university with fake tampered or borrowed ID.
- 3.34 Malversation of Funds
- 3.34.1 Below P2,000.00: 30-day suspension and payment of the amount.
- 3.34.2 2,000.00 and above: suspension for the rest of the semester and payment of the amount.
- 3.35 Driving any vehicle within the school premises without license, helmet, registration, and plate number.

**Section 4. Disciplinary Actions.** The imposition of disciplinary action shall be under the gravity of the offense committed or as specified in Section 17 of this Code.

**4.1. Minor Offenses:**

4.1.1 1st offense – Community Service and referral to the Guidance Office

4.1.2 2nd offense – Two (2) to Three (3) days suspension.

4.1.3 3rd offense – Four (4) to Five (5) days suspension.

4.1.4 4th offense – Suspension for one (1) semester.

4.2. Major Offenses:

4.2.1 1st offense – Three (3) to Five (5) days suspension from the class but still allowed to enter the school premises.

4.2.2. 2nd offense – Six (6) to Ten (10) days suspension and not allowed to enter the school premises.

4.2.3. 3rd offense – Dismissal

Section 5. Heinous Crimes/Cases shall be referred to the PNP.

5.1 Killing a person

5.2 Sexual Assault/Rape

5.3 Possessing, selling, using, or taking prohibited drugs, liquor, or chemical drugs in any form within the campus.

5.4 Possessing deadly and dangerous weapons including explosive and incendiary materials within the premises.

5.5 Students who commit heinous crimes/cases are automatically expelled from the university at any time during the year for cause and after the right to due process has been observed.

Section 6. When the penalty imposed on a student who is found guilty is exclusion; i.e., suspension and/or public reprimand. The Office of Student Welfare and Development (OSWD) will place the student concerned on "Final Character Probation". Students who are on Final Character Probation are prohibited from joining campus organizations or participating in any extra-curricular activities. If the students are members of an organization, they are automatically dropped from the roster. If the students are officers, they should automatically resign from the position. The duration of this probation shall not be less than one (1) semester but not more than one academic year. The students, therefore, are required to report once a week to the Office of the Student Welfare and Development (OSWD).

**Section 7. Procedures for Ensuring Due Process in Disciplinary Cases.** To provide ample guarantee of the right of students to due process, the following procedures shall be adopted in the investigation and adjudication of disciplinary cases.

- 7.1 A complaint shall be filed in writing to the OSWD. It states the nature and circumstances of the offenses. Any evidence or other materials relevant to the case shall be included in the report.
- 7.2 The OSWD shall write a notice to the students concerned about the charges against them. The students shall then be required to submit a written statement within three (3) days to answer the charges against them including any evidence in support of their answer. Failure to do so would mean they are responsible for the charge and shall be dealt with accordingly.
- 7.3 The OSWD shall then interview all the parties involved. The Head of the OSWD shall conduct additional investigation into the discovery of facts.
- 7.4 When cases filed are serious, parental notification is issued.
- 7.5 After the facts have been ascertained, the OSWD shall then assess the gravity of the offenses and the weight of appropriate sanctions. If offenses are punishable by at least suspension from classes, the recommendation is then forwarded to the Program Coordinator/Department Chair/College Dean for implementation. If the sanction is exclusion or expulsion, the recommendation is submitted to the Office of the Campus Director before being forwarded to the office of the university president through the Vice President for Academic Affairs.

**Section 8. Behavior Subject to Disciplinary Action.** The student's right to exercise the freedom to learn involves freedom from disciplinary action except through due process. Disciplinary action against students should be taken only for violations of institutional standards of behavior and regulations that are clearly defined and represent a reasonable degree of control over students.

**8.1 Degree of control over students:**

- 8.1.1 Fair Procedure in Applying Disciplinary Action. On all occasions, the university officials shall exercise fairness in applying disciplinary measures to erring students. This means that the students have prior knowledge of the standards of their behavior in the academic community, are informed of

the nature of the charges against them, are given fair opportunities to disprove them and have the provision for appeal of a decision.

**Section 9. The Students' Right to Appeal a Decision.** When the misconduct of students necessitates serious penalties and when the students question the fairness of disciplinary action taken against them, they should be granted, upon request, the right to be heard before a Hearing Committee duly constituted by the University President and approved by the Board of Regents. The Hearing Committee should include the Vice President for Academic Affairs, the Director for Student Services, the Department Chair concerned, the student, and an adviser in the college of their choice. No other person who may be interested in the case may sit in judgment during the proceeding.

- 9.1 The students shall be informed in writing of the proposed disciplinary action taken against them with specific and sufficient time to give the students a chance to prepare for the hearing.
- 9.2 The students shall have the right to be assisted in their defense by an adviser of their choice.
- 9.3 The burden of proof shall rest upon the university officials bringing the charge.
- 9.4 The students shall be allowed to testify and to present evidence and witnesses.
- 9.5 The students have the right to question adverse witnesses and to rebut unfavorable remarks and judgments made against them and to be told of the names of those who made them.
- 9.6 All pertinent information or evidence must be presented before the Hearing Committee and the decision should be properly recorded, taped or verbatim documented.
- 9.7 The decision of the Hearing Committee shall be final, subject to the right of the student to appeal to the University President through the Vice President for Academic Affairs and to the University Board of Regents. Offenses committed by students outside of the university and against outsiders are considered beyond the locus of responsibility of the university. However, in cases where both parties involved are NEMSU students, the university will act on the case provided that a formal complaint will be filed. The case will then be dealt with in accordance with the usual procedure. In case of grave offense, the result or

findings will be reviewed by the University Legal Officer for final disposition.

**Section 10. The Student Grievance Committee.** This committee oversees student grievances, dropping/re-admission of students, and complaints. It is concerned with the implementation of school policies, remedies to the amicable settlements of complaints, grievances, and discipline of students that the due process of law is faithfully exercised.

**10.1 Services Offered:**

10.1.1 Settles complaints from students, parents, and other concerned parties, including faculty, regarding the application of the college requirements policies, rules, and regulations, and advises concerned individuals on the appropriate course of action.

10.1.2 Resolves such complaints with established college policies and in conjunction with input from administrative and faculty students' groups.

10.1.3 Guides and recommends actions to the higher authorities of the University Student Grievance Committee for formal disposition of the case.

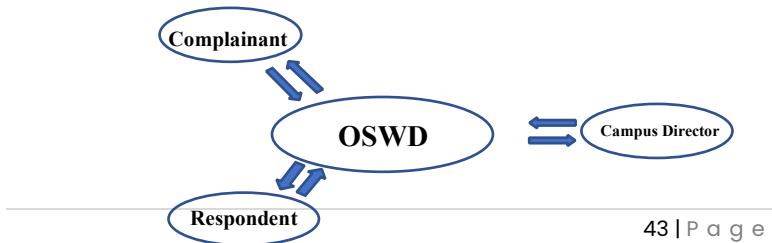
**10.2 Composition of Student Grievance Committee**

10.2.1 Chairman - Head of the Office of the Student Welfare and Development.

10.2.2 Members

- Department Chair of the concerned student.
- Faculty Club President
- GAD Focal Person
- USG President
- Program Coordinator of the concerned student to be designated as Secretary.

**10.3 Grievance Procedural Flow**



**Section 11. Disciplinary measures for errors made in the clinical area (Please refer to the clinic manual).**

**Section 12. Student Complaint against a Faculty Member.** A student or a group of students wishing to file a complaint against a faculty member must submit their complaint in writing, duly signed by all complainants. The written complaint should be submitted to the Office of Student Welfare and Development (OSWD).

12.1 Complaints will only be considered if they allege violations of specific behavioral standards, academic policies, or regulations that are clearly defined in the parameters.

12.2 Parameters for Accepting Complaints Against a Faculty:

12.2.1 Formal Submission – The complaint must be submitted in writing official complaint form (See Appendix G) to the OSWD.

12.2.2 Identification – The complainant should provide their name, student ID number, and contact details.

12.2.3 Specificity – The complaint must clearly describe the alleged misconduct, including dates and locations.

12.2.4 Grounds – The issue must fall under the institution's policies:

12.2.4.1 Violation of academic integrity (e.g., grading disputes, favoritism, or failure to meet academic standards).

12.2.4.2 Unprofessional or unethical behavior (e.g., discriminatory practices, harassment, intimidation, or abuse of power).

12.2.4.3 Violation of institutional rules and regulations (e.g., breach of code of conduct, academic policies, or specific contractual obligations).

12.2.4.4 Failure to uphold standards of teaching or student-faculty engagement (e.g., neglecting responsibilities, inadequate communication).

12.2.5 Supporting Evidence – Any documentation, witnesses, or records that support the complaint should be included.

12.2.6 Timeliness – The complaint is within the 30-day period after the incident.

- 12.2.7 Good Faith – The complaint should be made in good faith and not be frivolous, malicious, or based on false information.
- 12.2.8 Institutional Policies – The complaint must align with the institution's student grievance policy, faculty code of conduct, and disciplinary procedures.
- 12.2.9 Confidentiality – The process should maintain confidentiality to protect both the student and the faculty member until a resolution is reached.

### 12.3 Procedures for Ensuring Due Process in Student–Faculty Complaint.

To provide ample guarantee of the right of faculty to due process, the following procedures shall be adopted in the investigation and adjudication of disciplinary cases.

12.3.1 A complaint shall be filed in writing to the OSWD. It states the nature and circumstances of the offenses. Any evidence or other materials relevant to the case shall be included in the report.

12.3.2 The OSWD shall write a notice to the faculty concerned about the charges against them. The faculty shall then be required to submit a written statement within three (3) days to answer the charges against them including any evidence in support of their answer. Failure to do so would mean they are responsible for the charge and shall be dealt with accordingly.

12.3.4 The OSWD shall convene a grievance committee:

12.3.4.1 The head of the grievance committee shall be the Dean of the respective college or academic department to which the faculty member is assigned.

12.3.4.2 The grievance committee members shall be composed of a representative from the University of Student Government (USG), a program coordinator, a department chair, a faculty union representative, a guidance counselor, and additional members recommended by the university with due justification.

12.3.4.3 The hearing of the complaint shall have a maximum of 15 working days. Extension may be granted, subject to the approval of the OSWD head/director.

12.3.4.4 The grievance committee head shall submit the recommendation to the Campus Director. The

Campus Director shall review the recommendation, and the Vice President for Academic Affairs will approve the resolution and inform both parties involved of the decision.

- 12.3.4.5 If the resolution receives no protest within five (5) working days after informing the parties, the resolution shall be final and executory.

## **ARTICLE 18**

### **STUDENT SERVICES, WELFARE, AND DEVELOPMENT**

The Office of the Student Welfare and Development and Services is responsible for the overall development and coordination of the non-academic areas of student life, creating and maintaining a campus environment that is conducive to the total development of each student of North Eastern Mindanao State University.

#### **Section 1 Student Services Programs**

- 1.1 Admission Services provide directions and selection for prospective students. It indicates the procedures of enrollment. Admission includes the Study of Credentials, Placement Tests, Physical and Medical Examinations, and other necessary means in preparation for the curriculum requirement.
- 1.2 Scholarship and Financial Assistance (Please refer to Article 15)
- 1.3 Food Services
  - 1.3.1 The university provides a cafeteria/canteen for snacks and meals to all students.
  - 1.3.2 The canteen serves nutritious and affordable food and maintains health and sanitary conditions.
  - 1.3.3 The canteen should provide the sanitary permit and health certificate.
- 1.4 Health Services. The university shall have health programs and services for the students which shall be provided by professionally trained personnel.
  - 1.4.1 Medical Consultations
    - 1.4.1.1 Medical consultations and check-ups for students shall be free of charge.

- 1.4.1.2 Consultation and clinic hours every day shall be from 8:00 A.M. to 9:00 P.M. except on Saturdays, Sundays, and Holidays. However, graduate students and ROTC are given options on Saturday mornings for the same purpose.
- 1.4.1.3 Medical services after office hours, Saturdays, Sundays, and holidays shall be on-call basis.
- 1.4.1.4 Medical cases that cannot be handled by the unit due to limitations in its facilities shall be referred to a hospital.
- 1.4.1.5 New student entrants shall undergo medical examination upon enrollment.
- 1.4.1.6 On-the-Job Training (OJT) students shall undergo medical examinations on schedule and shall be free of charge.
- 1.4.1.7 Outsiders may be entertained by the health unit for medical consultations with pay for the cost of medicines, laboratory, and other medical supplies if availed.

## 1.5 Dental Services

- 1.5.1 Dental check-ups including tooth extraction, tooth prophylaxis and dental cement shall be free to all students at the university. All students are entitled to these services once every semester.
- 1.5.2 All students shall undergo dental check-ups on schedule.
- 1.5.3 Dental check-ups for outsiders may be entertained with pay and shall be charge for the cost including service fee. Such charges should be paid directly to the campus cashier who will issue an official receipt. It shall be deposited in a trust fund (fund 184). This fund shall be used by the medical dental unit to purchase dental supplies and materials, and maintenance of dental equipment upon the approval of the Board of Regents.
- 1.5.4 Acquisition and Utilization of Medicines. Medicines may be acquired through students' medical/dental fees, administration funds, donations, and commercial suppliers.

- 1.5.4.1 Medicines/drugs acquired through students' medical/dental fees shall be used exclusively for the students. The Medical and Dental Unit in every campus shall keep and maintain up-to-date records of medicines/drugs acquired and disposed of which shall specify, among others, the name of the student, name, and quantity of medicines/drugs used or received bearing the signature of the student, date used or received. The access to such records should adhere to medical ethical standards.
- 1.5.4.2 Only medicines available for common sickness shall be provided for students. Medicine for students referred to a hospital will be shouldered by parents or guardians of the students.
- 1.5.4.3 Medicines/drugs and available laboratory services and materials donated by other agencies/institutions shall be dispensed to patients free of charge. Students shall be given priority for the use of such donated medicines/drugs.
- 1.5.4.4 No medicine is dispensed in the absence of the patient.

#### 1.6 Other Health Services

- 1.6.1 Issuance of medical/dental certificate for university purposes by the medical/dental doctors.

- 1.6.2 Other services related to the preceding services.

1.7 Safety and Security Services. The university shall establish a system of policy on a safe and secure environment.

1.8 Student Housing Services. All qualified students can avail the services of the university dormitories after complying with the pre-requisite for Occupancy from the head of the Office of the Student Welfare and Development (OSWD).

##### 1.8.1 Qualifications:

- 1.8.1.1 For first-year students, first-come-first-serve members of the Indigenous Groups (IPs) whose scholastic records are excellent may avail of a 100% free payment of the university dormitory if they can present certification coming from the school where they graduate and an Indigent Certificate from the National Commission on Indigenous People (NCIP).

- 1.8.1.2 Students with exemplary sports/socio-cultural performance
  - 1.8.1.3 Students who are academic scholars based on their highest place in high school honor roll
- 1.8.2 Non-dormitory occupants are strictly prohibited from unauthorized entry to school dormitories. It is, however, an extended service of the university to take local regulations links to recommend the accreditation of Boarding houses for unaccommodated students in the dormitory.
- 1.9 Services for Students with Special Needs. The university provides programs and activities designed to provide equal opportunities for students with special needs and maternity leave for pregnant students as prescribed by the Physician (RA 10754 An Act Expanding the Benefits of Privileges of PWD and RA 11861 Expanded Solo Parents Welfare Act).
- 1.10 Sports, Cultural, Literary, and Creative Arts Development Services
- 1.10.1 The university recognizes the vital role of sports, cultural, literary, and creative arts in the holistic development of the students. As such, the university is committed to fostering sportsmanship, creativity, and personal development through its comprehensive Sports, Cultural, Literary, and Creative Arts Development Services. This unit ensures assistance of athletic and socio-cultural activities and maintenance of facilities.
  - 1.10.2 As an arm of the university, the Sports, Cultural, Literary, and Creative Arts Development Office is tasked to:
    - 1.10.2.1 Recruit athletes and identify students with talents in cultural, literary, and creative arts within the student body to represent the university in various sports and socio-cultural competitions.
    - 1.10.3 Set standards for academic, personal, and physical conduct that embody ideal student-athletes and sociocultural trainees.

- 1.10.4 Provide athletes in sports and sociocultural participants /trainees with the best facilities and equipment for their overall development.
- 1.10.5 Give the student-athletes and sociocultural trainees the best coaching and training through the hiring/appointing of qualified and committed coaches and trainers.
- 1.10.6 Encourage all students to participate in athletic, cultural, literary, and creative arts programs through athletics, recreational, and sociocultural activities.
- 1.10.7 See to it that the Sports and Sociocultural Program is within and part of the overall framework of the University's Vision and Mission.
- 1.10.8 The Sports, Cultural, Literary, and Creative Arts Development Services Office offers the following services:
  - 1.10.8.1 Sports Services
    - 1.10.8.1.1 Supervise the university's overall sports program and represent the university in external competitions like the Mindanao Association of State Tertiary Schools Games, Schools Colleges and University Athletic Association (SCUAA), and other sports competitions.
    - 1.10.8.1.2 Approve and/or recommend the use of sports equipment and facilities of the university.
    - 1.10.8.1.3 Establish the varsity team of the university. The varsity teams are athletes who qualified for MASTS or SCUAA. The varsity team members are not allowed to compete in the Intramural activities of the university instead will serve as the officiating officials of their respective sports.
    - 1.10.8.1.4 Criteria for Selection of Varsity Athletes:
      - 1.10.8.1.4.1 A full-time student of the university enrolled with the required number of units

prescribed in their academic program.

1.10.8.1.4.2 Demonstrate physical fitness by providing a medical certificate issued by a university physician.

1.10.8.1.4.3 Secure parental consent.

1.10.3.1.4.4 Maintain moral integrity.

1.10.8.1.4.5 No failing grades, unreasonable dropping, and incomplete grades.

1.10.8.1.4.6 Must not be older than 25 years old. 1.10.8.1.4.7 Commit to the number of training hours set by the coach.

1.10.8.1.4.8 Garner gold at the MASTS and SCUAA games.

#### 1.10.9 Cultural, Literary, and Creative Arts Services

1.10.9.1 Supervise the overall sociocultural, literary, and creative arts program of the University and other external competitions.

1.10.9.2 Approve and/or recommend the use of instruments, equipment, and facilities.

1.10.9.3 Endorsed sociocultural, literary, and creative arts privileges to student performers.

#### 1.10.10 Athletes and Sociocultural Performers' Privileges

1.10.10.1 Athletes and sociocultural participants who garner gold, silver, or bronze at the regional level and subsequently qualify for the national level shall receive:

1.10.10.1.1 Dormitory accommodations

1.10.10.1.2 An allowance of 2,000 pesos is provided solely to the national medalist, subject to fund availability, and shall take effect in the semester following the completion of the said activity.

1.10.10.2 Athletes and Sociocultural Performers' Exemption:

1.10.10.2 .1 Students representing the university in sports and sociocultural activities are granted exemptions from examinations, quizzes, assignments, projects, and other scheduled activities during training and the time of the said activity. They are entitled to receive a passing grade and/or equivalent highest score obtained by the students who took up the said examinations, quizzes, assignments, projects, and other scheduled activities. A special exam and any assessment shall be given to the athletes and sociocultural performers when the examination falls after the competition. In such cases, participants must be granted a one-week preparation period prior to the special assessment.

1.10.10.2.2 Identified varsity athletes and sociocultural performers are exempted from PATHFit Courses if they adhere to a minimum of the 3-hour weekly training schedule.

1.10.10.3. Athletes and sociocultural performers representing the university in out-of-town sports and sociocultural competitions

1.10.10.3.1 Athletes and performers who participate in sports and sociocultural competitions shall receive an allowance subject to fund availability.

1.10.10.4 Duties and Responsibilities of the Athletes, Sociocultural, Literary, and Creative Arts Performers.

1.10.10.4.1 Athletes, Sociocultural, Literary, and Creative Performers must adhere to the following guidelines:

1.10.10.4.1.1 Attend all scheduled practices, training sessions, and team meetings prepared, strive to improve individual skills, and contribute positively to team dynamics and performance.

1.10.10.4.1.2 Abide by the rules, regulations, and codes of conduct set by the athletic team and sociocultural groups.

1.10.10.4.1.3 Participate in school activities and undertake tasks assigned by the sports and sociocultural coordinator/coach for personal growth and enhancement.

1.10.10.4.1.4 Prohibit representing other institutions or organizations without obtaining written recommendation from the Sports and Cultural Coordinator and approval from the OSWD Head and Campus Director.

1.10.10.4.1.5 Serve as ambassadors for the university by demonstrating exemplary behavior, professionalism, and respect for opponents, officials, and spectators during competitions and public appearances.

1.10.10.4.1.6 Lead by example and support teammates by offering encouragement, guidance, and mentorship, fostering a positive team environment and culture of camaraderie

1.10.10.4.1.7 Balance academic, athletic, and personal commitments effectively by managing time, setting priorities, and maintaining a healthy work-life balance.

1.10.10.5 Requirements for Membership:

1.10.10.5.1 Certificate of Registration

1.10.10.5.2 Medical Certificate issued by a university physician.

1.10.10.5.3 Tryouts and Audition Results signifying a passing mark.

1.10.10.5.4 PSA authenticated Birth Certificate.

1.10.10.5.5 Student Permanent Record (SPR) of the previous semester for old students.

1.10.10.6 Renewal of Scholarship of Athletes, Sociocultural, Literary, and Creative Arts Performers.

1.10.10.6.1 Athletes, Sociocultural, Literary, and Creative Arts Performers shall present renewal certification issued by the coach duly noted by

the Sports and  
Sociocultural  
Coordinators and OSWD  
Head at the start of each  
semester.

1.10.10.6.2 They must consistently  
fulfill their duties and  
responsibilities and meet  
standard requirements.

1.10.10.6.3 In the event of injury  
during practice or  
competition, they remain  
eligible to avail  
themselves of the  
privileges set by the  
university.

1.10.10.7 Termination of Varsity Status and  
Privileges.

1.10.10.7.1 Termination of varsity  
status and associated  
privileges may occur  
based on the following:

1.10.10.7.1.1 Athletes, Sociocultural,  
Literary, and Creative  
Arts performers must  
maintain a good  
academic record. Having  
a failed grade may result  
in termination of varsity  
status and privileges.

1.10.10.7.1.2 Violations, including  
misconduct, disciplinary  
infractions, or behavior  
detrimental to the team  
or university.

1.10.10.7.1.3 Ineligibility due to  
academic violations of  
amateurism rules or  
other eligibility criteria.

1.10.10.7.1.4 Failure to meet performance standards, lack of improvement, or insufficient dedication to training and competition.

1.10.10.7.1.5 In some cases, termination of varsity status may be at the discretion of the head coach, sports and sociocultural coordinator, or director based on individual circumstances, performance evaluations, or team needs and failure to participate in school sports activities due to injury, unless otherwise justified.

## 1.11 Multi-Faith Services

1.11.1 The university recognizes multi-faith organizations. This service provides total spiritual growth and development of the NEMSU community. It seeks to strengthen and enrich the religious life and ministry of the institution and expand and deepen the religious development of every member of the academic community.

1.11.2 Its mission is to embrace all patterns of friendship and hospitality that are shared within the university system and nurture the NEMSU population to journey in faith; remind the blessed value of prayer; encourage all people of diverse faiths to share their treasured beliefs; seek to propagate the concept of equal worth among people; overcome fragmentation and help people find wholeness in life.

1.11.3 Its objectives are to continue to strengthen faith by individually and collectively learning to know God better. By establishing an active ecumenical relationship with members of inter-denominational groups within and outside the university, conducting multicultural fellowship among students to celebrate cultural heritage and religious diversity through fellowship, theological reflection, and exposure, and bringing together all campus religious groups to regular dialogue and sharing.

#### 1.12 Library Services (*refer to Library Manual*)

1.13 If any portion of the provisions is declared void or unconstitutional, the remaining portion or provisions hereof shall not be affected by such declaration.

### Section 2 Student Welfare Program

2.1 Information and Orientation Services. The school provides basic information regarding university life through the OSWD. With this information, students will hopefully be encouraged and motivated to continue higher education.

2.2 Guidance Services. It is a set of services to assist and help students resolve issues in academic, personal, social, and vocational endeavors so they can achieve success and are prepared to inhabit fulfilling lives as responsible members of society. These include counseling, appraisal, information service, group process, consultation, referral, and follow-up.

2.2.1 Appraisal is the gathering of information about students through the use of psychological tests and non-psychometric devices to assess individuals in terms of personal and academic needs.

2.2.2 Counseling assists individuals in dealing effectively with their issues and concerns – academic, personal, career, and vocational to facilitate positive change and student behavior, feelings, and attitudes. This shall be provided by a psychometrician/licensed guidance counselor.

2.2.3 Consultation is a collaborative process in which the counselor works with the parent, faculty, school personnel,

- and other helping professionals to bring about a positive change in the client.
- 2.2.4 Information is the collection and dissemination of appropriate educational, vocational, personal, and social information to promote better adjustment and learning. Among the activities under this service are the orientation programs for new and transferee students and the individual inventory.
- 2.2.5. Follow-up is the appraisal of how counselees who have been counseled, placed, or referred are doing, to determine whether further assistance is necessary.
- 2.2.6 Group Process refers to a small interactive group activity that provides the necessary information to help assist students in their adjustments to college life.
- 2.2.7 Referral is the coordination with multi-disciplinary agencies, organizations, or individuals to ensure that the special needs of students are met.
- 2.2.8 Collaborate with Gender and Development (GAD) to serve students' needs about gender and development.
- 2.3 Student Discipline Services. The university shall establish a Code of Conduct (Article 16) and create a Student Grievance Committee for settlement purposes.

### Section 3. Student Development Program

- 3.1 Student Organization and Activities. The formation of a legitimate organization is a healthy sign of growing social awareness and concerns, as well as an exercise of the students' freedom of association for fellowship and constructive purposes. However, the freedom to associate with others also entails certain responsibilities, such as respect for individual member's rights and the school's name and reputation. Student organizations should be proactively guided to avoid becoming subordinated to the detrimental influence or interests of external groups. This shall apply to all student activities such as activity project field trips, in-plant visitation, off-campus and on-campus activities, supervised industrial training, and other community-based programs that are intended to reinforce classroom learning.

#### 3.2 Categorization of Student Organization

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- 3.2.1 Academic-Based Student Organizations. These refer to organizations that are academic in nature belonging to a particular college and department/program.
- 3.2.2 Non-Academic-Based Student Organizations. These refer to organizations that are extracurricular in nature (socio-community oriented) whose officers and members are bona fide students from different colleges, courses, and departments.
- 3.2.3 Religious organizations. These refer to student organizations responding to the spiritual and moral concerns of the students.
- 3.2.4 The Office of University Student Government (USG) shall allocate 10% of its annual fund for programs and activities conducted by non-academic based student organizations and religious organizations.

### 3.3 Other Student Activities

- 3.3.1 The university recognizes other student activities (Extra and Co-Curricular Activities). This includes Student Officers giving their services to the University Official activities and competitions.
- 3.3.2 Students who are elected
- 3.3.2 Students representing the university in other activities such as seminars, workshops, and conferences are granted exemptions from examinations, quizzes, assignments, projects, and other scheduled activities during the time of the said activity. They are entitled to receive a passing grade and/or equivalent highest score obtained by the students who took up the said examinations, quizzes, assignments, projects, and other scheduled activities. A special exam and any assessment shall be given to the students when the examination falls after the event. In such cases, students must be granted a one-week preparation period prior to the special assessment.
- 3.3.3 Students who are elected as Sangguniang Kabataan officials shall be excused from attending their regular classes if they will attend their regular or special

Sangguniang Kabataan meetings and the Sangguniang Kabataan sessions. A communication letter from the Sangguniang Kabataan Chairperson and noted by the Punong Barangay should be presented to the instructors. After the sessions, students shall then provide a certification of attendance issued by the Sangguniang Kabataan Secretary attested by the Sangguniang Kabataan Chairperson and noted by the Punong Barangay submitted to the program coordinator as proof of their attendance (RA 11768).

### 3.4 Registration of the Student Organization

3.4.1 Every accredited or recognized student organization shall be registered at OSWD, which shall maintain an up-to-date record of each student organization in the Registry Book of Student Organization. The names of the leaders of the different organizations shall observe the following setup. For: USG – President; for all Colleges - Governors; for all Subject/Clubs; - Mayors; for all classrooms – Mayors.

3.4.2 Recognition of Student Organization. At the beginning of the school year (from May to August), all student organizations must apply for recognition/renewal for accreditation to the Office of Student Welfare and Development. Compliance with the requirements for the recognition shall be a pre-condition for its operation in the university.

### 3.5 Requirements for recognition submit the following:

3.5.1 Constitution and By-Laws

3.5.2 General Program of Activities

3.5.3 List of Officers and Members  
for the School Year

3.5.4 Good Clearance Certificate  
from the OSWD

### 3.6 Renewal of Student Organization's Permit

3.6.1 Accomplished year-end evaluation

- 3.6.2 Financial Report duly accounted and audited by USG COA (UCA)and OSWD
  - 3.6.3 President's Reports
  - 3.6.4 Adviser's Report
  - 3.6.5 List of new Officers and Members signed by the adviser
  - 3.5.6 Bank Account (optional)
- 3.7 Dissolution of Student Organization
- 3.7.1 Failure of the organization to renew its authority to operate within the prescribed period shall be considered a sufficient cause for cancellation of the name of the organization from the Registry of Book of the Student Organization of the college. Voluntary dissolution of the organization may be done through formal notification to the president and members of the organization. Money and/ or property shall be surrendered to OSWD.
- 3.8 Rules to be Observed by All Organizations:
- 3.8.1 Clearance must be secured from the OSWD. At the beginning of the school year, all student organizations must apply for the recognition/renewal of recognition at the OSWD.
  - 3.8.2 Only bona fide students currently enrolled in the school may become members of recognized organizations.
  - 3.8.3 All Student organizations must have a faculty adviser/moderator recommended by the members of the organization, endorsed by the head of the OSWD, recommended by the Campus Director, and approved by the University President.
  - 3.8.4 Announcements, notices, and posters of campus organizations posted on the Bulletin Board and their social media pages must first be approved by the OSWD before they can be displayed in designated areas. The name or seal of the school may be used by a fully recognized campus organization upon recommendation by the OSWD and approved by the Campus Director.

3.8.5 In dealing with invitations, solicitations, announcements, tickets, and similar materials, explicit written permission from the OSWD is required before any fundraising campaign or solicitation of financial or material assistance is made. It includes the invitation of outside speakers for any seminars, symposia, and related gatherings. The use of the school facilities by student organizations needs prior approval from the person in charge of such facilities who shall furnish the OSWD with a copy of the approval.

3.8.6 The President/Governors/Mayors of each organization must submit all written reports of activities and financial statements to the OSWD at the end of the school year.

3.9 Co-Curricular Activities – These include activities that enhance academic Development such as special lectures, seminars, symposia, exhibits, and others that are related to academic discipline.

3.10 Extra-Curricular Activities- These are activities that promote leadership, social awareness, and fellowship for constructive purposes like membership in campus and community organizations and clubs, publications, community services, sports, cultural, social, civic, and religious events, and special projects. All student activities should be suspended one week before the midterm exam and two weeks before final examinations.

#### Section 4. Rules and Regulations on Field Trips. (Refer to CMO 63 series of 2017)

#### Section 5. Student Publication.

5.1. Rooted in the principle of freedom of speech, the university shall create, oversee, and sustain student publications. These publications should ideally operate under a framework of self-management, creating the development of responsible journalism. This approach aims to strengthen ethical values,

inspire critical and creative thinking, and nurture moral character and personal discipline.

- 5.2 As a catalyst for social transformation, all student publications must adhere to the following principles: safeguarding and promoting students' constitutional rights to free speech and expression; advancing the mission of social transformation through active, responsible journalism; upholding academic press freedom in compliance with legal standards; defending press freedom by taking a firm, assertive stand against threats to this right; and respecting the rights of other individuals, as equally protected by the laws of the Republic of the Philippines.
- 5.3 The publication unit of the university shall provide publication at least once a semester. This office oversees the timely and accurate release of and coordinates the activities of the student staff of the official student newspaper of the university. Working under the issued guidelines of campus/student journalism, the office updates student journalists on the current trends in newspaper writing by recommending to the student body and the university administration the attendance of student delegates to different symposia, seminars, and lectures— series of the same nature. It also supports current staff members in screening students interested in actively participating in the university's student publication. In addition, it manages financial affairs and has the authority to recommend disciplinary action against any staff member if deemed necessary, in accordance with the regulations governing student activities, discipline policies, and RA 7079.

#### Section 6. Research, Monitoring, and Evaluation Feedback of Student Affairs and Services.

- 6.1 Evaluations and feedback of student personnel services across all offices and activities under OSWD are regularly conducted to assist the administration in assessing staff performance and ensuring the delivery of quality services.

#### Section 7. Deployment of Students in Cross-Border Activities (Refer to Internationalization Manual)

#### Section 8. Student Support and Services Units.

- 8.1 Health Unit– Provides medical and health-related services, including consultations, first aid, and wellness programs for students, faculty, and staff.
- 8.2. Registrar’s Office– Manages academic records, student enrollment, graduation requirements, and issuance of official documents like transcripts and diplomas.
- 8.3. Guidance Office – Offers counseling, career guidance, and student support services to promote mental well-being, academic success, and personal development.
- 8.4. Library – Serves as a resource center for academic materials, research assistance, and study spaces, supporting learning and knowledge acquisition.
- 8.5 Sports Unit– Organizes athletic programs, training, and competitions while promoting physical fitness, teamwork, and school spirit.
- 8.6 Socio-Cultural and Literary Arts Unit – Facilitates cultural, artistic, and literary activities that enrich student engagement, creativity, and appreciation for diverse traditions and expressions.
- 8.7 Food Services Unit – Responsible for providing nutritious and balanced meals to students and staff. It ensures the availability of quality food services to support the health, well-being, and productivity of the university community.
- 8.8 Student Grievance Committee Unit – Handles concerns, complaints, and conflicts raised by students. It ensures that all grievances are addressed fairly and in accordance with university policies, promoting a just and harmonious academic environment.
- 8.9 Religious Organization Units – Facilitate the spiritual and moral development of students by providing opportunities for religious expression, guidance, and community engagement. These units support ethical awareness and personal growth within the university.
- 8.10 Clubs and Organizations – Provide students with avenues for extracurricular involvement, skill development, and leadership opportunities. They foster collaboration, creativity, and community engagement, contributing to students’ holistic growth and the university’s dynamic academic culture.

## **REFERENCES**

### **R.A. 10931 – Universal Access to Quality Tertiary Education**

The university fully adheres to this legislation, ensuring that all students benefit from tuition and miscellaneous fees being entirely free.

### **R.A 1053 – Anti-Hazing Act of 2018**

The university strongly supports this Republic Act. Any student who willingly engages in any hazing activities outlined in this law will face appropriate consequences. Violation of this law may result in dismissal from the University.

### **RA 11313 – Safe Spaces Act**

The university, through the Gender and Development Office, upholds this Republic Act by fostering a safe, inclusive environment and providing students with support services such as counseling, medical aid, legal advice, and other necessary assistance.

### **R.A. 9262 – Anti-Violence Against Women and Children**

The university acknowledges the responsibility to uphold this provision as such, all members of the university community, including students, faculty, staff, administrators, and visitors shall uphold the dignity and safety of all individuals, particularly women, and children, within the educational institution and its surrounding community.

### **R.A. 11861 – Expanded Solo Parents Welfare Act**

In line with the act, the university, through the OSWD, offers programs to support single-parent students, subject to university policies. Single parents are encouraged to consult the OSWD Director for available assistance.

### **R.A. 10754 – An Act Expanding the Benefits and Privileges of Persons with Disabilities**

The university recognizes the rights and privileges of all individuals by ensuring that our facilities, services, and programs are accessible to persons with disabilities, in accordance with the standards set by law.

**RA 9165 – Comprehensive Dangerous Drugs Act**

The University enforces a strict drug-free policy, prohibiting possession, use, sale, or distribution of illegal substances on campus. Violations may lead to disciplinary action, suspension, expulsion, or legal action.

**RA. 11036 – Mental Health Act**

The university, through the Guidance Office, ensures students' right to humane treatment, privacy, and involvement in mental health decisions while promoting a stigma-free environment and comprehensive mental health support.

**RA. 9512 National Environmental awareness and education act of 2008**

The university integrates environmental education into its curriculum and promotes a balanced, healthful campus ecology through awareness programs, sustainability, waste reduction, and conservation efforts.

**RA 9729 Climate Change Act of 2009**

The university acknowledges climate change as a global issue and promotes sustainable practices, resilience, and climate awareness through educational initiatives involving students, faculty, and staff.

**RA 11166. Philippine HIV and Aids Policy Act**

The university upholds students' human rights by ensuring privacy, informed consent, and non-discrimination in healthcare and education, while promoting sexual health through awareness programs, support services, and an inclusive environment.

**RA 11768. An Act Strengthening the Sangguniang Kabataan, Institutionalizing Additional Reforms to Revitalize Youth Participation in Local Governance**

The university supports youth empowerment under RA 11768 by encouraging student involvement in governance, leadership, and community development, fostering an inclusive and participatory political environment.

## **NEMSU HYMN**

LYRICIST: Prof Evelyn T. Bagood  
Music Composer: Mr. Castor V. Balacuit  
Music Arranger: Mr. Carl Martin R. Engcoy

Onward with a noble mission  
Unifying with a vision;  
Glorious footprints of knowledge won  
Breeding grounds of Glocal Champions  
Emblem of Mindanaoan nobility  
Radiates the name of a growing NEMSU; North Eastern  
Mindanao State University Flying flag above the pacific blue.

Refrain:

Live! Rise! Soar and Excel!  
In the NEMSU education  
Leading to a better world  
By sculpting better lives,  
The NEMSU vision, NEMSU touch

Coda:

N.E.M.S.U

The laying portals of brilliant hatch  
(Repeat Refrain)

## APPENDIX B Geographical Map of NEMSU

