



- R.A. No. 7877. "An Act Declaring Sexual Harassment Unlawful in the Employment, Education or Training Environment, and for Other Purposes"
- R.A. No. 8049. "Anti-Hazing Law of 1995"
- R.A. No. 8292. "Higher Education Modernization Act of 1997"
- R.A. No. 8491. "An Act Prescribing the Code of the National Flag, Anthem, Motto, Coat-of-Arms, and other Heraldic Items and Devices of the Philippines"
- R.A. No. 10175. "Cybercrime Prevention Act of 2012"
- R.A. No. 10229. "An Act Converting the Catanduanes State Colleges in the Province of Catanduanes into a State University to be Known as the Catanduanes State University and Appropriating Funds Therefor"
- R.A. No. 10627. "Anti-Bullying Act of 2013"
- R.A. No. 10931. "Universal Access to Quality Tertiary Education Act of 2017"
- R.A. No. 11053. "Anti-Hazing Act of 2018"



Article I

GENERAL INFORMATION

Section 1. The University

1.1 Historical Background

The beginnings of Catanduanes State University (CSU) dates back to June 18, 1961 when the enactment of Republic Act 3398 called for the establishments of Virac National and Agricultural Trade School (VNATS).

Ten years thereafter, Republic Act (RA) 6341 authored by Congressman Jose M. Alberto, converted VNATS into Catanduanes State Colleges (CSC) on June 19, 1971. CSC started functioning as a tertiary educational institution on December 1, 1971, initially offering courses such as Associate in Business Education, Associate in Commerce, Bachelor of Science in Education, and Master of Arts in Education, and Master of Arts in Commerce. Additional courses were offered on July 8, 1972 by virtue of R.A 6590.

On July 22, 1996, the Tenth Congress of the Republic of the Philippines enacted and approved Republic Act No. 8292, which provides for the uniform composition and powers of the governing board, the manner of appointment and term of office of the President of chartered state universities and colleges, and for other purposes.

Pursuant to Special Provision No. 2 of the CHED FY 1999 Budget under the General Appropriations Act of 1999 (R.A8745 or the integration of CHED Supervised Institutions to State Universities and Colleges), the Catanduanes Agricultural and Industrial College (CAIC) was integrated to CSC on October 31, 1999.

Subsequently, by virtue of Board Resolution No. 15, s. 2003 that called for the implementation of an approved Revised Organizational Structure, CSC-CAIC Annex was renamed as CSC Panganiban Campus.

The process of conversion of the CSC into a University began with former Congressman Leandro B. Verceles, Jr., then by the next Congressman, Joseph A. Santiago. But the conversion did not materialize during their respective terms of office.



Finally, on March 29, 2011, during the first Regular Session of the 15th Congress of the Republic of the Philippines, House Bill No. 4170 entitled "An Act Converting the Catanduanes State Colleges in the Province of Catanduanes, into a State University to be known as the Catanduanes State University, and Appropriating Funds Therefor" was filed by Congressman Cesar V. Sarmiento and co-authored by Congressman Juan Edgardo M. Angara. Over a year thereafter, President Benigno S. Aquino III signed on October 19, 2012 Republic Act No. 10229 converting Catanduanes State Colleges (CSC) (Virac/Main and Panganiban Campus) into Catanduanes State University.

On July 14, 2011, Dr. Minerva I. Morales was elected as the sixth President of the CSC. When CSC was converted into a University, she was designated by CHED as Officer In-Charge from December 12, 2012 to March 24, 2013 in consonance with the provision of R.A. 10229. After topping the evaluation in the Search for Presidency, Dr. Morales was unanimously voted as the First President of CSU by the Board of Regents on March 25, 2013.

The past Presidents of the CSC were Mr. Pedro G. Tabuzo – 1971-1972, Dr. Jacinto A. Medallada – 1972-1986, Dr. Rodolfo V. Azanza – 1986-1990, Dr. Adolfo S. Bagadiong – 1993-2003, Dr. Asuncion V. Asetre – 2003-2011. Dr. Ernestina P. Averilla was designated by DECS Higher Education Division as CSC OIC from 1990-1992.

At present, CSU is enjoying the prestige of being the only comprehensive higher education institution in the island province of Catanduanes as one of the dynamic SUCs in Bicol, offering wide range of Academic Programs with its graduates topping various national licensure examinations.

1.2. University Seal/Logo



REFERENCES

- Batas Pambansa Blg. 232. "An Act Providing for the Establishment and Maintenance of an Integrated System of Education"
- CHED Memorandum Order No. 09, s. 2013. "Enhance Policies and Guidelines on Student Affairs and Services"
- CHED Memorandum Order No. 63, s. 2017. "Policies and Guidelines on Local Off-Campus Activities"
- CHED Memorandum Order No. 104, s. 2017. "Revised Guidelines for Student Internship program in the Philippines (SIPP) for all Programs"
- CHED Memorandum Order No. 17, s. 2012. "Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students"
- CHED Memorandum Order No. 18, s. 1999. "Issuance of the Implementing Guidelines on the Integration of CHED-Supervised Institutions (CSIs) to State Universities and Colleges (SUCs)"
- CHED Memorandum Order No. 18, s. 2018. "Implementing Guidelines for the Conduct of Drug Testing of Students in all Higher Education Institutions"
- R.A. No. 3398. "An Act Providing for the Establishment of a National Agricultural and Trade School in the Municipality of Virac, Province of Catanduanes, and Authorizing the Appropriation of Funds Therefore"
- R.A. No. 6341. "An Act Converting the Virac National Agricultural and Trade School in the Municipality of Virac, Province Of Catanduanes, to a State College to be Known as the Catanduanes State Colleges, and Appropriating Funds Therefor"
- R.A. No. 6590. "An Act Providing for Additional Courses to be Offered in the Catanduanes State Colleges, Amending for the Purpose Certain Sections of Republic Act Numbered Sixty-Three Hundred Forty-One"
- R.A. No. 7079. "Campus Journalism Act of 1991"

**Article IX****TRANSITORY AND FINAL PROVISIONS****Section 1. Applications of Policies not Printed in this Handbook**

All school policies embodied in various circulars, memoranda, and letters to Deans, faculty members, and students, which have been or will be promulgated by the President or Vice-President, and unwritten, long established practices of the school not contrary to law, are hereby adopted as part and parcel of the provisions of this handbook.

Section 2. Separability Provision

If any provisions or part of this handbook, or the application thereof to any person or circumstance is held invalid, remainder of this handbook or the application of such provision or part to other person or circumstances shall not be affected thereby.

Section 3. Repealing Clause

All student policies not adopted as part of this handbook either directly or by reference are hereby repealed.

Section 4. Effectivity

The provisions of this Handbook shall take effect during the first day of the First Semester of the School Year 2019-2020.

**a. Overview**

The seal of CSU represents a transformation towards a premier higher education institution in the province. This epitomizes the University's roots, the CSC, from its illustrious leaders, dedicated workers, students, and the stakeholders who individually and collectively served as the pillar upon which the University was firmly built. The seal also illustrates the CSU's mandate as embodied in Section 2 (General Mandate), of Republic Act 10229.

b. Symbolism

- Escutcheon – symbolizes authority
- Atom and Gear– merged symbols denoting Science and Technology (atom) and Industrial Technology (gear). They signify the University's adherence to quality instruction in the field of sciences, technology, health and related academic programs.
- Sun, Mountain, and Waves (Sea) – depict the University's commitment in developing, preserving, and harnessing the land, water, and other natural resources for sustainable development.
- Torch and Book – represent knowledge generation and dissemination. The four flames of the torch represent the functions of the Institution, namely Instruction, Research, Extension and Production. The book represents the lifelong pursuit in learning and refinements in the fields of pedagogy, social sciences, business, language and humanities, and other related disciplines.
- 2012 – the year Republic Act No. 10229, the charter converting the Catanduanes State College into a University, was signed into law.

c. Restrictions in the Use of the Official CSU Seal/ Logo

Only offices of the University can use the logo or seal for official purposes. Unauthorized use not limited to



online social media shall be dealt with pursuant to RA 8491, or “An Act Prescribing the Code of the National Flag, Anthem, Motto, Coat-of-Arms, and other Heraldic Items and Devices of the Philippines.”

1.3 Mandate

Pursuant to RA 10229, the Catanduanes State University is mandated to primarily provide advanced education, higher technological, professional instruction and training in trade, commerce, fishery, agriculture, arts and sciences, industrial technology, nursing, midwifery, education, engineering, public administration, information technology, and other relevant fields of study. It is also directed to undertake research and extension services, and provide progressive leadership in its areas of specialization.

1.4 Vision

A green university globally engaged in island research and innovations for societal advancement.

1.5 Mission

Foster excellence, holistic outcome-based education compliant with the requirements of diverse world market and contribute to the development of productive and value-laden lives.

1.6 Core Values

Respect. The University honors the rights, beliefs, and dignity of every individual to promote peace and harmony in the community.

Integrity. The University maintains the highest ethical standards and demonstrates honesty, objectivity, and fairness at all times.

Social Responsibility. The University takes part in the collective duty in improving the quality of life in the society.

Excellence. The University commits to high standards in all aspects of its four-fold functions.

Commitment. The University continuously thrives to



q. The parent and the student may choose to enroll the student in a private rehabilitation center or program or opt to avail of the rehabilitation services of the government through a DOH-accredited facility.

r. If the parents refuse to act, the University shall proceed in accordance to Sec. 61 of RA 9165 without prejudice to the provision of Section 73, RA 9165.

Section 4. Reportorial Requirements

In accordance with Section 21 of CMO No. 8, series of 2008, the University shall submit to CHEDRO V a compliance report on the drug testing activities conducted on the students, indicating the names and number of students who have already undergone testing, including among others the names of the drug testing laboratories that conducted the test, as well as the summary of the drug test results.

The DTC, Drug Counselor and employees of DOH-accredited facilities, testing laboratories, shall not reveal the names of the students or test results to any other persons except to the student concerned or his/her parents.

Section 5. Enforcement of Compliance

Students who refuse to undergo random drug testing shall be dealt with in accordance with University rules and regulations; provided that at no time shall refusal to undergo testing give rise to a presumption of drug use or dependency; provided further that the University may impose sanctions on such refusal other than the offense of drug use or dependency.



person, nor shall the Drug Testing Coordinator reveal the results of the test to any person other than the student and parent.

- j. First time positive confirmatory drug test result shall not be a ground for expulsion or any disciplinary action against the student.
- k. The Drug Testing Coordinator shall refer the student and his/her parent to government-owned DOH-accredited facility or DOH-accredited government physician to determine the student's dependency level.
- l. The student may opt for a private DOH-accredited facility or physician for this initial determination provided it is at his/her own expense.
- m. In the event that it is determined that the student is a drug dependent, the University may impose the appropriate sanctions against the student as provided for in the Student Handbook.
- n. The student shall then undergo a three (3) month observation and counseling period under the supervision of the DOH-accredited facility or physician in consultation with the parent. Such process of observation and counseling shall be done in coordination with the Drug Counselor of the University.
- o. At the end of the three months, it is hoped that with the counseling done, the student will be properly rehabilitated.
- p. If student shows no signs of improvement, recovery or fails the drug test the second time, the DOH-accredited facility or physician, may make a recommendation to the student, parent, and Drug Testing Coordinator to have the student referred to a DOH-accredited facility suited to the student's level of dependency. If another drug testing is conducted for another period on the same student population, and the student is found positive the second time, the University shall proceed in accordance with Section 61, R.A. 9165.



achieve its vision, mission and goal based on its value-system.

1.7 Goal

Uphold the tradition of excellence in instruction, research, extension, and production functions in an eco-friendly environment.

Section 2. The Administration

2.1 Board of Regents

Commissioner, Commission on Higher Education (CHED)
(Chair and Presiding Officer)

President, Catanduanes State University (CSU)
(Vice-Chair)

Chairman, Senate Committee on Education, Arts and Culture
(Member)

Chair, Committee on Higher and Technical Education
(Member)

Regional Director, National Economic Development Authority (NEDA)
Regional Office No. 5
(Member)

Regional Director, Department of Science and Technology (DOST)
Regional Office No. 5
(Member)

President, Federated Faculty Union Inc. (FFUI)
(Member)

President, Federated Alumni Association (FAA)
(Member)

Private Sector Representatives (2)
(Member)

President, Federated University Student Council (FUSC)
(Member)

Board Secretary V



2.2 University Officials

CENTRAL MANAGEMENT

SUC President III
 University and Board Secretary
 Executive Assistant II
 Attorney IV
 Director, Planning Development & Information Systems Services
 Internal Auditor III
 Administrative Officer V, Internal Audit Services
 Administrative Officer V, Public Relation and Media Communication Services
 Quality Assurance Officer
 Office In-Charge, Gender and Development
 Office In-Charge, Management Information Services
 Alumni Relations Officer

ACADEMIC SERVICES

Vice-President for Academic Affairs

Dean, College of Agriculture and Fisheries
 Dean, College of Arts and Sciences
 Dean, College of Business and Accountancy
 Dean, College of Education
 Dean, College of Engineering
 Dean, College of Health Sciences
 Dean, College of Information and Communications Technology
 Dean, College of Industrial Technology
 Registrar III
 Director, National Service Training Program/National Service Reserve Corps
 Principal, Laboratory Schools
 Supervisor, Library Services
 Director, Student Support Services
 Guidance, Counseling & Testing Officer
 Medical Officer III
 Dentist II
 Director, Sports and Development Services
 Director, Center for Culture and the Arts (Hablon Dawani)
 Dormitory Manager III



j. The DTC shall ensure the confidentiality and integrity of the random drug testing for the students of the University.

3.4 Treatment of Random Drug Test Results

- a. The results of the test shall be strictly confidential. The University shall not publish or post results whether positive or negative.
- b. Any person who violates the rules of confidentiality of the results and selection shall be liable under Section 72 of RA 9165 and such other appropriate laws.
- c. The laboratory shall place the drug test result in a sealed envelope and deliver the same via personal service to the DTC. The DTC shall then inform all the students tested individually of the test results.
- d. In case the test results are positive, the DTC shall inform both the student and parent concerned that a confirmatory test shall be conducted. The student shall be told to inform his/her parents of the scheduled conference with the DTC. The student shall be advised to refrain from revealing the test results to other persons.
- e. During the scheduled conference, the DTC shall relay to the parents full information on the process that shall be undertaken for the confirmatory test. In the event that the parents do not appear on the scheduled conference, the student shall be informed of the schedule of the confirmatory drug test.
- f. The confirmatory drug test shall be conducted in the same manner as the initial drug test.
- g. The results of the confirmatory test shall be transmitted by the laboratory in a sealed envelope and handed directly to the Drug Testing Coordinator.
- h. The Drug Testing Coordinator shall inform both the parents and the student of the results of the test.
- i. The Drug Testing Coordinator shall not delegate such task of informing the student and parent to any other



be included in the random sampling.

- b. The number of samples should yield a statistical 95% confidence level for the whole student population.

3.3 Selection of Samples

- a. The DTC shall convene the Selection Board within the school year to determine the date that the mandatory random drug testing will be conducted.
- b. On the day of the testing, the Selection Board shall conduct the random selection of those to be tested.
- c. The Selection Board shall ensure the confidentiality and integrity of the random selection process.
- d. The selection process shall be random through a lottery, which may be computerized, or in any other manner that shall be agreed upon by the Board.
- e. The random selection of students and the drug testing shall be done on the same day.
- f. Prior to testing, the selected students shall be asked to reveal the prescription medicines, vitamins, food supplements that they had ingested within the past five (5) days. The DTC shall keep the listing and utilize this in the evaluation of the confirmatory drug test.
- g. The laboratory shall follow the DOH prescribed guidelines in the collection of urine specimens. Universal precautions shall be observed at all times. DOH Prescribed Guidelines shall be posted in strategic places/visible areas of the school.
- h. The monitor assigned to ensure the integrity of the collection process should be of the same sex as the student.
- i. The drug testing shall be done in the University and conducted by a duly accredited drug-testing laboratory. The University, through the Medical Services, shall assist the Drug Testing Laboratory in the conduct of the drug testing.



ADMINISTRATIVE AND FINANCIAL SERVICES

- Vice-President for Administrative & Financial Affairs**
 Chief Administrative Officer for Administration
 Chief Administrative Officer for Finance
 Administrative Officer V, Budget Services
 Administrative Officer V, Human Resource Management Services
 Administrative Officer V, Records Services
 Administrative Officer V, Supply Services
 Administrative Officer V, Cashiering Services
 Accountant III, Accounting Services
 Officer-in-Charge, Building and Grounds Services
 Officer-in-Charge, Motorpool Services
 Security Officer III, Security Services

RESEARCH, EXTENSION, AND PRODUCTION SERVICES

- Vice-President for Research, Extension & Production Affairs**
 Director, Research and Development Services
 Director, Extension Services
 Director, Corporate Business Operations
 Director, Center for International Relations and Continuing Professional Development Services
 Director, Center for Island Climate Change Solutions
 Director, Abaca Technology and Innovation Center

CSU – PANGANIBAN CAMPUS

- Campus Administrator**
 Director, Academic, Research and Extension Services
 Head, Administrative and Financial Services
 Registrar III

2.3 Academic Programs

College of Agriculture and Fisheries

- Master of Science in Agricultural Education
- Bachelor of Science in Agriculture
- Bachelor of Science in Agri-Business
- Bachelor of Science in Fisheries
- Certificate in Agricultural Science

College of Arts and Sciences

- Master of Public Administration
- Diploma in Public Administration



Bachelor of Arts in Political Science
 Bachelor of Public Administration
 Bachelor of Science in Economics
 Bachelor of Science in Biology
 Bachelor of Science in Environmental Science
 Bachelor of Science in Mathematics

College of Business and Accountancy

Master in Business Administration
 Bachelor of Science in Accountancy
 Bachelor of Science in Accounting Information System
 Bachelor of Science in Business Administration

Major Fields:

Financial Management
 Human Resource Development Management
 Marketing Management

Bachelor of Science in Entrepreneurship
 Bachelor of Science in Internal Auditing
 Bachelor of Science in Office Administration

College of Education

Doctor of Philosophy in Educational Management
 Doctor of Education Major in Educational Management
 Master of Arts in Educational Management
 Master of Arts in Filipino Education
 Master of Arts in Guidance and Counseling
 Master of Arts in Mathematics Education
 Master of Arts in English
 Master of Arts in Teaching Biology
 Master of Arts in Teaching Chemistry
 Master of Arts in Teaching Physics
 Diploma in Educational Management
 Bachelor of Elementary Education
 Bachelor of Secondary Education

Major Fields:

English
 Filipino
 Mathematics
 Science
 Social Studies
 Values Education

Bachelor of Technical-Vocational Teacher Education
 Major in Food and Service Management
 Bachelor of Culture and Arts Education
 Bachelor of Physical Education



Department of Health (DOH) are: (1) in-patient, (2) out-patient, (3) recover homes/half-way houses, and (4) community-based interventions.

2.7 Laboratory

Refers to a private or government facility capable of performing a test on a specimen to determine the presence or absence of dangerous drugs therein.

2.8 Mandatory Random Drug Testing

Refers to the compulsory conduct of random drug testing of students in all HEIs with each student having equal chance of being selected for testing.

2.9 Random Drug Testing

Refers to unannounced conduct of actual drug testing of a student having an equal chance of being selected for testing.

2.10 Screening Drug Test

Refers to a rapid test performed to establish potential or presumptive positive result. It refers to the immunoassay test to eliminate a “negative” specimen, i.e. one without the presence of dangerous drugs from further consideration and to identify the presumptively positive specimen that requires confirmatory test.

Section 3. Procedures in the Conduct of Random Drug Testing

3.1 Notification

- a. The University shall inform in writing all students and parents on the process and manner by which the random drug testing shall be conducted. Such notification may be sent at any time during the school term. Failure to return the acknowledgment receipt shall not be a bar to the conduct of the drug testing.

3.2 Samples

- a. The whole student population of the University shall



privately owned and operated drug testing laboratories accredited and monitored by the DOH having confirmatory test capabilities.

2.2 Dangerous Drugs

Include those identified and listed in R.A. 9165 or the “Comprehensive Dangerous Drugs Act of 2000” and its annexes, subject to any reclassification, addition or removal of any drug from said list by the Dangerous Drugs Board, in accordance with Section 93 of R.A. No. 9165.

2.3 Drug Dependent

Refers to a person who regularly consumes or administers or allows others to administer to him dangerous drugs and has acquired a marked psychological and/or physical dependence on the drugs which has gone beyond a state of voluntary control.

2.4 Drug Testing

The process undertaken to determine the presence of dangerous drugs in a person’s system, to include both screening test and confirmatory test.

2.5 Drug Testing Coordinator (DTC)

Refers to the point person, duly appointed by the University President tasked with handling drug testing program.

2.6 Interventions

Interventions are therapeutic programs appropriate for high-risk individuals/students who are using dangerous drugs and who need special assistance to recognize the signs and symptoms of initial drug use and dependency. It may include corrective or rehabilitative actions that may take the form of crisis intervention, peer counseling, peer leadership programs, parent/peer groups, or psychological counseling of the individual or family level and structured rehabilitation programs. It may also include medical intervention of the afflicted student whenever necessary. Four (4) major modalities of intervention that can be given, as established by the



College of Engineering

Bachelor of Science in Civil Engineering
Bachelor of Science in Computer Engineering

College of Health Sciences

Bachelor of Science in Nursing
Bachelor of Science in Nutrition and Dietetics

College of Information and Communications Technology

Bachelor of Science in Information Systems
Bachelor of Science in Information Technology
Bachelor of Science in Computer Science

College of Industrial Technology

Master of Arts in Industrial Education
Revised Laddered Bachelor of Science in Industrial Technology

Major Fields:

Automotive
Drafting
Electrical
Electronics
Food and Service Management
Garments, Fashion and Design
Mechanical

Certificate of Technology

PANGANIBAN CAMPUS

Bachelor of Science in Agriculture
Bachelor of Elementary Education
Bachelor of Technical-Vocational Teacher Education
Major in Food and Service Management
Bachelor of Technology and Livelihood Education

Major Fields:

Agri-Fishery Arts
Industrial Arts

Certificate in Agricultural Science

**Article II****ACADEMIC POLICIES****Section 1. Admission Requirements****1.1 Local Students****1.1.1 Undergraduate**

- a. Must have taken the Catanduanes State University College Entrance Examination (CSU-CEE) and passed the qualifying assessment of the specific program of the College.
- b. Must submit the following documents to the Office of Admission and Registration Services:
 - Form 138 (High School Report Card, original);
 - Good Moral Certificate (original) from the last school attended;
 - Authenticated PSA Birth Certificate (photocopy);
 - Medical Certificate (original);
 - Original Transfer Credentials (for transferee)
 - Certificate of Transfer
 - Certificate of subjects taken and grades obtained

1.1.2 Graduate

- a. Doctorate Program
 - A holder of master's degree allied with the doctoral program where the student intends to enroll; otherwise, the student shall take 12 units of bridging courses.
 - Application for admission in duplicate copies
 - Two letters of recommendation from employer and/or professor/adviser (in sealed envelope) using prescribed form.
 - Authenticated copy of Transcript of Records in the master's studies
 - A general weighted average of at least 1.8;
 - Personal essay (with at least 500 words)

**Article VIII****MANDATORY RANDOM DRUG TESTING**

The Catanduanes State University is committed to maintaining a safe, healthy and secure school and work environment, free of illegal drugs. Such an environment supports the welfare of the entire University community and creates a positive context for both learning and work. Thus, the University adheres to the provisions of the Comprehensive Dangerous Drugs Act of 2002 (Republic Act No. 9165) mandating, in Section 36(c) thereof, all Higher Education Institutions to implement a mandatory random drug testing of their students. The implementation of the mandatory random drug testing of CSU students shall be in accordance with CHED Memorandum Order No. 18, series of 2018, Dangerous Drug Board (DDB) Regulation No. 3, s. 2009 amending DDB Regulation No. 6, s. 2003, and such other relevant rules and regulations.

Section 1. Purposes of Random Drug Testing

- a. To determine the prevalence of drug users among students;
- b. To assess the effectivity of school-based and community based prevention programs;
- c. To deter the use of illegal drugs;
- d. To facilitate the rehabilitation of drug users and dependents;
- e. To strengthen the collaboration efforts of identified agencies against the use of illegal drugs and in the rehabilitation of drug users and dependents.

Section 2. Definition of Terms

For purposes of the implementation of the mandatory random drug testing of students, the following terms are defined as follows:

2.1 Confirmatory Drug Test

Refers to an analytical test using a device, tool or equipment with a different chemical or physical principle that is more specific which will validate and confirm the result of the screening test. It refers to the second or further analytical procedure to more accurately determine the presence of dangerous drugs in a specimen, which shall likewise be done by any government laboratory or by

**2.6 Auditorium**

Serves as venue for various cultural shows, seminars, forums and other related activities. It is also available for rent to the public for various activities and functions.

2.7 University Little Theater

Serves as venue for student activities/presentations, seminars, forums, conferences and meetings.

2.8 Audio Visual Room (AVR)

Serves as venue for special classroom instruction, student activities/ presentations, seminars, forums, conferences, and meetings.

2.9 Multi-Purpose Hall

Provides venue for various sports and other school activities.

2.10 University Athletic Complex

Serves as venue for sports activities of the university.

2.11 Graduate School Student Lounge

Serves as a venue for graduate students to comfortably take a rest and have some relaxing activities after/in between classes.

2.12 Accreditation Center

Serves primarily as a venue for external quality assurance monitoring activities. However, upon approval by the administration, it can be used for academic and administrative meetings/conferences.

2.13 Wellness and Fitness Center

Provides wellness and recreational opportunities for CSU employees and students.

**b. Master's Program**

- A holder of baccalaureate degree
- Authenticated copy of Transcript of Records of undergraduate studies/graduate credits previously earned
- A general weighted average of at least 2.0 or 87% in the undergraduate studies; an applicant with a weighted average of less than 87% or 2.0 shall be admitted to a non-degree program. The Dean, however, may determine admission to the degree program upon completion of 12 units in the CSU graduate studies provided, the average of the grades earned is 2.0 or better.
- Passed the Graduate Admission Examination. A non-passer shall be admitted to the non-degree program. The Dean, however may determine admission to the degree program upon completion of 12 units in the CSU graduate studies provided, the average of the grades earned is 2.0 or better
- Letter of recommendation from employer and/or professor/adviser (in sealed envelope)
- Personal essay (with at least 500 words)

c. Master of Arts in Nursing

The same admission standards for the Master's program shall apply to this degree together with:

- A certificate of at least one (1) year clinical experience/practice
- An enrollee must be a registered nurse with valid PRC license

1.2 Foreign Students**1.2.1 Undergraduate**

- a. Must satisfy all prescribed admission requirements set by the Department of Foreign Affairs (DFA) and the Bureau of Immigration (BI), such as the issuance of Student Visa or Special Study Permit prior to enrollment.
- b. Must apply not later than 6 months before the start of the academic term.



- c. Must have taken the Catanduanes State University College Entrance Examination (CSU-CEE) and passed the qualifying assessment of the specific program of the College.
- d. Must submit the following requirements:
 - Certificate of Completion of a Secondary Curriculum
 - Six copies of student's Personal History Statement (PHS) signed by the applicant
 - Certificate of Good Moral Character
 - Two copies of 2x2 latest photo in plain white background.
 - Notarized Affidavit of Support
 - Alien Certificate of Registration
 - Result of TOEFL
 - Photocopy of the authenticated student's passport
 - Authenticated Police Clearance from the country of origin.
 - Medical Health Certificate issued by an authorized physician including standardized chest x-ray.

1.2.2 Graduate

The same admission standards for the local students shall apply to foreign students seeking admission in the University.

Section 2. Registration/Enrollment

- a. Registration of the students shall be during the period indicated in the academic calendar.
- b. Rules on sequencing of courses (pre-requisite) in the curriculum shall be strictly observed.
- c. Students are considered officially enrolled when their enrolment has been duly validated by the Office of Admission and Registration Services.
- d. Students are allowed to enroll only in one curricular program.



1.17 Security Services

Takes direct responsibility for planning, implementation, and control of the Security Services of the University by checking and reviewing work assignments, ground post, and schedule of guarding of the security force; performing guard duties, maintenance of logbook, check up of security and firefighting devices, and escort duty to secure the University officials, cash and other government properties; assumes other duties as assigned by the Administrative Officer and other competent officer.

Section 2. Facilities

2.1 Multi-Purpose Gymnasium

Provides as a common venue for different types of activities such as athletics, socials, symposia, conferences, fora, and other similar events. It can also be used by outsiders provided they comply with the requirements set forth by the University.

2.2 Multi-Purpose Cooperative

- a. Provides snacks, meals, groceries, school supplies, and photocopying services.
- b. Renders Catering Service upon request.

2.3 Multi-Purpose Covered Court

Provides venue for various sports and school activities.

2.4 Corporate Business Operations (CBO)

- a. Provides stalls for rent selling foodstuffs and other students' primary needs
- b. Serves as display area for the agricultural products produced by the University and offered for sale.

2.5 Student Center

- a. Serves as offices of the Federated University Student Council (FUSC) and the OSSS, respectively.
- b. Serves as venue for meetings, study area, and other similar activities of students.



- Gender Empowerment through Trainings and Seminars (GETS)
 - Counseling and Referral (CoRe)
- b. Coordinates with the responsible college and unit in the implementation of GAD programs, projects and activities
 - c. Monitors gender mainstreaming activities in the university

1.13 Legal Assistance

Assists students in need of legal advice on issues relative to their stay in the University.

1.14 Management Information Services (MIS)

- a. Manages the University’s Information Technology (IT) and communication network,
- b. Develops and maintains information systems,
- c. Promotes the use of Information and Communications Technology (ICT) Services through the conduct of trainings and other IT educational activities.

1.15 Services for Students with Special Needs

- a. Ensures that academic accommodations are made available to persons with disabilities and learners with special needs.
- b. Provides programs for life skills training, e.g. conflict management and counseling or testing referrals, are done whenever necessary.
- c. Ensures that buildings and facilities are made accessible through provision of ramps, toilets, grab rails and barrier-free corridors for specific type of students served.

1.16 International Relations and Continuing Professional Development Services

Takes charge of faculty and student mobility/exchange programs and internationalization. Likewise, programs, projects, and activities for lifelong learning are organized, implemented, and facilitated by the Center.



- e. Registration of returning students is dependent on their previous scholastic standing as certified by the Program Adviser/Dean.
- f. Late registration will only be allowed one week after the scheduled registration period.

Section 3. Fees

The Catanduanes State University shall adhere to the Implementing Rules and Regulations of RA No. 10931, known as the “Universal Access to Quality Tertiary Education Act of 2017”.

Students who are not covered by the Republic Act 10931 shall have the option to pay in cash for all fees upon enrolment or on installment basis, which must be in accordance with the following schedule:

- a. 40% of the total charges for tuition fee and full miscellaneous fees must be paid upon enrollment.
- b. 50% of the remaining balance must be paid on or before the midterm examinations.
- c. 100% of the remaining balance must be paid on or before the final examinations.
- d. 5% discount for those who paid in cash upon enrollment.

Section 4. Scholarship and Financial Assistance

The Office of Student Support Services (OSSS) takes charge on disseminating information, processing of requirements, and monitoring of all scholarships and other financial assistance to students, which are classified as:

- a. Institutionally Funded Scholarships/Financial Assistance
 - e.g. Student Assistants Program may be availed by the following students:
 - carries a load of at least 9 units
 - at least 2nd year student
 - 1st year College of Agriculture and Fisheries student who may be hired for agricultural projects



- b. Government Funded Scholarships/Financial Assistance
- c. Non-government Funded Scholarships/Financial Assistance

Selection of beneficiaries is in accordance with the policies and guidelines set by the University and the benefactors.

All scholarship/financial assistance program must adhere to the policy set by the University.

Section 5. Cross Registration/Enrollment

- a. Cross-enrollment is allowed one week after the start of regular classes.
- b. Cross-enrollment is allowed only to graduating students provided the course/s is/are not offered in the University and must have the same course description, the same number of units, and must not be a major course.
- c. A student is allowed to cross-enroll in only one institution within a term. The course/s to be cross-enrolled must be approved by the Dean and authorized by the Registrar.
- d. A graduating student is not allowed to cross-enroll his/her last course/s in other institution if he/she does not have any course enrolled at CSU.
- e. A student coming from other institutions shall be allowed to cross-enroll within the enrolment period only, with a permit to cross-enroll from the Registrar of his/her institution specifying the total number of units and the course/s to be cross-enrolled, and subject to availability of slot.

Section 6. Withdrawal of Registration

- a. Any student who opts to transfer to another institution must be cleared of all his/her liabilities and responsibilities (administrative, academic and/or financial) in the University.



- Adherence to CHED Memorandum No. 18, s. 2018 “Implementing Guidelines for the Conduct of Drug Testing of Students in all Higher Education Institutions

1.8 Sports Development Services

- a. Offers sports development program.
- b. Conducts intramurals and institutional sports competitions in preparation for the Regional and National SCUAA meet.

1.9 Culture and Arts Development Services (Hablon Dawani)

- a. Generates interest and participation in cultural/artistic activities by designing workshops, giving lectures, staging plays, performing in school celebrations, joining national competitions, presenting exhibits and concerts, and showing cultural performances.
- b. Recommends students with innate talents to avail of institutional scholarship.
- c. Takes charge of the planning and presentation of cultural heritage of the province to the public as an extension service of the university.
- d. Establishes linkages with other government agencies, LGUs, NGOs and other schools for the conduct of trainings in different aspects of theater arts.

1.10 Dormitory Services

Provides decent housing facilities to students and visitors.

1.11 Cashiering Services

- a. Facilitates collection of tuition and other school fees.
- b. Takes charge in the release/refund of scholarship benefits/financial assistance to student recipients.

1.12 Gender and Development Services

- a. Conducts the following activities:
 - GAD Awareness and Advocacy (GAwAd)



media outlets

- e. Prepares the university official newsletter and disseminates the same within and outside the institution

1.6 University Library Services

Caters to students in all program levels and to researchers from other institutions/ agencies through its updated technology services.

- a. Supports instruction, research and extension activities of the CSU
- b. Caters the information needs of the CSU community through the provision of organized and relevant information resources and services. Resources include books, newspapers, magazines, journals and nonprint materials

1.7 Medical and Dental Services

- a. Renders medical and dental consultation as well as health education and counseling
- b. Provides first aid treatment and referral to other health facility when necessary.
- c. Encourages awareness in the prevention and control of common ailments.
- d. Promotes health and wellness campaign.
- e. Assists in the implementation of the programs of the Department of Health (DOH) and Civil Service Commission (CSC) which includes but not limited to the following:
 - Advocating programs and activities for persons with disabilities (PWDs)
 - Intensifying HIV/AIDS awareness
 - Adherence to Executive Order No. 26 "Providing for the Establishment of Smoke-Free Environments in Public and Enclosed Places"
 - Adherence to Memorandum Circular (MC) No. 13, s. 2017 "Guidelines in the Mandatory Random Drug Test for Public Officials and Employees and for other Purposes"



- b. Before the approval of the student's withdrawal from the University, he/she is required to report to the Guidance, Counseling and Testing Office for exit interview.
- c. For students who are not covered by the Universal Access to Quality Education Act of 2017, who have already paid the school fees but who intends to withdraw from the University is entitled to a refund of the tuition fees actually paid, except the miscellaneous fee, in accordance with the following schedule:

For Regular Semesters/Summer Classes

- Before the opening of classes ----- 100%
- Within the first week from opening of classes ---- 70%
- Within the second week from opening of classes -- 50%
- Within the third week from opening of classes ---- 30%
- Within the fourth week and beyond from opening of classes ----- no refund

- d. A student can only withdraw his/her registration before the mid-term examination.

Section 7. Academic Load

- a. The total number of units for which a student may register shall be in accordance with the curricular program the student is enrolled in.
- b. During summer term, irregular students shall register only in nine units, except for graduating students who shall be allowed a higher load not exceeding 12 units.
- c. A senior student shall be allowed to carry six units more than the regular load inclusive of cross-enrolled courses, subject to approval of the Dean and the Registrar.
- d. Load of transfer students shall be limited only to those courses without pre-requisite, until such time this course had already been validated/ accredited.
- e. The maximum study load of students in the



Masters degree and Doctoral degree programs shall be 12 academic units per semester and six academic units per summer term.

Section 8. Changing/Adding/Dropping of Courses

- a. Changing/Adding/Dropping of course/s shall be made using the prescribed form within one week after regular classes to be approved by the Dean and by the Registrar.
- b. Changing/Adding course/s unofficially or without prior approval by the Dean shall not be given credit.
- c. Total load enrolled by student including the additional course/s must not exceed the maximum as prescribed in the curriculum year during the term/semester.
- d. Dropping a course/s shall be allowed before the mid-term. After the mid-term, a student shall be allowed to drop a course only for a valid and justifiable reason.
- e. Unofficial dropping of course/s after the mid-term shall result to a grade of 5.0 or "Failed". Unless he/she has a valid/justifiable reason in dropping a course as determined by the Dean and subject to the review of the local academic council.

Section 9. Substitution of Course

Substitution of course/s is allowed when a student is pursuing a curriculum that has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new.

- a. Every petition for substitution must involve courses allied to each other and with the same number of units or greater than the units of the required course.
- b. Petition for substitution must be recommended by the department/program chair, Dean and approved by the Registrar.



development through integrated guidance curriculum, individual planning, responsive services and system support.

- b. Carries out gender-sensitive and proactive counseling services for individuals and groups using interventions that facilitate positive regard for students' behavior, feelings and attitudes, conducted legally and in accordance with existing rules and regulations
- c. Collects students' relevant information through appropriate standardized psychological and non-psychological assessment tools, ensuring the privacy and confidentiality therewith and guaranteeing safe and secure storage, maintenance and retrieval system.
- d. Provides a system of monitoring the effectiveness of the guidance activities and services and follow-up interventions to fully realize goals and objectives set.
- e. Links with multidisciplinary units and agencies to ensure that student needs are adequately met.

1.4 Alumni Relations Services Office

- a. Establishes contacts with the alumni, maintains archives of their employment records, and facilitates conduct of alumni homecoming.
- b. Assists alumni to find jobs that match their skills and competencies.
- c. Conducts labor education trainings, referrals, and Special Program for employment of students.

1.5 Public Relations and Media Communication Services

Provides information about the University and various publications.

- a. Establishes media networks (print, broadcast, TV) and other interpersonal channels in the local, regional, national and international forums
- b. Prepares institutional advocacy factsheets, information materials and related items for dissemination and/or reference of various publics
- c. Maintains the university website, social media accounts and conducts liaison with other offices in connection thereto
- d. Issues regular press releases to print, broadcast/TV

**Article VII****STUDENT SERVICES AND FACILITIES**

CSU provides various services and facilities to the students to assist them in the promotion of their well-being during their stay in the University. Such services include the following:

Section 1. Student Services**1.1 Office of Admission and Registration Services (OARS)**

- a. Facilitates the admission and registration of students during enrolment period.
- b. Maintains, updates, and evaluates academic records of students.
- c. Answers on-line queries and requests for Authentication/Verification.
- d. Prepares and issues Official Transcript of Records (OTR), Diploma, Transfer Credentials, Honorable Dismissal, Certifications, Clearances.

1.2 Office of Student Support Services (OSSS)

- a. Assumes the responsibility on student activities such as organization, publication, discipline, scholarship, grant, and financial assistance.
- b. Participates and assists in the planning of student activities
- c. Disseminates/implements policies governing Student Affairs
- d. Monitors the enforcement of rules on conduct and discipline such as wearing of school uniforms, and IDs.
- e. Takes appropriate action on requests of students for assembly, seminar, training, and the like within and outside the campus and/or the use of facilities.
- f. Empowers the differently-abled students in their academic endeavor hence, special aids and assistance are provided to them.

1.3 Guidance, Counseling, and Testing Services

- a. Provides a comprehensive program that enhances students' academic, personal/social, and career

**Section 10. Program Shifting**

A student who opts to shift to another program should file an application duly endorsed by the Dean and shall be approved by the Dean of the accepting college.

Section 11. Classification of Students**11.1 According to Admission Status**

- a. **Beginning students (Freshmen)** are those who passed the CSU-CEE, have not enrolled in any academic program prior to enrolment in the University and have submitted to the Office of Admissions and Registration Services all the documents required.
- b. **Returning students (Returnees)** are those considered for readmission depending on their previous scholastic performance and the availability of slots.
- c. **Transferring students (Transferees)** are those admitted as transferees depending on the availability of slots and have met all the requirements set forth by the University.

11.2 According to Academic Load

- a. **Regular students** are those who carry the full load required in a given semester by their curriculum.
- b. **Irregular students** are those who carry less or more than the full load required in a given semester by their curriculum.

11.3 According to Curriculum Level Placement

- a. **Freshmen** are those who are in the first year of their curriculum, or who have not finished the prescribed courses of the first year of their curriculum.
- b. **Sophomore** are those who are in the second year of their curriculum, or have satisfactorily completed the prescribed courses of the first



year of their curriculum.

- c. **Junior** are those who are in the third year of their curriculum, or who have completed the prescribed courses of the first year and second year of their curriculum.
- d. **Senior** are those who are in the fourth year of their curriculum, or have completed the prescribed courses of the first year, second and third year of their curriculum.

Section 12. Validation/Accreditation/Equivalency

- a. All courses and units taken from any SUC shall be credited, provided, they are prescribed in the curriculum and have the same course content and number of units.
- b. All courses and units taken from any private higher education institution with program duly accredited by any accrediting agency shall be credited, provided, they are prescribed in the curriculum and have the same course content and number of units.
- c. Transferees from other private higher education institutions with programs not yet accredited by any CHED recognized accrediting agency shall undergo validation of courses by the Department/Program Chair.
- d. Transfer students with course/s taken from other institutions having ratings lower than 2.0 shall be required to take the validation examination; otherwise, they shall retake the course.
- e. Only courses leading to a degree program taken by transferees shall be validated and accredited.
- f. Courses to be accredited must not exceed thirty percent (30%) of the total number of units for tertiary level and fifty percent (50%) for graduate level as prescribed in the curriculum.
- g. Transfer student will not be allowed to enroll in course/s the prerequisite/s of which, taken



Section 5. Security of Tenure

A member of the Publication Staff must maintain his/her status as a student in order to retain membership in the publication staff. A student shall not be expelled or suspended solely on the basis of performance of his/her duties in the student publication.

Section 6. Press Conferences and Training Seminars

The Publication Staff and their adviser shall participate in CHED sponsored periodic competitions, press conferences, and training seminars. Travel expenses shall be charged from the publication fund.

**Article VI****CAMPUS PUBLICATIONS**

The University shall adhere to the provision of R.A. No. 7079 known as the "Campus Journalism Act of 1991", which includes the following basic principles:

Section 1. Declaration of Policy

It is the declared policy of the State to uphold and protect the freedom of the press even at the campus level and to promote the development and growth of Campus Journalism as a means of strengthening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline of the Filipino youth. In furtherance of this policy, the State shall undertake various programs and projects aimed at improving the journalistic skills of students concerned and promoting responsible and free journalism.

Section 2. Student Publication

A student publication is published by the student body through an Editorial Board and Publication Staff composed of students selected through fair and competitive examinations.

Once the publication is established, the Editorial Board shall determine its editorial policies and manage the publication funds under the guidance of the Adviser.

Section 3. Funding of Student Publication

Funding for the student publication may include the savings of the respective schools appropriation, student subscription, donations, and other sources of funds.

In no instance shall the CHED or the school administration concerned withhold the release of funds sourced from the savings of the appropriation intended for the student publication.

Section 4. Publication Adviser

The Publication Adviser shall be selected by the School Administration from a list of at least three (3) nominees submitted by the Publication Staff. The function of the Adviser shall be limited only to technical guidance



elsewhere, have not been validated.

- h. If the number of units of a course earned outside the University is less than the prescribed units for the program, the student shall enroll the course offered in the institution.
- i. All academic units leading to Master's and Doctorate degrees earned in one Graduate School in consortium with the University shall be recognized and accredited.

Section 13. Evaluation**13.1 Resident Credits**

Resident credits refer to all academic courses and units earned in the University including those earned in other institutions that are required for a particular program and had already been validated/ accredited in the institution.

13.2 Maximum Residence Rule

Residence refers to the number of years or terms required of a student to finish a program.

- a. An undergraduate student must finish the requirements of a program within a period of actual residence equivalent to a maximum of one and one-half times the normal length prescribed, otherwise he/she shall no longer be allowed to re-enroll further in that program.
- b. All curricular requirements for the Masters degree shall be completed within seven years after the student's first enrolment in the program. For Doctorate degree, it must be completed within 9 years after the student's first enrolment in the program.
- c. In meritorious cases, however, a student may be given extension not exceeding one year at a time, but not to exceed five academic years, provided the student is required to take three additional units of graduate courses for every year or fraction of extension.



- d. A student, who passed the comprehensive examination but has exceeded the seven-year limit for the Masters degree and the nine-year limit for the Doctorate degree, may be given an extension of one year only to complete all requirements.
- e. The above-mentioned rules shall have prospective application and will be implemented to freshmen undergraduate and graduate students who will enroll starting School Year 2019 -2020.

Section 14. Attendance, Absences, and Tardiness

- a. Students are required to attend all classes starting with the first meeting of every course.
- b. A student shall be considered absent from class if he/she is not present within the first and/or last third fraction of the schedule class time.
- c. Absence of students authorized in writing by the University President/VPAA or the Dean to official events shall be excused. The Dean/Chairperson shall inform the faculty member/s concerned.
- d. Absence due to illness shall be excused if the student submits a medical certificate issued by the University Medical Officer or any other physician, provided that, in the latter case, the medical certificate shall be validated by the University Medical Officer.
- e. Any student, who is unable to attend classes or participate in any examination, study, or work requirement on a particular day because of his/her religious beliefs shall be excused, and shall be provided with an opportunity to make up such examination, study, or work requirement. No fees of any kind shall be charged by the institution for making available to the said student such opportunity.
- f. Absence to be considered excused should be accompanied by duly accomplished excuse letter (excuse letter is available at the Dean's Office).
- g.



- participation in sports activities;
- activities initiated by recognized various student groups;
- interschool competitions/tournaments; or
- culture and arts performances and competition.

2.3 Requirements

a. Checklist of requirements

a.1 Before the off-campus activity

- a.1.1 Curriculum
- a.1.2 Destination
- a.1.3 Handbook or Manual
- a.1.4 Consent of the Parents or Student's Guardian
- a.1.5 Medical Clearance/Certificate of the Students
- a.1.6 Personnel-In-Charge
- a.1.7 First Aid Kit
- a.1.8 Fees/fund Source
- a.1.9 Insurance
- a.1.10 Mobility of Students
- a.1.11 LGU's/NGO's
- a.1.12 Activities

a.2 During the off-campus activity

- a.2.1 Personnel-In-charge

a.3. After the off-campus activity

- a.3.1 Learning journal of students
- a.3.2 Assessment report/Evaluation Report
- a.3.3 Expenditure report
- a.3.4 Debriefing of concerned faculty to students to be able to assess acquisition of learning

- 2.4 Refer to CMO No. 63, series of 2017 or the "Policies and Guidelines on Local Off-Campus Activities", and CMO No. 104, series of 2017 or the "Revised Guidelines for Student Internship Program in the Philippines (SIPP) for all Programs."



- b. quality off-campus activities necessary to the acquisition of relevant knowledge, skills, and values.
- c. mechanisms to exercise due diligence prior, during and after the activities for safety and welfare of the students and HEIs' personnel, and
- d. mechanism for the implementation of parallel activities to those students who will not be participating in the activity.

2.2 Off-campus activities include but not limited to the following:

1) Curricular

- Educational Tours/Field Trips
 - ⇒ Visits to reputable firms or government sites and other areas identified by the concerned local government units (LGUs) safe for students;
 - ⇒ Culture and arts related activities such as visits to museums, cultural sites, landmarks and other related venues; or
 - ⇒ Plant industry visit, host training establishment visit, and other related visits.
- Participation and/or attendance in degree program-relevant events
- Field Study/Experiential Learning/Related Learning Experience

2) Non-Curricular

- mission-based activities (e.g., retreat, recollection, etc);
- conventions, seminars, conferences, symposiums, trainings and teambuilding;
- volunteer work including peer helper programs, relief operations, community outreach and immersion;
- advocacy projects and campaigns;



Section 15. Leave of Absence (LOA)

Prolonged leave of absence shall mean temporary discontinuance of studies by the student due to illness, employment, pregnancy, accident, and other similar cases. Leave of absence shall be granted through a written request to the College Dean. It should state the reason and the period which must not exceed a consecutive period of two terms. Such approved written request shall be made a part of his/her records and the Office of Admission and Registration Services shall be given a copy of the approved request for record purposes.

Section 16. Retention Policy

Evaluation of student records for purposes of retention is guided by the standards set by the concerned College.

Section 17. Enforcing a New Curriculum

Only freshmen students shall be covered by a new curriculum.

Section 18. Grading System

The academic performance of students shall be graded at the end of each semester with the following grading system:

**Undergraduate and Graduate Level
Grade Equivalent**

1.0	-----	99-100%
1.1	-----	98%
1.2	-----	97%
1.3	-----	96%
1.4	-----	95%
1.5	-----	94%
1.6	-----	93%
1.7	-----	92%
1.8	-----	91%
1.9	-----	90%
2.0	-----	87-89%
2.1	-----	86%
2.2	-----	85%
2.3	-----	84%
2.4	-----	83%
2.5	-----	82%



2.6	-----	81%
2.7	-----	80%
2.8	-----	79%
2.9	-----	78%
3.0	-----	75-77%
4.0	-----	Conditional
5.0	-----	Failed
INC	-----	Incomplete
DRP	-----	Dropped

Grades earned by the students are computed using the following criteria:

⇒ For Academic Courses

- Mid-term Exam/Final Exam ----- 30%
- Performance Task ----- 40%
- Written Output (Quizzes, Homework, Seatwork, Etc. ----- 30%

Distribution of Weight for the Overall/Final Grade

Mid-term Grade = 50% Tentative Grade = 50%

Section 19. Removal of Incomplete (INC) Grade and Conditional Grade of 4.0

- a. An incomplete (INC) rating shall be removed within a year provided such course is not a pre-requisite to another course. However, if the course is a pre-requisite to another, the student concerned should apply for a completion of grade before enrolling to the second course.
- b. Students who obtained a grade of 4.0 (Conditional) shall take a removal examination. The removal exam is scheduled by the instructor/professor and shall be set in two-week time upon presentation of duly accomplished Removal Form. Only one re-examination is allowed which must be taken within the prescribed period.

Section 20. Graduation

20.1 Graduation with Honors

- a. The College Dean/Campus Administrator shall



- 1.6 The evaluation report shall be used in planning and in applying improvement measures on future extra-curricular activities. Before the end of the school year, the evaluation results shall be presented to their respective student organizations and adviser.
- 1.7 No extra-curricular activities shall be allowed during the final examination week.
- 1.8 A student/students' participation in any activity outside the campus as a representative of the University shall first get a written recommendation from the Dean's Office, the Office of Student Support Services (OSSS) and the Office of the Vice President for Academic Affairs for approval of the Office of the President. Without written authority, the student's participation shall be unofficial.
- 1.9 Students shall release to the press or similar channels of public communication notices and other announcements about or in behalf of the organization after securing a written clearance from the Director of Student Support Services or his/her duly authorized representative, who shall be furnished a copy of the notices or announcements.
- 1.10 Students, who invite guests from other institutions (e.g. guest lecturers, speakers, seminar participants, viewer of exhibits) shall submit a notice to the Dean and the Director of OSSS; including the Visitor's List, the purpose of their visit, and their expected time of arrival. The properly accomplished form with the attached list will be forwarded to the Office of the Vice-President for Academic Affairs and to the Office of Security Officer for information and/or appropriate action.

Section 2. Policies and Guidelines on Local Off-Campus Activities

- 2.1 The University shall adhere to the provisions of CHED Memorandum Order No 63, series of 2017. Whereas, off-campus activities are held to develop the holistic experience of students and to provide:
 - a. access to efficient and interactive learning for students through meaningful off-campus activities as part of their program requirement embodied in the approved curriculum.

**Article V****POLICIES AND GUIDELINES FOR HOLDING STUDENT ACTIVITIES****Section 1. Guidelines for Holding Activities within the Campus (Curricular and Non-curricular Activities)**

1.1 A student organization or a class who wish to conduct a curricular and non-curricular activity within the campus should seek the approval of the Director of OSSS and duly recommended by the Dean and/or Adviser and must fill out a Curricular Activity Application Form.

1.2 Application Form for conducting an activity must be filed at least seven working days before the scheduled date.

The Application Form shall be accompanied by the following, in addition to the requirements as specified in CMO No. 63, series of 2017 and CMO No. 104, series of 2017:

- A detailed agenda or program of the activity
- A financial statement or projected cost of expenses (budget), including the expected income, if any: or individual contributions, ticket sales, donations, sponsorship, etc.

1.3 The adviser or student organizers shall not finalize any arrangement or contract with outsiders, like performer/s, sponsor/s, guest/s, speaker/s, resource person/s, etc., until the application is approved.

1.4 The organizer, through the Dean, shall conduct a post-evaluation of the activity. The post-event evaluation forms for student activity are available at the OSSS. At least 30% of the participants are expected to submit duly accomplished evaluation forms.

1.5 Within five days after holding the activity, the organizer shall submit the evaluation report to the Office of Student Support Services. The Director shall verify the evaluation report. Any irregularity or anomaly found shall be a ground for disciplinary action on the organizer or on those directly responsible for the activity.



recommend a student who completes his/her baccalaureate course with any of the following general weighted average, to be certified by the Registrar as graduate with honors:

For Baccalaureate Degree

<i>Summa Cum Laude</i>	1.00	-	1.20
<i>Magna Cum Laude</i>	1.21	-	1.40
<i>Cum Laude</i>	1.41	-	1.60

For Ladderized/Diploma Program

<i>With Highest Honors</i>	1.00	-	1.20
<i>With High Honors</i>	1.21	-	1.40
<i>With Honors</i>	1.41	-	1.60

b. In the computation of grade of candidates for honors, rounding off to 2 decimal places shall be consistently followed.

c. Candidates for graduation with honors shall not have had any grade lower than 2.3 and/or incomplete in any course prescribed in their curriculum which they have taken in the University, or in any other educational institution.

d. Candidates for graduation with honors must have completed the degree program within the minimum prescribed period inclusive of their residency in other institutions.

e. Candidates for graduation with honors shall have completed in the University at least 75% of the total number of academic units for graduation.

f. Candidates for graduation with honors must have taken during each semester the regular load in the program.

g. Candidates for graduation with honors must not have been found guilty by the Student Disciplinary Tribunal of any violation of existing school rules.

h. Candidates for graduation who meet the prescribed grade average for honor students but fail to satisfy any of the requirements shall be awarded the "Certificate of Graduation with Academic Distinction".



- i. The abovementioned rules in determining honors shall likewise apply for foreign students.
- j. The above-mentioned rules shall have prospective application and will be implemented to freshmen and transferees students who will enroll starting School Year 2019-2020.

20.2 Graduation Requirement

Application Form for graduation shall be secured from the OARS and be submitted during enrolment of the second semester of the last curriculum year.

Transferees who are candidates for graduation must have completed at least 50% of the total number of academic and shop units required for graduation in the University and must have been in continuous residence in the University for at least two and a half (2.5) years for a five-year program and two (2) years for a four-year program immediately prior to graduation.



- f. And/or upon disqualification for re-enrolment for any semester/term during the academic year in his/her academic program for scholastic reasons; Provided, that the automatic termination of his/her tenure of office shall take effect upon receipt of a written notice of disqualification issued by the office of the Dean of the College where he/she is previously enrolled in;
- g. Upon cessation of his/her status as student under pertinent University rules.

**14.12 Official Results**

The Central COMELEC shall certify the validity of the final and official results. All members of the Central COMELEC shall sign the certification.

14.13 Proclamation

The Central COMELEC shall proclaim the winning candidates for all positions.

14.14 Tenure of Office

The duly elected officers or members alike of the FUSC and the CSC shall hold office for one academic year, including summer term, to commence on the first Monday of the first month of the current academic year. However, if the incumbent President graduates in the academic year, the term of said President automatically expires upon said graduation and his/her successor shall immediately assume office.

14.15 Cessation of Tenure

Any incumbent elected officer or member of the Federated University Student Council and College Student Council shall automatically be terminated for any of the causes specified hereunder:

- a. Upon formal confirmation by the Board of Regents of his/her graduation and if such confirmation takes place within a month prior to the date of commencement exercises of the University, the automatic termination of tenure of office shall take effect on the day following the commencement exercises;
- b. Upon death, illness or other causes that shall permanently prevent him/her to discharge his/her functions;
- c. Upon failure to enroll for the curricula term/semester;
- d. Upon dropping whether voluntarily or involuntarily forty percent (40%) of his/her enrolled subjects;
- e. Upon failure in thirty percent (30%) of his/her enrolled subjects in the immediately preceding semester;

**Article III****STUDENT CONDUCT AND DISCIPLINE****Section 1. General and Specific Rules and Regulations on Student Conduct**

- 1.1 Students shall observe the laws of the land, the rules and regulations of this institution, and the standards of good society.
- 1.2 Students shall properly wear their validated Identification Cards (ID) at all times in the University premises. Students who fail to produce their ID upon demand by any member of the faculty or any school authority shall not be admitted to class or inside the campus or transact business in any office of the University. Any student, who uses not his/her own ID and gate pass, shall be subjected to disciplinary action.
- 1.3 Students shall wear the prescribed school uniform of the University or dress appropriately to suit the school activities and maintain good grooming.

• Use of Official Uniforms

Every student shall at all times wear properly the prescribed uniform, except during Saturdays and wash days, stormy weather or when he/she is granted exemption by the Office of Student Support Services.

• Wash Day

Wednesday shall be declared as the wash day for school uniform. During wash day, the students are expected to wear type B uniform or any decent and proper civilian clothes.

• Type B Uniform

Type B uniform may be worn by students on week days during their field work or laboratory work/activities.

Students may likewise be allowed to wear Type B Uniform during college/university celebrations/events.



- **PE Uniform**

PE uniform shall be worn by students on the day when they have PE class.

- 1.4 Students shall be held responsible when using school facilities and equipments.
- 1.5 Students shall help keep or maintain peace, orderliness, and cleanliness in the classroom and school campus.
- 1.6 Students shall at all times observe courtesy, respect, and decorum.
- 1.7 Students shall be responsible for the funds, official records, and property of the school or of student organizations entrusted to them. They shall use and keep such funds with care and discretion according to the University regulations.
- 1.8 Activities to be undertaken outside the school campus shall follow the guidelines as specified under CMO No. 63, series of 2017 and CMO No. 104, series of 2017.
- 1.9 The provisions of R.A. 10627 otherwise known as the "Anti-Bullying Act of 2013" shall be strictly observed and enforced in the University.
- 1.10 Sexual harassment, defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature, is strictly prohibited and shall be dealt with under R.A. 7877 otherwise known as "Anti-Sexual Harassment Act of 1995".
- 1.11 The University shall strictly adhere to the substantive equality of men and women; however, it discourages the practice of cross-dressing. The use of the women's toilet/washroom by the males or the use of men's toilet/washroom by the females is strictly prohibited. Instead, they may opt to use the *gender-all* comfort room if available.
- 1.12 Students shall not be allowed inside the campus after 9:00 PM. However, students who will be staying inside the University campus beyond 9:00 PM for school-related activities shall secure a written permission, at least two days before the intended stay, from the Vice-



- d. Vote buying and gift giving within or outside the school campus are strictly prohibited and shall be a ground for disqualification of the candidate.

14.8 Election Day

- a. Election shall start at 8:00 am until 3:00 pm with no lunch break on the Second Friday the month prior to graduation month.
- b. Campaigning shall no longer be allowed on Election Day.
- c. Candidates shall not be allowed within a 15-meter radius in the election precinct's premises except when he/she is exercising his/her right of suffrage and shall leave immediately after.
- d. Each party shall be entitled to one poll watcher per precinct.

14.9 Voting Procedures

- a. The voting student shall present his/her ID or Certificate of Enrolment (COE) before voting. He/she shall log-in his/her name and student number for verification.
- b. No student shall be allowed to vote more than once.

14.10 Counting/Canvassing of Ballots

- a. Counting of ballots shall be made open to the public.
- b. Candidates are allowed inside the polling precinct but shall not be allowed to intervene.
- c. Watchers shall make a protest immediately after a ballot has been read.

14.11 Breaking the Tie

In case of a tie, the winners shall decide on the manner of breaking the tie. If no agreement is reached, the Central COMELEC shall decide on the matter.

**b. Election Requirements:**

- a. Accomplished Certificate of Candidacy;
- b. Clearance from the SDT (Office of the Legal Officer);
- c. Submission of party platforms or individual platforms in the case of independent candidates;
- d. Photocopy of Certificate of Enrolment (1st and 2nd semesters of the present school year); and,
- e. An incumbent officer who seeks an elective office shall file a leave of absence in his/her present position for the duration of the campaign period.

14.5 Failure to Comply

Failure to meet the election requirements shall be sufficient ground for the disqualification of the candidate.

14.6 Official List of Candidates

- a. The official list of candidates shall be released during the election period.
- b. Any protest against the qualifications of the candidates must be filed before the Election Day with the Central COMELEC.

14.7 Campaign Period

- a. The campaign period shall be within five days before the scheduled Election Day.
- b. Room to room campaign shall not be undertaken without permission of the instructors concerned.
- c. Boarding house campaign shall also be done by candidates as part of their campaign strategies but with the permission given by the authority of boarding houses to conduct such activity.



President for Academic Affairs and/or Director of Student Support Services. Chief of security services shall be furnished a copy of approved permission.

- 1.13 Any violation of the foregoing general rules and regulations on student conduct and discipline shall subject the student and/or officials of student organizations to disciplinary sanction of warning, reprimand, or suspension depending on the gravity of the offense.

Section 2. Student Discipline**2.1 Student Disciplinary Tribunal**

The Student Disciplinary Tribunal (SDT) shall be constituted by the University President to serve for a period of two (2) years, which shall be composed of the Legal Officer as the Chairperson; the Vice President for Academic Affairs as Co-chairperson; and, five members composed of the Director for Student Support Services; Guidance, Counseling and Testing Officer; a member from the faculty of known probity and independence; one representative from the parents to be recommended by the Director, Student Support Services; and one representative from the students to be recommended by the Director, Student Support Services.

A member of the SDT shall inhibit himself/herself from the disciplinary proceeding in case he/she is related to either party within fourth degree of consanguinity or affinity, or to whom he has fraternity/sorority relation to either party, or to whom he has been counsel. Whenever necessary, the University President shall appoint a temporary replacement for the member(s) inhibiting from the proceedings.

2.2 Jurisdiction

The SDT shall have original jurisdiction over all cases involving discipline of students. A student is any individual admitted to and registered in a degree or non-degree program, or cross-registered in any course of the University on a regular or part-time basis, including one who is officially on leave of absence; and who has not yet been separated from the University formally through either transfer, graduation, honourable or dishonourable



dismissal, expulsion or expiration of the period allowed for maximum residence, at the time of the commission of the misconduct, regardless of whether or not he/she is enrolled in any unit of the University at the time of the filing of the charge or during the pendency of the disciplinary proceedings against her/him.

2.3 Filing of Complaint

A disciplinary proceeding shall be instituted by filing before the SDT of a written complaint specifying the acts or omissions constituting the misconduct and subscribed to by the complainant and his/her witness/es, or upon submission of an official report of any violation of existing rules and regulations to the appropriate authority. An Official Report includes any report duly submitted in writing to any proper authority in the University by a faculty member, member of the University security force, any officer of a college or unit, or any officer of the University administration.

Said complaint shall be subscribed before a Notary Public, unless it is an Official Report.

2.4 Preliminary Inquiry

Upon receipt of the complaint/charge or report, the SDT shall determine whether a formal investigation is to be conducted.

In cases where the complaint or report is found sufficient and there is a prima facie evidence, the formal complaint or report shall be served upon the respondent and his/her parents/guardians if he/she is a minor.

2.5 Answer

Respondent may serve and file his/her answer in writing within three days from receipt of the charge and is allowed one extension of time within five days. Failure on the part of the respondent to file his/her answer shall be considered a waiver to present his/her evidence. However, he/she shall be entitled to attend the hearing.

2.6 Hearing

The hearing shall begin right after receipt of the



- Financial Statement Audited by JPIA (attached original receipts and photocopy of bankbook/account)
- Student Activity Evaluation Report (OSSS Form)
- Inventory of Properties (OSSS Form)

Clearance form can be availed from the Office of Admission and Registration Services

Section 14. Student Council and Student Organizations

14.1 The University/College Student Council

The organizational structure composed of elective and appointed positions of Federated University Student Council (FUSC) and College Student Council (CSC) shall be based on their existing Constitution and By-laws.

14.2 Commission on Elections

The Commission on Elections (COMELEC) shall be composed of college student representatives appointed by the FUSC. The COMELEC shall draw up and administer procedures for executive branch elections, pursuant to the provisions of the FUSC Constitution.

14.3 Faculty Advisory Council on Election Matters

There shall be a Faculty Advisory Council on Election Matters (FACEM) composed of three regular faculty members recommended by the Director of Student Support Services and approved by the University President. The following shall be the duties of FACEM:

- a. Supervise and monitor the conduct of synchronized FUSC-CSC Campus Elections.
- b. Make recommendations on all matters brought by the COMELEC.

14.4 Election Activities

a. Election Period

Election period shall start on the first day of the filing of the certificates of candidacy and last for not more than three (3) weeks.



after one year of the lifting of such suspension, re-apply for recognition.

An organization recognized during the preceding year shall apply for renewal of its recognition by submitting all the documents cited in Section 7 hereof.

Section 9. Recognition Period

The recognition period for Federated University Student Council (FUSC), College Student Council (CSC), other organizations and student publications shall be until the day before the schedule Induction Ceremony.

Section 10. Action on the Application

Upon compliance with all the requirements prescribed above, the Director of OSSS shall issue a Certificate of Recognition to the organization concerned, which is valid for one academic year only.

Section 11. Posting of Recognized Organizations

The OSSS shall post a list of recognized student organizations in the Bulletin Board of the Colleges at the beginning of every semester of the academic year. A list of organizations which were placed under probation and/or suspension shall likewise be posted.

Section 12. Privileges of Recognized Organizations

Use of university facilities such as gymnasium, social hall, classrooms, chairs, tables, and such other facilities of the University, provided that any damage/defect and/or loss of borrowed school property or facilities shall be repaired or replaced in kind; and provided further, that in case of loss, an amount equivalent to the book value of the particular missing property shall be paid.

Section 13. Requirements for Clearance of Officers of Recognized Organizations

Two copies each of the following shall be submitted to the Office of Student Support Services (OSSS) (in a long bond paper separated and fastened in 2 long folders:

- Accomplishment/Narrative Report (with colored pictures of activities)



respondent(s) answer or after the expiration of the period within which the respondent(s) shall file the answer.

- Duration of Hearing.** Hearing on any case shall be conducted at the maximum of one month.
- Notice of Hearing.** All parties concerned shall be notified of the date for hearing at least two days before such hearing. Notice to counsel on record or duly authorized representative of a party shall be considered sufficient notice to such party.
- Order of Hearing.** Unless the SDT directs otherwise, the complainant who has the burden of proof shall be heard first and the respondent may submit counter pieces of evidence in support of his/her defense, if he/she so desires. There may be rebuttal or surrebuttal.
- Failure to Appear at the Hearing.** In case either the complainant or respondent failed to appear during the hearing, after due notice and without sufficient justification, this fact shall be noted and the hearing shall proceed, without prejudice to the party's right to appearance in the subsequent hearings.

The SDT shall conduct its investigation without strict recourse to technical rules of procedure and evidence applicable to judicial proceeding.

2.7 Postponement

Application for postponement may be granted for good cause, provided, that the total postponement for each party shall not be more than three times and must be requested at least two days before the scheduled hearing.

2.8 Decision by Tribunal

The SDT shall decide each case within the period of thirty (30) days. The decision shall be in writing and signed by at least a majority of its members. It shall contain a brief statement of the findings of the facts, conclusions and recommendation/s and the specific regulations on which the decision is based.



The decision of the SDT shall be submitted to the University President for approval.

2.9 Motion for Reconsideration

Any party may file motion for reconsideration of the Decision of the SDT within fifteen (15) days from the party's receipt of the decision.

2.10 Appeal to the University President

All cases decided by the SDT shall be appealable to the University President, within fifteen (15) days from the party's receipt of the decision.

2.11 Action of the University President

The University President shall render his/her decision in all cases submitted to him/her within thirty (30) days after receipt thereof.

In all cases of expulsion, the University President shall seek the concurrence of the Board of Regents.

An appeal to the Board of Regents may be done within fifteen (15) days after the parties received the copy of such decision.

2.12 Decision by the Board of Regents

The decision of the Board of Regents shall be final and executory.

2.13 Rights of the Respondents

Every respondent shall enjoy the following rights:

- a. To be informed of the charge against him/her;
- b. To cross-examine or confront the complainant and the witnesses against him/her;
- c. To be subjected to any disciplinary penalty only after the requirements of due process shall have been duly complied with;
- d. To be convicted only on the basis of substantial



The faculty adviser shall help in promoting and instilling the Vision, Mission, and Core Values of the University to the officers and members of the student organization.

Section 7. Requirements for Recognition

Any Student Organization shall apply for recognition to the OSSS. Two copies each of the following shall be submitted (in a long bond paper separated and fastened in 2 long folders:

- Letter of Application signed by its President or equivalent officer and noted by the Faculty Adviser and recommended by the Dean.
- Application Form (OSSS Form)
- Ratified and approved Constitution and By-Laws of the organization;
- Certification of the Faculty Adviser stating that he/she is willing to serve in such capacity;
- Roster of current officers indicating their respective program & year level, student ID number, sex, contact number, and signature of all officers duly certified by the President of the organization and noted by the Adviser
- Narrative report of projects or activities undertaken, minutes of meetings during the previous academic year and other documentary evidences (for organization seeking renewal of recognition)
- Program of Activities of the organization for the current academic year
- Financial statements of the organization of the previous academic year duly audited and signed by officials concerned and the Faculty Adviser (for organization seeking renewal of recognition)
- Approved Budget Proposal for the current academic year
- Photocopy of Bankbook/Account

Section 8. Terms and Conditions for Recognition

During the first year of recognition, the organization shall be under probation. Unjustified failure to accomplish majority of such projects as envisioned shall be a valid ground for non-renewal of their recognition during the succeeding year.

Any student organization that has been suspended shall,

**Section 4. Membership**

Subject to the Constitution and By-laws of the organization, any bonafide student of CSU shall become member of said organization, provided, that a College Student Council (CSC) exclusively for a specific College shall accept student members from that particular college only (e.g. College of Education Student Council).

Section 5. Qualification of Officers

Any member of a student organization may become an officer, provided, he/she meets the requirements as provided in the Constitution and By-laws of the Organization, and provided further that he/she has none of the following disqualifications:

- 5.1 Has a pending disciplinary case in the University or has been convicted by the SDT of an offense against the Code of Conduct of Students of the University or of any school where he came from, in the case of a transfer student.
- 5.2 His/her (GWA) in the preceding semester is lower than 2.5.

Section 6. Faculty Adviser

There shall be one faculty adviser from a full time regular faculty member for each political and academic student organization except for the FUSC which shall have an assistant adviser; while one permanent CSU employee may stand as an adviser for fraternities, religious, socio-civic, and sports organizations who shall be chosen by the officers of the organization and whose function shall be advisory in nature. He/she shall be notified of all activities of the organization, attend all meetings and activities of the organization as adviser and have all communications noted by him/her.

The faculty adviser shall serve not more than two political and/or academic organizations/publications per school year.

The faculty adviser shall be required to sign a letter of assurance that he/she would be present in the general meetings and major affairs of the student organization and shall be jointly responsible with the officers for the conduct of such activities.



evidence, the burden of proof being with the person filing the charge;

- e. To be convicted only on the basis of substantial evidence introduced in the proceeding or of which the respondent has been properly appraised and given the opportunity to rebut the same;
- f. To enjoy, pending final decision on the charges, all his/her rights and privileges as a student, subject to the power of the dean or of the SDT to order the preventive suspension of the respondent if it is necessary to maintain the security of the institution;
- g. To defend himself/herself personally, or by a counsel or a representative of his/her own choice; and,
- h. To file an appeal

2.14 Effectivity of the Decision

Decision shall take effect after the lapse of the period to appeal.

2.15 Confidentiality of Record

All proceedings before any Committee, SDT or Office shall be taken down in writing. Original records pertaining to student discipline shall be under the custody of the Director of OSSS. The University Registrar shall be furnished a copy of the decision.

All records are hereby declared confidential and no person shall have access to the same for inspection or copying, unless he/she is officially involved therein, or unless he/she has a legal right which cannot be protected or vindicated without access to or copying said records.

Any student, official or employee of the institution who shall violate the confidential nature of such record shall be subjected to appropriate disciplinary action.



Section 3. Categorization of University Offenses and Sanctions

3.1. Major University Offenses and Sanctions

3.1.1. Prohibited Drugs

3.1.1.1. Using, taking, or unauthorized possession of regulated or prohibited drugs or substances as defined in the Comprehensive Dangerous Drugs Law in any form within the University premises or during off-campus student activities;

- 1st Offense – expulsion

3.1.2. Mass Action and Subversive Activities

3.1.2.1. Joining, instigating or leading rallies, demonstrations and other forms of unapproved group action which create disorder, or leading to stoppage of classes, preventing students and faculty members from attending classes, or hindering employees/officials from entering the University premises/offices, or whose character is intimidation, obstruction and/or destruction;

3.1.2.2. Posting, distributing, disseminating and circulating leaflets, and other printed matters that cause chaos to the University

For offenses 3.1.2.1 and 3.1.2.2, the following are the sanctions:

- 1st Offense – 15 days suspension
- 2nd Offense – 30 days suspension
- 3rd Offense – expulsion

3.1.2.3. Organizing and joining any fraternity, sorority, and other student organizations which are not authorized, and which create disorder and disciplinary problems to the University

- 1st Offense – 15 days suspension
- 2nd Offense – 30 days suspension
- 3rd Offense – expulsion

3.1.3. Deadly and Dangerous Weapons

3.1.3.1. Carrying and/or use within the University premises



Article IV

UNIVERSITY STUDENT ORGANIZATIONS

Section 1. Statement of Policy

The University shall recognize all student organizations, organized in accordance with law "to foster the intellectual, cultural, spiritual, and physical growth and development" (Chapter 2, sec. 9, par. 8 of BP Blg, 232), thereby providing students the opportunity to "participate in the general welfare particularly in the social, economic and cultural development of their community" (Chapter 4, sec. 15, par. 4 of BP Blg. 232).

Section 2. Classification of Student Organizations

- **Political** refers to organizations considered as the governing student body in the institution such as the Federated University Student Council (FUSC) and the College Student Council (CSC) in every college.
- **Academic** refers to the central and sub organizations primarily to develop students' abilities and skills in the fields of instruction and research or enhances the program or course specialization of its members.
- **Socio-Civic** refers to organizations primarily engaging in outreach programs and other socio-civic activities.
- **Religious** organization refers to organizations that center on religious or faith related activities.
- **Fraternity/Sorority** refers to a non-political university-wide student organization whose members belong to different colleges whose primary aim is brotherhood and sisterhood with specific objectives and goals.
- **Sports** refers to organizations that emphasize physical development, sportsmanship and camaraderie.
- **Publication** refers to an organization intended to promote the development of responsible and free campus journalism.

Section 3. Constitution and By-laws

Student organizations seeking recognition shall adopt a Constitution and By-Laws duly ratified by a majority vote of all the members of said organization.



belongs at the commencement of the serving of suspension, and shall be returned to the student after serving the penalty. The Dean shall monitor the serving of the penalty of suspension and submit a Report of Service of Penalty at the end of the period of suspension.



or off-campus student activities of any deadly and dangerous weapons or potentially deadly object or material, including but not limited to firearm; any bladed or pointed object, stick, pipe, or any similar object; explosives and incendiary materials; and chemicals unless required in her/his course;

- 1st Offense – 15 days suspension
– expulsion if the deadly weapon be a firearm, explosive, or any similar device
- 2nd Offense – 30 days suspension
- 3rd Offense – expulsion

3.1.4. Extortion, Bribery, and Threats/Coercion

3.1.4.1. Forcibly asking money from anybody

3.1.4.2. Bribery of any nature given to any employee of the University or to facilitate office transaction and the like to obtain favour.

3.1.4.3. Coercing a person to do something against his will, or engaging him into doing something that is unlawful unless he/she gives money or property or performs a condition imposed upon him/her .

3.1.4.4. Threatening or inflicting any wrong upon a person's honor or property unless the latter gives money or property or performs any condition imposed upon him ;

For offenses 3.1.4.1 and 3.1.4.4, the following are the sanctions:

- 1st Offense – 15 days suspension and restitution
- 2nd Offense – 30 days suspension and restitution
- 3rd Offense – expulsion

3.1.5. Violence and Physical Assault/Injury/Bullying/Hazing

3.1.5.1. Resorting to any act of violence that results to physical and/or psychological injury whether individually done or in concert with other



person/s, either within University premises or during off-campus student activity/program. This includes verbal and cyber bullying.

3.1.5.2. Fighting inside the classrooms, or in the lobby, or corridors, or in University premises, and during off-campus student activities.

For offenses 3.1.5.1 and 3.1.5.2, the following are the sanctions:

- 1st Offense – 15 days suspension
 - expulsion in case of death or serious physical injuries (as defined in the Revised Penal Code)
- 2nd Offense – 30 days suspension
- 3rd Offense - expulsion

3.1.5.3. Engaging in hazing or any of the acts described in R.A. 8049 as amended by R.A. 11053 or the Anti-Hazing Act

- 1st Offense – suspension for the rest of the semester
 - expulsion in case of death or serious physical injuries (as defined in the Revised Penal Code)
- 2nd Offense - expulsion of the officers and members of the organization involved in the act

3.1.5.4. Serious threat on someone else’s life and/or property

- 1st Offense – 15 days suspension
- 2nd Offense – 30 days suspension
- 3rd Offense – expulsion

3.1.6. Slander/Libel/Rumor Mongering

3.1.6.1. Uttering, posting in social media (e.g. facebook, twitter, instagram, etc.), making, publishing, or circulating any defamatory, slanderous, and libellous statement/remarks against any



compromising the ends of justice.

4.17. If a disciplinary proceeding conducted upon any graduating student accused of any offense shall extend beyond Graduation Day, the process shall be finished regardless whether he/she actually graduates or not.

4.18. Credentials of erring student will be released after the suspension/community service has been served.

Section 5. Prescription

Cases of academic dishonesty in relation to the undergraduate thesis shall prescribe ten (10) years after discovery of the act. All other major offenses shall prescribe upon graduation. All cases of minor offenses shall prescribe six (6) months after discovery of the offense or upon graduation, whichever comes earlier.

Section 6. Effects of Pending Disciplinary Cases

A non-graduating student who has a pending disciplinary case may continue performing his academic responsibilities. He will be allowed to enrol, attend classes and other class or shop activities, take examinations and submit projects, papers or assignments.

In case of a graduating student with a pending disciplinary case, no clearance shall be issued until a decision is rendered with finality.

Section 7. Execution

Once a decision is rendered with a corresponding sanction, service of penalty shall take effect immediately as contained in the final decision. However, any student found guilty of any offense whose sanction may not be served immediately by reason of “end of term or semester” shall be meted out the disciplinary action the following term or semester which shall begin in the first day of the 2nd week after the first official day of classes, unless the erring student is graduating, in which case the suspension shall immediately take effect upon receipt of the final decision.

The ID and the registration certificate of the student shall be surrendered to the Dean of the College where the student



- 4.10. The imposition of penalties for student disciplinary cases shall be without prejudice to the filing of the appropriate criminal charge/complaint against the student, with the consent of the victim and taking into account the integrity and other preponderant interests of the University. Illegal items in connection with any of the herein offenses shall be confiscated and turned over to the proper authorities whenever necessary.
- 4.11. If applicable, students who have been sanctioned or undergone disciplinary action may be required to issue a written apology. An apology which is a written expression of contrition or remorse for wrong done must be signed by the student concerned and his parent or guardian, if applicable.
- 4.12. Commission of any two major offenses within a semester/term shall place the sanctioned student (if applicable) on a re-admission probation status for the next semester/term.
- 4.13. Students who are currently serving major disciplinary sanction and are qualified to receive honors/awards (academic, leadership, etc.) shall have the honors/awards forfeited/withdrawn/annulled/rescinded.
- 4.14. If warranted and applicable, students who have been sanctioned or undergone disciplinary action shall be required to see the Guidance & Counselling Officer immediately.
- 4.15. Students undergoing OJT who have been penalized by their training companies for breaking company policies/rules/regulations shall not anymore undergo the disciplinary process of the University. The disciplinary record of students undergoing OJT provided by the training company to the University shall be entered into her/his school records.
- 4.16. If a disciplinary proceeding (or investigation process) for a certain student accused of any offense may not be immediately be pursued by reason of "end of term or semester", then it shall be held in abeyance until the next term or semester shall have officially commenced, unless otherwise it will impair the right of the parties to a speedy hearing thereby



University officials or his authorized representative or against fellow students

- 3.1.6.2. Disrespecting or molesting faculty members, employees, University officials or fellow students by insulting, discriminating, threatening, ridiculing, mocking, instigating a quarrel, offensive gesture/s or performing any act which casts dishonour, discredit or contempt (slander by deed).

For offenses 3.1.6.1 and 3.1.6.2, the following are the sanctions:

- 1st Offense – 15 days suspension and apology
- 2nd Offense – 30 days suspension and apology
- 3rd Offense – expulsion

3.1.7. Falsification of documents, records and credentials

- 3.1.7.1. Forging, falsifying or tampering University records, documents, or credentials or knowingly furnishing the university with false or fraudulent information in connection with an official document or with any official investigation or fact-finding activities

- 1st Offense – 30 days suspension
- 2nd Offense – suspension for five (5) months
- 3rd Offense – expulsion

- 3.1.7.2. Forging the signature of authorities

- 3.1.7.3. Entering the University premises or off-campus student activities with fake, tampered ID or gate pass

For offenses 3.1.7.2 and 3.1.7.3, the following are the sanctions:

- 1st Offense – 15 days suspension
- 2nd Offense – 30 days suspension
- 3rd Offense – expulsion



3.1.8. Malversation of funds

3.1.8.1. Php2,000.00 and below

- 1st Offense – 15 days suspension and restitution
- 2nd Offense – 30 days suspension and restitution
- 3rd Offense – expulsion and restitution

3.1.8.2. More than P2,000.00

- 1st Offense – 30 days suspension and restitution
- 2nd Offense – expulsion and restitution

3.1.9. Damage to Property

3.1.9.1. Intentionally damaging or defacing property within University premises or in off-campus student activities, including but not limited to vandalism, other than burning or with use of explosives or improvised explosive devices.

- 1st Offense – repair the damage done at their expense or to pay the costs incurred in repairing such damage
- 2nd Offense – repair the damage done at their expense or to pay the costs incurred in repairing such damage and 15 days suspension
- 3rd Offense – repair the damage done at their expense or to pay the costs incurred in repairing such damage and 30 days suspension
- 4th Offense – expulsion

3.1.9.2. Intentionally damaging or defacing property within University premises or in off-campus student activities by burning or with the use of explosives or improvised explosive devices.

- 1st Offense - expulsion

3.1.10. Stealing and Robbery

3.1.10.1. Stealing within University premises or in off-



- a. Attend classes and academic activities;
- b. Use campus facilities, including but not limited to athletic facilities, libraries and computer laboratories, except dormitories for dormitory residents under suspension for less than one (1) semester;
- c. Enter university premises;
- d. Participate in student activities within University premises;
- e. Take exams; and
- f. Avail of any privilege attendant to being a student.

4.2. Suspension shall be in calendar days;

4.3. Restitution is the return of property to reverse unjust enrichment.

4.4. Expulsion – permanent disqualification from enrolment and attendance in the Catanduanes State University.

4.5. Warning – a written formal reproof.

4.6. Off-Campus Student activity - any activity that involves such as, but not limited to, classes, tutorials, seminars, conferences, lectures, examinations, on-the-job training, internship, educational field trips, fulfilment of academic requirements and others.

4.7. Plagiarism – the appropriation of another person’s ideas, processes, results or words without giving appropriate credit.

4.8. Gambling – any activity that involves wagering of money or something of material value on an event with an uncertain outcome with the primary intent of winning additional money and/or material goods, without prejudice to fund-raising activities by student organizations expressly allowed by the University, such as raffle.

4.9. Any student who commits at least three (3) different minor offenses within a term or semester shall be meted out a penalty equivalent to the next higher number of offense for the most grievous offense committed.



- 3.2.12. Using the ID, registration form, clearance form, official receipt, gate pass and other official documents of another student and/or lending the same for somebody else to use
- 3.2.13. Unauthorized use of the University's name and seal/logo in connection with any activity, advertisement, merchandise or publication
- 3.2.14. Engaging in lewd, indecent, obscene or immoral conduct (such as necking, petting, peeping, exhibitionism, sexual solicitation, lasciviousness, etc.) within University premises or during any off-campus student activity.

For offenses under 3.2.1 to 3.2.14, the following are the sanctions:

- 1st Offense –Warning
- 2nd Offense – 15 days suspension
- 3rd Offense – 30 days suspension
- 4th Offense – expulsion

- 3.2.15 Entering the University or attending off-campus student activities in a drunken state;
- 3.2.16 Bringing in, drinking or selling intoxicating liquor in the University premises or to off-campus student activities unless otherwise related to instruction, research, extension and production activities as approved by the University authorities;

For offenses 3.1.1.1 and 3.1.1.2, the following are the sanctions:

- 1st Offense – 7 days suspension
- 2nd Offense – 15 days suspension
- 3rd Offense – expulsion

Section 4 . Complementary to disciplinary actions, offenses, and sanctions:

- 4.1. Suspension shall be defined as an involuntary, temporary leave from the University wherein a student may not be allowed to enrol and shall not:



campus student activities

- 1st Offense – 15 days suspension and return, replacement, or restitution of stolen item
- 2nd Offense – 30 days suspension and return, replacement, or restitution of stolen item
- 3rd Offense – expulsion and return, replacement, or restitution of stolen item

3.1.10.2.Robbery within University premises or in off-campus student activities

- 1st Offense – suspension for 30 days and may include non-readmission and return, replacement, or restitution of stolen item
- 2nd Offense – expulsion and return, replacement, or restitution of stolen item

3.1.11. Academic Dishonesty

- 3.1.11.1.Use of mobile phones, tablets, laptops and other similar gadgets during examinations, except when allowed
- 3.1.11.2.Assisting or dictating answers to fellow examinees.
- 3.1.11.3.Possession or passing of lecture notes or any exam-related materials during examination.
- 3.1.11.4.Receiving information related to the exam from outside the examination room.
- 3.1.11.5.Facilitating/aiding in the dissemination or leakage of exam questions and/or answers
- 3.1.11.6.Buying or selling of test questionnaires/papers or any portion thereof.
- 3.1.11.7.Copying from or allowing another to copy from one's examination paper.
- 3.1.11.8.Use of improvised or covert means/devices to carry out a cheating act during examination
- 3.1.11.9.Having somebody else take the examination in



his/her behalf.

- 3.1.11.10. Asking another person to attend required academic related symposium, seminar, and exams in his/her behalf.
- 3.1.11.11. Plagiarism in connection with any academic work. (Plagiarism of thesis shall be covered by Item 4.7).
- 3.1.11.12. Misdeeds “caught in the act” or reported by faculty, student or any member of the University community which may be determined by the SDT as academic dishonesty after due process

For offenses 3.11.1 to 3.11.12, the following are the sanctions:

- 1st Offense – Grade of zero (0) in the test/ exam/requirement
 - 2nd Offense – Failure in the subject/course or failure in the academic requirement and 15 days *suspension*
 - 3rd Offense – Failure in the subject/course or Failure in the academic requirement and 30 days suspension
- 3.1.11.13. Plagiarism of or passing as one’s work a thesis required for graduation copied from another
 - 1st Offense – Failure in the subject
 - 2nd Offense – Expulsion
 - In case the act was discovered after graduation and before the offense prescribed—withdrawal of degree
 - 3.1.11.14. Aiding or abetting a cheating act when she/he is not a member of the class.
 - 1st Offense - Five (5) days suspension
 - 2nd Offense - Ten (10) days suspension
 - 3rd Offense - Fifteen (15) days suspension
 - 4th Offense - Expulsion



court of law involving moral turpitude against any person or property other than through reckless imprudence.

For offenses 3.1.14.1.and 3.1.14.2.

- 1st Offense – expulsion

3.2. Minor University Offenses and Sanctions

- 3.2.1. Smoking within the University premises or during off-campus student activities
- 3.2.2. Littering in the University premises or during off-campus student activities
- 3.2.3. Entering the campus not wearing the University/ College uniform on prescribed days
- 3.2.4. Entering the campus without the University ID Card
- 3.2.5. Posting printed materials in the University without the approval of concerned University officials.
- 3.2.6. Producing, possessing, distributing, publishing, exhibiting, disseminating, viewing, or reading objects, pictures, films, videos, shows or literatures that are indecent or obscene (such as but not limited to) pornographic materials, of all kinds and types, which are offensive to morals, contrary to law, public order, good customs and University policies.
- 3.2.7. Disturbing the peace and order of the University, unless properly classified as a major offense.
- 3.2.8. Unauthorized use of University facilities
- 3.2.9. Unauthorized assembly of students within the University during class hours
- 3.2.10 Unjustified refusal to undergo mandatory random drug testing
- 3.2.11. Gambling or possession of any gambling paraphernalia within University premises or during any off-campus student activities.



- ◇ Other analogous cases
 - 1st Offense – Suspension of 15 days
 - 2nd Offense – Suspension of 30 days
 - 3rd Offense – Expulsion

⇒ Grave Offenses

- ◇ Unwanted touching or groping of private parts of the body (inner thighs, genitalia, buttocks and breast)
- ◇ Sexual assault;
- ◇ Malicious touching or forced kissing;
- ◇ Requesting for sexual favor in exchange for local or foreign travels, favourable conditions or assignments, payment of a stipend or allowance, or grant of scholarship or other benefits, privileges and considerations;
- ◇ Other analogous cases.
 - 1st Offense – Suspension of one (1) semester to Expulsion
 - 2nd Offense - Expulsion

3.1.13. Bomb Jokes/Hoax

- 3.1.13.1. Making bomb jokes, participating in a bomb hoax, or making any threat or maliciously conveying, communicating, or disseminating by word of mouth, mail, telephone, email, text message, or other instrument or means of communication concerning threats of bombs, explosives, or any similar devices as provided in Presidential Decree No. 1727.
- 1st Offense –15 days suspension
 - 2nd Offense – 30 days suspension
 - 3rd Offense –Expulsion

3.1.14. High Crimes

- 3.1.14.1. Acts that constitute high crime, whether attempted or consummated, such as (but not limited to) prostitution, rape, arson, etc., within University premises or during any off-campus University sponsored activities.
- 3.1.14.2. Conviction of a criminal offense before any



3.1.12. Sexual Harassment

3.1.12.1. Committing sexual harassment against another student.

⇒ Light offenses

- ◇ Surreptitiously looking at a person’s private part or worn undergarments;
- ◇ Communicating in any mode sexist statements and uttering smutty jokes causing discomfort, embarrassment, offense, or insult 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;
- ◇ Malicious leering or ogling;
- ◇ Display of sexually offensive pictures, materials, or graffiti;
- ◇ Unwelcome inquiries or comments about a person’s sex life;
- ◇ Unwelcome sexual flirtation, advances, propositions;
- ◇ Making offensive hand or body gestures;
- ◇ Persistent unwanted attention with sexual overtones;
- ◇ Unwelcome phone calls with sexual overtones causing discomfort, embarrassment, offense or insult to the receiver;
- ◇ Other analogous cases
 - 1st Offense – Reprimand
 - 2nd Offense – suspension of fifteen (15) days
 - 3rd Offense – suspension of 30 days
 - 4th Offense – expulsion

⇒ Less grave offenses

- ◇ Unwanted touching or brushing against a victim’s body;
- ◇ Pinching not falling under grave offenses;
- ◇ Derogatory or degrading remarks or innuendoes directed toward the members of one sect or one’s sexual orientation or used to describe a person;
- ◇ Verbal abuse with sexual overtones; and