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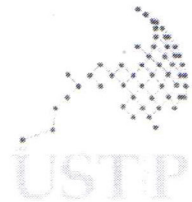
UNIVERSITY OF
SCIENCE AND TECHNOLOGY
OF SOUTHERN PHILIPPINES

Alubijid | Cagayan de Oro | Claveria | Jasaan | Oroquieta | Panaon

UNIVERSITY OF SCIENCE AND TECHNOLOGY OF SOUTHERN PHILIPPINES

STUDENT HANDBOOK

2018 Edition



SECRETARY'S CERTIFICATE

THIS IS TO CERTIFY that based on the records of this Office, during the meeting of the Board of Regents of the University of Science and Technology of Southern Philippines (USTP) held on September 7, 2018 at the Conference Room 2, 4th Floor HEDC Building, CP Garcia Avenue, Diliman, Quezon City, the following Resolution was passed:

RESOLUTION NO 62, S. 2018

APPROVING THE STUDENT HANDBOOK OF THE UNIVERSITY OF SCIENCE AND TECHNOLOGY OF SOUTHERN PHILIPPINES, SUBJECT TO EVALUATION AFTER ONE (1) YEAR OF IMPLEMENTATION.

APPROVED

Issued this 13th day of September 2018, at the Office of the University and Board Secretary at USTP Claveria Campus in Poblacion, Claveria, Misamis Oriental.


MARY FERN V MERCADO
Board Secretary V

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TITLE ONE. VISION, MISSION, AND MORAL DUTY

Chapter 1. Vision

The University of Science and Technology of Southern Philippines (USTP) is a nationally-recognized science and technology university providing the vital link between education and the economy.

Chapter 2. Mission

The mission of the University is to: a) bring the world of work (industry) into the actual higher education and training of students; b) offer entrepreneurs the opportunity to maximize their business potentials through a gamut of services from product conceptualization to commercialization; c) contribute significantly to the National Development Goals of food security and energy sufficiency through technological solutions.

Chapter 3. USTP Seal and Color

The USTP is represented by its University seal and color. The seal comprises atomic particles shaped into a stylized map of the Mindanao island, depicting traditional weaving patterns to represent the varied peoples and cultures of Southern Philippines. This reflects the institution's vision of being a nationally recognized Science and Technology University providing the vital link between education and the economy. The linked particles represent the community of students, staff and faculty establishing strong linkages with other stakeholders such as the industry, other institutions of higher learning, and the government sector which are all committed to excellence in the field of science and technology with the goal of serving the greater community. The visual image of a sphere brings to mind the University's goal of becoming a premier and globally competitive institution. The University colors are navy blue, white and yellow. Navy blue symbolizes importance, confidence, power, authority, intelligence, stability, and unity; and white symbolizes purity, cleanliness and peace. Yellow or the color of the sun, which is an emblem of glory and brilliance, symbolizes hope, happiness, life, spirituality and optimism.

Chapter 4. Graduate Attributes

The USTP Graduate is an innovative and entrepreneurial thought leader and game changer in the academe and industry. S/he possesses the following Institutional Graduate Attributes:

1. Thinking and Reasoning

A USTP graduate is able to think critically, creatively, and metacognitively. S/he is able to apply analytical and quantitative reasoning in identifying problems and complex challenges, accessing information, differentiating and evaluating theories and ideas,

analyzing data, making reasoned decisions, and transforming ideas or solutions into new forms.

2. *Communication*

The USTP graduate communicates ideas, perspectives, and values clearly and persuasively while listening openly to others. Developing strong oral, written, multimedia, nonverbal, and creative communication skills in a variety of forms and contexts allows the graduate to actively participate in a democratic society and to achieve success in his/her profession.

3. *Diversity*

A USTP graduate is able to apply knowledge of diverse and multicultural competencies to contribute to the creation and maintenance of inclusive and just communities. Along with the ability to thrive, grow, and develop in the face of adverse circumstances and uncertainties, s/he has the capacity to interact openly and respectfully with individuals across the full range of human diversity including race, ethnicity, religion, gender, sexual orientation or preference, age and ability. Since USTP students come from and return to an increasingly diverse society, they should be able to recognize and understand the rich and complex ways in which individual and group differences and interactions impact self and society.

4. *Collaboration*

A USTP graduate is able to work collaboratively and respectfully as an individual contributor and/or leader of diverse teams and communities. Working with others is an essential component of USTP learning experience. This includes assuming shared responsibility for collaborative work, and valuing the unique contributions of each member of the team.

5. *Sustainability*

A USTP graduate is able to act responsibly and sustainably in their personal and professional life at local, national, and global levels. Through ethical behavior based on an understanding of how individual choices and actions affect society and the environment, s/he can help build a sustainable future that ensures environmental integrity, economic vitality, and a just society for present and future generations.

6. *Specialized Discipline*

A USTP graduate demonstrates expertise in a specialized discipline of study through the integration of ideas, methods, theory and practice in various contexts, including inter-, multi-, and trans-disciplinary engagements. Mastery of the terminologies, theories, methods, tools and applications of a particular subject area prepares the graduates to engage in independent and life-long learning in the broadest context of social, technological, economic, and environmental changes.

Disciplinary knowledge – integrated with a broad understanding of the arts, sciences, and technology – contributes to critical and creative approaches to the development of new knowledge and applications addressing complex professional and global issues.

Chapter 5. Moral Duty of the University to the Community

Public office is a public trust. Public officers and employees must at all times be accountable to the people and serve with the highest degree of responsibility, integrity, loyalty and efficiency and shall remain accountable to the people (Philippine Constitution, Art. XI, Sec. 1). It is the duty of every member of the University community to be committed to the attainment of its vision, mission, goals and objectives in the most effective, efficient, economical and judicious manner. The rule of law shall be respected in the exercise of power and authority, and in the discharge of duties by all officials, staff member, faculty members, and office personnel. Bound to be conscious of their accountability to the public, they shall endeavor to discharge the legal duties inherent in their respective positions with the spirit of teamwork and the highest standard of professionalism.

TITLE TWO. ACADEMIC REGULATIONS

Chapter 1. Academic Calendar and Class Size

Art. 1. Academic Calendar. The USTP academic calendar shall fall within the calendar issued by the Commission on Higher Education and the details thereof prepared by the University. Each semester shall consist of at least 18 weeks. Class work in the summer session shall be equivalent to class work in one semester. All class hours lost due to fortuitous events such as typhoons and earthquakes shall be made up for.

Art.2. Class Size. Class sizes shall adhere to quality standards set by the University regarding the proper ratio between the number of students per faculty to ensure quality instruction with respect to local and international standards. Class size shall be determined based on the following guidelines:

1. Method of Instruction and availability of facilities.
2. As a rule, class size in lecture classes for the general education subjects shall not be less than 30 students and for the graduate classes shall not be less than 5 students.
4. No class shall be divided into sections to suit the personal needs or convenience of the instructor.
3. As much as practicable, class size for laboratory classes shall not be less than 30 students.

Chapter 2. Admission and Registration

Art. 1. Admission. No student shall be discriminated against and denied admission to the University by reason of sex, nationality, religion, political affiliation, or physical disability (RA 10919, Section 47). Following the selective admission policy of the university, students must satisfy all the requirements prescribed by their college/department, aside from the minimum requirements for each level as indicated below:

1. Pass the College Admission Test (Note: The test results are valid for only one year and shall be rendered void should the student decide to enroll in another university. In the USTP system, students from Claveria and the Satellite Campuses who wish to enroll in the CDO campus must also take the admission test.)
2. Pass the College Admission Test and Interview for BS in Technology and Communications Management Applicants
3. With Good Moral Character

Section 1. Admission Application Requirements

1. Incoming Freshmen (Grade 12 Graduating Students)

- a. Duly accomplished Application Form
(Form is available at the Admissions and Scholarships Office or downloadable at cdo.ustp.edu.ph)
- b. Photocopy of Form 138/ Grade 12 Report Card with First to Third Quarter Grades signed by the Class Adviser (For the New Academic Calendar: August to May, First to Second Quarter Grades)

- c. Photocopy of School ID
- d. 2 pcs. 2 x 2 recent identical ID Photo with white background (Selfie photo not accepted)
- e. Active Email Address (necessary for computer-based test)

2. Transferees

A transferee is a student who comes from another school and must take the admission test. S/he may be admitted in any program of the university provided that:

- a. his/her situation does not match any of the conditions stipulated in the Selective Retention (Art. 1, Section 1) policies;
- b. s/he gets approval from the dean concerned before taking the college admission test;
- c. s/he passes the screening process and meets all the admission requirements;
- d. his/her admission does not exceed the enrollment quota of the school- year and specialization;
- e. s/he has completed more than one semester of the old curriculum (students who have completed only the first semester of the old college curriculum may be admitted to the ladderized programs in the College of Technology);
- f. s/he would still be able to meet the residency requirement of two (2) years before graduation.
- g. s/he can submit the following are the required documents:
 - i. duly accomplished Application Form (Form is available at the Admissions and Scholarships Office or downloadable at ustp.edu.ph)
 - ii. original copy of Transcript of Records & Honorable Dismissal
 - iii. evaluation Slip from the USTP CDO Program Chair and College Dean of the chosen degree program
 - iv. 2 pcs. 2 x 2 recent identical ID Photo with white background (Selfie photo not accepted)
 - v. active Email Address (necessary for computer-based test)

3. High School Graduate of the Old Basic Education Curriculum

IMPORTANT: Applicants can only choose from the Ladderized Programs under the College of Technology

- a. duly accomplished Application Form (Form is available at the Admissions and Scholarships Office or downloadable at cdo.ustp.edu.ph)
- b. photocopy of Form 138/ Report Card
- c. 2 pcs. 2 x 2 recent identical ID Photo with white background (Selfie photo not accepted)
- d. active email address (necessary for computer-based test)

Section 2. Summer School Admission Policy

- 1. Cross-enrollees.** Students of other institutions who desire to enroll during summer term may only do so with a Permit-to Study, a written permission of the Head or Registrar of the College where they are in regular residence.

2. **Transferees.** Transferees are not admitted during the summer term. A summer Permit-to-Study is not an admission to regular program of the College. Freshmen and Transferees should apply for admission before the start of the regular semestral classes.

Section 3. Admission Affirmative Action. Approved admission regulations for Indigenous Peoples (IP's), Internally Displaced Persons (IDP's), and students from disadvantaged and vulnerable sectors of the region shall be implemented upon presentation of certifications from the regional offices of the National Commission on Indigenous Peoples (NCIP), National Commission for Refugees, Immigrants and Internally Displaced Persons (NCFRMI), and the Department of Social Welfare and Development (DSWD).

(Please refer to Title Six. Student Services, Chapter 12. Affirmative Action Program)

Art. 2. Registration. Students are required to enroll within the specified period. All applicants, including freshmen, returnees, cross-enrollees, transferees, shiftees, irregular students, and foreign students, must comply with the registration requirements set by the university. A student must be officially registered in order to receive credit for course work.

Section 1. Freshmen Students. Upon enrolment, a freshman should submit the following:

- a. original copy of Form 138 (report card);
- b. original copy of Certificate of Good Moral Character;
- c. original Copy of PSA authenticated Birth Certificate;
- d. 1- copy of 2" x 2" ID photo; and
- e. original Copy of PSA authenticated Marriage contract, for married female students

Section 2. Transferees. A student coming from another school and who wishes to enroll in USTP shall be referred to as a transferee.

1. Student transferees must submit the following upon enrollment:

- a. Certificate of Transfer Credentials;
- b. Transcript of Records (TOR) with *For Evaluation Purposes Only* remarks;
- c. Average grade requirement (GWA/GPA)
- d. Certificate of Good Moral Character; and
- e. Original Copy of Marriage contract, for married female transferees

2. The student transferee must apply for accreditation of subjects during enrolment period. The accreditation will be determined by the department chairperson of the subject concerned and approved by the Dean.

- a. Transferees must have taken the validation examination for every subject that needs to be accredited for advanced credits.
- b. Only the subjects leading to a degree program taken by transferees shall be validated and accredited. Only subjects with similar descriptive title will earn credits

- c. Validation/accreditation should be done within the period of three (3) semesters from the date of admission to the college. A copy of the transcript of records with the remarks COPY FOR USTP should be submitted by the student before the Registrar takes action on the accreditation of subjects.
- d. Subjects to be accredited must not exceed 30% of the total number of units prescribed in the curriculum.
- e. Transfer students will not be allowed to enroll in any subject the prerequisite(s) of which have been taken elsewhere, have not yet been validated, or repeated and passed.
- f. If the number of units earned outside the University is less than the prescribed units of the course, the student should enroll the course as offered in the University.
- g. All subjects and units taken from any SUC within the last five (5) years at the time of transfer may be credited provided that, they are prescribed in the curriculum and have the same course content and number of units, and subject to residency requirement.
- h. 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 credited, provided that, they are prescribed in the curriculum and have the same course content and number of units, and subject to residency requirement.
- i. 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.
- j. 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 validation/accreditation process.
- k. Subjects not officially enrolled by the students are not given credit nor included in their permanent record and Transcript of Records

Section 3. Returnee. Those who secured transfer credentials and wish to re-enroll in this university shall be treated on the same basis as transferee students. The student who withdrew from the program or was granted a Leave of Absence (LOA) or who went AWOL for one semester or more and wishes to re-enroll in the university shall be referred to as a student returnee. Returnees shall undergo re-entry interviews by guidance counsellors/ department chairs/college deans and are subject to availability of slots, as well as the selective retention and residency policies enforced at the time of their return.

Section 4. Visiting Students/Foreign Entrants. Visiting students from foreign universities may enroll at USTP under the following conditions. (Refer to CMO 55. S. 2016):

- 1. Must have complete and valid credentials
- 2. Must meet all the prescribed admission requirements of the College/Program, such as:
 - a. College Admission Test
 - b. Certificate of Completion of a Secondary Curriculum
 - c. Original Transcript of Record
 - d. Personal Data
 - e. Affidavit of Support

- f. Alien Certificate of Registration (ACR)
 - g. Student Visa
 - h. Security Clearance from his/her Embassy
 - i. Resident Guarantor of his/her character
3. Must meet all the prescribed requirements by Department of Foreign Affairs (DFA) and Background Investigation (BI).
 4. A foreign student may be admitted based on availability of slots of the course applied for.

Section 5. Cross-enrolling Students. A student from another school who wishes to cross-enroll in USTP shall submit a Permit to Study issued by his/her home institution to be approved by the Dean concerned and the University Registrar.

Art. 3. Changing/Adding/Dropping of Subjects. Changing, adding and dropping of subjects are not allowed during summer term but may be allowed within the first week of classes of regular semesters under the following conditions: opening of new sections, dissolved subject(s), approved change of subject schedule and/or conflict of schedules. All cases of changing, adding and dropping of subject/s shall require approval from the Dean concerned.

Dropping of subject/s beyond the prescribed schedule may be allowed subject to evaluation and approval of the Dean concerned, provided that the dropping is done for meritorious reasons such as conflict in work schedule, health reasons, late dissolution of class, and other valid reasons that the dean may deem meritorious. Provided further that the total number of absences incurred by the student prior to his/her application for dropping of subject/s does not exceed 17% of the total contact hours of the said subject/s. Moreover, official dropping of subject/s must be done before the scheduled Midterm examination.

Art. 4. Enrolling Subjects in Other Programs. As a general rule, students are not allowed to enroll in two degree programs. In cases, however, where students enroll in non-degree enhancement programs, the following are the guidelines:

1. The student requesting to enroll in an enhancement program shall have earned an outstanding academic performance in the preceding semester/term. Outstanding performance means that the student obtained a GPA of 1.5 with no grade lower than 2.5 in any subject.
2. They should have consulted with the department/ program/ area chairman concerned regarding the availability of slot in the class where they plan to enroll;
3. The total number that can be enrolled for the semester/term, including the subject/s under the non-degree enhancement program/s shall not exceed the allowable maximum load (e.g. 23 or 25 units depending on the program) for the semester/term in question as reflected in the program prospectus; and
4. The students should ensure that the schedules of the subject/s they plan to enroll is/are not in conflict with the schedules of their regular subjects.
5. Enrollment of subject/s in other degree program/s, which is/are not of the same descriptive title, general subject description, and number of units compared to the subject/s required by the degree program where students are enrolled, is strictly prohibited.

Chapter 3. Scholarship Programs

As part of its continuing mandate and program to serve and assist deserving students, the University provides various scholarships and educational assistance/grants as provided by law, by external sponsors, and as prescribed by the University, subject to general policies and guidelines. Scholars must formally communicate with the Scholarship Director should they decide to accept funding from another sponsor and waive their first scholarship.

Chapter 4. Fees

The University shall adhere to the provisions of R.A. 10931 or the "Universal Access to Quality Tertiary Education Act of 2017" and adopt mechanisms that will facilitate the management of fees, where applicable.

Chapter 5. Classification of Students

Art. 1. Regular Students. A full-time/regular student is one who carries the full academic load in any given semester as specified in the curriculum.

Section 1. Freshman (First Year). A freshman student is one who has not yet finished the prescribed subjects for the first year of his curriculum or one who has not completed twenty five percent (25%) of the 4-year program or twenty (20%) of the 5-year program of the total number of units.

Section 2. Sophomore (Second Year). Any student who has completed the prescribed subjects of the first year of his curriculum; or has completed twenty-five percent (25%) but not more than fifty percent (50%) for a four-year program; or has completed at least twenty percent (20%) but not more than forty percent (40%) for 5-year program, respectively, of the total number of units required for the program.

Section 3. Junior (Third Year). A student who has completed the prescribed subjects of the first two-years of his curriculum; or has completed at least fifty (50%) but not more than seventy five percent (75%) of the total number required for the 4-year program; or has completed at least forty percent (40%) but not more than eighty percent (60%) of the 5-year program.

Section 4. Senior (Fourth Year). A student who has completed the prescribed subjects in the first three years of his/her program; or has finished at least seventy five percent (75%) of the number of units for the 4-year program; or has finished at least sixty percent (60%) but not more than eighty percent (80%) of the 5-year program;

Section 5. Fifth Year. A student on the 5-year curriculum shall have completed *all the subjects* prescribed in the first four-years of the program or must have completed eighty percent (80%) of the total number of units required for the entire course.

Art. 2. Graduating Student. A regular graduating student is one who has completed the academic units prescribed in the years prior to his/her terminal year. An irregular graduating student must have completed at least 75% (for four-year programs), and at least 80% (for five-

year programs) of the prescribed academic units, provided all pre-requisites of the remaining subjects are complied with or can be complied with during the terminal school year.

Art. 3. Irregular Student. An irregular student is one who is carrying an academic load not strictly in accordance with the prescribed program prospectus.

Art. 4. Returnee. The student who withdrew from the program or was granted a Leave of Absence (LOA) or who went on Absence Without Leave (AWOL) for one semester or more and wishes to re-enroll in the university shall be referred to as *student returnee*. For readmission, the student returnee must comply with the requirements set by the University subject to the evaluation and approval of competent authorities.

Art. 5. Transferee. A student who wishes to transfer from another school and enroll in USTP shall be referred to as a *transferee*. For admission, the transferee must comply with the requirements set by the University subject to the evaluation and approval of competent authorities.

Art. 6. Cross-Enrollee. A *cross-enrollee* is a student from another universities who wish to cross-enroll in USTP, subject to the policies and procedures set by the University. USTP students may cross-enroll in other universities of the same accreditation level, provided that s/he will graduate during that semester, and upon compliance with the conditions set by the University and the approval of the proper authorities.

Art. 7. Shiftee. Otherwise referred to as “internal transferee,” the USTP student leaving one College to transfer to another College must comply with the conditions and requirements set by the University and must be duly approved by the Deans of both Colleges.

Art. 8. Non-degree Student. A non-degree student is one who is enrolled in a non- degree or short-term course offered by the University.

Art. 9. Visiting/Exchange Student. A visiting/exchange student is a foreign student with complete and valid credentials who wishes to enroll at USTP or whose academic engagements are based on the provisions of a signed agreement between the University and his/her home institution.

Chapter 6. Academic Load of Students

Art. 1. Regular Load. One unit of credit shall be at least eighteen (18) full hours of instruction per semester in the form of lecture, discussion, seminar, tutorial, or equivalent field/laboratory work or any combination of these forms within a semester. The total number of units in a regular semester for which a student may register shall be in accordance with the curricular programs the student is enrolled in.

Art. 2. Irregular Load. A student must strive to carry the regular load for a particular semester/term as prescribed in his/her program prospectus. Irregular loads are allowed only under justifiable circumstances and subject to the policies and procedures set by the University.

Section 1. Deload. In no case should a student carry a load which is less than forty percent (40%) of the prescribed regular load, except in cases where a student is

graduating/irregular and the only subjects left to be taken constitute less than 40% of the prescribed load for the semester as reflected in the program prospectus.

Section 2. Overload. Subject to evaluation and approval, a student may carry an overload of units approved by the Chair, provided that his/her total load registered for the semester shall not exceed thirty (30) units:

1. The student who is graduating shall be allowed to carry an overload to be taken during the last school year of his/her program. However, graduating students who are scholastic delinquents in the immediate previous semester are not allowed to have an overload in the ensuing semester.
2. In exceptional cases, a non-graduating student with a GPA of 1.5 may be allowed to handle a maximum overload of six (6) units.

Art. 3. Pre-requisite. The student should strictly observe the sequencing of subjects. He/she should pass first the prerequisite subjects before enrolling in a required subject in the semester. Failure to comply with this provision will render the enrollment of the subject requiring pre-requisite null and void.

Art. 4. Summer Term. The normal load during the summer term shall be six (6) units. Only under justifiable circumstances, as evaluated and approved by the Dean, can a graduating or non-graduating student be allowed to carry a maximum of nine (9) units.

Chapter 7. Schedule, Suspension, and Make-Up Classes

Art. 1. Schedule of Classes. The schedule of classes shall be prepared by the Registrar in accordance with the academic calendar after consulting with Deans and Directors, and upon approval by the Chancellor. Classes may start at 7:30 in the morning and end at 9:00 o'clock in the evening. For security purposes, a 10pm curfew shall be enforced and mechanisms for compliance shall be set by the University.

Art. 2. Petitioned classes. Formerly known as special class, a petitioned class is an off-semester subject (i.e., one which is not offered in the current semester) which may be offered upon petition by a class or a group of students. Students who would like to request for a petitioned class shall fill out the request form for approval of the Dean concerned, through channels. The form is available at the Dean's Office.

Art. 3. Suspension of Classes. For valid reasons such as severe weather conditions or compromised peace and order situations, classes may be suspended by the President or Chancellor.

Art. 4. Make-up Classes. A faculty member may conduct make-up classes, provided the reasons for missed classes are valid (i.e., based on approved university policies and permitted by competent authorities) and provided further, that schedules do not prejudice the interest of the students.

Chapter 8. Attendance of Students

Art. 1. Admission to Class. Enrolled students must show proof of their registration before being admitted to class. Students who are not enrolled may be admitted upon the discretion of the instructor and subject to the conditions set by the University.

Art. 2. Tardiness and Absence. Prompt and regular attendance in classes is required of all students throughout the duration of every course. A student is considered tardy when he/she arrives past 25% of the scheduled class period. Three (3) instances of tardiness is equivalent to one (1) absence. In cases where instructors/professors are late for class, students should not leave the classroom until the first third fraction of the scheduled class time has passed.

Art. 3. Excused Absences. It is the responsibility of the students to comply with class requirements in case of missed classes. Absences of students may be excused for any of the following reasons:

Section 1. Illness. The student must submit a medical certificate issued by the University Physician or any other physician; provided that in the latter case the medical certificate shall be authenticated by the University Physician.

Section 2. Natural calamities such as storms, floods, earthquakes, fires.

Section 3. Official participation in co-curricular or extra-curricular activities. As early as possible, the student/s should seek prior approval from the Dean or his duly authorized representative, through channels, when participating in university-sanctioned activities that would cause him/her to miss a class or classes. Once the request is approved, the student or students should inform their instructors/professors. The instructor/s should attempt to provide opportunities for equivalent work, either before or after the class absence, in accordance with any department or college requirements. Students who miss classes from attending activities that are not approved by school officials shall be considered absent. Incomplete grades (INC) should not be given to students who missed class or classes due to university-sanctioned activities, unless deemed necessary by the instructor concerned. Students who miss classes due to approved participation in university-sanctioned activities will be allowed to take special examinations and make up for other graded in-class work, so that all requirements of the course will be complied with. For purposes of implementing this policy, activities that will qualify as university-sanctioned are the following:

1. all activities reflected in the approved Academic Calendar;
2. co - curricular activities including field trips and educational tours
3. extra-curricular activities including participation in competitions (e.g., Quiz Bowls, Oration, Debate, Sports, Arts and Culture)sponsored by the university as well as other schools and agencies;
4. system/campus events requiring the participation of students (e.g., Art and Culture group presentations)
5. other activities approved by competent authority.

Art. 4. Dropped Due to Absence. In compliance with BOR Resolution # 31, s. 2018, the student who has incurred three (3) consecutive unexcused absences or more than seventeen percent (17%) of the total number of contact hours in the semester shall be automatically given a grade

of Dropped with Failure (D/F) by the instructor. Should the student incur these absences after the mid-term period, s/he shall be given a grade of 5.0 (F) for failure.

Chapter 9. Leave of Absence

The student who does not intend to enroll in a semester or in a school year must apply for a Leave of Absence (LOA). The leave of absence form may be procured from the Registrar's Office, submitted to the Department Chair upon accomplishment, and approved by the Dean. A maximum of one school-year of LOA may be granted to the student applicant. The period during which the student is on LOA shall be included in the counting of residency years. In the event that there are any approved changes in the program or curriculum during his/her leave of absence, the student returnee is required to follow the new curriculum. A student who needs to go on leave of absence beyond the allowable period should be advised to apply for honorable dismissal without prejudice to readmission. No leave of absence shall be granted during the semester within two weeks before the last day of classes. If the inability of the student to continue his classes is because of health or similar justifiable causes, his absence during this period shall be considered excused. Students who withdraw from the college without a formal leave of absence shall have their registration privilege curtailed and entirely withdrawn. A student who stops for one or more semesters but fails to apply for a leave of absence shall be required to reapply for admission if he wishes to continue his studies in the university.

Chapter 10. Co-Curricular Activities

The university recognizes the significance of exposing the students to industry culture, state of the art technology and the entire industrial environment through the conduct of educational tours and field trips that enhance/validate the theories discussed in the classroom for better appreciation of a particular subject matter. The trips are categorized either as part of the curriculum, which is similarly treated as a subject or as a strategy which is a component of the syllabus.

Art 1. Educational Tours and Field Trips. An educational tour is an extended educational activity involving the travel of students and supervising faculty outside the school campus which is relatively of longer duration usually lasting for more than one day and relatively more places of destination than a field trip (CMO 17, s 2012). A field trip is an educational activity involving the travel of students and supervising faculty outside the school campus but is of relatively shorter duration usually lasting for only one day and with fewer places of destination (CMO 17, s 2012). Such activities are subject to the policies and procedures set by the University:

1. Educational tours and field trips shall not substitute major examinations.
2. No educational field trips/tours shall be conducted less than a month after start of classes, one week before the Midterm Examination, and two weeks before the Final Examination.
3. In addition, no educational field trips/tours shall be scheduled and conducted during Accreditation Visit/Survey of Programs of the University by AACUP and other duly recognized accreditation agencies. This is because the faculty members are required to actively participate in all accreditation activities during the actual accreditation visit/survey.

4. As much as practicable, educational tours and/or field trips shall be conducted within the city or near the university in order to minimize cost. The instructor/professor concerned shall as much as practicable exercise prudence relative to the number of days the trip will be conducted and the cost of the trip.
5. When the educational tours and/or field trips require additional cost on the part of the students, prior consultation with concerned students shall be undertaken by the faculty.
6. Only students who are officially enrolled in a particular subject shall be allowed to join the trip.
7. Students who will be joining the educational tour/trip shall be required to submit parent's/guardian's consent. The consent form is available at the Office of the OSA Director.
8. Field trips are *optional or voluntary*. Students who cannot join the trip due to financial and/or personal reasons *shall not be required* to have an alternative/equivalent/substitute activity.
9. Students are accountable for classes missed during the field trip.

Art 2. On the Job Training/Student Internship Program. Pursuant to the university mandate of establishing industry-academe linkages and bringing students to the world of work, student Internship/OJT Programs aim to provide students with the opportunity to acquire practical knowledge, skills and desirable attitudes and values in reputable establishments/industries in the country. Participation in such programs will require strict compliance with the conditions and requirements prescribed by the University. The USTP Immersion/Internship Programs shall adhere to the provisions of RA 772, otherwise known as the "Higher Education Act of 1994", and pursuant to Commission en Banc (CEB) Resolution No. 849-2017 dated November 7, 2017, "Revised Guidelines for Student Internship Program in the Philippines (SIPP) for all programs," amending CHED Memorandum Order (CMO) No. 23, s. 2009, "Guidelines for Student Internship Program in the Philippines (SIPP) for All Programs with Practicum Subject." To undergo this program, a student should possess the following minimum requirements:

1. The trainee must:
 - a. be at least 18 years old;
 - b. have passed pre-practicum requirements;
 - c. have completed all prerequisite subjects and be in good academic standing;
 - d. be physically, emotionally and mentally fit as indicated in the results of the physical and psychological examination certified by the University Physician and Guidance Counselor, respectively; and
 - e. Present parents/guardian consent.
2. Transferees who have graduated or completed another degree program and are enrolled in a second program must complete at least two semesters with 12 units of professional subjects per semester in the university before undergoing internship.
3. A general orientation shall be conducted with student trainees and their guardians/parents before the deployment of students.

Section 1. Procedures for Local OJT/Internship:

1. The OJT/SIPP Coordinator prepares an endorsement letter to the agency/institution endorsing the students who are to undergo an OJT/internship. This is duly signed by the Dean and submitted to the company one (1) month before the start of the semester. The student/OJT Coordinator shall seek confirmation of acceptance from the respective agency.
2. Students who will undergo OJT/Internship should be officially enrolled. Students who do not meet the requirements per evaluation of their grades or academic standing during enrolment shall not be allowed to undergo OJT/Internship.
3. The student submits a medical certificate as may be required by the company.
4. The OJT/SIPP Coordinator conducts an in-house orientation on the policies and procedures in the conduct of the OJT and distributes relevant forms and documents.
5. The OJT/SIPP Coordinator endorses students to the Dean and VCASA/VCAA for approval, after which s/he packages the following documents for submission and endorsement to the institution/agency: *Training Needs Form*, request letter for the conduct of OJT, *Memorandum of Agreement*, among others.
6. The OJT/SIPP Coordinator conducts regular monitoring of the OJT students or interns.
7. Assessment and Evaluation of the OJT is accomplished by requiring the student to submit pertinent documents such as daily time record, evaluation form, certificate of completion, among others.
8. A presentation of the *Narrative Report* may be conducted and, upon revision based on the comments/suggestions of the panel, a soft-bound copy is submitted to the OJT/SIPP Coordinator.

Section 2. Procedures for International OJT/Internship:

1. The student submits a letter of intent to undergo international internship with supporting documents such as grades, Good Moral Character, ID pictures, written consent from parents/guardian, and photocopy of passport.
2. The OJT/SIPP Coordinator and a Selection Committee shall screen and rank the applicants based on their academic performance, attitude, physical, mental and emotional fitness, among others.
3. Shortlisted applicants submit for medical laboratory examinations to an accredited hospital/clinic.
4. The OJT/SIPP Coordinator provides the students with information packets/ forms to students (e.g., Visa application form, Terms and Conditions, Health Insurance form, etc.).

5. An Orientation and Pre-Internship Seminar attended by the Chancellor, the OJT/SIPP Coordinator, students and parents shall be conducted. Training expectations, guidelines, rules and regulations, course requirements, etc. are discussed during the seminar.
6. The OJT/SIPP Coordinator registers the qualified applicants and assists them in initial arrangements with the partner institute, visa application, and transportation reservations.
7. The Chancellor endorses the student interns with accompanying documents to the CHED Regional Office for evaluation and approval.
8. The OJT/SIPP Coordinator submits to the CHED Central Office a notarized letter of request for endorsement signed by the Chancellor with the required documentations:
 - a) Duly notarized MOA specifying the HTE's obligations/responsibilities including the assurance of full responsibility over the students while having their internship abroad.
 - b) List of students intending to undergo internship with their documents:
 - Notarized Application letter
 - Transcript of Records w/ seal
 - Passport (Photocopy)
 - Training Permit issued by host country
 - Medical Certificate (original)
 - School Certificate of Student's eligibility
 - Flight Details
9. Prior to departure, an endorsement signed by the Chairperson is submitted to the Bureau of Immigration for the student's clearance.
10. The OJT/SIPP Coordinator regularly monitors the status of the student intern.
11. Assessment and Evaluation of the OJT is accomplished by requiring the student to submit pertinent documents such as daily time record, evaluation form, certificate of completion, among others.
12. A presentation of the Narrative Report may be conducted and, upon revision based on the comments/suggestions of the panel, a soft-bound copy is submitted to the OJT/SIPP Coordinator.

Art. 3. Immersion Program. In compliance with the university's mission to "bring the world of work (industry) into the actual higher education and training of students," the USTP Immersion Program is an enhanced system merging faculty and student immersion incorporated into the learning activities within single or multiple courses. Immersion learning is environment-related and is generally defined as an integration of academic and professional training employing multiple learning methods including action- and/or context- and problem-based learning.

Chapter 11. Extra-Curricular Activities

Art. 1. Students may be called upon to participate in competitions (e.g., Quiz Bowls, Oration, Debate, Sports, Arts and Culture) sponsored by the university as well as other schools and agencies. They may also be required to participate or perform in University system/campus events (e.g., Art and Culture group presentations). Approved policies and procedures for excused absences shall apply should missed classes be incurred from such participation.

Art.2. The letter of request/invitation from sponsoring/recommending external agency is submitted through channels (Chair, Dean, OSA) to the VCASA for local events, for approval of the Chancellor for national events, and of the University President for international events.

Chapter 12. Research Study/Thesis

In partial fulfillment of the requirements of a Bachelor's degree, a student or a group of students may need to submit an undergraduate thesis for evaluation and approval, following the policies and procedures set by the University:

1. Student/s who are required to conduct a research study/thesis must be officially enrolled in research study/thesis. For group thesis, the Department Chair requires the students to submit the list of 2-7 group members.
2. In coordination with the Department Chair, a student or team members may choose an adviser or advisory committee on the basis of their research topic and the faculty's field/s of specialization or area of interest. Should the students be unable to find adviser/s, the Department Chair may recommend faculty member/s who shall work as their adviser, subject to the approval of the Dean of the college offering the degree. As a general rule, research study/thesis advising shall be done by regular faculty members of the University. The adviser/s should be an instructor/professor of the program with a master's degree. However, an instructor/professor with a Bachelor's degree may be considered if he possesses expertise (by training or experience).
3. The student researcher/s prepare and present a concept paper to the Oral Examination Panel, which is a group of qualified faculty members who makes recommendations and decides on the outcome of the defense and grade of the student. These comments and recommendations are documented in the approval form.
4. The concept paper is developed by the researcher/s into a Research Study/Thesis Proposal. When the proposal is ready, it is endorsed by the adviser for presentation and defense by the student. The Oral Examination Panel shall document their comments, suggestions, and/or approval of the Research Proposal in the approval form.
5. When the research study/thesis proposal has passed the examination of the Panel, the actual study will be conducted by the student/s under the close guidance of the Adviser.

6. Each student/team is required to present Progress Reports of the research study/thesis either through oral presentation or consultation every week to their adviser.
7. Each group submits to the department chair/dean four (4) copies of the complete research study/thesis manuscript, which has been reviewed and indorsed by the adviser. This should be done at least one (1) week before the scheduled date of the defense.
8. The completed research study/thesis shall be presented in writing and orally to the Panel for final evaluation.
9. The Oral Examination Panel writes their comments, suggestions, and indicates their approval on the Research Study/Thesis approval form.
10. The complete research study/thesis must follow the format approved by the college concerned. Adherence to the prescribed format shall be certified also by the adviser. The publishable article should also comply with the format adopted for the University's journal.
11. The student incorporates the required revisions and submits the revised copy to the members of the Oral Examination Panel for approval, which will be recommended to the College Dean for approval.
12. Approval for binding must be secured before the students can reproduce copies of the manuscript for binding. Depending on the college's requirements, each group may submit any or all of the following requirements: bound copies of the approved manuscript (with signed approval sheet); 8 to 12-page publishable paper; User's manual ; Source Code ; Pitching video ; Grammarian certificate; Prototype/ Device developed; CD (electronic or soft copy of requirements)

Chapter 13. Examinations

Art. 1. Schedule. The Examination Schedule as specified by the University for the school year shall be observed unless otherwise rescheduled to another date as approved by the Academic Vice Chancellor and the Chancellor. The University implements four periodic examinations as follows: Preliminary Examination; Mid-term Examination; Semi-final Examination; and Final Examination.

Art. 2. Requests for Early or Late/Special Examinations. Requests for early or late/special examinations may be granted, on a case to case basis, subject to the approval of the Department Chair. The student may be given late examinations within one week after the scheduled examinations subject to approved policy and for valid reasons such as illness, accident or death of an immediate member of the family, and other reasons deemed valid, subject to the approval of the Dean concerned. The student is required to present a medical or death certificate to be validated by the University Physician. If the Chair finds that a student must leave early (before the schedule of the final examination) because of circumstances beyond the student's control, the Dean may authorize arrangements in consultation with the instructors/professors concerned whereby the student can complete the coursework and take

the final examination before leaving. In cases where the instructor/professor must leave to attend a training of short duration such as one month, the Chair may authorize arrangements between the instructor/professor and students' concerned. If the duration of the training is more than one month, the Chair shall arrange a substitute instructor/professor to take over the teaching load.

Art. 3. Removal Examination. In case a student incurs a conditional grade (3.25 to 3.5), the instructor concerned shall give a removal examination (70% passing) within the week after the scheduled major examination, provided that the deadline for submission of grades is still observed. In justifiable cases, another instructor (duly authorized by the Chair) handling the same subject or the program/department chair may conduct the removal examination and issue the completion grade.

Chapter 14. Grades

Art. 1. Grading System. The academic Performance of students shall be evaluated and graded at the middle and at the end of each term in accordance with the prescribed grading system. The instructor shall be the sole authority to determine and give grades of his/her students. In compliance with BOR Resolution # 31, s. 2018, the grading system shall use number grades in multiples of 0.25 from 1 to 5, where "1" is the highest and "3" is the lowest passing grade. More specifically, the grading system of the University shall be as follows:

Numerical Value	% Equivalent	Description
1.00	97-100	Excellent
1.25	94-96	
1.50	91-93	Very Good
1.75	88-90	
2.00	85-87	Above Average
2.25	82-84	
2.50	79-81	Average
2.75	76-78	
3.00	75	Passing
3.25	72-74	Conditional
3.50	69-71	Conditional
3.75	66-68	Failed
4.00	65	Failed
5.00	64-below	Failed
INC		Incomplete
D/F		Dropped with Failure
W		Withdrawn
OD		Officially Dropped

1. A grade of "3.25 – 3.5" is Conditional and shall be given only during the Midterm grading period.
2. A final grade of "INC" is given to the student who may qualify for passing but has not taken the final examination or has not complied with other major requirements of the

subject. Such requirement(s) must be complied/satisfied within one school year (2 semesters and one summer) reckoned from the end of the term that the student incurred the Inc.; otherwise the "INC" grade shall automatically be converted into a grade of "5.0". In the absence of the instructor concerned, the department chair evaluates and recommends the appropriate grade to be given to the student, subject to the approval of the Dean, provided that application for completion is within the allowable prescribed period.

3. An INC grade is only given during the Final grading period.
4. A mark of "W" (Withdrawn) is given to the student who voluntarily and officially withdraws his/her registration.
5. A mark of "D/F" (Dropped with Failure) shall be given to the student who dropped subject(s) without permission of the instructor concerned and/or when the student exceeds the allowable number of absences. A mark of "D/F" is not equivalent to a failing grade of '5.0'.
6. The cumulative grading system is used in computing the final grades. In computing the final grade, any of the following may be used as discussed and agreed between the instructor and the students concerned:
 - a) Final examination coverage – all topics discussed from the beginning of the semester. The mid- term grade is given a weight of one-third (1/3); or
 - b) Final examination coverage – all topics discussed from the mid-term examination. The mid-term grade is given a weight of one-half (1/2).
7. Only the Office of the Director of RSIS is authorized to officially release the grades

Art. 2. Posting of Grades. Students' grades are posted by the faculty in the University Information System (PRISM) according to the following schedules: For regular semesters, two weeks after the conduct of the Midterm Examination; and one week after the conduct of the Final Examination. For the Summer Term, one week after the final exam.

Art 3. Change of Grade. The faculty may request authority for a change of grades from the Dean/Academic Head through Channels. Provided, that in no case shall grades be changed and/or errors thereon rectified beyond thirty (30) days after initial filing, nor shall any change be made to the prejudice of the student. The following documents shall be submitted along with the request: 1. letter of request explaining reasons for the change of grade wit this policy as basis; 2. class record showing grade computations.

Section 1. Exceptional Cases. No faculty member shall change any grade after the Report of Grades has been filed with the Office of the Registrar, except for the following exceptional cases: an error in computation, wrong entry, omission of names/grades, or the basis for grade determination was not the same as approved or announced.

Section 2. Procedure for Change of Grades. A student who has received a passing grade in a given course shall not be allowed to retake an examination for the purpose of improving his/her grade. However, s/he may request for a Change of Grade by submitting to the Dean's Office a Change of Grade Form signed by the Faculty and Department Chair. Should a contentious situation arise, a student may lodge an appeal at

the Dean's Office who shall form a review committee composed of the following: Dean, Chair, Senior Faculty. This committee may conduct an investigation, during which the faculty may be required to present him/herself to the committee with a letter of explanation and other documents the committee may deem pertinent.

Art. 4. Grade Completion. The grade of "INC" is given if a student whose class standing throughout the semester is PASSING, but fails to take the final examination or fails to complete other requirements for the course due to illness or other valid reasons. In case the class standing is not passing and the student fails to take the final examination for any reason, a grade of "5" is given. Removal of "INC" must be done within the prescribed time of one (1) academic year, subject to the policies and procedures set by the University.

Chapter 15. Timeframe and Residency Requirement

Each student must strive to complete the requirements of his/her program within the prescribed duration. In the event that the student fails to complete the requirements of his/her program within the prescribed duration, he/she must observe the maximum residency requirement of seven (7) years for the four-year program or eight (8) years for the five-year program. If the student exceeds the timeframe set for the completion of a degree program, he/she shall be considered overstaying.

The student who fails to complete the program within the maximum residency period shall be required to take additional twelve (12) units for the four-year program and twenty-one (21) units for the five-year program. The subjects to be enrolled must be within or allied to the disciplines of the degree program where he/she enrolled or any subjects deemed important by the department chairman and subject to the approval by the Dean concerned. Accounting of the residency period shall exclude an approved LOA of the student.

Chapter 16. Selective Retention

Art. 1. Academic Status. In compliance with BOR Resolution # 31, s. 2018, the University has established a system for the selective retention of deserving students. PE/PD and NSTP subjects are considered non-academic subjects, hence, these are not considered in the evaluation. The student may incur the following academic statuses:

Section 1. WARNING

Board Program	Non-Board Program
No Warning	Any student who at the end of the semester fails in 30% or less of the academic units he/she is registered for the semester/term will be issued a Warning Letter by the Department Chairperson duly noted by the Dean/Satellite Campus Director concerned to improve his/her performance.

Section 2. PROBATION

Board Program	Non-Board Program
<p>The freshman student shall be placed on probation for one school-year if s/he:</p> <ol style="list-style-type: none"> fails twice in any major subjects. General Education subjects like Mathematics and other Mathematics related subjects; Physics; and Chemistry are considered major subjects; and/or fails in ten (10) units or more of the academic units he/she is registered in a semester/term. <p>During this period, he/she should be able to pass all his/her failed subjects. Otherwise, he/she will not be allowed to enroll in the third year of the same program.</p> <p>To assist the said student in removing his/her deficiencies, his/her academic load may be reduced, subject to the evaluation of the department chairman and approval of the dean/ satellite campus director concerned. The number of units to be deloaded should correspond with the number of units failed (except PE/NSTP).</p>	<p>The student will be placed on probation if s/he:</p> <ol style="list-style-type: none"> incurs failing grades in subjects equivalent to 31-50% of the registered academic units for the semester/term; or was issued two successive warnings. <p>The academic load of the student who is on probation may be reduced subject to the evaluation of the department chair and approval of the dean/satellite campus director concerned.</p> <p>To assist the said student in removing his/her deficiencies, his/her academic load may be reduced, subject to the evaluation of the department chairman and approval of the dean/ satellite campus director concerned. The number of units to be deloaded should correspond with the number of units failed (except PE/NSTP).</p>

Section 3. MANDATORY EXIT FROM PROGRAM

Board Program	Non-Board Program
<p>A student shall be instructed to exit the program if:</p> <ol style="list-style-type: none"> The student fails twice in any major subjects. General Education subjects like Mathematics and other Mathematics related subjects; Physics; and Chemistry are considered major subjects; and/or The student fails in ten (10) units or more of the academic units he/she is registered in a semester/term. The student who exits from any engineering program requiring board examination: <p>*will not be accepted into another board program or any engineering</p>	<p>A student shall be instructed to exit the program if:</p> <ol style="list-style-type: none"> He/she has incurred two successive probationary status; or He/she failed three times in the same major subject; or He/she has failed 51-60% of the academic units enrolled in the semester/term. <p>A student who exits from a non- board program cannot be accepted to a board program.</p>

Board Program	Non-Board Program
<p>programs that do not require board examinations (e.g. Computer Engineering).</p> <p>*may still be accepted to Non-Board Program, except Engineering (like Computer Engineering).</p>	
<p>1) The student who exits from a board and non-board program may be accepted to any non-board program subject to compliance with the requirements set by the program such as, but not limited to availability of slots to which the student intends to apply. Provided further that the said student satisfies the following conditions, where applicable:</p> <ol style="list-style-type: none"> The same subject failed twice or thrice, for board and non-board programs respectively, by the student is not part of the curriculum of the program to which he/she intends to apply; meaning, the subject code, descriptive title and number of units are not the same with the failed subject; or The subjects failed by the student are not part of the curriculum of the program he/she intends to apply otherwise the total number of units of failed subjects that are part of the curriculum of the program he/she intends to enroll should be less than 10 units. <p>If the subject failed by the student is part of the curriculum of the program applied for, the status of grade of the subject is carried over.</p> <p>2) Regular Graduating students (those who have <i>completed all the subjects/academic prescribed</i> in the first three years for a 4-year program; or the first four years of a 5-year program) are exempted from the above conditions for a mandatory exit from the program. To assist the said student in removing his/ her deficiencies, his/her academic load may be reduced, subject to the evaluation of the department chairman and approval of the dean/ satellite campus director concerned. The number of units to be deloaded should correspond with the number of units failed (except PE/NSTP).</p>	

Section 4. PERMANENT SEPARATION FROM THE UNIVERSITY

Board Program	Non-Board Program
A student who exits a Board program may be advised to shift to a Non-board Program.	<p>A student shall be considered eligible for permanent separation from the University if :</p> <ol style="list-style-type: none"> he/she incurs three successive probationary status; or he/she has failed in 61% or more of the registered academic units for the semester/ term; or he/she has failed four times in the same subject.

Art. 2. Selective Retention Procedure. This policy is activated in the enrollment process during which the Chair, upon evaluation of student records from the Registrar's Office, advises the student on the necessary actions to be taken, including what subjects to enroll in, depending on his/her current academic status.

Chapter 17. Shifting, Cross-Enrolling, Withdrawal of Degree Programs

Art. 1. Shifting of Degree Programs. Shifting refers to the change of a student's degree program within the University. A student who intends to shift must file an application for shifting. Acceptance to the new degree program is subject to evaluation and approval by the Dean concerned, subject to availability of slots and compliance with the admission requirements of the new program. Subjects taken may be accredited only if the subjects from the previous program have substantially the same course description, title and number of units as those of the new program.

Art. 2. Cross-Enrollment. Cross-enrollment to other reputable higher education institutions, whose programs are accredited (at least Level II) by the appropriate accrediting agency, is allowed for graduating students. Cross-enrollment is subject to the approval of the Dean concerned, provided that the subject/s to be taken is/are not offered in the university and that the total number does not exceed nine (9) units. Provided further the aggregate number of units enrolled for the semester does not exceed thirty (30) units. Non-graduating students who need to clear out academic deficiencies may be permitted, on a case-to-case basis, by the Dean concerned to cross enroll in other reputable higher education institutions, whose programs are accredited at least level II by the appropriate accrediting agency, during summer provided that the subject/s he/she intends to enroll in is/are not offered in USTP. A maximum of nine (9) units is allowed inclusive of subjects enrolled in USTP for the said term. The student who desires to take unrelated subjects in other higher education institution for purposes of self-enhancement may be granted permit to study. Subjects taken will not be reflected in the Transcript of Records (TOR).

Art. 3. Withdrawal from the Program. A student may withdraw from a program within the semester/ term provided he/she does not exceed the allowable number of absences, which is 17% of the total number of the contact hours that the class is recited during the semester/ term. Withdrawal beyond the allowable number of absences may still be allowed subject to the evaluation and approval of the dean concerned, provided that the withdrawal is done for meritorious reasons such as: financial problem; health reasons (medical certificate issued by the attending physician is required to support the claim), and other reasons that the dean may deemed meritorious. As such, the student should accomplish the prescribed 'Withdrawal Form' from the RSIS Office, for approval by the dean concerned.

Chapter 18. Honors/Awards System

Honors and awards shall be awarded annually to graduating and non-graduating students in both degree and non-degree programs for excellence in academic and other related activities. The Grade Point Average or GPA is the academic rating of a student and is the basis for granting honors and awards. All grades in the academic subjects from first year to the last year of the curriculum shall be considered in the computation of the Grade Point Average (GPA) except the grades of NSTP and PE/ PD the GPA is computed as follows:

1. Multiply the Numerical Rating (grade) for each of the subjects by the corresponding number of academic units.
2. Add the products and then divide the sum of the products by the total number of academic units taken during the semester.

Example:

A student's subjects, numerical ratings (NR) and academic units (AU) in the first semester are as follows:

1st Semester	Numerical Rating	Academic Units	NR x AU
A	3.0	3	9.0
B	2.5	3	7.5
C	2.5	3	7.5
D	3.0	3	9.0
E	3.0	3	9.0
TOTAL		15	42

$$GPA = \frac{(NR \times AU)}{(Total AU)} = \frac{42}{15} = 2.80$$

For purposes of computing the GPA in a given semester, an INC is given a numerical rating of 4.0.

Art. 1. Academic Honors (Graduating Students). In compliance with BOR Resolution No. 31, s. 2018, the following criteria shall be observed in the awarding of academic honors to graduating and non-graduating students:

Grade Point Average (GPA) <i>*not included: PE, NSTP</i>	Honors			
	Baccalaureate	Remarks	Diploma	Non-Graduating
1.0- 1.25 without a final grade lower than 1.5 in any of the subject	Summa Cum Laude	If with a grade lower than 1.5, student is awarded the Magna Cum Laude	With Highest Merit	First Honor
1.26-1.50 without a final grade lower than 2.0 in any subject	Magna Cum Laude	If with a grade lower than 2.0, student is awarded the Cum Laude	With High Merit	Second Honor
1.51 - 1.75 without a final grade lower	Cum Laude	If with a grade lower than 2.5, student is	With Merit	Third Honor

than 2.5 in any subject		awarded With Distinction		
Not lower than 1.75 without failing mark	With distinction			

In case of transfer of credits, the following shall be observed:

1. A student entering the University with transferred credits must meet the cumulative GPA standard for honors in all subjects completed, transferred or otherwise. In addition, the GPA of all subjects taken at the university must be within the criteria set.
2. A transferee may qualify for honors provided the candidate has earned in USTP 75% of the total number of academic units required for graduation.
3. A transferee who has incurred a failing grade in a subject/s from the university/ies last attended and such subject/s is/are part of the USTP curriculum where s/he is enrolled, the transferee will not qualify for honors.

Art. 2. Academic Honors (for non-graduating students). Honor certificates shall be granted annually to qualified non-graduating students. The grades for the current school year in the year/level of the candidate shall be considered in the computation of the GPA and applying the preceding guidelines. Full-time undergraduate students who demonstrate a high level of excellence in academic work shall be placed in the academic Dean's list. The requirement for achieving the academic Dean's list is a GPA of 1.75 or above in the preceding semester with no grade below 2.5 in any of the subjects registered for the said semester.

Art. 3. Special Awards. Special awards shall be given to deserving graduating and non-graduating students at the end of the school-year, subject to the policies and procedures set by the University. The selection of awardees shall be determined by the criteria set by the Committee on specific special awards. Candidates for Special Awards shall be recommended by the College Deans and approved by the Academic Vice Chancellor.

Chapter 19. Graduation

Art. 1. Requirements for Graduation. Students should meet all the academic requirements prescribed in the curriculum in order to be recommended for graduation.

Art. 2. Application for Graduation. The student must apply for graduation at the start of the last semester in attendance for final evaluation, proper guidance and counseling following University policies and procedures:

1. The Registrar will post the schedule for application of graduation at the start of the semester in the university website, and bulletin board of the registrar.
2. The graduating student obtains an Application for Graduation Form from the Registrar's Office for the recommendatory signatures of his/her instructors for that semester, the Department Chair, and the Dean.
3. The Dean submits the list of recommended graduates to the Registrar who counterchecks the list for completion of requirements. The updated list is returned to the Dean who has it reviewed by the Department Chairs for presentation to the Campus Academic Committee. Appeals from students shall be brought before the Campus Academic Committee for final resolution.

4. The Registrar shall present the final list of graduates (including honor students) endorsed by the Campus Academic Committee to the Academic Council for approval and endorsement to the Board.

Art. 3. BOR Confirmation. No student shall be allowed to join in the commencement exercises unless his/her candidacy for graduation is duly confirmed by the Board of Regents (BOR) upon the recommendation of the University Academic Council.

Chapter 20. Student Clearance/Honorable Dismissal

Art 1. Student Clearance. At the end of each semester, all students are required to secure clearance. Transfer credentials and other official documents shall be issued only when the students are cleared of all money and property accountabilities.

Art 2. Honorable Dismissal. Generally, honorable dismissal refers to a student's voluntary withdrawal from the University with the consent of the Registrar or his duly authorized representative. A student in good standing who desires to cease his connection with the college shall present a written petition to this effect to the Registrar, signed by his parents or guardian. All indebtedness to the College must be settled before a statement of honorable dismissal shall be issued. The statement shall indicate that the student withdrew in good standing as far as character and conduct are concerned. If the student has been dropped from the rolls on account of poor scholarship, a statement to that effect may be added to the honorable dismissal. If the petition is granted, the student shall be given honorable dismissal. A student who leaves the College for reason of suspension, dropping or expulsion due to disciplinary action shall not be entitled to honorable dismissal. Should he be permitted to receive his transcript of record or the certification of his academic status in the College, it shall contain a statement of the disciplinary action rendered against him.

Art 3. Application Procedure. To process his/her Clearance and Honorable Dismissal, the student must bring his/her ID to the Registrar's office and comply with procedures. If requested by an authorized person, the following items must be presented: Photocopy of valid ID cards of the Authorizing Person (owner) and the Authorized Person.

Chapter 21. Commencement Exercises

Art. 1. Attendance in Commencement Exercises. The Registrar shall be responsible for the commencement and baccalaureate exercises and may call upon the other offices for assistance in carrying out the plans. Attendance at general commencement exercises shall be required. Graduating students who choose not to participate in the general commencement exercises shall submit a formal letter to their respective Deans or their duly designated representatives at least ten days before the commencement exercises. This document is used for clearance purposes.

Art. 2. Academic Costume. Candidates for graduation with degrees or titles prescribing no less than four (4) years of collegiate instruction, shall be required to wear academic costumes during the baccalaureate service and commencement in accordance with the rules and regulations of the University.

TITLE THREE. STUDENT RIGHTS

Chapter 1. Admission without Discrimination

No student shall be denied admission to the University on account of physical handicap, socio-economic status, political and religious beliefs and sexual orientation. Nor shall pregnant students, certified and reformed drug users be discriminated against.

Chapter 2. Quality Education

Students have the right to competent instruction and quality education relevant to their personal and cultural development. They have the right to give constructive feedback on their teachers' competence and receive responsive action from the University.

Chapter 3. Student Welfare Services

Students have the right to be provided with adequate student welfare services and school facilities that are within the financial capacity of the University.

Chapter 4. Self-organization

The students have the right to form, assist or join organizations, alliances or federations for their physical, intellectual, moral, cultural, civic, spiritual and political interests that support and promote the mission and philosophy of the University.

Chapter 5. Representation in the University's Policy-Making Body

The student shall have the right to be represented by the duly-elected president of the Supreme Student Council (SSC) in the policy-making body of the University, the Board of Regents (BOR).

Chapter 6. Freedom of Expression

Students have the right to *responsibly* express their views/opinions and suggestions *in seeking for the common good*, the right to peaceably assemble to redress their grievances to the University authorities and to air their grievances through effective channels of communication with appropriate academic channels and administrative bodies of the university.

Chapter 7. Academic Freedom

The students' right to choose a field of study, to acquire knowledge, to pursue the quest for truth and to express opinion on any subject of public or general concern which directly or

indirectly affects their studies and the educational system as a whole shall not be abridged, except in cases of academic deficiency, or violation of disciplinary regulations.

Chapter 8. Student Publication

As a medium for the exercise of their freedom of expression and academic freedom, the students have the right to publish their student newspaper or magazine in accordance with the provisions of Republic Act No. 7079 (Campus Journalism Act of 1991).

TITLE FOUR. STUDENT CODE OF CONDUCT

Chapter 1. General Provisions

Art. 1. All students must observe all laws, rules and regulations of the University of Science and Technology of Southern Philippines (USTP) and the laws of the land.

Art. 2. The maintenance of the proper norm of conduct in the campus is the concern of the school faculty and administrators who are empowered to take disciplinary action on conduct unbecoming by any student.

Art. 3. Any student outside the class whose conduct is unbecoming must be reported to the proper authorities for appropriate action.

Chapter 2. Rules of Conduct and Student Discipline

Art. 1. The provision of this Code shall apply to all bonafide students of USTP for offenses committed within the jurisdiction of the institution. The provision of this code shall apply whenever applicable, otherwise, the laws of the land shall apply.

Art. 2. All bonafide students shall be entitled to assistance, protection and privileges afforded by the institution at times in accordance with the Doctrine on “loco parentis” and therefore, they shall be expected to follow all rules and regulations promulgated by the institution. The right of the institution to impose disciplinary action against improper student conduct is derived from, and inherent in its obligations to:

- a. maintain and preserve the standards of the institution;
- b. safeguard and protect its property;
- c. ensure the health and safety of the students ; and
- d. preserve peace, insure orderly procedure, and maintain student morals.

Chapter 3. Norms of Conduct

Art. 1. Moral character. A student is imbued with moral character if, among other qualities:

- a. S/he has learned to act, live and think as a person whose values, attitudes and convictions are in accord with the universal norms of right reasons and the accepted values and approved levels of conduct in the society where s/he lives;
- b. S/he is honest to himself, accepting of his shortcomings, and willing to improve and change;
- c. S/he is fair and just in his/her dealings with everyone s/he encounters;
- d. S/he lives by the precepts of love, justice, compassion and concern for others; and,
- e. S/he respects the rights of other, as he would want his own rights to be respected.

Art. 2. Personal Discipline. A student imbued with personal discipline has, among other qualities:

- a. S/he devotes him/herself to the fulfillment of his/her obligations;
- b. S/he is able to forego the enjoyment of certain rights and privileges that others more needy may be benefited and for the greater good of society;
- c. S/he resolves his/her problem and conflict without prejudicing others;
- d. S/he is tolerant of others and humble enough to accept his/her mistakes;
- e. S/he has developed temperance and propriety in words and in action, especially with regards to vices, e.g. gambling, drinking, drugs, sexual excess and aberration, etc. and
- f. Right reason guides and controls his/her action and emotions.

Chapter 4. Disciplinary Process

Article 1. General Rule. No student shall be reprimanded, suspended or dismissed from the University except for cause as provided by University policy and only after due process.

Article 2. Due Process. Refers to the mandatory right of a student respondent to be given the opportunity to be heard, to explain or defend his/her side in a controversy, to refute the charge/complaint/accusation against him/her, or to seek reconsideration of any disciplinary action or ruling which may have already been taken by proper authorities in the University. No penalty shall be implemented unless the right to due process has been accorded to the respondent.

Article 3. Complainant. A complainant is a student or University personnel (faculty, staff, administrator) who files a written complaint against a student/s for alleged offense/s that is/are punishable under certain disciplinary provisions in this Student Handbook.

Article 4. Respondent. A respondent is a student who is the subject of a complaint, and who has the right to be heard and to seek reconsideration through due process.

Article 5. Complaint. A complaint is a written letter addressed to the Director of the Office of Student Affairs (OSA) complaining against an alleged offense/s of a student that is/are punishable under certain disciplinary provisions in the Student Handbook. A complaint must be in writing, duly signed by the complainant and by the Prefect of Discipline or an authorized University official. The complaint must be written clearly, briefly and must contain the following:

1. full name of the student respondent;
2. full name of the complainant;
3. a narration of relevant facts regarding the offense allegedly committed by the student respondent;
4. evidence/s and testimonies of witnesses signed by the Prefect of Discipline or an authorized University official.

Article 6. Where to File a Complaint. All complaints against students shall be filed with the office of the OSA Director who will conduct an investigation through the Committee on Student Discipline (CSD) which shall be composed of the following:

1. OSA Director as presiding officer;
2. Prefect of Discipline;

3. Dean (or authorized representative) of the College where the student respondent belongs;
4. Program chairperson/coordinator of the program to which the respondent belongs;
5. President of the Supreme Student Council (SSC) or his/her duly authorized representative
6. Campus Legal Officer (if necessary, and only as adviser)

Article 7. Committee on Student Discipline. The Committee on Student Discipline (CSD) is the body duly vested with the authority and power to hear, evaluate and recommend disciplinary action to the Chancellor, through appropriate channels, on any case involving alleged student violations of certain provisions in the Student Handbook.

Article 8. When to File a Complaint. Complaints must be filed the soonest time possible, otherwise it will no longer be acted upon after the lapse of 30 days from the close of the semester or summer session during which the act or omission complained of allegedly happened.

Article 9. Withdrawal of a Complaint. Where there is obvious truth or merit to the complaint or where there is strong evidence proving the guilt of the student respondent, the complainant's withdrawal of the complaint will neither automatically result in its dismissal nor exempt the respondent from appropriate sanctions after due process.

Article 10. Action on the Complaint. The OSA Director, within 5 working days from receipt of a complaint which is sufficient in form and substance, shall write the student respondent (copy furnished his/her parents or guardian) and require him/her to answer in writing the allegations in the complaint within 5 working days from receipt of the OSA Director's letter.

Article 11. Reply of Respondent. This must be in writing and signed by the Prefect of Discipline or a duly authorized University official and may include evidence and supporting documents/testimonies of witnesses. Failure to reasonably file an answer without justifiable cause shall be considered as a waiver thereto and the investigation may commence.

Article 12. Preliminary Investigation. This involves the examination/evaluation of records submitted by the complainant and the person complained of. The parties may be summoned by the Prefect of Discipline or the OSA Director to a dialogue in order to explore the possibility of an amicable settlement.

Article 13. Investigation. This is the process and method by which the Committee on Student Discipline seeks to arrive at the truth to resolve a controversy relative to a complaint against a student for alleged violation/s of certain disciplinary provisions in the Student Handbook. At the soonest possible time upon receipt of the written reply from the respondent, the OSA Director shall convene the Committee on Student Discipline (CSD) which will conduct an investigation. The investigation shall be conducted without necessarily adhering strictly to the technical rules of procedure and evidence applicable to judicial proceedings, provided that the basic requirements of due process are complied with. The respondent has a right to counsel. The counsel's role shall be limited to advice. The counsel of choice may be anyone who can assist the respondent.

Article 14. Investigation Report. Within 10 working days from the completion of the investigation, the CSD shall submit, through the Academic Vice Chancellor, an Investigation

Report with all the pertinent records and recommendations to the Chancellor for his/her decision.

Article 15. Classification of Penalties. Penalties may be classified as follows:

Section 1.Reprimand. Reprimand is a penalty imposed on a student who commits a light offense for the first time in the Student Handbook. This consists of a written official reproach by the Chancellor expressing disapproval of the student's offense with a stern warning that a repetition of the said offense shall be dealt with more severely. Moreover, the reprimand shall form part of the permanent official records of the student.

Section 2. Suspension. Suspension is a penalty imposed on a student found guilty of violating certain disciplinary provisions in the Student Handbook in which the student shall be barred from entering the university campus for the whole duration of the suspension.

Section 3.Dismissal. Dismissal refers to the separation/expulsion of a student from the University as a penalty for a grave offense or violation of certain disciplinary provisions in the Student Handbook.

Article 16. Decision of the Chancellor. If the student respondent, after due process and based on substantial evidence, is found guilty of an offense punishable by reprimand, suspension or dismissal/expulsion, the Committee on Student Discipline shall forward, through the Academic Vice Chancellor, the complete documents and recommendation to the Chancellor who shall render decision within 3 working days.

Article 17. Motion for Reconsideration. The student concerned, after due notice, has 5 working days within which to file a motion for reconsideration with the University President who may form an Ad Hoc Committee to conduct further investigations; or, within 3 working days from receipt of the motion, shall render a decision which shall be final and executory.

Article 18. Counselling. The student shall undergo counselling once the final decision is rendered, and the penalties are implemented.

Chapter 5. Offenses and Penalties

Misconducts for which the students are held liable and for which they shall be subjected to disciplinary action include the following:

Art. 1. Academic Offense. Academic Offense refers to a violation of any of the prohibited acts/omissions that have a direct bearing on the academic performance of a student. Cheating refers to any deceitful, fraudulent or dishonest act of a student which shows lack of integrity and a disposition to lie, betray and violate the truth which includes, but is not limited to the following:

Academic Offenses	1 st Offense	2 nd Offense	3 rd Offense
1. Plagiarism or a student's unauthorized use of intellectual materials or writings (including computer programs) in one's academic assignment without prior	3-day Suspension	Expulsion	

Academic Offenses	1 st Offense	2 nd Offense	3 rd Offense
permission and acknowledging the author/source, and submitting such materials/writings as though they were his/her own.			
2. Taking a test/examination in behalf of another student, in which case both students shall be equally penalized.	3-day Suspension	Expulsion	
3. Intentionally changing the grades in the class record or corrected test papers of the teacher for purposes of getting a higher grade for oneself or for another person.	3-day Suspension	Expulsion	
4. Copying the answers of another student during tests/ examinations.	1-day Suspension	3-day Suspension	Expulsion
5. Allowing another student to copy one's answers during a test/examination, in which case both students shall be equally punished.	1-day Suspension	3-day Suspension	Expulsion
6. Leaking questions or answers of a test/examination to another student through the use of cellular phones, pagers, strips of paper or "codigo", and other means, in which case both students shall be equally punished.	1-day Suspension	3-day Suspension	Expulsion
7. Writing a report or assignment for another student, in which case both students shall be equally penalized.	1-day Suspension	3-day Suspension	Expulsion
8. Other offenses analogous to those listed above.	1-day Suspension	3-day Suspension	Expulsion

Art. 2. Non-Academic Offenses. These are actions of a student that do not have a direct bearing on his/her academic performance, but nevertheless seriously disrupt, disturb and destroy the harmonious learning atmosphere sought to be maintained in the University. Non-academic offenses may be grave offenses, less grave offenses, or light offenses.

Section 1. (Non-Academic) Grave Offenses

Non-Academic Grave Offenses	1 st Offense	2 nd Offense
1. Bringing prohibited drugs into the campus.	Expulsion	
2. Entering the campus under the influence of prohibited drugs/controlled substances, such as shabu, marijuana, rugby, cocaine.	Expulsion	
3. Vandalism. It is the intentional act of making dirty or unsightly, of damaging or destroying any property of the University by scratching, defacing, writing, sketching or scribbling graffiti through the use of marking pens, spray- paint, coloring fluids, corrosive chemicals, and by any other means. The act results in serious physical damage to government property,	Expulsion	

Non-Academic Grave Offenses	1 st Offense	2 nd Offense
including financial, logistics and opportunity losses to the University.		
4. Sexual assault in the form of acts of lasciviousness or attempted or consummated Rape. (<i>see Appendix V. Policy and Guidelines on Sexual Harassment</i>)	Expulsion	
5. Conduct of hazing that inflicts bodily harm on a person or subjects him/her to public humiliation and personal degradation.	Expulsion	
6. Possession of firearms, explosives, toxic chemicals and deadly weapons in the University campus.	Expulsion	
7. Deliberately and maliciously removing, defacing, hiding or withholding from other students/users books and other reference materials in the library.	3-day Suspension	Expulsion
8. Willfully disturbing and disrupting classes, meetings, general assemblies, acquaintance parties, symposia and other school activities by rude, noisy, unruly, scandalous or violent behavior.	3-day Suspension	Expulsion
9. Theft	3-day Suspension	Expulsion
10. Forgery, alteration, tampering or unauthorized use of any University official document/records to mislead or deceive University officials/personnel.	3-day Suspension	Expulsion
11. Physically assaulting and injuring others.	3-day Suspension	Expulsion
12. Unlawfully accessing, intruding in and interfering with the privacy and confidentiality of computer data programs or systems of another student, faculty, University personnel or management office.	3-day Suspension	Expulsion
13. Engaging in any form of extortion	3-day Suspension	Expulsion
14. Writing defamatory, slanderous, and libelous statements/remarks against any student, faculty member, or school official or his authorized representative	3-day Suspension	Expulsion
15. Other offenses analogous to those listed above.	3-day Suspension	Expulsion

Section 2. (Non-Academic) Less Grave Offenses

Non-Academic Less Grave Offenses	1 st Offense	2 nd Offense	3 rd Offense
1. Verbal abuse, use of fighting words and curses, threats, intimidation, harassing statements, coercion and any similar rude, disrespectful conduct. This includes acts of cyber-bullying (<i>see Appendix VI</i>).	Reprimand	3-day Suspension	Expulsion
2. Stalking or deliberately following / tailing a person inside the campus for reasons known only to the stalker which behavior seriously alarms, intimidates,	Reprimand	3-day Suspension	Expulsion

Non-Academic Less Grave Offenses	1 st Offense	2 nd Offense	3 rd Offense
torments and terrorizes the person being followed against his/ her will.			
3. Indecent, scandalous or immoral acts or any form of lewd behavior that tend to offend accepted public morals and norms of decency inside the campus.	Reprimand	3-day Suspension	Expulsion
4. Entering the campus under the influence of liquor.	Reprimand	3-day Suspension	Expulsion
5. Bringing alcoholic/intoxicating drinks into the campus.	Reprimand	3-day Suspension	Expulsion
6. Bringing pornographic materials into the campus.	Reprimand	3-day Suspension	Expulsion
7. Use of threats of violence to force a person to do something against his/her will.	Reprimand	3-day Suspension	Expulsion
8. Gambling in the school premises.	Reprimand	3-day Suspension	Expulsion
9. Littering, i.e., carelessly and irresponsibly throwing/scattering pieces of trash inside the campus.	Reprimand	3-day Suspension	Expulsion
10. Using the ID of another student to deceive security guards and school authorities in order to gain entry into the University campus or to be able to use the University's services/facilities.	Reprimand	3-day Suspension	Expulsion
11. Purposely contaminating laboratory samples (e.g., putting a "mystery substance" in sample containers/test tubes in Qualitative Chemistry) to confuse, mislead, or irritate the students and teacher.	Reprimand	3-day Suspension	Expulsion
12. Intentionally altering the indicators, guides, and instructions of a practical examination (e.g., transferring the tags/pins in a dissection specimen in Anatomy) to confuse, mislead or irritate the students and teacher.	Reprimand	3-day Suspension	Expulsion
13. Smoking within the school premises, classrooms, laboratory, and other prohibited areas	Reprimand	3-day Suspension	Expulsion
14. Other offenses analogous to those listed above.	Reprimand	3-day Suspension	Expulsion

Section 3. Light Offenses

Non-Academic Light Offenses	1 st Offense	2 nd Offense	3 rd Offense
1. Unauthorized staying in the University campus beyond 10:00 p.m. in violation of the student's curfew as provided for in the University Code.	Community Service (3 hrs)	Community Service (6 hrs)	No Entry into the Campus
2. Not wearing the school ID and/or not using the proper sling (e.g., ID slings of other schools/ offices/organizations). Students must always wear the ID for the whole duration they are inside the University campus. In case of lost ID, a student may secure an affidavit at OSA in order to get a new ID.	Community Service (3 hrs)	Community Service (6 hrs)	No Entry into the Campus
3. Not wearing the prescribed school uniform during regular class days except on Wednesdays, weekends and days with scheduled PE classes, wherein students wearing their PE Uniforms will be allowed entry to the campus.	Community Service (3 hrs)	Community Service (6 hrs)	No Entry into the Campus
4. Violation of the Dress Code (Refer to Appendix, Item I)	Community Service (3 hrs)	Community Service (6 hrs)	No Entry into the Campus
5. Speeding of pedaled or motorized vehicle	Community Service (3 hrs)	Community Service (6 hrs)	No Entry into the Campus

Chapter 6. Student Complaint Against a University Personnel

A student may file a complaint against a faculty, staff, administrator, or any regular, temporary, contractual, or part-time university personnel at the Office of the Student Affairs (OSA) by filling up the complaint form. The complaint shall contain the name of the personnel in question and the reasons for the complaint. The complaint shall be endorsed to the Campus Human Resources Unit (HRMU) and acted upon accordingly, following due process for University personnel.

TITLE FIVE. STUDENT ORGANIZATIONS AND ACTIVITIES

Chapter 1. Student Organizations

Art. 1. Accreditation of Student Organizations. The authority to regulate the establishment and operation of student organizations in the University (except those under the Arts and Culture Division) is vested in the Director of the Office of the Student Affairs (OSA). The authority to regulate student organizations under the supervision of the Arts and Culture Division is vested in the Director of the said division. The Directors are authorized to:

1. evaluate, recommend confer or revoke for cause, the certificate of accreditation or renewal of accreditation of student organizations subject to the approval/disapproval by the Vice Chancellor for Academic /and Student Affairs (VCASA/VCAA);
2. review, recommend approval or disapproval to the VCASA/VCAA the activities/programs/ projects of student organizations;
3. revoke an organization's Certificate of Accreditation for cause. Such a decisions may initially be appealed by the organization concerned to the office of the VCASA/VCAA, and if necessary, raised to the Office of the University President whose decision shall be final and executory.

Requirements for accreditation or renewal of accreditation which are to be submitted every opening of the school-year are as follows:

Section 1. Accreditation

1. Concept paper (goals, aims) of the organization;
2. List of officers and members;
3. Personal data sheets of officers with 2x2 pictures;
4. Faculty's letter of acceptance as moderator (regular faculty only);
5. Proposed plan of activities for the current school year which must include:
 - a. training in individual & social responsibility/moral spiritual values for the members for at least one training for each semester; and
 - b. conduct of workable project directly supporting pro-environment programs of the University, among other activities/projects pursuant to its constitution and by-laws;
6. Work and financial plan;
7. Constitution and By-laws with amendments, if any;
8. Photocopy of passbook issued by bank where the organization's fund is deposited; and
9. Interview of officers by the OSA/ Arts and Culture Director.

Section 2. Renewal

1. Personal data sheets of the officers with 2" x 2" pictures;
2. Properly documented accomplishment report;
3. Financial statement (audited by internal and external auditors);
4. Report on the conduct of trainings on individual & social responsibility and moral spiritual values, and participation in the pro-environment "Dark Green Project" of the University;

5. President's Report;
6. Moderator's Report;
7. General Plan of Activities; and
8. Evaluation of moderator, officers and the organization itself.

Art. 2. Types of Student Organizations.

Section 1. Accredited Student Organization. This refers to a group which is officially recognized by the University as having been formed by and for the USTP students whose objectives support and promote the University's vision and mission as an educational institution. As such, it is authorized to use certain services, facilities, amenities and administrative resources of the University in implementing its activities/ programs/projects, subject to regulation by the OSA.

Section 2. Organizations That Use Hazing. Student organizations, whether or not they call themselves fraternities/sororities, that use hazing in the recruitment or selection of prospective members shall not be accredited and shall be officially banned from the University. Hazing, as defined under Republic Act No. 8049, is the use of any method of pre- initiation or initiation that a student applying for admission/ membership is required to undergo, which requirement causes, or is likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental damage, or even death, of the applicant.

Section 3. Supreme Student Council (SSC). This refers to the whole student body of the University, inclusive of the satellite campuses, which promotes, protects, and preserves the dignity, commitments, and aspirations of the University. It is the umbrella organization of all accredited organizations within the University. Its officers are elected from the entire student population in accordance with its constitution and by-laws.

Section 4. Co-Curricular Student Organization. This refer to a group concerned with the enhancement of students' learning in a certain academic discipline through the conduct of special lecture series, symposia, seminars-workshops, exhibits and other learning activities.

Section 5. Extra-Curricular Student Organization. This is a group seeking to promote and develop student leadership, community awareness, social responsibility and wholesome fellowship for constructive purposes through campus activities concerning community service, sports/culture, and advocacies on sociocultural-political-economic affairs.

Art. 3. Membership in Student Organizations. All bona fide students may join as members and be elected as officers of accredited Student Organizations provided that:

1. no student shall be a member of more than three organizations; and
2. a freshman may be admitted as member, but not elected as officer of an organization.

Art. 4. Election of Officers of Student Organizations

Section 1. Election Period. Election of officers for the SSC, college councils, co- curricular and extra-curricular organizations shall be held annually sometime in February on a common date (synchronized) to be determined by the Electoral Board of the SSC and the OSA office. The common date of election shall be in accordance with the guidelines for Suspension of Activities in this Handbook.

Section 2. Renewal of Recognition. All student political parties including those of the College Councils must apply for recognition from the COMELEC created by the SSC not later than November. Requirements for recognition/renewal of recognition are the following:

1. Official name and abbreviated name of the party;
2. Party affiliation with city/national/ international organization;
3. Name of convenors, their courses and year;
4. Faculty adviser with signed conformity;
5. Statement of party platform;
6. Names, course/year of candidates and office they are running for; and
7. Proposed pre-election activities

Section 3. Documents for Candidacy. Prior to filing a certificate of candidacy with the electoral committee, each candidate shall secure the following:

1. Certification from the Deans regarding residency of at least two (2) consecutive semesters in USTP prior to election. The certification shall also reflect that the candidate is not a graduating student during the official term (one school-year) of office, if elected. (Note: The Coordinator, OSA shall orient the candidate that if elected, he/she shall be a fulltime student during the entire duration of his/ her term of office; and
2. Certification from the OSA that the candidate has no disciplinary record involving grave offense.

Section 4. Campaign Posters

1. Campaign Posters and propaganda materials require the COMELEC stamp.
2. The size and number of posters will be limited for each political party inside the campus, as specified by the
3. Posters and banners shall be placed only at the COMELEC designated areas/bulletin. Posting on trees, walls and University fences is not allowed.
4. Election campaign outside the campus in a form of radio, TV and/or newspaper ads is strictly prohibited.

Section 5. Classroom Campaign. This may be allowed provided prior permission is obtained from the office of the Academic Vice Chancellor, in consultation with the University Deans and the classroom instructor concerned.

Section 6. Campaign Period. This is allowed for one week only prior to Election Day.

Section 7. COMELEC. For purposes of supervision and coordination, the SSC, through its President, shall submit to the OSA office, copy furnished the deans, the following information and documents:

1. Names of the members of the duly recognized COMELEC.
2. Copy of the rules and regulations governing elections including accreditation requirements for political parties and qualifications of candidates per their constitution & by-laws.
3. Certified list of accredited student parties.

4. Manner and conduct of election and list of winning candidate for proclamation and publication.

Art. 5. Qualification of Officers. For a student to qualify to run as an officer of accredited student organizations, including the Supreme Student Council (SSC) itself, he/she must possess the following qualifications:

1. Must be a bona fide student of the University. A bonafide student is a full-fledged, duly registered enrollee in any of the component colleges and campuses of the University;
2. Must have complied with the school residency requirement of two (2) semesters prior to the candidacy. Elected students who will be graduating during his/her last term/semester of office are not eligible to be elected as Treasurer or President and must not be enrolled On-the-Job Training (OJT) or Student Teaching (ST). Any officer who is on probation status shall no longer be eligible for candidacy for the next year.

Art. 6. Student Organization Moderator

Section 1. Qualification. He/she must be a member of the University Faculty.

Section 2. Term. The moderator has a term of one (1) year, but may be reappointed for another year term, subject to the recommendation of the members of the organization and the OSA office. In case of leave of absence, the moderator shall inform the OSA Director so that he can recommend somebody to temporarily take the place of the absent moderator, particularly during important organization activities/affairs (intramurals, USTP days, competitions involving an organization he/she is moderating) requiring his/her presence.

Section 3. Responsibilities. The Moderator shall:

1. actively participate in competency enhancement activities for moderators such as general assemblies, consultation meetings, mid-year and year-end evaluations, trainings and seminars/workshops;
2. attend student organization activities such as basic orientation seminars, general assemblies, mid-year and year-end evaluations of the organization of which he/she is the moderator;
3. make himself/herself available for consultation by the students concerned;
4. submit a mid-year and year-end evaluation to the OSA;
5. be directly responsible (with the organization president/ head) for seeing to it that all members of the organization under his/ her guidance shall observe discipline and proper behavior, particularly during general assemblies, acquaintance parties, intramurals, and other large, public gatherings in the campus; and
6. act as signatory of official documents and transactions of the organization. As such, moderators shall supervise the entire activities of the organization directly under him/her, which are approved by competent university authority.

Chapter 2. Student Activities

Art. 1. Discipline in Student Organizations' Activities. All officers of accredited student organizations and their respective organization moderators shall be jointly responsible for the implementation and maintenance of discipline among their members and participants during

their activities. They must exert all precautionary efforts to prevent violent quarrels, drunkenness, fistfights, rumbles, indecent acts and other unruly/discourteous/ destructive behavior during their activities, particularly those involving assemblies, intramurals, concerts, and other large gatherings. To do this, they must closely coordinate with the security services in the campus and, when necessary, with the *Barangay Tanods* and the police. The coordination with the university security services, *Barangay Tanods* and the police shall be coursed through the OSA Director.

Art. 2. Duration of Student Activities. Except in meritorious cases, all student activities inside the University must not extend beyond 10:00 P.M.

Art. 3. Student Activities Documentation. Organizations should submit two (2) copies of documentation report to the OSA for every activity to be undertaken. These documents must be submitted not later than one (1) week before and after the date of the activity. Non-submission of the documentation reports would mean non-accreditation of the activity, which may be considered in the OSA office's decision whether or not to continue the organization's accreditation.

Art. 4. Suspension of Activities. One week prior to preliminary, mid-term and pre-final; and two weeks before final examinations, all student organizations activities shall be suspended.

Art. 5. Financial Accountabilities. All student organization officers are authorized representatives of campus organizations. As such, they are individually and jointly accountable for all financial obligations and liabilities of the organization, including payment in full of debts to the University, associations (like Parents-Teachers Association and USTP Alumni Association) faculty members or students which were incurred by the organization during the tenure of the said officers.

Art. 6. Posting/Display of Announcements and Notices

Section 1. Allowed Materials. The following materials are allowed for posting/hanging in designated areas within the university campus:

1. Flyers/Handbills - newsprint or bond paper
2. Posters - must be within a maximum size of $\frac{1}{2}$ cartolina or $\frac{1}{4}$ Manila paper.
3. Streamers must not be longer than 3 meters. The use of tarpaulins is discouraged for environmental reasons.

Section 2. Number of announcements allowed:

1. For regular, emergency, committee meetings and general assemblies, 4 posters are allowed but streamers are not allowed.
2. For major activities/project involving the entire student body or the whole USTP community - 4 posters and 1 canvas streamer are allowed.

Section 3. Posting Procedure.

1. The activity must be registered at the OSA office, where applicable.
2. The announcements must contain the following:
 - a. Name of the sponsoring group/s
 - b. Kind of activity to be undertaken

- c. Actual date of the activity
- d. Venue of the activity
- 3. The announcements must be presented to the OSA office for approval by the Director, recording and stamping.
- 4. The approved announcements should only be posted/hanged on designated places.

Section 4. Removal of Announcement. All groups are responsible for removing their respective announcements within the school premises one day after the said activity has been conducted. Posters posted in designated areas without the approval of the OSA Director and those posted in prohibited areas shall be removed immediately by those who posted them or a staff from the OSA office.

Art. 7. Inviting External Guests. An organization can invite guests to the university as resource persons in seminars, symposia, or lectures. A letter requesting permission for the conduct of the seminar, bearing the title of the seminar and the name of the guest speaker, should be addressed to the Vice President for Academic and Student Affairs (VCASA), through channels. Approval shall be sought prior to the conduct of said seminars/symposia/conferences. The following guidelines are to be followed:

1. Thank the guest for accepting the invitation through a letter to make it formal and official. Include in the "Thank You" letter the provisions that the organizers will provide.
2. Provision of transportation service, accommodation, meals, etc.
3. Ambassadors and top government officials like cabinet members should be given utmost deference, such as meeting them at the main entrance, or at the driveway entrance when they arrive, making necessary reservation of parking space, and arranging a courtesy call on the University President accompanied by the Security Officer for necessary security arrangements.
4. The invited guests shall be provided by the organizers with ushers/usherettes especially those who are not familiar with the campus unless otherwise the guests have other preferences.
5. The usher/usherette should be alert for the arrival of guests and should introduce himself/herself to the guest(s).
6. The organization's faculty moderator must always be consulted especially when inviting dignitaries to ensure that proper protocol is observed.
7. The organization should strive not to inconvenience the guest and must therefore start the program on time. Foreign and national officials are very busy people. One very important tip: anticipate the time the participants will settle down, and adjust the official time for your guest to arrive. It might be even helpful to emphasize that the participants shall be in the venue properly seated at least 15 minutes before the program starts.
8. It is essential that the student assigned to introduce the important guest to be accurate in presenting the guest's bio-data. Nothing can be more embarrassing when one doing the introduction makes a mistake in the guest's name - more so, in pronouncing the name- or mumbles while reading the bio-data. The one doing the introduction should always be respectful, appropriate and proper in addressing the guest.
9. The guest shall be offered a meal either before or after the activity or as preferred by the guest. Booking for the use of conference room for luncheon for VIP visitors shall be done in advance. The organizer shall ensure close coordination with the person in-charge.

10. The student assigned to usher the guest shall engage him/her in a conversation during waiting moments or during meal, endeavor to invite key university officials to be with the guest, and as much as practicable, the officials to be invited are those whose office or functions are related to the activity.
11. Make sure that the guest is escorted back to the vehicle at the end of his/her engagement.
12. Send a formal 'Thank You' letter or note after the activity. This could establish goodwill between your organization and your guest.

Art. 8. Intramurals, Sports and other Physically Strenuous Activities

Section 1. Proof of Physical Fitness. Each participant in a physically strenuous activity is required to undergo physical examination and present a medical certificate of fitness to the Activities Chairman for him/her to be allowed to participate in the said activity.

Section 2. Parents' Consent. As a requirement for participation in a physically strenuous activity, students must present a written consent from their parents or guardians. The form can be secured from the OSA office.

Section 3. Safety of Students. The safety of the students and everyone participating in the intramurals, sports and other physically strenuous activities is a paramount responsibility and concern of USTP. Although safety-related problems during said activities have so far been very seldom, still it is incumbent upon the Activities Chairpersons and every Activity Manager to be constantly alert, capable and well-prepared to effectively respond to any critical situation arising from such activities.

Section 4. Inspection of Activity Site and Facilities. In coordination with the Auxiliary Services Director and the OSA Director the Activity/ies Manager should spearhead the ocular inspection of the suitability of the activity venue and the safety status of the facilities therein at least a day before the activity. For instance, inspection must cover potential problems concerning open manholes, hidden humps, soft soil, loose gravel, weak foundation/braces/hinges of soccer and basketball goals, slippery floor, and highly inflammable materials in the vicinity.

Section 5. Activity Management/Supervision. The Activity Manager must be physically present during all activities under his/ her supervision to personally ensure the prevention or prohibition of the following:

1. Unsafe Props/Equipment. No explosives, highly inflammable, sharp, pointed, bladed, or thorny objects shall be allowed as props/equipment in any activity;
2. Extremely Strenuous Physical Exertion. Activities like cheer/group/individual choreographic presentations must not include acrobatic or extremely strenuous physical movements that will endanger the life and limb of the performers or spectators;
3. Short Circuits/Faulty Wiring. All electrical gadgets used at the site must be thoroughly checked before any activity to detect short circuits/ faulty wiring and prevent circuit overloading/ combustion/overheating/explosion that might result in accidents.
4. Disruptive Behavior. Through the security staff, the following individuals (performer, player or spectator) shall be immediately reported, identified,

apprehended by the security guards/ *Barangay Tanod*/police and escorted away from the activity or denied entry into the campus:

- a. those carrying deadly weapons, incendiary materials, illegal drugs or liquor;
- b. those under the influence of illegal drug or liquor;
- c. those using foul or abusive language against co-participants/players or event officials;
- d. those who start or instigate a fight;
- e. those who intentionally use rough playing to injure others;
- f. trouble-makers and noisy hecklers;
- g. other disrespectful persons who, in any manner, seriously disrupt an activity.

Section 6. Emergency Cases. Under the direct supervision of the Activities' Chairman, the activity manager must personally coordinate and cooperate with the University medical staff, transportation services unit, and student volunteers in seeing to it that the following concerns are properly addressed/prepared for:

1. Immediate medical attention is a top-priority responsibility and concern of every activity/event manager.
2. There must always be a readily available and fully furnished first-aid kit in the vicinity of an activity. First aid tents/booths equipped with beds/chairs/ stretchers shall be installed in strategic places where the medical staff and trained Red Cross student volunteers can promptly treat patients.
3. Should activity participant be injured, the activity manager must immediately stop the activity and protect the injured individual from further injury.
4. As much as practicable, first aid treatment shall be immediately administered only by trained individuals.
5. However, if there is a suspected head, neck or spinal injury, no one must be allowed to move the injured and the University medical staff must be immediately notified.
6. There must be quick coordination between the University Physician or his/her duly authorized representative and the Director, General Services or his/her duly authorized representative in case of a need to transport the injured to a hospital. Hence, the activities chairman, through the OSA Director, should coordinate with the office of the Vice Chancellor for Finance and Administration (VFA), or his/her authorized officials, so that the medical staff and concerned transportation services personnel will be officially directed to render service for the entire duration of the activities and, if necessary, render overtime work with pay, where applicable.

Section 7. Emergency Exits/Passages. An on-site, pre-activity inspection will be conducted by the OSA Director, the Sports Education Unit Head, the SSC Moderator, and the Activities Manager to ensure sufficient spaces for quick, unimpeded exit or escape passage for individuals and groups in case of fire, stampede or any emergency.

Section 8. Fire Extinguishers. In coordination with the Auxiliary Services Director and the OSA Director, all Activity/ies Managers shall ensure that fire extinguishers/hydrants must be readily available and usable in case of fire particularly during in- door activities. They shall determine if this equipment still work prior to the conduct of any activity.

Art. 9. Students' Overnight Stay in Campus

Section 1. Campus Curfew. Except in highly meritorious cases, students shall be prohibited from staying in the campus beyond 10:00 o'clock in the evening.

Section 2. Request for Permission to Stay Overnight. Students who are officers/ members of organizing/ coordinating committees of the various school activities may be allowed to stay and work overnight inside the University campus, if and only if necessary. The letter request of the President/Head of the organization, recommended by the Organization Moderator, for approval by the VCASA, shall enumerate the following:

1. specific purpose of the overnight stay;
2. dates when they need to stay overnight;
3. full names of the students who will stay overnight;
4. venue where they intend to work overnight; and
5. written consent from their parents/ guardians.

Art. 10. Fund-Raising Activities

Section 1. General Provisions

1. Major fund-raising activities are those involving Php10, 000.00 to a maximum of Php20, 000.00 worth of investments. Concerts inside/outside the University and movie premiers whose investment requirements fall within this range are considered major fund- raising activities.
2. The project proposal, which is duly recommended by the organization moderator, must be submitted to the OSA office or Arts and Culture (ArCu) office, where applicable, at least one (1) month before the event.
3. The use of tickets and proceeds, i.e., the manner in which the profit will be used, should be cleared first with the OSA/ ArCu office.
4. All tickets (including complimentary tickets) must be pre-numbered and registered with the OSA or ArCu, where applicable.
5. A copy of the tickets, solicitation forms and other materials that may be used in conducting the said fundraising activity should be on file with the OSA or ArCU office, where applicable for accounting and auditing purposes.
6. A financial report of the said activity, attested by the organization moderator, must be submitted to the OSA or ArCu office, where applicable, by the Organization's Treasurer within two (2) weeks after termination of the activity. All unsold tickets must be submitted together with the financial report for auditing purposes.
7. The sale of brand items, such as those, which are produced by profit institution; products from charitable agencies or any university or college unit; and food or perishable items, must be cleared first by the OSA office.

Section 2. Major Fund-raising Activities which Involve Solicitations:

1. Accomplish a Project Proposal Form for Major Fund Raising Activity (duplicate copies), and have it approved by the OSA or ArCU Director, where applicable.

2. Secure approval from the OSA or ArCU Director by submitting the duly accomplished project proposal (duplicate copies) recommended by the Organization Moderator. Attach the approved project proposal form to the solicitation letter, as well as the copies of the draft memorandum of agreement, with the different parties involved (including the beneficiaries indicating the terms of agreement, sponsors, etc.).
3. Formalize agreement with the parties concerned regarding the project by way of written agreement duly signed by the authorized representatives (having the agreement notarized is encouraged). Never attempt to formalize the negotiations if there is no approval from the OSA or ArCU Director.
4. Start working on the solicitation letters. This is the only time when the organization can start seeking for sponsors once the organization has been guaranteed full clearance by the OSA or ArCU office. Sponsors usually require two months of notice for solicitations, since they also have to undergo certain procedure before a decision can be made. It is therefore wise to set allowance at least two months to work in the preparation like printing of tickets, posters, and the like.
5. Secure approval or permit from other concerned government agencies where the activity shall be held when deemed necessary. Submit a copy of the permit to the OSA office or ArCU office at least two weeks before the conduct of the activity.

Section 3. Minor Fund Raising Activities. Minor fundraising activities refer to those activities involving less than Php10, 000 worth of investment. All minor fund-raising activities are to follow the same procedures for approval in any regular activity. However, the organization must accomplish the project proposal form similar to the major fund-raising activity.

Section 4. Fund-Raising through Raffle. If a fund-raising activity is done through a raffle, the prizes to be offered for the raffle must be displayed at the designated area in the campus. The OSA or ArCU Office must be informed of the duration of the raffle. Any extension of the raffle duration shall be subject to the approval of the VCASA President for Student Affairs upon recommendation of the OSA/ArCU Director. The list of the winners must be placed on the bulletin board in the campus.

TITLE SIX. STUDENT SERVICES

Chapter 1. Scholarship Services

The University provides various scholarships and educational assistance/grants to deserving students as provided by law, by external sponsors, and as prescribed by the University, subject to general policies and guidelines.

Art. 1. Responsibilities of Scholar/Grantee. The scholar/grantee shall be responsible for the following:

1. Maintain the minimum GPA required by their respective scholarship/educational assistance programs;
2. Submit a copy of his/her grades within 3 weeks after every semester to his/her scholarship sponsor; and
3. Complete all subject requirements within the semester in order not to receive an incomplete (INC) grade, which can serve as basis for the discontinuance of the scholarship/educational assistance/grant.

Art. 2. Termination of Scholarship/ Educational Assistance/ Grant. The scholarship/educational assistance/grant can be terminated based on the following conditions:

1. Failure to maintain the minimum GPA required by the university/sponsor, where applicable; or
2. Found guilty of committing an academic first (1st) offense or a non-academic grave offense.

Art. 3. Extension of Entitlement to Scholarship/ Educational Assistance/ Grant. Subject to the discretionary prerogative of the sponsor, the period of entitlement may be extended in case the scholar's/ grantee's failure to meet the requirements of the program is due to circumstances beyond his/her control such as, but not limited to, serious and prolonged illness, or failure/unreasonable refusal of teachers to give grades.

Chapter 2. Arts and Culture

The USTP Charter (RA 10919, Sec. 49) stipulates that USTP must "promote and preserve culture and arts, especially local practices and rites and indigenous practices of Mindanao, and to develop talents of students and University personnel alike." The Arts and Culture (ArCu) division formulates, implements, evaluates and enhances programs aimed at tapping the potentials and developing the talents of the students in the humanizing fields of arts and culture.

Chapter 3. Library

The library, as a learning resource center, is a vital partner of instruction and research. Its services include the e-library facilities and online journal subscription, among others. It is classified into undergraduate, graduate and electronic libraries.

Art. 1. Undergraduate Library. The Undergraduate Library is open from 8:00 A.M. to 6:00 P.M. with no noon break during Mondays through Saturdays.

Art. 2. The Graduate Library. The Graduate Library is open from 9:00 A.M. to 6:00 P.M. with no noon break during Mondays through Saturdays.

Art. 3. The E-library. The E-library is open from 7:30 A.M. to 6:00 P.M. with no noon break during Mondays through Saturdays.

The services of these three libraries will be extended up to 10:00 o'clock in the evening, Mondays through Saturdays, one week and two weeks prior to Midterm and Final examination, respectively. Noon break is observed during semestral break. Borrowers who do not return the books on time shall be penalized with corresponding fines.

The USTP Claveria Library will be closed on weekends.

Chapter 4. Registry and Students Information Services (RSIS)

The Office of the Registry and Student Information Services (RSIS) coordinates the activities pertaining to registration, transfer and graduation of students. The RSIS is open from 8:00 A.M. to 5:00 P.M. Mondays through Saturdays.

Chapter 5. Guidance Counseling and Testing Services (GCTS)

Guidance Counselling is an integral part of the educational development of the students. The unit seeks to assist and guide, through appropriate counseling, the students so that they would become young citizens who would be emotionally, mentally and psychologically stable. The following are the various services offered by the GCTS to the students:

1. Information
2. Counseling
3. Testing
4. Follow-up
5. Individual Inventory

Chapter 6. Medical and Dental Services (MDS)

To ensure that students who need medical/dental attention are adequately attended to, the University provides medical and dental services from 8:00 A.M. to 5:00 P.M. Mondays through Saturdays.

Chapter 7. Sports and Physical Wellness Program

Through the Sports Education Unit, the University seeks to inculcate in the students the value of wholesome physical development through active participation in sports and physical

wellness programs with the end in view of striking a balance between intellectual growth and physical well-being.

Chapter 8. Security Services

To ensure the safety of the students in particular, and everyone inside the campus in general, the University has contracted the security services of a professional, government accredited security agency.

Chapter 9. Cafeteria Services

The cafeteria serves well-balanced and reasonably priced meals to meet the nutritional needs of its customers/ clientele. Catering services for birthday parties, weddings, seminars, and other special occasions may be availed of through advanced reservations at the cafeteria management.

Chapter 10. ID Replacement

In case of lost ID, the student can submit an affidavit of loss at the OSA office and request for a new ID.

Chapter 11. Diploma Replacement

In compliance with BOR Resolution # 31, s. 2018, the USTP, through the proper channels, authorizes the replacement and change and/or correction of diploma in certain limited cases such as loss or damage to the original and legal correction and/or change of names. When requesting a duplicate or replacement diploma, please note the following:

1. An applicant for a diploma replacement must complete and return an application for duplicate/replacement diploma form.
2. Verification of your signature by a Notary Public is required.
3. Replacement of diplomas will be processed upon receipt of the completed application form and its attachments.

Art. 1. Loss or Damage: Duplicate Diploma

1. The applicant for a duplicate diploma must provide a notarized statement regarding the loss of or damage to the original.
2. The person requesting the duplicate must certify on the application for duplicate/replacement diploma form that the duplicate will be returned if the original is ever found.
3. The duplicate diploma, when printed, will be marked "iteratum" or "duplicate."
4. No duplicate will be printed until at least one year has elapsed since the loss unless the original is known to have been destroyed by fire, flood, or similar cause.
5. If the original diploma is damaged, then the applicant must return as much of the diploma as has been salvaged.

Art. 2. Change or Correction of Name: Replacement Diploma

A student's "name-of-record" at USTP is defined as the legal name under which the student was admitted to the University. Legal name is defined as that name verified by a birth certified date (Security Paper from the National Statistics Office/NSO authenticated Birth Certificate), and/or marriage certificate.

1. Students wishing to change or correct their name in their official academic record from the name of record under which they were admitted to the University may request for the following:
 - a. Major Change. Name changes which require court proceedings and judicial action must provide the registrar with any of the following: 1) SECPA stating their new legal name. The Security Paper technically termed as SECPA and in layman's term the NSO authenticated birth certificate, also recorded in the Civil registry, is an official release of the National Statistics Office and therefore serves as legal basis for modification of spelling on family, first or middle names; 2) certified copy of the Final Decree for Change of Name; 3) Notarized Same Name Affidavit.
 - b. Minor corrections in name (e.g., spelling corrections from Lambunao to Lambonao) may also be made upon presentation of the NSO authenticated corrected Birth Certificate. In such instances, the student may be expected to provide other pertinent documentation such as a current driver's license with photo, social security card, or any valid identification.
2. The original diploma must be returned;
3. Upon receipt and verification of the specified documents, the registrar will change or correct the student's name in the student's official academic record. "Official academic record" is defined as USTP's computerized student information system (PRISMS' software).
4. Upon payment of the applicable fee, the university will reissue a diploma for a graduate whose name has been legally changed/corrected.
5. The new diploma will be issued on the form currently in use with the date of the original diploma. The diploma will carry the mark "Reprinted per BOR Resolution number, Series" printed in the lower left hand corner of the diploma. This resolution will stipulate that authority is vested upon the appropriate officials of the University to sign diplomas in lieu of original signatories who have retired, resigned or died, or are no longer empowered as such.

Chapter 12. Affirmative Action Program

Republic Act No. 10931, known as the "Universal Access for Quality Tertiary Education Act of 2017" recognizes the inalienable right of all Filipinos to quality education and thus protects and promotes the right of all Filipino students to accessible quality education. The USTP Affirmative Action Program enforces the intent to promote social justice and the advancement of nation building.

Art 1. Objectives (adapted from RA 10931):

- (a) to provide adequate funding and such other mechanisms to increase the participation rate among all socioeconomic classes in tertiary education;
- (b) to provide all Filipinos with equal opportunity to quality education in both private and public educational institutions;
- (c) to give priority to students who are academically able and who come from poor families;
- (d) to ensure the optimized utilization of government resources in education;

Art. 2. Implementing Mechanisms

- 1) Organizational/Administrative Support. An Affirmative Action Program Coordinator under the direct supervision of the Office of Student Affairs (OSA) shall be assigned to facilitate all Affirmative Action Program-related concerns covering administrative, financial and academic aspects.
 - a. The AAP Coordinator shall be the repository of all information regarding the students admitted under the Affirmative Action Program.
 - b. Support systems such as student organizations, counselling, etc. shall be established by the OSA to be facilitated by the AAP Coordinator.
 - c. The AAP Coordinator may implement initiatives such as research, policy formulation, and collaborations with government offices (NCIP, NCFRMI, DSWD) to further develop the program and improve the university's strategies towards accessible quality education.
 - d. A monitoring system shall be enforced to ensure that privileges are enjoyed by the AAP students.
- 2) Affirmative Academic Policies
 - a. Admission. Applicants who fall under the AAP qualifications shall be given the following considerations:
 - i. Admission applicants whose scores are 5 points below the cut-off score of the Program they apply for shall be admitted to the USTP.
 - ii. Applicants will be admitted on a first come per serve basis, with AAP slots capped at 5% of the total number of slots allotted per program.
 - b. Selective Retention Assistance. AAP Students shall be given the following options to assist them in completing their chosen academic programs:
 - i. Additional assignments/learning tasks to augment /make up for low grades that might lead to removal from the program.
 - ii. Attend courses as audit students (5 per class) to enhance their academic skills, knowledge, and capabilities in preparation for their regular course work

TITLE SEVEN. APPENDICES

APPENDIX I. DRESS CODE POLICY

1. Male students are prohibited from wearing the following while inside the university campus:
 - a. Sleeveless shirts;
 - b. Torn and tattered jeans;
 - c. Short pants/ walking shorts;
 - d. Rubber slippers and sandals.
 - e. Earrings
 - f. unnatural hair colors (blonde, blue, violet, yellow, red and the like)
2. Female Students are prohibited from wearing the following while inside the university campus:
 - a. tube/ spaghetti strap / halter / backless / “peek-a-boo” blouses;
 - b. Torn and tattered jeans;
 - c. Short pants;
 - d. Micro miniskirts;
 - e. See-through attire;
 - f. Plunging neckline blouses;
 - g. Midriff (“heaven”) blouses; and
 - h. Rubber slippers.
 - i. unnatural hair colors (blonde, blue, violet, yellow, red and the like)

APPENDIX II. CAMPUS JOURNALISM

1. The student writer/journalist of an article in the school paper shall continuously strive to be unbiased and accurate in her/his writings; bearing in mind personal responsibility for everything she/he publishes.
2. The student journalist should reveal her/his identity as a representative of the student press before obtaining interview for publication.
3. The editor of the school paper shall not exclude a student’s point of view solely because it is contrary to the editorial policy.
4. The editor shall apologize for whatever mistakes printed in the school paper.
5. The student journalist shall respect all confidences regarding source of information and private documents. He/she shall not falsify information or documents or misrepresent the facts.
6. The student journalist should be familiar with the laws, rules and regulations relative to campus journalism and/or freedom of expression.
7. The student journalist shall be familiar with the Intellectual Property Code of the Philippines and anti-plagiarism concerns.

8. Everyone concerned must be familiar with the provisions of Republic Act No. 7079 “An Act Providing for The Development and Promotion of Campus Journalism”.

APPENDIX III. COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002, REPUBLIC ACT 9165, ARTICLE IV, SECTIONS 41-45:

Participation of the Family, Students, Teachers and School Authorities in the Enforcement of the Act

Section 41. Involvement of the Family. - The family being the basic unit of Filipino society shall be primarily responsible for the education and awareness of the members of the family on the ill effects of dangerous drugs and close monitoring of family members who may be susceptible to drug abuse.

- (a) **The Family.** -- The family, particularly the parents, shall be primarily responsible for promoting and strengthening the economic, physical, social, emotional/psychological and spiritual well-being of each member in order to develop it into a healthy, strong and stable one.
- (b) **Family Solidarity.** -- Family solidarity shall be promoted through family rituals such as praying together and reunions, family hour for sharing experiences, hobbies and other family life enrichment activities to enhance cohesiveness, bonding and harmonious relationships among its members.
- (c) **Family Drug Prevention Program.** -- The family is the best defense against drug abuse. Therefore, the prevention of drug abuse shall start within the family.
 - c.1.) The Family Drug Abuse Prevention Program is a community-based program of preparing families to protect their members against the adverse effects of drug abuse.
 - c.2.) The objectives of the program are as follows:
 - c.2.1.) To raise awareness and educate families on the ill effects of drug abuse;
 - c.2.2.) To equip the families with parenting and life skills towards a drug – free home; and
 - c.2.3.) To organize and mobilize families to consolidate efforts in support of the program and of families at risk.
 - c.3.) The program shall adopt the following components among others:
 - c.3.1.) Advocacy and Information Education on Drug Abuse
 - c.3.1.1.) Integrate modules on drug prevention in existing parent education and family life programs and services;

c.3.2.) Capability Building of Parents and Youth on the Prevention of Dangerous Drugs

- c.3.3.1.) Conduct capability-building programs for families, community leaders and service providers on health, socio-cultural, psychological, legal and economic dimensions and implications of the drug problem;

c.3.3.) Social Mobilization

- c.3.3.1.) Organize and promote family councils as advocates of drug abuse prevention;

- c.3.3.2.) Organize family peer support groups to strengthen coping capability of families in handling drug-related problems and issues.

c.3.4.) Networking and Alliance Building

- c.3.4.1.) Network and build alliance with anti-drug abuse councils, and agencies/institutions handling drug abuse cases.

- (d.) **Adoption of Program.** – The Program shall be adopted by the national government agencies (NGAs), local government units (LGUs), non-government organizations (NGOs) and other concerned entities.

- (e.) **Monitoring and Evaluation.** – The Program shall be monitored and evaluated by the DSWD for enrichment.

Section 42. Student Councils and Campus Organizations. – All elementary, secondary and tertiary schools' student councils and campus organizations shall include in their activities a program for the prevention of the deterrence in the use of dangerous drugs, and referral for treatment and rehabilitation of students for drug dependence.

The student governments/councils and legitimate school organizations of all private and public schools shall:

- (a) include dangerous drug abuse awareness and prevention in the objectives, programs and projects provided for in their respective Constitution and By-Laws;
- (b) have detailed plans of action of their projects duly approved, with the implementation of the same, monitored and evaluated by the school heads/teacher-advisers;
- (c) participate actively in drug abuse prevention programs and training activities initiated by government organizations (GOs) and non-government organizations (NGOs) in the community, as part of their extension/co-curricular activities;
- (d) implement programs/projects focused on, but not limited to, information campaigns, peer counseling, life skills and leadership trainings; and

- (e) coordinate with the school administration relative to the treatment and rehabilitation of students with drug-related problems.

Section 43. School Curricula. – Instruction on drug abuse prevention and control shall be integrated in the elementary, secondary, tertiary curricula of all public and private schools, whether general, technical, vocational or agro-industrial as well as in non-formal, informal and indigenous learning systems. Such instructions shall include:

- (a) Adverse effects of the abuse and misuse of dangerous drugs on the person, the family, the school and the community;
- (b) Preventive measures against drug abuse;
- (c) Health, socio-cultural, psychological, legal and economic dimensions and implications of the drug problem;
- (d) Steps to take when intervention on behalf of a drug dependent is needed, as well as the services available for the treatment and rehabilitation of drug dependents; and
- (e) Misconceptions about the use of dangerous drugs such as, but not limited to, the importance and safety of dangerous drugs for medical and therapeutic use as well as the differentiation between medical patients and drug dependents in order to avoid confusion and accidental stigmatization in the consciousness of the students.

The Department of Education (DepEd) shall:

- (1) integrate drug abuse prevention concepts into such subjects as, but not limited to, Science and Health and Makabayan at the elementary level, and Science and Technology and Makabayan at the secondary level;
- (2) integrate such concepts in the Non-Formal Education Program, particularly in functional education and literacy; continuing education and values education;
- (3) continuously develop, update and adopt learning packages to support the existing drug education concepts/contents in the textbooks and other instructional materials;
- (4) support the National Drug Education Programs (NDEP), with the school head fully responsible for its effective implementation; and
- (5) mobilize the school health and nutrition personnel to supplement and complement classroom instruction by communicating drug abuse prevention messages to the students, teachers and parents.

The Commission on Higher Education (CHED) shall continue to enrich and update the integration of dangerous drug prevention concerns, in the general education components of all higher education course offerings, as well as in the professional subjects particularly that of Health – related, other Science and Teacher Education courses.

The Technical Education and Skills development Authority (TESDA) shall:

- (1) integrate drug abuse prevention concepts in the technical, vocational and agro – industrial courses; and
- (2) include such concepts in appropriate instructional materials for technical education and skills development.

The DepEd, CHED and TESDA shall:

- (1) provide a continuing in service training of teachers on the effective utilization of the support instructional materials and on teaching strategies on drug education;
- (2) continuously monitor and evaluate the effectiveness of the overall impact of the dangerous drug abuse program through their respective regional/field offices;
- (3) secure funds from local and foreign donor agencies for the implementation of the drug education program whenever possible;
- (4) enlist the assistance of any government agency or instrumentality to carry out the objectives of the education program; and
- (5) include the pertinent provisions of the Act as one of the major topics of drug education in appropriate courses.

Section 44. Heads, Supervisors, and Teachers of Schools. – For the purpose of enforcing the provisions of Article II of the Act, all school heads, supervisors and teachers shall be deemed persons in authority and, as such, are hereby empowered to apprehend, arrest or cause the apprehension or arrest of any person who shall violate any of the said provisions, pursuant to Section 5, Rule 113 of the Rules of Court. They shall be deemed persons in authority if they are in the school or within its immediate vicinity, or even beyond such immediate vicinity if they are in attendance at any school or class function in their official capacity as school heads, supervisors, and teachers.

Any teacher or school employee, who discovers or finds that any person in the school or within its immediate vicinity is liable for violating any said provision, shall have the duty to report the same to the school head or immediate superior who shall, in turn, report the manner to the proper authorities.

Failure to do so in either case, within a reasonable period from the time of discovery of the violation shall, after due hearing, shall constitute sufficient cause for disciplinary action by the school authorities.

(a) The school heads, supervisors and teacher:

- a.1) shall effect the arrest of any person violating Article II of the Act inside the school campus and/or within its immediate vicinity or in other places as provided for in Section 44 of the Act, and turn over the investigation of the case to the PDEA;
- a.2) may summon the services of other law enforcement agencies to arrest or cause the apprehension or arrest of persons violating Article II of the Act;

- a.3) shall be trained on arrest and other legal procedures relative to the conduct of arrest of violators of the Act along with student leaders and Parent- Teachers Association (PTA) officials; and
- a.4) shall refer the students or any other violators found to be using dangerous drug to the proper agency/ office.
- (b) A Special Unit or Task Force from existing school personnel, student leaders and PTA officials shall be organized in every school and trained to assist in the apprehension or arrest of violators of Article II of the Act within their areas of jurisdiction.
- (c) Appropriate protection of the concerned school officials shall be put in place to ensure personal security and peace of mind among them, such as free legal assistance, police protection and any other assistance as may be deemed necessary.

Section 45. Publication and Distribution of Materials on Dangerous Drugs - With the assistance of the Board, the Secretary of the Department of Education (DepEd), the Chairperson of the Commission on Higher Education (CHED), and the Director-General of the Technical Education and Skills Development Authority (TESDA) shall cause the development, publication and distribution of information and support educational materials on dangerous drugs to the students, the faculty, the parents and the community.

- (a) DepEd, CHED and TESDA shall develop and provide adequate information materials on dangerous drug abuse and prevention;
- (b) An Evaluation Committee composed of DepEd, CHED and TESDA, DOH and DDB shall be organized, the main task of which, is to determine the appropriateness of all instructional and information materials to be used in schools; and
- (c) DepEd, CHED and TESDA shall include drug abuse prevention and control activities in their Manual of Regulations/Service Manual. Schools, colleges and universities shall include information guidelines on drug abuse prevention and control in the Student's Handbook/ Gabaysa Mag-aaral and school publications/official organs.

APPENDIX IV. DRUG-FREE USTP

Declaration of a Drug-free Campus

The Drug Free Committee headed by the Chairperson (VCASA/VCAA) shall strive to implement the Drug-free USTP program with all its activities and projects. A drug-free campus is a declaration of the government to USTP as clear of drugs that has been subjected to the conduct of the drug testing and with the following parameters, among others: non-availability of drug supply; absence of drug user/dependent; absence of drug pusher; and existence of drug awareness, preventive education and information, and other related programs.

The DFC Chairperson shall submit reports to CHEDRO and endeavor for USTP to be declared by CHED as drug-free.

I. Policy Statement and Goals

USTP continues to make efforts in creating an environment conducive for learning, thus, mechanisms and programs that promote a “Drug-free USTP” will be implemented aligned with the CMO no.64 s.2017.

The goals of the program are to:

1. encourage students to develop and engage a healthy and responsible lifestyle
2. prevent and deter drug use and abuse
3. provide assistance and intervention with reducing or eliminating substance use in students’ life
4. heighten students’ awareness of the ill-effects of drug use

II. Scope and Coverage

The policy shall cover all undergraduate students.

A. Education and Awareness Program

A.1 Orientation and information dissemination. An orientation shall be conducted before the actual drug testing and included in the Freshmen Orientation Days.

A.2 Drug Symposium. The Medical Unit shall coordinate with PDEA and/or DOH for the conduct of a drug symposium (least once a semester)

A.3 Integration of Drug Prevention in the National Service Training Program (NSTP). The curricula shall include drug abuse prevention and control (scope as specified in Art IV of RA 9165).

B. Mandatory Random Drug Testing Program

B.1 Composition of the Drug Testing Committee. The drug-free committee and the selection board shall be composed of the Director of Student Affairs as the drug-testing coordinator (DTC) with selection board members: Faculty Association President, Supreme Student Council President, Parents-Teachers Association. President

B.2 Unannounced Schedule of Drug Testing. The Chancellor schedules the drug testing and shall only inform the DTC and the University Physician. The DTC coordinates with the University Physician who shall then arrange for the DOH-accredited drug testing laboratory which may be scheduled for 3 straight days to accommodate the volume of students.

B.3 Random Selection of the Students

B.3.1 The selection board shall ensure that the method and process for the selection of the students to be subjected for drug testing is random (CMO 64 s 2017, 2.6 of Art II), unbiased and without suspicion.

B.3.2 To ensure the representativeness of the sample, stratified sampling method will be employed on a pro-rata basis with the actual population. To get the number of students to constitute as sample, the Slovin’s Formula shall be used:

$$n = \frac{N}{(1 + Ne^2)}$$

$$n = \frac{6000}{(1+6000 \times .05^2)}$$

$$n = 375$$

- B.3.3 The list of officially enrolled students shall constitute the sampling frame. Random numbers will be generated using the SPSS
- B.3.4 Randomly selected students will be notified by OSA of the schedule of the drug testing. The letter shall also specify that results will be dealt with confidentiality and that should they divulge the results after the screening with anybody, positive or negative, it will be at their own risk.
- B.3.5 The University Physician shall supervise and oversee the actual drug testing
- B.3.6 Confidentiality of Results. Drug testing results in accordance with Dangerous Drug Board (DDB) Board Regulation no.6, s 2003 and no.3, s.2009 shall be treated with utmost confidentiality and shall not be used in any criminal proceedings. No results shall be published or posted whether positive or negative. Any member of the committee or of the University community violating the rules of confidentiality of results and selection shall be liable and dealt with appropriately.
- B.3.7 Refusal to be subjected to Drug Testing or No-show and the penalty. A randomly selected student who refuses to submit himself/herself for drug testing without any valid reason will be subjected to disciplinary sanction and may be penalized with a 3-day Suspension. Subsequent refusal shall result in dismissal from the University.
- B.3.8 Results of the Drug Test. The DOH-accredited facility shall report within 10 calendar days to DTC, including the confirmatory result of those found positive in the screening test
- B.3.9 If a student is “confirmed” to be using a dangerous drug, the DTC shall conduct a case conference with the parent and the student, and coordinate with the DOH-accredited physician or facility following the provisions in Sec 4 (d) of Dangerous Drug Board no.3 s 2009.
- C.1 Training for All University Guidance Counselors, members of the DTC and the Physician
- C.2 The Guidance Unit shall include in their counseling program the Peer-to-Peer Life Coaching Program. With the view that students confirmed to have substance abuse needed help
- C.3 Guidance Counselors shall persevere to encourage the Faculty members (including students) to refer students they suspect or have personally known to have substance abuse for appropriate intervention. These referrals are dealt with utmost confidentiality.
- C.4 The Guidance Unit shall also establish a mechanism on handling self-confessed drug dependents. The same intervention may be provided as those found to be positive where deemed appropriate. The Unit shall strive to campaign for possible drug dependent students to seek help and be helped by their Counselors.

C.5. OSA shall require student organizations for accreditation, to include in their Annual Work and Financial Plan their projects/activities or programs aligned to advocating against use of prohibited drugs. No student organizations will be reaccredited without the implementation of the drug-free projects/activities or programs the school year prior to the request. The Annual Kahamili Awards shall recognize “Best Campaign for Anti-Drug Use.” The award will recognize an organization/s that has conducted activities which helped in increasing awareness on the harmful effects of drugs among their peers, etc.

E. Prevention and Control Initiatives

E.1 To prevent prohibited drugs from entering or being brought inside the campus, each student, personnel and guest shall go through a bag and/or car inspection to be conducted by the security personnel. Anyone who refuses to subject themselves or their cars and/or their belongings for inspection should not be allowed to enter the campus.

E.2 The Activity Manager must be physically present during all activities under his/her supervision to personally ensure the prevention or prohibition of disruptive behavior. Through the security staff, the following individuals (performer, player or spectator) shall be immediately reported, identified, apprehended by the security guards/barangay tanod/police and escorted away from the activity or denied entry into the campus those carrying illegal drugs (10.3.4.1). The student organization moderators shall also function like an activity manager during major events, i.e. intramurals, assemblies, gatherings of the students.

E.3 Any Faculty member or university employee, is deemed a person in authority if they are in the campus or within its immediate vicinity, or even beyond such immediate vicinity if they are in attendance at any University or class function (RA 9165 Art IV Sec 44) and if they discover or finds that any person in the school or within its immediate vicinity is liable for possession, selling and/or using drugs, shall have the duty to report the violators to the Chancellor, immediate superior or security personnel who shall, in turn, report the matter to the proper authorities. Failure to do so in either case, within a reasonable period from the time of discovery of the violation shall, after due hearing, constitute sufficient cause for disciplinary action by the school authorities.

As per Students’ Rights on admission without discrimination, the certified and reformed drug users shall not be discriminated against. However, disciplinary process and procedures shall be implemented for grave non-academic offenses which include the bringing of prohibited drugs into the campus will have the student be penalized with expulsion on his/her first offense. A similar penalty shall be meted out for an offense committed by students for entering the campus under the influence of prohibited drugs/controlled substances, such as shabu, marijuana, rugby, cocaine and others as those identified and listed in RA 9165 or Comprehensive Dangerous Drugs Act of 2002.

Effectivity

This set of policies and guidelines for the implementation of the Drug-free USTP CdO program shall be implemented upon the approval of the Board of Regents. The random drug testing is scheduled before the end of first semester of every school year.

APPENDIX V. POLICY AND GUIDELINES ON SEXUAL HARASSMENT

A. INTRODUCTION

Pursuant to R.A. 7877 (Anti-Sexual Harassment Act), the University shall prevent or deter the commission of acts of sexual harassment. To this end, the following policy and guidelines are hereby adopted to prescribe the proper decorum of all concerned and for the resolution, settlement and/or disposition of sexual harassment cases.

B. POLICY STATEMENT

1. The University shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful. Further, the University commits to provide a work environment supportive of productivity, wherein all officials, employees and personnel are treated with dignity and respect, and will not tolerate any and all forms of sexual harassment.
2. The University believes that employees, personnel and students should be afforded the opportunity to work and study in an environment free of sexual harassment. Sexual harassment is a form of misconduct that undermines the employment relationship and the learning process. No employee, personnel or students, either male or female, should be subjected verbally or physically to unsolicited and unwelcome sexual overtures or conduct.
3. The University will not tolerate any behavior that amounts to sexual harassment, and any officer or employee found to have committed sexual harassment shall be subjected to disciplinary action, up to and including dismissal from government service.
4. The University shall adopt mechanisms to provide assistance to the alleged victim of sexual harassment which may include counselling, referral to an agency offering professional help, and advice on options available before the filing of the complaint.

C. DEFINITION OF SEXUAL HARASSMENT

1. Sexual harassment refers to any behavior that is not welcome, that is personally offensive, debilitates morale and, therefore, interferes with work or learning effectiveness. Such behavior may be in the form of unwanted physical, verbal or visual sexual advances, requests for sexual favors, and other sexually oriented conduct which

is offensive or objectionable to the recipient, including, but not limited to: epithets, derogatory or suggestive comments, slurs or gestures and offensive posters, cartoons, pictures, or drawings.

2. Work, education or training-related sexual harassment is committed by an official, employee, personnel, teacher, instructor, professor, coach, trainor, or any other agent of the University, or any other person, who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said act.
3. In a work-related or employment environment, sexual harassment is committed when:
 - i. The sexual favor is made as a condition in the hiring or in the employment, re-employment, or continued employment of said individual, or in granting said individual favorable compensation, terms of conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee/personnel;
 - ii. The above acts would impair the employees/personnel's rights or privileges under existing laws; or
 - iii. The above acts would result in an intimidating, hostile, or offensive environment for the employee/personnel.
4. In an education or training environment, sexual harassment is committed:
 - i. Against one who is under the care, custody or supervision of the offender;
 - ii. Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
 - iii. When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or considerations; or
 - iv. When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

D. COVERAGE

1. This policy and guidelines cover all officials, employees and personnel in the University, whether in the Career or Non-Career Service, holding positions under permanent or temporary status, including personnel under Contract of Service (COS), Job Order (JO) and other similar schemes and including applicants for employment or hiring after the application has been received by the University.

2. This policy and guidelines shall also cover students of the University who complain of sexual harassment.
3. Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment.
4. Nothing in these guidelines shall preclude the victim of work, education or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

E. SEXUAL HARASSMENT AS AN ADMINISTRATIVE OFFENSE

Under Section 51 of the 2017 Rules on Administrative Cases in the Civil Service (RACCS), acts of sexual harassment constitute administrative offenses, as follows:

1. Grave Offenses – punishable by dismissal from the service shall include, but are not limited to:
 - a. unwanted touching of private parts of the body (inner thighs, genitalia, buttocks and breast);
 - b. sexual assault;
 - c. malicious touching;
 - d. request for sexual favor in exchange for employment, promotion, local or foreign travels, favorable working conditions or assignments, a passing grade, the granting of honors or scholarship, or the grant of benefits or payment of a stipend or allowance; and
 - e. other analogous cases.
2. Less Grave Offenses – shall include, but are not limited to:
 - a. unwanted touching or brushing against a victim's body;
 - b. pinching not falling under grave offenses;
 - c. derogatory or degrading remarks or innuendoes directed toward the members of one's sex, or one's sexual orientation or used to describe a person;
 - d. verbal abuse with sexual overtones; and
 - e. other analogous cases.
3. Light Offenses – shall include, but are not limited to:
 - a. surreptitiously looking at a person's private part or worn undergarments;
 - b. making sexist statements and uttering smutty jokes or sending these through text, electronic mail including but not limited to social media platform, causing embarrassment or offense and carried out after the offender has been advised that they are offensive or embarrassing, or even without such advice, when they are by their nature clearly embarrassing, offensive or vulgar;
 - c. malicious leering or ogling;
 - d. display of sexually offensive pictures, material or graffiti;
 - e. unwelcome inquiries or comments about a person's sex life;

- f. unwelcome sexual flirtation, advances and propositions;
- g. making offensive hand or body gestures at an employee;
- h. persistent unwanted attention with sexual overtones;
- i. unwelcome phone calls with sexual overtones causing discomfort, embarrassment, offense or insult to the receiver; and
- j. other analogous cases.

The administrative offense of work-related sexual harassment is further described in the following circumstances:

- a. Submission to or rejection of the act or series of acts is used as basis for any employment decision (including, but not limited to, matters related to hiring, promotion, raise in salary, job security, benefits and any other human resource action) affecting the applicant/employee; or
- b. The act or series of acts have the purpose or effect of interfering with the complainant's work performance, or creating an intimidating, hostile or offensive work environment; or
- c. The act or series of acts might reasonably be expected to cause discrimination, insecurity, discomfort, offense or humiliation to a complainant who may be a co-employee, applicant, customer, or ward of the person complained of.

Also, education or training-related sexual harassment is committed against one who is under the actual or constructive care, custody or supervision of the offender, or against one whose education, training, apprenticeship, internship or tutorship is directly or constructively entrusted to, or is provided by, the offender, when:

- a. Submission to or rejection of the act or series of acts as a basis for any decision affecting the complainant, including, but not limited to, the giving of a grade, the granting of honors or a scholarship, the payment of a stipend or allowance, or the giving of any benefit, privilege or consideration; or
- b. The act or series of acts have the purpose or effect of interfering with the performance, or creating an intimidating, hostile or offensive academic environment of the complainant; or
- c. The act or series of acts might reasonably be expected to cause discrimination, insecurity, discomfort, offense or humiliation to a complainant who may be a trainee, apprentice, intern, tutee or ward of the person complained of.

The offense may also take place in the following instances:

- a. in the premises of the workplace, office, school or training institution;
- b. in any place where the parties were found as a result of work or education or training responsibilities or relations;

- c. at work or education or training-related social functions;
- d. while on official business outside the office or school or training institution or during work or school or training-related travel;
- e. at official conferences, fora, symposia, or training sessions; or
- f. by the telephone, cellular phone, fax machine, electronic mail, social media, and in any other internet/online platform.

F. PERSONS LIABLE FOR SEXUAL HARASSMENT

Any official, employee or personnel, regardless of sex, is liable for sexual harassment when he/she:

- a. directly participates in the execution of any act of sexual harassment as herein defined;
- b. induces or directs another or others to commit sexual harassment as herein defined;
- c. cooperates in the commission of sexual harassment by another through an act without which the sexual harassment would not have been accomplished; or
- d. cooperates in the commission of sexual harassment by another through previous or simultaneous acts.

G. PROCEDURAL GUIDELINES

1. Under Section 14 of the 2017 Rules on Administrative Cases in the Civil Service (RACCS), complaints for sexual harassment shall be filed with the concerned Committee on Decorum and Investigation (CODI), as follows:
 - a. Cagayan de Oro Campus CODI;
 - b. Claveria Campus CODI;
 - c. Jasaan Campus CODI;
 - d. Oroquieta Campus CODI;
 - e. Panaon Campus CODI; or
 - f. System CODI.
2. When the complainant or the person complained of is a member of the CODI, he/she shall be disqualified from being a member thereof or the complaint may be filed directly with the Civil Service Commission (CSC).
3. Upon receipt by the CODI of a complaint which is sufficient in form and substance, it shall conduct a preliminary investigation to determine the existence of a *prima facie* case in accordance with the procedure prescribed in the 2017 RACCS.

4. The withdrawal of the complaint does not result in its outright dismissal or discharge of the person complained of from any administrative liability.
5. The CODI shall submit a report of its findings with the corresponding recommendation to the disciplining authority for decision.
6. Any complaint for sexual harassment shall be filed within three (3) years from the commission of the acts of sexual harassment.

APPENDIX VI. ANTI CYBER-BULLYING ACT OF 2015

(Adapted from House Bill No. 827, 17th Congress)

For purposes of this act, "cyber-bullying" shall refer to acts of cruelty committed using the internet or any form of electronic media or technology that has the effect of stripping one's dignity or causing reasonable fear of physical or emotional harm, such as, but not limited to, the following:

1. Repeatedly sending offensive, rude and insulting message;
2. Distributing derogatory information about the victim;
3. Posting or sending offensive photos of the victim, whether these are digitally altered or not, or were taken with or without consent, with the intention to humiliate and embarrass the victim;
4. Breaking into an email, social networking or any electronic account and using the victim's virtual identity to send, upload or distribute embarrassing materials to or about others;
5. Sharing the victim's personal information or any embarrassing information, or tricking the victim into revealing personal or embarrassing information and sharing it to others; and
6. Repeatedly sending messages that include threats of harm or engaging in online activities that cause fear on the victim's safety.

Penalties – The penalty of Fifty Thousand Pesos (P50,000) but not more than one hundred Thousand Pesos (P100,000) and imprisonment of not less than six (6) months but not more than six (6) years, or both shall be imposed upon any person found guilty of cyber-bullying.



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