

PART I

General Provisions



Chapter 1 PRELIMINARY MATTERS

Section 1. This document shall be called and known as the “Tarlac State University Student Manual.”

Section 2. Coverage – This Manual shall apply to and govern all bona fide students in all level and curricula of the Tarlac State University.

Section 3. Purpose – This Manual is intended mainly to serve as guide to student conduct and matters affecting student life.

Section 4. Interpretation – All provisions of this Manual shall, in case of conflict or ambiguity, be interpreted in favor of the students.

Section 5. Definitions - The terms as used in this Student Manual are defined as follows:

1. TSU refers to the **TARLAC STATE UNIVERSITY**
2. **President** refers to the highest official of TSU
3. **Dean of Student Affairs and Services** refers to the officer designated to oversee the operation of the different units in-charge of student personnel services in TSU.
4. **Recognition/Accreditation** means the authority to operate at TSU granted to student organizations by authority of the President.
5. **Student Organization** means a group of students bound by common organizational objectives through programs and activities. It includes any association, club, fraternity, sorority, society, order or any other form of organized groups whose members are students of TSU.
6. **Recognized/Accredited Student Organizations** refer to any student organization which after meeting all necessary requirements as prescribed under this Student Manual is granted the authority to operate by the President.
7. **Supreme Student Council** refers to the highest official body governing the student body politics.

Chapter 2

DECLARATION OF PRINCIPLES

Section 1. TSU recognizes the vital role of the youth in nation-building and shall promote and protect their physical, moral, spiritual, intellectual and social well-being.

Section 2. TSU shall respect the inherent individual and collective rights of students subject to limitations as provided by law, public policy and acceptable customs and traditions.

Section 3. TSU shall protect and promote the right to quality education of all students and to take appropriate measures to make such education accessible.

Section 4. No student shall be discriminated against by virtue of his birth, sex, religion, socio-economic status and political beliefs and aspirations.

Section 5. Students shall be guaranteed participation and initiative in matters affecting their well-being.

Section 6. All students shall uphold the academic integrity of TSU and shall conduct themselves in accordance with established rules and regulations and acceptable mores of society.

Chapter 3

STUDENTS' RIGHTS AND OBLIGATIONS

Section 1. Rights – The following rights under the Philippine Constitution and the Education Act 1982 shall be guaranteed to every bonafide student of TSU:

1. Rights under the New Constitution:

- a. The right to due process of law;
- b. The right to equal protection of the laws;
- c. The right against unreasonable search and seizure and illegal arrest;
- d. The right to privacy of communication and correspondence;
- e. The freedom of speech and of expression;

- f. The right to peaceably assemble and petition the lawful authorities for redress of grievances;
- g. The right to free exercise and enjoyment of religious profession and worship;
- h. The right to public information;
- i. The right to form organizations or associations;
- j. The right to effective and reasonable participation in matters affecting their welfare and student life;
- k. The right to academic freedom within the limitations as provided by laws;
- l. The right to suffrage;
- m. The right to health;
- n. The right to quality education;
- o. The right to select a profession or course of study subject to fair, reasonable and equitable admission and academic requirements;
- p. The right to a balance and healthful ecology in accordance with rhythm and harmony of nature;
- q. All other rights guaranteed under the Constitution not mentioned above.

2. Rights under the Education Act of 1982:

- a. The right to receive primarily through competent instruction, relevant quality education in line with national goals and conducive to their full development as persons with human dignity;
- b. The right to freely choose their field of study and to continue their course therein up to graduation, except in case of academic deficiency, or violation of disciplinary regulations;
- c. The right to school guidance and counseling services for making decisions and selecting the alternatives of work suited to his/her potentialities;
- d. The right to access to his/her own school records, the confidentiality of which the University shall maintain and preserve;
- e. The right to issuance of official certificates, diploma, tran-

script of records, transfer credentials and other similar documents within thirty days from request;

- f. The right to publish a student newspaper and similar publications, as well as the right to invite resource persons during assemblies, symposia and other activities of similar nature;
- g. The right to free expression of opinion and suggestions, and to effective channels of communication with appropriate academic and administrative bodies of the university;
- h. The right to form, establish, join and participate in organizations and societies recognized by the school to foster their intellectual, cultural, spiritual and physical growth and development, or to form, establish join and maintain organizations and societies for purposes not contrary to law;
- i. The right to participate in the formulation and development of policies affecting the schools in relation to the locality/region, and nation through representation in the appropriate body/bodies of the school to be determined by the Governing Board;
- j. The right to be free from involuntary contributions, except those approved by their own organizations or societies.

Section 2. Obligations. A bonafide student of the University shall be covered by all obligations as a citizen mandated in the New Constitution and those stated under Education Act of 1982 as follows:

- 1. To render personal, military or civil service under conditions provided by law;
- 2. To develop patriotism and nationalism, love of humanity, respect for human rights and appreciation of the role of nation heroes in the historical development of the country;
- 3. To understand the rights and accept the duties of citizenship, strengthen his/her ethical and spiritual values, develop moral character and personal discipline, critical and creative thinking;
- 4. To exert his/her utmost to develop his/her potential for service, particularly, by undergoing an education suited to his/her abilities, in order that he/she may become an asset to his/her family and to society;
- 5. To uphold the academic integrity of the school, endeavor to

achieve academic excellence and abide by the rules and regulations governing his/her academic responsibilities and moral integrity;

6. To promote and maintain the peace and tranquility of the school by observing the rules of discipline, and by exerting effort to attain harmonious relationships with fellow students, the teaching and academic staff and other personnel;
7. To participate actively in civil affairs and in the promotion of the general welfare, particularly in the social, economic and cultural development of his/her community and in the attainment of a just, compassionate and orderly society;
8. To exercise his/her rights responsibly in the knowledge that he/she is answerable for any infringement or violation of the public welfare and the rights of others;
9. To strive to lead an upright, virtuous and useful life;
10. To love, respect, and obey his/her parents, and cooperate with them to maintain the family solidarity;
11. To respect the customs and traditions of our people, the duly constituted authorities, the aims of our country and the principles of democracy.
12. To help in the observance and exercise of individual and society rights, the strengthening of freedom everywhere, the fostering of cooperation among nations in the pursuit of progress, prosperity and world peace.

PART II

Admission and Registration



Chapter 1

ADMISSION

Section 1. Students shall be accepted regardless of age, gender, nationality, religious beliefs, socio-economic status, political affiliations, or even those with disability.

Section 2. Every applicant for admission shall have a thorough health examination.

Section 3. Students must sign a pledge to abide by and comply with all the rules and regulations of the University.

Section 4. Students who have not duly matriculated are not admitted to classes and are not officially enrolled.

A. New Freshmen Students

Section 1. Students must meet all the prescribed admission requirements of the University.

1. Must have graduated from government and private recognized secondary schools/K12 Education Program.
2. Must qualify in the College Admission Test.
3. Must have complete and valid credentials (for undergraduate students: Form 138, Certificate of Good Character, Health Examination Certificate, and copy of PSA/NSO Birth Certificate, and for graduate students: Transfer Credentials/ Honorable Dismissal, TOR, PSA/NSO Birth Certificate, and Marriage Certificate for married female students).
4. Must qualify in the average grade requirement (GWA) set by TSU or CHED.
5. Must qualify in the interview.

Section 2. New freshmen students are not accepted during the Second Semester or Summer Term.

Section 3. Students must not have enrolled in any academic or college subject/s prior to their enrolment as new freshmen; otherwise they shall be classified as transferees.

Section 4. Students enrolled in vocational courses or those not leading to a degree program are admitted as new freshmen.

Section 5. Students must pledge to abide by and comply with all the rules and regulations of TSU.

B. Transferees

Section 1. Students must meet all the prescribed admission requirements of the University.

1. College Admission Test/Psychological Test
2. Application for Admission to Transfer
3. Average grade requirement (GWA)
4. Interview
5. Must have complete and valid credentials (Transfer Credentials, Copy of Grades signed by the Registrar, Certificate of Good Character, Health Examination Certificate and copy of PSA/NSO Birth Certificate)

Section 2. Only students who have enrolled in any course leading to a degree program are admitted as transferees, otherwise, they shall be classified as new freshmen and required to take the College Admission Test.

Section 3. Admission shall be on probation basis during the first term of stay in the University or until such time as they shall have validated/repeated in accordance with University policies all the subjects taken outside the TSU which are required for their course.

Section 4. Admitted transfer students may not be allowed to enroll in a subject or subjects if the pre-requisites of which were taken elsewhere, and have not yet been validated or repeated in the University.

Section 5. If the number of units earned outside the university is less than the prescribed units of the course, the student shall enroll the course as offered in the university.

Section 6. Transfer students with failures can be accepted but the policy on scholastic delinquency will apply to them. They shall be placed on probation status and have to pass all the subjects enrolled as a pre-requisite for admission the following semester.

Section 7. Official transcript of Record (OTR) shall be submitted prior to admission for the following semester otherwise, enrolment will not be allowed.

Section 8. Transferees from State Universities and Colleges (SUC) institution shall be admitted and treated as regular students in accordance with the existing policies of the University.

Section 9. Admission of transferees is subject to availability of slot.

Section 10. Must pledge to abide by and comply with all the rules and regulations of TSU.

C. Foreign Students

Section 1. Must have complete and valid credentials.

Section 2. Must meet all the prescribed admission requirements of the University and the course applied for:

1. Foreign Student College Admission Test (FSCAT)
2. Certificate of Completion of a Secondary Curriculum with English Translation duly authenticated by the Philippine Foreign Service Post (PSFP) or Philippine Embassy
3. Original Transcript of Record with English Translation
4. Personal Data Sheet
5. Affidavit of Support
6. Alien Certificate of Registration (ACR)
7. Result of TOEFL
8. 9(f) Student Visa
9. Security Clearance from his/her embassy
10. Resident Guarantor of his/her character
11. Certificate of Temporary Residence for Students (CRTS)
12. Passport
13. NBI Clearance
14. NICA Clearance
15. Certificate of Medical Clearance
16. 2 x 2 Picture

Section 3. Must meet all the prescribed requirements of the Department of Foreign Affairs (DFA) and Bureau of Immigration (BI).

Section 4. Must submit Certification of Proficiency in English based on TOEFL score (for non-native speakers of English).

Section 5. A foreign student may be admitted based on availability of slot of the course applied for.

Section 6. Admission of foreign student should be limited to special courses.

D. Cross-enrollees

Section 1. Cross-enrollees from other institutions must present a cross-registration permit from mother institution.

E. Special/Audit Students/Refresher Course Students

Section 1. Sign an agreement that he/she waives the right to receive and to demand credit for the work done.

Section 2. Their admission shall be approved by the VP Academic Affairs and noted by University Registrar upon recommendation of the Dean of the College concerned.

Chapter 2 REGISTRATION

Section 1. Registration of students shall only be on the regular registration period indicated in the academic calendar. No student shall be registered in any subject after 12% of regular class meetings had been held.

Section 2. A student must be officially registered in order to receive credit for course work.

Section 3. A student is considered officially enrolled when he/she has paid his/her tuition and other fees duly validated by the Assessment and Billing Section.

Section 4. An admission slip/clearance or report of grades showing the scholastic standing of an old student is required as a credential for enrollment.

Section 5. A student is not allowed to enroll in more than one course during his stay in the University.

Section 6. Rules on sequencing of subjects (prerequisites) in a curriculum are observed and followed in enrollment.

Section 7. Registration of a returning student is dependent on his previous scholastic standing. All subjects taken from previous school where the same course description and units have are automatically credited.

Section 8. Special students are allowed to enroll only six (6) units per semester, hence twelve (12) units a year for a period of only one year.

Section 9. Late registration fee is charged to a student who enrolls after the regular registration period as provided for in the academic calendar.

A. Academic Load

Section 1. The total number of units for which a student may register shall be in accordance with the curricular programs the student is enrolled in.

Section 2. During Summer Term, a student may register only in nine (9) units, except for graduating students who shall be allowed a higher load not exceeding 12 units.

Section 3. Only graduating students are allowed to overload, subject to their academic standing.

Section 4. A graduating student may be permitted to carry a heavier load but not to exceed 28 units subject to approval by authorities concerned.

Section 5. Students who are scholastic delinquents are not allowed to have an overload.

Section 6. Teacher Education students taking up practice teaching are not allowed to overload or have other subjects taken alongside with practice teaching.

Section 7. Load of transfer students shall be limited only to those subjects without prerequisite, until such time this subject had already been validated/accredited.

Section 8. The Dean may limit the academic load of student who

are employed outside the institution whether full time or part time.

B. Cross-enrollment

Section 1. Cross-enrollment should be done within the period of registration.

Section 2. Cross-enrollment is allowed for graduating students for six (6) units only, provided these subjects are not offered in the institution, must have the same course description and number of units, and must not be a major subject.

Section 3. No student is allowed to cross-register in two or more schools outside the University.

Section 4. Cross-enrollment of students outside the University must have the approval of the Dean and authorized by the University Registrar for the subject/s to be given credit by the University.

Section 5. Cross-enrollment of students of common subjects within the University is allowed and does not require prior approval by the College/faculty concerned.

Section 6. Students coming from other institutions may be allowed to cross-register within the enrollment period only and with a permit to cross-enroll from his Registrar and subject to availability of slot.

C. Changing/Adding/Dropping of Subjects

Section 1. Changing/Adding/Dropping of subjects shall be made only for valid reasons within the prescribed period, and state in writing to be approved by the Dean and acknowledged by the University Registrar and subject to payment of corresponding fees.

Section 2. Subjects changed/added unofficially or without prior approval of the Dean shall not be given credit.

Section 3. Total load carried by a student including the additional subject/s must not exceed the maximum under the rule on academic load or that which is prescribed for his/her curriculum year during the term/semester.

Section 4. Dropping a subject shall be allowed before the mid-term.

After the mid-term, a student may be allowed to drop a subject only for a valid and justifiable reason.

Section 5. Unofficial dropping of subject after the mid-term shall earn the student a failing grade or 5.0.

D. Shifting from One Course to Another

Section 1. A student is allowed by the Dean to shift his/her course if in the opinion of the Dean, he/she is not academically suited to the course.

Section 2. A student should apply to the Dean of his/her College for a shift of course and said application is to be endorsed to the Dean of his/her new course for approval.

E. Withdrawal of Registration

Section 1. Withdrawal of registration shall be made and approved based on existing rules and regulations of the institution.

Section 2. A student who withdraws his/her registration shall be entitled to full refund of fees within the prescribed period.

Section 3. A student who withdraws his/her registration shall be entitled to withdraw his/her credentials submitted as requirement for enrollment.

Section 4. No withdrawal of registration shall be made after the specified period. The rules for dropping shall apply.

F. Prerequisite of Subject/s

Section 1. The rules on sequence of subjects in the curriculum of the course being taken must be followed.

Section 2. Enrolling in and attendance in a subject without passing its prerequisite shall earn the student no academic credit.

Section 3. Waiver of Prerequisite. Graduating student shall be allowed to take the prerequisite subject and higher subject simultaneously with the approval of the Dean and noted by the University Registrar. However, if the student failed the prerequisite subject, the higher subject shall not be given credit.

G. Substitution of Subjects

Section 1. Substitution of subjects is allowed when a student is pursuing a curriculum that has not been superseded by a new one and the substitution tends to bring the old curriculum in line with the new.

Section 2. Every petition for substitution must involve subjects allied to each other and with the same number of units or greater than the units of the required subject.

Section 3. No substitution shall be allowed for a subject prescribed in a curriculum in which a student has failed, except when the subject is no longer offered, provided, that the proposed substitution substantially covers the same subject matter as the required subject.

Section 4. All petitions for substitution must be submitted to the Dean before 12% of regular class meetings have been held for the term. Petition for substitution must be recommended by the head of the department, approved by the Dean and the VP Academic Affairs and noted by the University Registrar.

Chapter 3 VALIDATION/ACCREDITATION

Section 1. Accreditation. Transfer credits and subjects leading to a degree program may be accredited provided they are prescribed in the curriculum and have the same course content and number of units, and subject to residency requirement.

Section 2. All subjects and units taken from any SUC within the last five (5) years at the time of transfer may be accredited.

Section 3. All subjects and units taken from any private institutions within the last five (5) years at the time of transfer, with courses duly accredited by any accrediting agency under the Federation of Accrediting Agencies in the Philippines (FAAP) may be accredited.

Section 4. Subjects to be accredited must not exceed 50% of the total number of units prescribed in the curriculum.

Section 5. Only units earned by foreign students in the collegiate level shall be given credit. Units earned in technical/vocational courses and in

high school shall not be credited toward a degree program.

Section 6. Validation. Transferees from other private institutions with courses not yet accredited by any accrediting agency under the FAAP should undergo validation of subjects as prescribed in the accreditation process. The Dean shall have the authority to decide the subject to be credited together with the Program Chair. A validation fee for each subject has to be paid by the concerned students to the Cashier.

Section 7. Validation/Accreditation should be done within the period of three (3) semesters from the date of admission to the institution.

Section 8. Transfer student will not be allowed to enroll in a subject the prerequisite/s of which, taken elsewhere, have not yet been validated or repeated at TSU.

Section 9. Students undertaking their second baccalaureate degree will not have to undergo anymore the validation/accreditation process, provided, the first baccalaureate degree must be of the same or parallel level with the chosen second baccalaureate course, and provided further that, they are prescribed in the curriculum and have the same course content and number of units.

Chapter 4

ATTENDANCE AND RELATED MATTERS

A. Attendance

Section 1. Students are required to attend classes punctually and regularly because in this manner they benefit much from instruction. Prompt and regular attendance in all classes is required of all students from the first meeting of every course.

Section 2. Collegiate students, who incur absences of 20% of the required number of class and laboratory periods or any other scheduled work in a given term, shall be dropped from the subject.

Section 3. If for any unavoidable reason a student is absent, a certification from his/her attending physician or parent should be presented to the professor/section adviser concerned upon the student's return.

Section 4. Excuses are for time missed only. All works covered by the class during the absence shall be made up to satisfy the requirements of the course.

Section 5. If majority of the absences are excused, a student shall not be given a grade of "5.0" depending upon his academic standing in the class or classes where absences are incurred; but if majority of the absences are not excused, she/she shall be given a grade of "5.0" upon being dropped. A student who has not been dropped officially through his/her own fault shall be given a grade of "5.0".

Section 6. Time lost by late enrollment shall be considered as time lost by absence.

Section 7. A student who is late for not more than 5 minutes may be admitted to class. However, a student who has been tardy for 3 times of 5 or more minutes each shall be considered as having been absent once.

Section 8. In cases where instructors/professors are late for class, student should not leave the classroom until the first third fraction of the scheduled class time has passed. Professors arriving late within the time schedule may mark students absent if they leave their classes earlier than prescribed time.

B. Leave of Absence

Section 1. Prolonged leave of absence must be sought by a written petition to the Dean and recorded by the University Registrar. The petition must state the reason for which the leave is desired and must specify the period of the leave which shall not exceed one (1) academic year.

Section 2. Withdrawal from the University without formal leave of absence may cause the curtailment of entire withdrawal of the registration.

Chapter 5 EXAMINATIONS

Section 1. Final examinations are scheduled in the Academic Calendar. Students with examination conflicts must notify the Dean about this matter immediately.

Section 2. Students who are caught cheating or doing any similar acts in any examination test or quiz shall be punished in accordance with pertinent provisions of this Student Manual.

Section 3. A student who has received a passing grade in a given

course is not allowed reexamination for the purpose of improving his/her grades.

Chapter 6

GRADING SYSTEM

Section 1. The work of collegiate students shall be rated at the end of each term in accordance with the following system:

1.0	-	Excellent
1.25-1.5	-	Very Good
1.75-2.0	-	Good
2.25-2.5	-	Satisfactory
2.75-3.0	-	Passing
4.0	-	Conditional Failure
5.0	-	Failing
Inc.	-	Incomplete

The grade of "Inc." is given if a student, whose class standing for the semester is passing, fails to take the final examination or fails to complete other course requirements for valid reason. In case the class standing is not passing and the student fails to take the final examination for any reason, a grade of "5.0" shall be given.

Section 2. Removal of "Inc." grade must be done within the prescribed time of one (1) academic year by passing an examination or satisfying the requirements for the course, after which the student shall be given a final grade based on his/her overall performance.

Section 3. Removal of Conditional Failure. Students whose computed final grade in a subject at the end of the semester is 4.0 are required to take the removal examination as per the specified date in the said subject. Failure to take the removal examination shall earn the student a grade of 5.0.

Chapter 7

RETENTION POLICIES

Section 1. Evaluation of student records for purposes of retention is guided by the following standards:

% Failure	No. of units enrolled	Status	Allowable load for the ff. Semester
25% - 49%	Any number of academic units	Warning	Less 3 units from normal load
50% - 75%	6 academic units or more	Probation	15 units only
76% - 100%	9 academic units	Dismissal from the College	Not allowed to enroll
100%	-do-	Permanent Disqualification from the University	-do-

Section 2. Any student who has received two (2) successive warnings shall be placed on probation.

Section 3. Probation status of a student may be lifted upon passing all the subjects carried during the term he/she is on probation.

Section 4. Any student under probation who again fails in 50% or more of the total number of academic units enrolled will be dismissed from the College/University.

Chapter 8 ACADEMIC SCHOLARSHIP

Section 1. Entrance scholarship shall be enjoyed by Valedictorians and Salutatorians of recognized public and private secondary schools coming from graduating classes with an enrollment of at least 30 graduates, to be certified by the head of the institution concerned. The Valedictorian shall enjoy free tuition fee, whereas the Salutatorian shall enjoy 50% reduction in tuition fees.

Section 2. University scholarship shall be awarded to an undergraduate student who obtained a weighted average of 1.45 or better, and has no grade in any subject lower than 2.5 at the end of the semester, and shall en-

joy free tuition and miscellaneous fees for the following semester.

Section 3. College scholarship shall be awarded to an undergraduate student who obtained a weighted average of 1.75 or better, and has no grade below 3.0 at the end of the semester and shall enjoy 50% reduction in tuition and miscellaneous fees for the following semester.

Section 4. To qualify to any of the scholarships, the prescribed load of the student is at least 15 academic units or the normal load prescribed in his/her curriculum.

Section 5. The student must be up-to-date with all the academic and non-academic requirements, no grade of Inc. or below 3.0 in any academic and non-academic subject.

Section 6. The academic scholarship shall only be for a period of one semester and shall continue in succeeding semesters, provided, the student satisfies the prescribed general weighted average and other requirements.

Section 7. If a student is a recipient of 2 or more scholarships, he/she shall be required to choose only one (1).

Chapter 9

TRANSFER CREDENTIALS

Section 1. A student in good standing who desires to sever his/her connection with the University must present a written petition to this effect to the University Registrar. If the petition is granted, the student shall be given transfer credentials. Without such petition and favorable action, no records shall be issued.

Section 2. A transfer credential is issued only after the student has cleared himself/herself from all accountabilities in the University and is issued only once.

Chapter 10

GRADUATION

Section 1. Candidates for graduation must have satisfied all academic and non-academic requirements prior to graduation.

ademic year. Those who had completed all the requirements of the curriculum but did not apply for graduation shall have their graduation approved as of the date they should have originally graduated upon complying with all the requirements (application for graduation, graduation fee, etc.).

Section 3. No student shall graduate from the University unless his/her name is approved as a candidate for graduation by the Academic Council and confirmed by the Board of Regents.

Section 4. All candidates for graduation must have their deficiencies made up and their records cleared with the exception of their current enrolled subjects not later than the date specified in the academic calendar.

Section 5. All graduating students shall attend the commencement exercises as scheduled.

Section 6. Graduation in absentia for just reason shall be allowed, but must be properly supported by valid certifications and presented at least 24 hours before the commencement program to the University Registrar.

Section 7. No student shall graduate unless he/she pays the required graduation fee.

Chapter 11

GRADUATION WITH HONORS

Section 1. Computation of the general weighted average of students, who shall graduate with honors especially Summa cum Laude, Magna cum Laude, and Cum Laude, shall be based on the following grade requirements:

Cum Laude	-	1.46 to 1.75
Magna Cum Laude	-	1.21 to 1.45
Summa Cum Laude	-	1.00 to 1.20

Section 2. In the final result of the computation of grade of candidates for honors, rounding off of final grades shall not be allowed.

Section 3. Only final grades shall be considered in the computation of the general weighted average.

Section 4. In the computation of the final general weighted average of students who are candidates for graduation with honors, only resident credits shall be included.

Section 5. The candidate for graduation with honors should not have any grade lower than 3.0 and/or unremoved "Incomplete" or "Inc." in any academic or non-academic subject, whether prescribed or not in his/her curriculum, taken in the University or in any other educational institution.

Section 6. Students who are candidates for graduation with honors must not have repeated a subject in any other educational institution.

Section 7. Students who are candidates for graduation with honors must have completed in the University at least 75% of the total number of academic units for graduation and must have been in residence therein for at least 2 years immediately prior to graduation.

Section 8. Students who are candidates for graduation with honors must have taken during each semester not less than 15 units of credit or the normal/regular load prescribed in the curriculum. In case where such normal/regular load is less than 15 units but not lower than 12 units, it shall be the responsibility of the student to establish the reason for under loading within the semester in which it takes place, subject to the consideration and approval of the College Dean, University Registrar, and the VP for Academic Affairs.

Section 9. A candidate for graduation with honors must not have been charged and found guilty of any violation of existing university rule punishable by at least one-week suspension.

Chapter 12

RECOGNITION, BACCALAUREATE, AND GRADUATION PROGRAM

Section 1. The Recognition Program shall be the responsibility of the Office of Student Affairs and Services in coordination with the different Colleges. All honor students from first year to the senior years shall be given due recognition for their academic and non-academic achievement.

Section 2. Commencement and Baccalaureate Exercises

1. The Office of the University Registrar shall be responsible for the Commencement and Baccalaureate Exercises and may call upon the other offices for assistance in carrying out of said arrangements.
2. The Commencement Exercises for graduating students of the TSU shall be held on the dates fixed for graduation in the academic calendar.

3. Candidates for graduation with degrees of titles requiring no less than 4 years of collegiate instruction shall be required to wear academic costumes during the Baccalaureate and Commencement Exercises in accordance with the rules and regulations of the University.

Chapter 13

TRANSCRIPT OF RECORDS, FORM 137A, AND CERTIFICATIONS

Section 1. Official Transcript of Records and Form 137A issued for the purpose of transferring a student's or graduate's credits to another institution of learning, may not be hand carried, but must be sent directly from the Office of the University Registrar to the school where the student or graduate wishes the credits be transferred.

Section 2. Transcript of Records/Form 137A is issued only once to the requesting school for purposes of admission.

Section 3. For graduates applying for Transcript of Records (First Copy), a clearance is required.

Section 4. Students who want copies of their Transcript of Records/Form 137A Certifications for purposes, such as employment, records, evaluation, scholarship, promotion or examination may secure them upon application at the Office of the University Registrar and upon payment of a corresponding fee at the Cashier's Office.

Section 5. A notice of at least 2 weeks must be given by the student who desire to secure a copy of his/her transcript of records and at least 3 days for Form 137A and certifications.

Section 4. Students who drop the entire course within the first month of classes regardless of whether he/she has actually attended class or not are entitled to refund of tuition and miscellaneous fees .