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# THE STUDENT HANDBOOK



# CHAPTER I

## University Background

### *1.1 History*

The Caraga State University, formerly known as the Northern Mindanao State Institute of Science and Technology (NORMISIST), was first conceived in 1918 as the Agusan Agriculture High School. On February 14, 1920, Proclamation Number 4 was passed by the American Governor to the Philippines Francis Burton Harrison, declaring the reservation of a 232-hectare virgin forest land in Barrio Ampayon, in the Municipality of Butuan, province of Agusan del Norte as the grounds of the young school.

The first framework of the school building was laid down in 1937 in the abovementioned site. However, the development of the school was deferred as the government deviated to giving priority to serve the Manobo cultural minority through the creation of the Bunawan Agricultural High School in Agusan del Sur. It was at the close of World War II in 1946 that the Agusan Agricultural High School was established in the reserved area. The funding for the establishment of the school came from the Rehabilitation Act of 1946, the FAO-PHILCUSA, and the Pres. Carlos P. Garcia contingency fund. After 17 years, in June 22, 1963, Republic Act 3604 was passed converting the school into the Northern Mindanao Agricultural College (NORMINAC). NORMINAC was among the 13-pilot experimental agricultural high school chosen by the Department of Education and Culture (DEC) for World Bank Assistance through the Central Bank Development of Education Agricultural Loan Fund (CB-DEC-ALF) which was the umbrella of the Educational Project Implementing Task Force (EDPITAF) in 1974-1975. Moreover, NORMINAC became the training center for the National Manpower and Youth Council (NMYC).

In collaboration with the International Rice Research Institute, the school was instrumental in the discovery of the zinc deficiency problem of the Agusan Land. The technological breakthrough solved the puzzle of poor rice harvests in many rice fields in Agusan and the surrounding areas.

In 1977-1978, the Bachelor of Science in Agricultural Education opened with 34 enrollees. However, it was phased out to meet World Bank requirement of offering only agricultural technology courses to develop skills for countryside development. As Caraga Region rapidly grew and developed in both agricultural and industrial sectors, so did the necessity for greater capability building in matters of technical aptitude to run and manage indispensable machineries. In lieu of this, House Bill No. 25 was passed converting NORMINAC to the Northern Mindanao State Institute of Science and Technology (NORMISIST). The House Bill became Batas Pambansa Blg. 241 when President Ferdinand Marcos signed it into law on November 11, 1982. It was around this time that logging facilitated the economic expansion of Butuan. The wider range of curricular offerings was dynamically responsive to the growing need of the region for an educationally prepared and academically capable human resource that is equipped with higher technical skills for agricultural and industrial development. The conversion of NORMINAC into NORMISIST also provided opportunity and access to a good quality of higher education in science and technology to the youth in the region who had been deprived of such a right for many years.

NORMISIST has steadily grown as an institution in delivering education to the constituents of Butuan and the neighboring areas. In 1994, the presidents of the faculty association, the administrative personnel association, and the central student government gained the privilege of observation in the meetings of Board of Trustees (BOT). The above-mentioned organization



presidents were not afforded voting rights. However, the observation privilege given at the meeting was an essential means for the Institute stakeholders to learn the rudiments of policy and decision-making and was an initial step in the integration of the NORMISIST personnel into the mainstream of BOT powers. In the same years, the institution exemplified academic growth by starting to offer graduate studies namely MA in Education with majors in Education and supervision, General Education, Curriculum and Instructional Technology and Adult and External Education as sanctioned by Ref. Res. No. 12, s. 1994 of the Board of Trustees. The above-mentioned accomplishment led to the offering of other graduate programs that are responsive to the need of equipping the human resource of the region. In 1997, concerned by the number of squatters occupying a parcel of the institute-owned land, the Institution conducted an information drive to advise the squatters of the need to vacate the place. Through legal process, the land of concern was regained to the benefit of the NORMISIST.

As part of its commitment to serve a larger academic area of responsibility, and with the integration of a CHED supervised school, NORMISIST has evolved into a system with one satellite campus, the NORMISIST-Cabadbaran Campus established in an 8-hectare area at the heart of the municipality of Cabadbaran, Agusan del Norte. Through the course of its growth, the Institute has been served by six presidents who have exemplified deep commitment for academic development and progress, thereby completing meaningful contributions that have cemented the Institute's path towards greater improvement. The first president of the Institute was the late Engr. Alberto Villares who was responsible for the implementation of the ADB funded ATEP-EDPITAF Project package offering the technology-oriented DAT-BAT program, its infrastructure, curriculum, and human resource development support system. He led the

establishment of the College of Science and Mathematics Teacher Education. He also labored for the creation of strong linkage with various line agencies, NGOs, and research consortia. Dr. Antonio Tomaneng, a PhD in Soil Science and a trained Agricultural Engineer, was elected as president in 1993. He was the first to promote the tri-function of a State College which are instruction, research and extension. Dr. Tomaneng initiated engineering programs specifically the Associate in Material Science Engineering and the BS Geodetic Engineering. In 1997-2000, NORMISIST was managed by Dr. Glory S. Magdale and Dr. Joanna B. Cuenca, CHED Directors acting as Officers In-Charge. It was in this period that the School of Engineering was established. Dr. Wenceslao Tianero, a PhD in Agricultural Education and a former Vice President for Academic Affairs in Central Mindanao University, took over the presidency in 2000. Establishment of agricultural projects such as Carabao Center, Dairy Processing Center and Tissue Culture Project were few of his notable achievements. Dr. Edgar W. Ignacio, a PhD in Chemistry and former Vice Chancellor for Academic Affairs of the Mindanao State University-Iligan Institute of Technology (MSUIIT) also served as the 4th Institute President, with much effort put into the development of the Institute faculty development program and the establishment of the Science and Technology Complex. The Institute was strengthened to address the mandate of Science and Technology delivery in the Region. These were manifested in the enhancement of S&T Laboratories, hiring new faculty members to backstop S&T program offerings, establishment of the ICT Center and the construction of additional laboratories and classrooms. From 2008 to present, Dr. Joanna B. Cuenca, CEO III, a former Director of the Commission on Higher Education of the Caraga Region heads the administration. With only two years in the Institute, she has led the accreditation of several programs in AACUP, obtained COD status for Math Program, and expanded the scholarship programs

for students. In addition, she has established the HITACHI-donated Robotics Laboratory, helped construct several student centers and began the construction of the Institute's hostel. It is also during her time that NORMISIST Funding for Research and Extension was increased. Dr. Cuenca labored for the establishment of the Caraga State University. She worked with the Members of the Board of Trustees (BOT), Administration Officials of the Institute and Congressmen of this City to establish a state university in the Region.

Congressman Jose "Joboy" S. Aquino of the First District of Agusan del Norte filed House Bill Number 5110 at the House of Representatives with Senator Mar A. Roxas as the principal sponsor in the Senate. HBN 5110 was approved in the Senate's 3rd and final reading last November 16, 2009. On December 16, 2009, HBN 5110 was signed and approved into law by Her Excellency President Gloria Macapagal - Arroyo through Republic Act 9854. President Arroyo was in NORMISIST for the ceremonial signing of Republic Act 9854 last January 5, 2010. RA9854 established the Caraga State University in the Region by integrating the Northern Mindanao State Institute of Science and Technology (NORMISIST) of this city and the Northern Mindanao College of Science and Technology (NMCAST) in Cabadbaran, Agusan del Norte with its main campus in Butuan City.

Dr. Cuenca serves as the first President of the newly established Caraga State University.

## **1.2 Vision**

A globally-engaged University excelling in science, engineering and the arts.

## **1.3 Mission**

Caraga State University endeavors to produce globally-competitive and socially responsible human capital towards the sustainable and inclusive development of Caraga Region and beyond.

### **1.4 General Mandate**

Caraga State University shall primarily provide advanced education, higher technological, professional instruction and training in the fields of agriculture and environmental studies, fishery, engineering, forestry, industrial technology, education, law, medicine and other health related programs, information technology, arts and sciences and other related courses. It shall undertake research and extension services, and provide progressive leadership in its areas of specialization.

### **1.5 Core Values**

Competence | Service | and Uprightness

### **1.6 Functions and Objectives**

CSU endeavors to contribute to the achievement of the regional and national development goals and shall strive to achieve a maximum level of performance in terms of “relevance and responsiveness, excellence and quality, equity and access, efficiency and effectiveness, discipline, teamwork, impact and learning to learn” in the four major areas of concern: Instruction, Research, Extension and Production.

#### **1.6.a General Objectives:**

CSU actively engages in the exploration, transmission and advancement of knowledge and cultural heritage of mankind, and prepares men and women for entrepreneurial and professional services.

In line with the regional and national development goals, its Charter, its Vision and Mission; CSU aims to:

- develop an institution of higher learning that values respect for learning and truth for human dignity and for freedom; abhor ignorance and prejudice and develop in its members these values, together with a sense of vocation and social responsibility;
- generate new knowledge through research and apply the results to improve the quality of human life and to respond effectively to changing societal needs and conditions;
- develop the potentials of the students in leadership, research, production and other socio-economic concerns; and equip them with skills for meeting the requirements for local, regional and national development;
- develop professionals who will serve as conveyors of innovations to spark scientific and technological advancements in the Caraga Region and the nation;
- produce informed and sensitive men and women who will not only leave their identity to society but find their lives with personal fulfilment;
- produce alumni who will carry the values into leadership roles in the community, the region, the nation and the world;
- continue producing potential leaders.

## **1.6.b CSU shall pursue the following specific functions and objectives:**

### **Instruction**

1. produce knowledgeable, skilled, and globally competitive Engineers and Computer Technologists, Agricultural Technicians and Entrepreneurs who are able to produce outputs of the highest quality and at least cost;
2. provide relevant Teacher Education Curricula focused on Science, Mathematics, and Home Management Technology; produce teachers for Science and Technology in the Elementary and Secondary schools and who are also responsible community leaders;
3. equip and empower individuals with the knowledge and skills in the Sciences, Arts, as well as with the world class ideals, ideologies, and values;
4. establish regional educational centers which provide access to quality education and training opportunities to those in the service area, especially the poor but deserving students; and
5. be the nucleus for professional growth, research and technology- generation in the region by offering various fields of specialization on priority areas such as Engineering and Computer Technology, Natural Sciences, Mathematics, Environmental Sciences, Agriculture, Education and the Arts.

### **Research**

Promote scholarly research, discovery, and /or inventiveness by strengthening research capabilities and enhance the attainment of high quality and relevant researches.

## Extension

Collect, package and disseminate technologies and/or accelerate and expand the commercialization of the technologies in Agriculture and natural resources for the improvement of the end-user's quality of life.

## Production

Be a show window and laboratory for income generation/entrepreneurships, research, commercial development, extension and instruction.

### ***1.7 University Seal and Color***



The official colors of the University are green, gold yellow, orange and white; green symbolizes life, fertility, and productivity; gold yellow represents the ripe rice panicles ready for harvest and stands for richness in the aims of CSU and wisdom of its constituents; orange represents strength with fortitude; and white represents purity and cleanliness.

These colors are reflected in the new seal of the University with the design of a balangay boat, a wooden watercraft used by the early settlers, and traders from as far as China, Malaysia, Indonesia and other countries to engage trading in Butuan City and nearby areas. The torch symbolizes light-giving and vision to those who seek greater knowledge and truth, the field symbolizes the courses in technology, science and related fields; the gear exudes development and progress in the quad functions of: Instruction, Research, Extension and

Production; and the Year 1946 indicates the year when the state college started its operation in Ampayon, Butuan City, the 232-hectare sectoral area reserved in 1920 by Proclamation No. 4. The late American Governor to the Philippines, Francis Burton Harrison issued Proclamation No. 4 declared the reservation of the land.

## **1.8. Credo and Philosophy**

### **1.8.a. Our Credo**

CSU, as the flagship government institution of higher learning in the Caraga, Region XIII, adheres to the credo of “Leadership Through Purposing: Say it, model it, organize for it, support it, enforce it and commend practices that exemplify core values and express outrage when practices violate these core values”. It is committed to propel all efforts towards the achievement of its Vision, Mission, Goals and Objectives in response to regional and national development goals.

### **1.8.b. Our Philosophy**

CSU adheres to the philosophy that the dignity, integrity, and personal worth of the individual are highly cherished and respected. Each person, regardless of race, color, creed or economic status, is a resource of a nation; that education is basic to individual and national development and is the backbone of human resource development; and that the role of an educational institution is to offer each individual the opportunities to realize his potentials, to imbibe the concept of “learning to learn”, to make his most effective contribution to the country’s social and economic development, and to systematize and apply his knowledge into the affairs of men and nations.



## 1.9 University Hymn

Many have come through your door  
And have been touched by your greatness  
You nurture with wisdom, love and compassion.

Caraga State University,  
You're esteemed and highly sought after.  
Within your vast land in Northern Mindanao  
You shine to the nation with a light of hope  
You lead with honor, you guide with excellence.

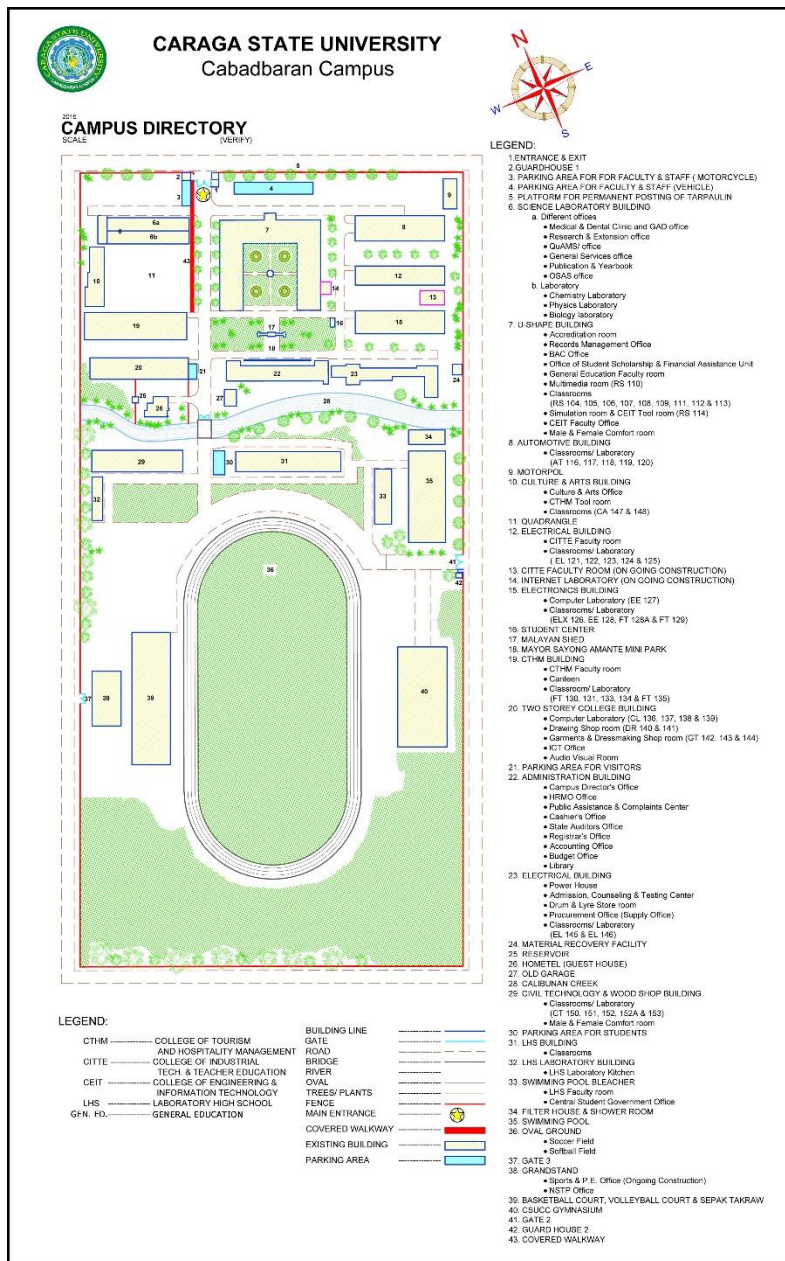
Caraga State University  
You have taught us for the nation and for the world  
unto God.  
://Caraga State University  
You have taught us for the nation and for the world  
unto God.:// (X4)

Caraga State University!

Words and Music by: **Rommel N. Tambura**



# 1.11 Campus Map (Cababaran Campus)



## DEFINITION OF TERMS

**Cross-Registration-** a system allowing students in the University or at another university to take individual courses for credit at another institution or at the University.

**Double Registration-** refers to an arrangement between academic programs in the university, whereby a student continues to be registered in the University and is also registered in another HEI

**Honorable Dismissal.** -is the voluntary withdrawal of a student from the University with the consent of the University Registrar.

**Leave of Absence.** - a period of time when students are permitted for a break with academic life while maintaining the status of being a student. Generally, such an arrangement has a predefined termination at a particular date.

**Reinstatement-** refers to the process of applying permission to return to the University to continue schooling after a break of the academic life.

## Chapter 2 Academic Policies

### *2.1 Admission and Registration*

#### Section 1. **General Policy for Entrance Application**

The following are the minimum requirements for entrants to the University

- 1.1. CSU Scholarship and Admission Test (CSAT) shall be given to college entrants and transfer students which shall serve as one of the bases to determine the fitness

of the students to the program they intend to enroll in. However, admission to a particular College/ Program shall be based on the admission and retention policy set by the College/Program

- 1.2. Only applicants who finished the basic education set by the Department of Education will be admitted to the University. Applicant shall be required to present their Form 138 (High School Card) or the Transcript of Record for the transferee. Each Colleges/ Programs has a corresponding requirement for the General Weighted Average.
- 1.3. Foreign students shall be required to meet substantial requirements prescribed for admission to the University. They must submit a valid study permit from the Commission on Higher Education (CHED) for college students or from the Department of Education (DEPED) for High School students, and transfer credentials have they previously enrolled in another school in the Philippines. Admission of foreign students shall be governed by the Joint Memorandum Order No. 01 s. 2017 which is the consolidated implementing guidelines on the entry and stay of foreign students in the Philippines.
- 1.4. Graduates of foreign and Philippine high schools accredited by the Department of Education (DepEd) may be admitted into the University.
- 1.5. No student shall be denied admission to the University by reason of race, age,

gender, socio-economic status, and religious belief.

- 1.6. An applicant for admission must satisfy all the requirements by the University.

## Section 2. **Admission.**

The following are the admission requirements

### Requirements for admission:

- a. CSAT result
- b. High school Card/Form 138 for First year and Transcript of records for transferee
- c. Birth Certificate issued by the Philippine Statistics Authority
- d. Income Tax Return of the parents
- e. Medical Certificate with Chest X-ray

### The admission process:

- a. Go to [www.carsu.edu.ph](http://www.carsu.edu.ph) then click **MY SCHOOL** and fill up the registration form
- b. Take note of the application number which will show right after the filled registration form is submitted
- c. Proceed to the Guidance Office for the schedule of the admission test and other necessities e.g pencil, 2x2 pictures and designated room.
- d. Take the examination at your scheduled date and
- e. Get information as to the schedule of the release of the CSAT B result
- f. It may help you by checking on the CSU website as the to schedule of release of the CSAT B result, enlistment of different programs and enrollment

*(n.b. Admissions of foreign students to the University is subject to the CHED Joint Memorandum Circular No. 1 S, 2017)*

Section 3. **Registration.** Registration in the University follows the procedure prescribe below subject to the modification by the VPAA.

### **Enrolment guidelines for First Year Students:**

3.1. Get the CSAT B result from the Office of Admission and Scholarship (OAS).

3.2. Proceed to respective department for the enlistment of your chosen degree program. *(Schedule of the enrolment will be announced during enlistment period).*

3.4 During enrolment, proceed to OAS to get Student Personal Record (SPR)

3.5 Submit pertinent documents to the Registrar's Office

3.6 Proceed to respective colleges for the printing of the Certificate of Registration

3.7 The I.D application will be the last stop for registration to the University. Take note to enquire from the Management Information System (MIS) as to the location of the photo shot.

### **Enrolment Guidelines for Old students:**

3.8 All students are required to be cleared of all their liabilities to the University. All students can view their clearance on line using their student online account. *(n.b. Officers of different Colleges, LCO and USC might have another set of deliverables to their advisers/OSAS Directors for clearance purposes)*

3.9 Proceed to your respective department for enrolment.

3.10 Students shall enrol within the scheduled enrolment period according to the approved academic calendar

3.11 The enrolment period may be extended for five (5) working days after the last day of the registration schedule.

3.12 A penalty in accordance with the rules and guidelines promulgated by the Vice President for Academic Affairs shall be imposed for late registration done after the last day of the scheduled registration.

3.13 Registration shall not be allowed after 12 percent of the regular class meetings have been held, unless the VPAA, through channels, give permission after consideration of the student's scholastic and other perceivable capabilities and skills.

3.14 An academic load beyond the regular load indicated in curriculum is subject to the approval of the VPAA through channels.

Section 4. **Cross-Registration.** Is a system allowing students in CSU to take individual courses for credit from another HEU or a student from another HEI to take individual courses for credit from CSU.

4.1. Students who are enrolled in another HEI may cross-register in the University upon presentation of a written permit issued by the appropriate official of their admitting school reflecting the allowed number of units and courses to be cross-registered in the University.

4.2. Students currently enrolled in the University, who intend to cross-register in another HEI upon recommendation of the Program Adviser, the Department Chairperson, and the College Dean and upon authorization given by the University Registrar may secure permission subject to all of the following conditions:

4.2.1. that there is an immediate need for the cross-registration to offset the student's academic deficiencies, as in the case of graduating students;



4.2.2. that the courses are of the same coverage and of equal to or greater number of units to that of required in the student's program curriculum; and,

4.2.3. that the HEI where the student will cross-register in is accredited either nationally or internationally.

4.3. The total number of credit units for which a student may cross- register in another HEI shall not exceed the maximum allowable units prescribed in the program curriculum including those who are currently enrolled in the University.

4.4. In case the students are left with no courses to enrol during a certain semester and they intend to cross-register in another HEI, they must be required to enrol in for a residency in the University while cross-registered in another HEI.

4.5 In case the students are left with no courses to enrol during a certain semester and is in progress on their thesis they are required to enrol a residency to the University. No students who failed to obtained a residency will be allowed to use the facilities of the University such as the library nor be allowed to apply for graduation

Section 5. **Double Registration**-refers to an arrangement between academic programs in the university, whereby a student continues to be registered in the University and is also registered in another HEI. The University may allow double registration subject to the endorsement of concern department chairperson/Dean.

Section 6. **Dual Registration**- refers to an arrangement between Universities either local or

international, whereby a student is currently registered to study in two (2) curricular programs. The University may allow such dual registration subject to the endorsement of the department chairperson/Dean.

Section 7. **Classification of Students.** A student is one who is enrolled in and who is regularly attending to formal study in the University. Students shall be classified as follows.

**According to the number of academic units enrolled:**

7.1. A regular student is one who is registered for formal academic credits and who carries the full load for a given semester in the curriculum year he or she is enrolled, including a graduating student who may carry less than the full load while completing the requirements of the curriculum.

7.2. An irregular student is one who is registered for formal credits but who carries less than the full load for a given semester under the curriculum in which he or she is enrolled.

7.3. A special course student is one who is registered in short or opportunity programs for a duration of six months or less. The work done by a special course student shall not be given any credit rating; however, this will be reported either as “satisfactory” or “unsatisfactory” after the end of the course.

**According to the student’s entry to CSU:**

7.4. An old student is one who has completed the academic requirements in the

previous semester and who is seeking to continue the residency in the University.

7.5. A new student is one who has not enrolled any academic units in the University previously and who has declared an intention to enrol in the University. A transfer student is one who comes from another institution where he or she started studying for an academic program and who is now registered in the University after qualifying for admission.

### **According to citizenship:**

- 7.6. A local student is one who:
- is a citizen of the Philippines; or
  - possess dual citizenship of which one is Filipino.
- 7.7. A foreign student is one who:
- is not a citizen of the Philippines

### **According to the number of academic units earned:**

7.8. A freshman is a student who is earning the prescribed courses of the first year of the curriculum or 25 percent of the total units required in an academic program

7.9. A sophomore is a student who has completed the prescribed courses of the first year or has earned not less than 25 percent or more than 50 percent of the total units required in an academic program.

7.10. A junior is a student who has completed the prescribed courses of the first two years of the curriculum or has earned not less than 50 percent of the total number of units required in an academic program.

7.11. A senior is a student who has completed the prescribed courses of the first, second, and third years of the curriculum or has finished not less than 25 percent of the total number of units required in an academic program.

7.12. In courses of less than four-year programs, students shall be classified based on percentage of units complied with similar proportional basis. In the case of curricula in which the weights of the courses are not expressed in terms of units, the computation shall be made on the basis of their equivalents.

Section 8. Classification of School Fees. Subject to applicable laws, regulations, and issuances of the government, all student fees and other charges shall be approved by the BOR, upon the recommendation of the Administrative Council.

## ***2.2 Academic Load***

Section 1. **Academic Load Credit.** An academic load or course load is the total number of academic units a student is taking in a semester.

1.1. The standard number of hours for every one unit of credit in a lecture class shall be at least 18 full hours of instruction per semester in the form of discussion, seminar, tutorial, or equivalent field work or any combination of these forms within a semester.

1.2. The standard number of hours for every one unit of credit in a laboratory class shall

be at least 54 full hours of instruction per semester.

Section 2. **Academic Load.** The students' academic load shall be governed by the following rules:

2.1. The normal load for undergraduate students per semester shall be in accordance to the prescribed curriculum.

2.2. During the midyear term, the normal load shall be nine units in non-laboratory courses or eight units in courses with laboratory work.

2.3. The VPAA or any duly authorized representative shall be empowered to adjust the academic load of students who are graduating and those employed either on full-time or part-time basis.

### ***2.3 Curricular Changes***

Section 1. **Withdrawal of Enrolment.** It shall be allowed to withdraw a course within four weeks after the start of classes in a regular semester and its corresponding equivalent during the midyear term. No withdrawal of enrolment shall be approved after the prescribed period, except for cases concerning medical and health reasons. For college entrants in the University who wish to withdraw their enrolment, they shall also be allowed to withdraw their credentials submitted as requirement for the enrolment.

Section 2. **Substitution of Courses.** Substitution of courses may be allowed subject to the evaluation of concerned departments; provided, it involves courses under the same department, or at least allied to each other, and the courses are a required course not offered in the major department. Every request for substitution

must be recommended by the Program Adviser and by the Department Chairperson and approved by the College Dean. The University Registrar shall also be officially notified of the said substitution. The department or unit offering the course shall identify other courses for substitution.

**Section 3. Adding of Courses and Changing of Courses.** Adding or changing of course, or both, shall be allowed for valid reasons; provided, these are done within the period specified in the academic calendar, or on or before the deadline set for acceptance of late enrollees. The adding and changing of an enrolled course should be approved by Dean of the college offering the course.

**Section 4. Transfer of Students.** Transfer of students from a recognized HEI to the University shall be allowed under certain limitations prescribed by the University. An admitted transferee shall be allowed to enrol in courses; provided, the prerequisites of which are passed.

### **RULES AND GUIDELINES FOR TRANSFER STUDENTS**

1. A transferee shall be required to pass the entrance examination set by the CSU Scholarship and admission Test.
2. Admission to a particular program/department shall be based on the standards set by the program/department.
3. A transferee shall furnish to the University Registrar's Office all the pertinent document required by them to all entrant of the University.

**Section 5. Validation of Courses.** Admitted transferees must validate all courses taken previously in another institution for credits. They must apply for validation within the four successive semesters from the date of their admission; provided, third-year transferee

students validate all transfer credits during the first two semesters in the University.

5.1. Admitted transferees may apply for validation using a prescribed validation permit form for credits of corresponding courses taken from another HEI upon compliance of the following requirements: presentation of credentials showing that they have attended and successfully completed the courses in previous HEI and that the courses are fully equivalent to those given in the University for which advanced credits are sought and passing the validation test given by the college.

5.2. All procedures and regulations for any validation of undergraduate academic courses shall be determined and implemented by the college department offering such academic courses.

5.3. Validation examinations may be conducted outside these periods, but not beyond one year after admission to the University.

**Section 6. Shifting of Curricular Program.** Shifting from one program to another is allowed subject to the limitation set by the Department/Program such as

- a. Grade requirements
- b. Entrance Examination Result
- c. Enrolment Quota
- d. And/ or other requirements set by the College or Program

## ***2.4 Scholastic Standing***

### **Section 1. Class Attendance.**

The University has an online mechanism to monitor the attendance of its students. The concern

faculty can log the absences of their students on line, when the students incurred three (3) absences whether consecutive or not. The Office of the Guidance Counsellor will call the attention of the students regarding the said absences.

### **Guidelines for attendance**

- All students are required to attend their classes regularly.
- **Illness.** Absence due to illness must be reported by the student concerned to the respective Dean of College / Guidance Counsellor within three (3) days
- **Excuse of Absence.** Excuse of absence is for time missed only. All class works missed must be made up for the satisfaction of the instructor concerned within a reasonable time from date of absence
- **Unexcused Absences.** Whenever a student has incurred four (4) consecutive unexcused absences, the faculty should inform the Guidance Counsellor of the College who in turn calls the attention of the students and might inform the parents if necessary. Four consecutive absences could be a ground for dropping on the part of the subject instructor.
- **Dropped.** Students can be dropped from the class whenever the absences reach to 20 percent (20%) out of the total number of hours for each subject, whether is it consecutive or inconsecutive. However, if the student can produce supporting documents that could attest a valid reason for such absences, the faculty concern may require to make up the missing class works.



## Section 2. **Leave of Absence.**

All students who wish to take a break from their academic life must apply for a leave of absence.

- **Application of Leave of Absence Procedure**

1. Obtain a form from the Office of the University Registrar.
2. Submit the application form to the Registrar's Office for verification and approval
3. Forward a copy of the application form to the respective Department.

After the termination of the LOA, the student must apply for **reinstatement** to the University before the enrolment period. The **reinstatement** is a requirement before the student can enrol again for that particular semester after the leave of absence.

- **Reinstatement Procedure**

1. Secure a Student Reinstatement Form from the College In-Charge Staff in the Office of the Registrar.
2. Fill up the pertinent information in the form
3. Secure the signature of the Chairperson, Dean and the Admission Office/OSAS Director
4. Submit the form the College In-Charge Staff in the Office of the Registrar

Section 3. **Honorable Dismissal.** Students, who wish to end their connection to the University and avail of an honorable dismissal, shall have to present a written request and clearance from accountabilities duly approved by the College Dean and the VPAA. All

accountabilities to the University must be settled before an honorable dismissal is issued.

#### Section 4. **Scholarship Programs.**

The University implements the R.A. 10931 or the Universal access to Quality Free Education. In that regard, all students are in principle Eskolar ng Bayan. Likewise, the University maintains its student financial aid programs aside from those scholarship programs offered by the different government agencies. In addition, the University has linkages to private sectors that provides scholarship. Students are encourage to visit the Office of Admission and Scholarship (OAS) for information and queries about the qualification and requirements. However, it is advice that students must maintain a good scholastic standing to avail scholarships.

The following are the existing scholarship programs provided by the University.

<b>Scholarship Program</b>	<b>Requirements</b>
Presidential Scholarship	<ul style="list-style-type: none"> <li>• CSATB top 25 qualifiers</li> <li>• Must maintain a GPA of 1.5 or better per semester</li> <li>• must be approved by the University President</li> </ul>
Academic Scholar (with highest honors)	<ul style="list-style-type: none"> <li>• Graduated with highest honors in middle School</li> <li>• must carry a full academic load and maintain the GPA of L5 Per semester</li> </ul>

	<ul style="list-style-type: none"> <li>• must be approved by the University President</li> </ul>
<b>Dean's Lister</b>	
1.00-1.25	<ul style="list-style-type: none"> <li>• Must have a full load</li> <li>• GPA 1.00-1.25</li> <li>• Must be approved by the University President</li> </ul>
1.26-1.50	<ul style="list-style-type: none"> <li>• Must have a full load</li> <li>• GPA 1.26-1.50</li> <li>• Must be approved by the University President</li> </ul>
1.51-1.75	<ul style="list-style-type: none"> <li>• Must have a full load</li> <li>• GPA 1.51-1.75</li> <li>• Must be approved by the University President</li> </ul>
University Student Council	<ul style="list-style-type: none"> <li>• Duly Elected of the Student Body</li> <li>• Must be approved by the University President</li> </ul>
Gold Panicles	<ul style="list-style-type: none"> <li>• Must be a qualified Editor-in-Chief of the School Publication</li> <li>• Must be approved by the University President</li> </ul>
Student Assistantship Program	<ul style="list-style-type: none"> <li>• Must be a qualified 2d year student</li> <li>• Must submit the approved Student Assistant Form</li> </ul>

	<ul style="list-style-type: none"> <li>• Must be approved by the University President</li> </ul>
<b>Culture and Arts</b>	
Dulimbay (Dance Troupe)	<ul style="list-style-type: none"> <li>• Must be an official and regular member of the Dulimbay Theater Arts Guild</li> <li>• Must passed the criteria set by the Culture and Arts</li> <li>• Endorsed by the Culture and Arts Director and be approved by the University President</li> </ul>
Kayam Ethno Band	<ul style="list-style-type: none"> <li>• Must be an official and regular member of the Kayam Ethno Band</li> <li>• Must passed the criteria set by the Culture and Arts</li> <li>• Endorsed by the Culture and Arts Director and be approved by the University President</li> </ul>
Budjong Choir Ensemble	<ul style="list-style-type: none"> <li>• Must be an official and regular member of the Budjong Ensemble</li> <li>• Must passed the criteria set by the Culture and Arts</li> </ul>

	<ul style="list-style-type: none"> <li>• Endorsed by the Culture and Arts Director and be approved by the University President</li> </ul>
Theatre's Guild	<ul style="list-style-type: none"> <li>• Must be an official and regular member of the Theatre's Guild</li> <li>• must passed the criteria set by the Culture and Arts</li> <li>• Endorsed by the Culture and Arts Director and be approved by the University President</li> </ul>
Sports	<ul style="list-style-type: none"> <li>• Must be an official and regular member of the Athletic Team</li> <li>• Must passed the criteria set by the Sports Office</li> <li>• Endorsed by the Sports Director and be approved by the University President</li> </ul>
Drum and Lyre Corps	<ul style="list-style-type: none"> <li>• Must be an official and regular member of DLC</li> <li>• Must passed the criteria set by the Sports Office</li> </ul>

	<ul style="list-style-type: none"> <li>• Endorsed by the Sports Director and be approved by the University President</li> </ul>
<b>Cabadbaran Campus</b>	
Central Student Government	<ul style="list-style-type: none"> <li>• Duly elected by the student body</li> <li>• Must be approved by the University President</li> </ul>
Timberland	<ul style="list-style-type: none"> <li>• Must be a qualified editor-in-chief of the school publication</li> <li>• Must be approved by the University President</li> </ul>
Sanggumay (Dance Troupe)	<ul style="list-style-type: none"> <li>• Must be an official and regular member of the Sanggumay.</li> <li>• Must passed the criteria set by the Culture and Arts</li> <li>• Endorsed by the Culture and Arts Director</li> <li>• Must be approved by the University President</li> </ul>
Flock Chorale	<ul style="list-style-type: none"> <li>• Must be an official and regular member of the Flock Chorale</li> <li>• Must passed the criteria set by the</li> </ul>

	<p>Culture and Arts Director</p> <ul style="list-style-type: none"> <li>• Must be approved by the University President</li> </ul>
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## ***2.5 Major Examination and Undergraduate Thesis***

Section 1. **Examination.** Examinations are integral components of instruction and shall be administered by the instructors for the purpose of evaluating students' performance, subject to applicable academic policies and standards of the University.

- 1.1. An integrated schedule of the major examinations shall be prepared by the VPAA with the Deans of the different Colleges and the University Registrar.
  - Students are allowed to take a special examination under the following conditions:
    - a. Request for special examination shall through the concern instructor directly.
    - b. Request should not be later than two (2) weeks from the scheduled examination.
    - c. It is the discretion of the faculty concern to give a different set of examination from what was given to those students during the regular schedule.

Section 2. **Undergraduate Thesis.** Students thesis shall be governed by the provisions this handbook and the University IP Policy.

2.1 The students' theses shall be part of the university's research and development (R&D) programs; thus, all directions thereto shall conform to the agenda set by the University.

2.2 The students' theses shall conform to the quality standards set by the University to help improve research productivity.

2.3 Thesis consultations shall be included in the faculty load to give time for the faculty-advisers and thesis students to discuss matters concerning the thesis on a weekly basis.

2.4 Thesis advising shall be part of the teaching load of the faculty members, which shall be credited based on the existing academic policies and standards in the Faculty Manual.

2.4.1 An honorarium for each thesis (both individual and in group) shall be given to a faculty member who serves as Thesis Adviser and advisory committee after the submission of approved bound thesis of the advisees. The honorarium can be claimed upon submission of the certificate of thesis acceptance from the Dean and a photocopy of the approval sheet.

2.5. Statistical analysis of the data (if required in a thesis) shall be carried out at a center sanctioned by the University for mathematical and statistical computing services. The payment shall be based on the approved rate for the center's services to be paid at the Cashier's Office.

2.6. Theses shall be given an appropriate credit based on the curriculum after a successful defense and approval from pertinent personnel. In case of unsuccessful thesis defense, a student or group of students may opt for a second defense.

2.7 Intellectual property rights of student's theses.



## 2.6 Grading System and Academic Recognition

Section 1. **Grading System.** The academic performance of students shall be evaluated and graded at the end of each term in accordance with the Student Handbook for undergraduate students.

1.1 The Course Instructor is the sole authority to determine the grades of students based on the policies on grading system. In the absence of the Course Instructor, the Department Chairperson shall be responsible to facilitate.

1.2. The grading system shall be uniform using number grades in multiples of .25 from 1 to 5 where 1 is the highest and 3 as the lowest passing grade. No grade of 4 shall be given as a final rating.

Numerical Value	% Equivalent	Letter Equivalent	Description
1.00	97-100	A	Excellent
1.25	96-98		
1.50	93-95		
1.75	90-92	A-	Very Good
2.00	87-89		
2.25	84-86	B	Above Average
2.50	81-83		
2.75	78-80	B-	Average
3.00	75-77	C	Passing
4.00	75 & below	-	Conditional
5.00	-	-	Failing
INC	-	-	Incomplete
DRP	-	-	Dropped
W	-	-	Withdrawn

Section 2. **Academic Recognition.** The University awards students who receive a general weighted average of 1.75 or higher. These are the category:

- A student who receive a general weighted average of 1.25 or higher will be included in the roster of President Listers.
- A student who receive a general weighted average of 1.26-1.5 will be included in the VPAA Listers
- Students who receive a general weighted average of 1.51-1.75 or above and those who carry the normal load as prescribed in the program curriculum shall be included in the Dean's List and shall receive certificate and recognition during a convocation program to be determined by the VPAA and the University Registrar.

### ***2.7 Incomplete Grades and Removal Examinations***

Section 1. **Incomplete Grade.** The grade of INC is given to a student whose class standing throughout the semester is passing but insufficient to complete all academic requirements for the course due to any valid reasons, like accidents or illnesses. All policies and standards prescribed in the compliance of an INC grade, other than the principles promulgated in this book.

1.1. Any deficiency must be done within the academic year following the incurrence of said deficiency by passing the examination or meeting the requirements for the course; after which, the student shall be given a final grade based on the overall performance.

1.2. Completion of incomplete (INC) grade shall be the sole responsibility of the students.

1.3. Only the course instructor who has given the INC grade could issue the completion thereto; provided, the instructor is duly authorized by the College Dean. In the absence of the Course Instructor, the Department Chairperson shall facilitate the compliance.

1.4. For unfinished thesis, a grade of “In Progress” shall be given.

## **2.8 Retention Policies**

### **1. Student Classification**

- **REGULAR**

A student is classified as REGULAR if he/she passed all his/her enrolled subjects.

- **SEM-REGULAR**

A student is classified as SEM-REGULAR if he/she passed all his/her enrolled subjects during the semester.

- **IRREGULAR**

A student is classified as IRREGULAR if it is not regular nor sem-regular.

Students on irregular status shall be classified based on percentage of units passed.

- **Warning:** at least 55% and less than 100%
- **Probationary:** at least 25% but less than 66%
- **Restrained (from the Program):** less than 25%

Note: 1. any student who obtained two consecutive **WARNING** status

shall be classified as **PROBATIONARY.**

2. Any student who obtained two consecutive **PROBATIONARY**

status shall be classified as **RESTRAINED.**

## 2. Intervention

Students with irregular status shall undertake an intervention program depending on the status.

### ➤ **Warning**

- guidance and counselling intervention at least once a month

### ➤ **Probationary**

- guidance and counselling intervention at least twice a month
- academic intervention subject to the evaluation of the concerned departments

### ➤ **Restrained**

Any student with debarred status may apply for reconsideration subject to the evaluation of the program adviser / department chairperson and approved by the dean of the college. However, the said student must undertake the following interventions:

- guidance and counselling intervention at least once a week
- academic intervention subject to the evaluation of the concerned departments

### 3. Retention

Any student who obtained two consecutive RESTRAINED status shall be subject for DISMISSAL from the program.

### 4. Maximum Residency Rule (MRR)

Any student who fails to finish the requirements of a course of any college within a period of actual residence equivalent to 5 years for degrees with 4 years residency and six (6) years for degrees with shall not be allowed to register further in the university, provided any absence incurred is supported by a duly approved Leave of Absence. However, the student may apply for reconsideration subject to the evaluation of the program adviser / department chairperson and approved by the Dean of the College.

*(n.b Any student who failed to graduate within the MRR shall be treated as RESTRAINED)*

## 2.9 Academic Completion

Section 1. **Graduation Requirements.** All graduating students shall accomplish an application for graduation before the College Dean, through channels at most five weeks after the opening of classes during a regular semester and at most two weeks during summer term.

1.1. The Dean or any duly authorized representative shall submit to the University Registrar a list of candidates for graduation at most six weeks after the opening of classes during a regular semester and at most two weeks during summer term. The University Registrar, in consultation with the Program Advisers and Department Chairpersons of the graduating students shall examine the records of the said

candidate for graduation to ensure that everything is complied with.

1.2. Only students who have completed their academic requirements on the deadline set in the academic calendar shall be confirmed by the BOR upon endorsement of the university Academic Council.

1.3. No students shall be allowed to graduate from the University unless they have taken at least 50 percent of the total units required in the program where they are enrolled in the University.

1.4. No students shall be issued a diploma, certification, or transcript of records unless they have completed all the requirements of the program, paid all the other legally required fees, and cleared themselves from all accountabilities in the University.

**Section 2. Graduation Rites.** Unless the number of graduates will be justifiable to hold semestral commencement exercises, the regular commencement exercises for the tertiary level shall be scheduled after the end of the second semester.

2.1. Attendance to the commencement exercises shall be compulsory for all candidates for graduation. Graduating students who cannot participate in the general commencement exercises for valid reasons must apply for graduation in absentia in the office of the University Registrar at least 10 days before the commencement exercises.

**Section 3. Prescribed Attire.** All graduating students are required to attend the baccalaureate

service and commencement exercises in their academic attire with the corresponding collars.

Section 4. **Graduation with Honors.** To indicate the level of distinction with which an academic degree is earned, there shall be a set of definite criteria to be met in order for students to obtain a given honors distinction.

4.1. Students who have completed their academic program with the following minimum weighted average grade shall be graduated with honors: Summa Cum Laude (1.25 or better), Magna Cum Laude (lower than 1.25 down to 1.5), and Cum Laude (lower than 1.5 down to 1.75); provided, all the grades in all courses prescribed in the curriculum are completed.

4.2. Students who are candidates for graduation with honors must have been resident in the University for at least two years immediately prior to graduation.

## **Chapter 3 Student Services**

### **General Principles**

#### ***3.1 Application***

Section 1. All academic policies and standards prescribed in this book shall principally apply to the various programs and projects relevant to student services.

Section 2. The Director of the Office of Student Affairs and Services (OSAS) shall be directly responsible to the Vice President for Academic Affairs (VPAA) and to the University President for providing substantive inputs to the formulation of policies and

standards and the monitoring, review, and coordination of any student services in the University.

Section 3. The academic policies and standards thereto shall be recognized as an implementing entity of the academic administration to establish, maintain, and support any curricular programs which shall provide directions to the studentry in the pursuit of academic excellence and operational excellence through various student affairs and services.

### ***3.2 Implementation***

Section 1. The principles of this book shall be implemented in order to form individuals who can later become productive citizens of the country and the world, the University shall protect and promote the rights, welfare, and development of every student in accordance with the pertinent statutory and regulatory issuances of the government.

Section 2. All doubts in the implementation and interpretation of the principles of this book shall be resolved in favor of the University. In all matters affecting the welfare of the students, all doubts in the implementation and interpretation of the principles of this book shall be resolved in favor of the students; likewise, in all matters affecting the welfare of teaching and non-teaching personnel, all doubts in the implementation and interpretation of the principles of this book shall be resolved in favor of the personnel.

Section 3. The policies and standards governing the University shall be those promulgated by the university Board of Regents (BOR) and adherent to statutory and regulatory issuances of the government.



## **3.3 Student Rights and Responsibilities**

### **3.3.a Rights of Students**

In addition to the fundamental rights guaranteed under the constitution and subject to the limitations prescribed by the rules and regulations of the University, every student shall enjoy the following rights:

1. to receive primarily competent instruction and relevant quality education in line with the national goals and conducive to full development as a person with human dignity;
2. to freely choose his field of study, subject to existing admission and retention requirement of the program and to continue the program therein up to graduation, except in cases of academic deficiency or violation of disciplinary regulations;
3. to avail of guidance and counselling for making decisions and selecting the alternatives in fields of work suited to his potentials, strengths, limitations, and weaknesses;
4. to access their own school records, the confidentiality of which shall be maintained and preserved;
5. to be issued with and to receive grades, certificates, diplomas, transcript of records, transfer credentials, and other similar documents upon compliance of the requirements set forth by the University;
6. to publish a student publication and, with the approval of university administrators, to invite resource persons during assemblies, symposia, and other activities of similar nature;

7. to express opinions and suggestions and access to effective channels of communications with appropriate bodies of the University and in the community subject to the limitations imposed by this handbook and other pertinent laws on defamation;
8. to form, establish, join, and participate in organizations and societies recognized by the University in order to foster intellectual, cultural, spiritual, and physical growth and development or to form, establish, join, and maintain organizations and societies for purposes not contrary to law;
9. to participate in the formulation and development of local, regional, and national policies affecting the University through representation in the appropriate bodies of the University determined by the BOR;
10. to receive reasonable protection and security from distraction, malice, harm, and injury;
11. to participate in relevant co-curricular and extra-curricular activities duly authorized and recognized by the University;
12. the right to receive University medical and dental services;
13. to be assisted by the University through current and adequate information on work opportunities; and,
14. to be given full participation and equal rights and opportunities, regardless of potential capability or disability.

### **3.3.b Responsibilities of Students**

In addition to those provided for under existing laws, all students shall:

1. abide with the rules and regulations of the University and this student handbook;
2. exert their utmost effort to develop their potentials and abilities, in order that they become professional and asset to their family and to the society;
3. promote the good name of the University;
4. uphold the academic integrity of the University;
5. endeavor to achieve academic excellence, and abide by the rules and regulations governing their academic responsibilities and moral integrity;
6. promote and maintain the peace and order in the University by observing the rules of discipline and by exerting efforts to attain harmonious relationships with fellow students and university personnel;
7. participate actively in civic affairs in the promotion of the general welfare, particularly in the social, economic, and cultural development of the community and in the attainment of a just, compassionate, and orderly society;
8. exercise their rights responsibly with the knowledge that they are accountable for any infringements or violations of public welfare and of the rights of others: and,
9. conduct themselves in a manner not to discredit or dishonor the good name of the University.

## **Chapter 4 Student Welfare**

### **4.1 Scope**

The University shall provide basic services necessary to serve the well-being of students.

## **4.2 Guidance and Counselling Services**

Section 1. The University shall provide guidance, counselling, and consultation services to students in connection with the students' programs of studies and university life.

- 1.1 There shall be a set of services using an integrated approach to the development of well-functioning individuals primarily by helping them to utilize their potentials to the fullest.
- 1.2 Upon gathering information about students through the use of psychological tests and non-psychometric devices, there shall be provision for a well-planned assessment program for students with appropriate standardized psychological tests administered, scored, and interpreted by qualified personnel. The test results shall be interpreted in confidentiality with the students, teachers, and concerned individuals.

Section 2. There shall be competent personnel to provide the following services: individual and group counselling, information services, guidance enrichment and counselling services, academic follow-ups, and student peer facilitators' program.

2.1 All primary psychological and psychometric services shall be provided by licensed psychometricians and guidance counsellors.

2.2 There shall be individual or group interventions designed to facilitate positive change in student behaviors, feelings, and attitudes.

2.3 There shall be provisions for a systematic monitoring to determine the effectiveness of guidance activities, in general, and placement in particular.

2.4 There shall be adequate and appropriate follow-up and referral schemes known to students and concerned parties.

### **4.3 Health and Food Services**

**Health Services-** In compliance with health-related laws, rules, and regulations enshrined in the Philippine constitution all bonafide students may avail health care and services provided in the University Clinic which shall be administered by licensed medical, dental, and allied professionals.

Students may avail of the following services:

#### **1. Medical Consultation**

- a. This can be availed twice a week in which the schedule shall be posted in the University Clinic at the beginning of the academic year.
- b. Conduct of first aid
- c. Provision of free medicine
- d. Holding area with standby oxygen tank
- e. Provision of intravenous fluids for patients that needs intravenous therapy
- f. Perform wound dressing and removal of suture
- g. Blood pressure taking
- h. Provision of nebulization for asthmatic patients
- i. ATS and tetanus toxoid vaccination
- j. Issuance of medical certificate
- k. Referral to hospital for proper medical intervention on major injuries and ailments

#### **2. Dental Services**

- a. Dental consultation
- b. Tooth extraction

- First tooth extraction is free including medicine
  - Second tooth extraction within the semester shall be charged with Php. 50.00 and free medicine
  - Third extraction shall be charged with Php. 50.00 with free medicine
- c. Tooth prophylaxis
- Light cleaning shall be charged with Php 50.00
  - Medium plaque without nicotine shall be charged of Php 100.00
- d. Cavity Cleaning
- Class I cavity cleaning - Single surface shall be charged with Php 50.00 for light cavity
  - Class II cavity cleaning- 3 surfaces involved shall be charged with Php150 for heavy cavity

*(n.b. all payment shall be made through to the University Cashier)*

#### **4.4 Scholarships and Financial Assistance**

As cited in Chapter 2, article 2.5 section 4 of this student handbook, all students enrolled in CSU are in principle Eskolar ng Bayan in pursuant to R.A 10931. However, the said law allows only five (5) years for four (4) year degree programs and six (6) years for five (5) year degree program unless amended for the students to enjoy such free education benefits.

It is also cited in the same chapter the list of different University student financial aid program with their corresponding requirements. It is a must the student shall maintain an excellent scholastic records and good behaviour to avail to those scholarship.

Students are encourage to visit the Office of Admission and Scholarship (OAS) for more information on the available scholarship.

#### **4.5 Housing and Other Amenities**

Section 1. The University maintains a male dormitory. Admission to reside shall be based on the distance of the student's residence from the University and the financial capability.

Section 2. Application shall be made to the dormitory in-charge whose office is located at the Gents Dormitory.

Section 3. The University accredits boarding houses and dormitories located within the vicinity of the campus. Students are encouraged to reside in these accredited dormitories. List of all accredited boarding houses and dormitories is available at OSAS.

**4.6 Security Services** - students are protected by the University through its security services, observance of sound implementation of University policies are likewise lodged in the security services.

Any students may ask assistance from the security services for any incident and cases that needs security attention.

Students are expected to respect them as university persons in authority for University peace and order.

## 4.7 Library Services (Main Campus)

### RULES AND REGULATIONS

#### 4.7.1 WHO CAN USE THE LIBRARY

The following are allowed to use/borrow library materials from the library:

- a. All bona fide students of CSU system.
- b. CSU faculty and administrative staff.
- c. CSU alumni, visiting scholars and researchers from private and government agencies.

#### 4.7.2 LIBRARY HOUR OF SERVICES

Monday to Friday	7:00 A.M. –
6:00 P.M. (No Noon Break)	
Saturday	8:00 A.M. –
5:00 P.M. (No Noon Break)	

\*except holidays

#### 4.7.3 GENERAL RULES OF CONDUCT

- All library users are expected to respect the right of others to study in quiet atmosphere.
- Silence must be observed.
- Smoking, eating and drinking are not permitted in the library.
- Student who engage in disruptive and inappropriate behaviours are asked to leave the library.

#### 4.7.3 CIRCULATION POLICIES FOR USERS (Undergraduate and Graduate Students)

- Students are required to leave their ID and filled-up book card whenever they are using resources inside the library
- All undergraduate students are entitled to borrow two (2) books for two (2) days, renewable for one (1) time only.



- For fiction novels, it can be borrowed up to one (1) week, renewable for one (1) time.
- The borrowing of books starts at every 3:00 P.M. every day and must be returned not later than 10:00 A.M., the following day, for in-demand and reserve books. It is in first reserve, first to borrow rule.
- A fine of Php 10.00/day will be imposed to those who failed to return the book within the specified time.

### **(Cabadbaran Campus)**

As soon as you enter the library, the following rules of conduct are to be observed:

- SILENCE must be observed.
- Making of visual aid, class projects, doing industrial work, and group problem solving are allowed ONLY at the third floor.
- Stealing, destroying of books, vandalism, and tearing of pages are strictly prohibited. Sanctions on such violations are to be imposed.
- Cell phone, tablets and other gadgets must be put in silent mode.
- Push the chair back against the table upon leaving the area.
- Courtesy is to be observed at all times in requesting for library materials from the library personnel and in dealing with others inside the library.
- Lost book should be reported immediately the soonest possible time

## **Chapter 5**

### **Student Development**

#### **5.1 Scope**

The University through the OSAS provides programs and activities designed to enhance and develop the leadership skills and social responsibility of the students throughout their academic life.

The University Student Council (USC) is the supreme government of the studentry designed to collaborate with the OSAS in providing student support and services. Likewise, the League of Campus Organization LCO, is a student organizational body, which regulates and accredits different organizations existing in the University. Students are required to be a member of at least one accredited organization.

#### **5.2 Student Organizations**

Section 1. Students may join and form associations and organization subject to the policies of the University

The University shall recognize all lawful student organizations within the University as long as such organization shall not violate the morals of the society, the laws of the land and the policies of this University.

Section 2. A duly recognized student organization shall be any association, whose members are bona fide students of the University or whose principal officers are students of this University, and have been duly registered and accredited in accordance with the existing rules and regulations adopted by the University.

Section 3. Only duly recognized student organizations shall be allowed to function in the

University. Any organization which bears extremist principles, radical ideology and practice hazing shall be dealt with by the University discipline committee.

### **5.3 Student Publications**

Section 1. Anchored on the principle of freedom of speech and financed out of a sum as may be allotted from the publication fees paid by the students, the University shall establish, organize, and maintain student publications and their mechanisms for implementation after prior recognition and authorization are obtained from its administration.

Section 2. There shall be an editorial board for non-technical student publications and other media forms, in accordance with laws and existing policy of the University. Such publication shall preferably within the framework of self-management which shall promote the development and growth of responsible journalism as a means of strengthening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline.

Section 3. As part of an educational institution for social transformation, any student publications shall uphold the following mandates: to protect and promote the constitutional rights of students to freedom of speech and expression; to pursue the mission of social transformation through active and responsible journalism; to exercise academic and campus press freedom in accordance with the laws; to protect and promote press freedom by taking firm and assertive stance against elements endangering such right; and, to respect the rights of other parties that are equally protected by the laws of the republic of the Philippines.

Section 4. Only duly recognized non-technical student publications shall be allowed to function in the University.

4.1 Every non-technical student publication shall have one or more faculty advisers chosen by the editorial board and approved by the University President upon the recommendation of the Vice President for Executive Operations and Auxiliary Service (VPEOAS) and the University Press Director.

4.2 No editorial board shall be allowed to function without a CBL endorsed by the OSAS Director, recommended by the Vice President for Executive Operations and Auxiliary Services (VPEOAS) and the University Press Director and approved by the University President.

Section 5. Student may join the publication staff of the University publication subject to the policy and standard set by the editorial board

#### **5.4 Student Participation to Co-Curricular and Extra-Curricular Activities**

Section 1. The University shall provide programs and activities necessary to facilitate the delivery of essential and meaningful educational experience to all students in the University.

Section 2. Participation in co-curricular and extra-curricular activities shall be encouraged to promote leadership and social awareness for constructive purposes.

2.1 For the culture and the arts programs, the University shall provide students set of activities designed to provide opportunities to develop and enhance talents, abilities, and values for appreciation, promotion, and conservation of cultural heritage.

2.2 For physical education and sports development, the University shall provide students programs and opportunities designed for physical fitness and wellness of students.

2.3 For social community involvement programs, the University shall provide students opportunities designed to develop social awareness, personal internalization, and meaningful contribution to nation building.

## **Chapter 6**

### **Student Conduct and Discipline**

#### **6.1 Scope**

Section 1. The University, shall provide programs and activities designed to nurture students who will treat all members of the CSU community with respect and represent the University as a responsible ambassador through their good conduct on and off campus.

#### **6.2 Student Conduct and Discipline**

Section 1. The provisions of this article shall apply to all bona fide college students of the University for offenses committed within the university jurisdiction and the provisions herein shall apply whenever applicable. The existing pertinent laws and regulations of the Philippines shall be suppletory to the provisions hereof. The definition of specification of certain offenses or breaches of discipline as approved by the BOR shall not be construed to exclude other offenses or breaches against the rules of discipline promulgated by the offices of the University President, Deans of the colleges, or by the Academic Council and the Administrative Council.

Section 2. Norms of Conduct and Discipline. For the guidance of all concerned the following norms of

conduct and discipline of students are hereby promulgated to develop and enhance.

2.1 The students of the University are imbued with moral character, among other qualities. They have learned to act, live, and think as individuals whose values, attitudes, and convictions are in accord with the university ethical norms of right reasons and the accepted values and approved levels of conduct in the society where one lives. They are honest to themselves to accept their shortcomings and to strive to improve and change. They live by the precepts of love, justice, equality, compassion, and concern for others. They respect the right of others as they would want their rights to be respected.

2.2 The students of the University are imbued with civic conscience and patriotism, among other qualities. They devote themselves to the growth and development of the Philippines. They put the welfare of the entire country above their personal, family, and regional interest. They settle all disputes, problems, and conflicts through the channels provided by law and society. They strive to bring about necessary changes through peaceful means.

**Section 3. Basis of Discipline.** At all times, every student must observe, follow, and abide by all the laws of the land and all the policies and regulations adopted by the University. The investigation, disposition, and corresponding sanctions on a student disciplinary case shall follow the procedures set in the Student Handbook, and as far as practicable, the Philippine constitution, the revised penal code, the civil code, the revised rules of court, and other applicable laws and regulations as supplementary to this code.

**Section 4. Grounds for Students Disciplinary Action and Penalties on Students.** All students shall be subject to a disciplinary action after due process for any of the offenses with corresponding penalties as stipulated in this Student Handbook.

## **6.3 The CSU Code of Student Conduct**

### **6.3. a Introduction**

As an academic community, Caraga State University recognizes the necessity to articulate and enforce standards of behavior. Such standards are not merely intended to prohibit misbehavior and punish violations but to educate about behavior and character attributes that the community desires to uphold or deter; to protect members of the community from harm or unwanted interference; to hold individuals and groups accountable for their actions and the consequences of their behavior; and to nurture an environment that is conducive to our community's primary purpose – education.

This Code shall not be a surrogate for criminal or civil judicial proceedings and it shall not impede or dissuade any complainant or potential complainant from using criminal or civil justice systems. Disciplinary action under this Code does not preclude sanctions or remedies under criminal or civil laws. CSU and individual complainants or victims, may entirely apart from this Code, report suspected criminal law violations to the criminal justice system, take up available remedies through civil court proceedings, and avail themselves of other forms of dispute resolution.

The information contained in this Code is anticipated to facilitate undertakings to ascertain

facts of a disciplinary matter or allegation and to arrive at an impartial resolution. This Code is not intended, and does not confer any contractual rights on any individuals involved. Circumstances can be significantly different between situations, and the Chairman of the Committee of Student Discipline may adapt procedures in a particular situation in order to reach a well-timed and impartial decision.

### **6.3. b Philosophy of the Code of Student Conduct**

Section 1. The way of life and work of a Caraga State University student must be based on integrity, responsibility, respect, and consideration for others. In all activities each student is expected to be respectful of the rights and welfare of the community and of others in the community and to be trustworthy and upright.

Section 2. Caraga State University, through appropriate policies and rules, encourages mature and responsible behavior of its students and holds students responsible for behavior that infringe the standards and expectations of the community.

Section 3. All students are expected to conduct themselves in a manner that is congruent with the University's function as an educational institution and with the rights of all members of the University to attend, take advantage of, and derive benefit from the facilities of the University without undue interruption or distraction.

Section 4. By entering Caraga State University, students accept several responsibilities, which as follows:



- a. to respect the interests and welfare of all members in the University community and their guests;
- b. to refrain from abusing or damaging property which belongs to the University or members of this community; and
- c. to maintain an atmosphere conducive to education and scholarship, and other responsibilities as outlined in this Student Handbook.

Section 5. The University regards the student's registration as a manifestation of willingness to abide by all the policies and rules prevailing in the University. Every student is therefore compelled to observe them.

Section 6. Failure to fulfill these responsibilities may result in the suspension of specific privileges, the withdrawal of a student's privilege of attending the University, or the imposition of other penalties.

Section 7. Certain other areas and departments of the University (such as the library, dormitory, student centers, etc.) also maintain additional rules and regulations that students are obliged to obey. Any department or office may refer a violation of University rules and policies to the Committee on Student Discipline.

### **6.3.c Standard of Conduct**

Students are expected to govern their conduct by standards of considerate and ethical behavior so as not to harm or discredit themselves, the University, or any other individual. Moreover, just as the learning

environment does not end at the classroom door, neither is the exercise of individual responsibility, civility, and honor limited to the academic domain.

Caraga State University reserves the right to take official notice of criminal convictions of and accusations against a student, whether the crime is committed on or off campus. This may then result in appropriate sanctions, including that student's expulsion from the University.

Some matters may involve allegations of violations of both Caraga State University rules or regulations and civil or criminal law. In these cases, proceedings concerning possible Code violations may proceed on campus without regard to off campus proceedings. Proceedings under this Code may be completed before, concurrently, or succeeding civil or criminal proceedings off-campus. The University does not assume to advise students accused of criminal law violations, and such students should obtain counsel from a lawyer. Caraga State University offers no haven from the consequences of unlawful acts.

#### **6.3.d Restricted Conduct**

The University expects its students to exercise discretion, self-determination, and responsibility in the course of their individual development as a person. This requires the ability to discriminate between acts that shall encourage their wellbeing as a person and those that undermine this.

As a general guiding principle, offenses against the Code of Student Conduct shall be considered major if any of the following circumstances are present: against the laws of the land, endangering the life and safety of the

members of the community due to delinquent behavior.

The following are specific examples of acts and behaviors considered irresponsible and that may be detrimental to oneself, another member of the academic community, or the University community in general. All these acts and behaviors are unacceptable within the University community. This list is not all-inclusive. Additional rules exist such as the CSU No Alcoholic Beverages Policy, the CSU ID-Wearing Policy, the CSU No Smoking Policy, General Announcements, in the policies published by the University and by administrative departments.

These rules and policies may be enforced by the procedures under this Code and the authority of this Code, Director or the Head\* for Student Affairs and Services, Vice President or the Head\* for Academic Affairs, and the University President. The University shall implement uniform rules and procedures in all matters of student disciplinary proceedings, except that the nomenclature of official bodies and/or officials may slightly vary as they are used in the two campuses.

### **6.3.e List of Acts that are considered offensive inside the University Campus and are considered are major offenses**

#### **Offenses against Security**

- a. Violation of the Caraga State University ID-Wearing Policy
- b. Failure to Comply to University Directives
- c. Unauthorized access to computers and Equipment
- d. Unauthorized Entry or Trespassing

- e. Violation of the Caraga State University Alcohol Policy
- f. Manufacture, Distribution, Sale, Offer for Sale, Possession, or other Unauthorized Use of Controlled Substances
- g. Possession of Weapons and/ or Other Dangerous Devices
- h. Misuse or Abuse of Computer Facilities or Information and Communication Systems,
- i. Mental or Bodily Harm
- j. Discrimination

### **Offenses against Persons**

- a. Acts of disrespect or discourtesy
- b. Advocating one's faith by slandering or maligning others' religious beliefs
- c. Acts of misdemeanors of a sexual nature
- d. Physical assault
- e. Intimidating members of the University community
- f. Inhibiting members of the University community from exercising their duties, which include attending classes, submitting requirements, or coming into school premises
- g. Instigating and/or engaging in activities ensuing in injury or moral damage to any member of the academic community
- h. Any act by word or deed that degrades or debases the dignity of any member of the academic community
- i. Disobeying school regulations on the care of the University environment
- j. Any form of bullying including cyber in nature and the use of social media
- k. Violations under the Anti-hazing Law

### **Offenses against Property**

- a. Misuse of University Property or Equipment
- b. Attempted or actual theft

- c. Unauthorized Access to University Records
- d. Vandalism
- e. Fire Safety Violations-
- f. Damage to Property

### **Offenses against Order**

- a. Dress Code Violation
- b. Disruption/Obstruction
- c. Gambling
- d. Bribery, or receiving of a bribe,
- e. Hazing and/or Abusive Affiliation
- f. Unauthorized Use of the Caraga State University Name or Logo
- g. Restricting and/or preventing the distribution/circulation of a recognized student publication
- h. Blatant disregarding the Code of Student Conduct
- i. Abuse of University Code of Conduct
- j. Violations of Published University Policies, Rules or Regulations, and Agreements
- k. Non- observance in the conduct of flag ceremony and flag retreat Other acts that brought dishonor or discredit to the University

### **Offenses Involving Dishonesty**

- a. Falsification of Records; Giving False Information; Use of False Identification
- b. Cheating during major examination
- c. Plagiarism
- d. Falsification of public documents
- e. Misrepresentation and Usurpation of authority

### **Offenses Against Public Morals**

- a. Obscenity
- b. Disorderly/ indecent Conduct

**6.3.f. List of Acts that are considered offensive inside the University Campus and are considered minor offenses.**

- a. Absenteeism
- b. Verbal abuse
- c. None wearing of I.D
- d. None wearing of prescribed Uniform
- e. Jay walking/ none usage of over pass
- f. Loud conversation along the corridors which may disrupt classes
- g. Shouting along the corridors and within the vicinity of the classrooms
- h. Over speeding and blowing of horns within the vicinity of the classroom
- i. Littering including violation to University no plastic policy.
- j. Not participating in activities whereby attendance is required especially if classes are suspended in the conduct of such activity

As cited above major offenses are mainly those of violation to the provisions of the laws of the land comprising both civil and of criminal in nature. However those listed under minor offenses can be considered as major if violations will reach up to four (4) or more times.

*(n.b. Interpretation, function definition and description of the above list of violation are provided in the subsequent pages. Please be advised to read it with due diligence.)*

Violations, complaints other than mentioned in this handbook are governed by Administrative and the Faculty Manual.

## DESCRIPTION AND FUNCTIONAL DEFINITION OF CITED OFFENSES

### Offenses Against Security

#### **a. Violation of the Caraga State University ID-Wearing Policy-**

- **Minor violation**
  1. Wearing the ID underneath, one's clothing (shirt, jacket, etc.)
  2. Carrying the ID inside a personal article, for example, a bag, notebook, or wallet
  3. Wearing an ID that has not been validated for the current semester
- **Major violation**
  1. Tampering with the ID card, this include putting another picture other than those laminated
  2. Using another person's ID or allowing another person to use one's ID

#### **b. Failure to Comply or Identify-**

1. Failure to comply with directions of University officials or law enforcement officers acting in the performance of their University duties
2. Failure to identify oneself to these persons when requested to do so.

#### **c. Unauthorized access to computer and equipment-**

1. Unauthorized possession, duplication, or use of keys
2. access devices to any University premises, facilities or equipment
3. unauthorized entry to or use of any University premises

#### **d. Unauthorized Entry or Trespassing-**

Unauthorized entry (whether forcible or otherwise) to any building, structure, construction site or facility, including an individual's room and/or unauthorized entry to or use of University grounds

#### **e. Violation of the Caraga State University Alcohol Policy** including without limitation, public intoxication,

minor in possession, driving while intoxicated, minor driving under the influence, and other alcohol related violations. Bringing into and/or drinking alcoholic or any intoxicating beverages on campus. Coming into the University premises under the influence of alcohol or prohibited substances, and/or acting in an unruly manner.

***f. Manufacture, Distribution, Sale, Offer for Sale, Possession, or other Unauthorized Use of Controlled Substances*** This includes marijuana, illegal drugs, and unauthorized possession, distribution, sale, offer for sale, or use of prescription drugs.

***g. Possession of Weapons and or Other Dangerous Devices*** ***Possession of weapons***, including all firearms (including legally registered ones), compressed air-guns, pellet guns, clubs, illegal knives, other bladed weapons (including those intended for ceremonial or decorative uses), dangerous chemicals, or explosive devices (including fireworks) of any description. None of these items may be possessed on campus except as registered and stored with consent by authorized University personnel

***h. Misuse or Abuse of Computer Facilities or Information and Communication Systems***, including:

1. hacking or cracking a computer system/server or information and communication system (according to RA 8792)
2. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose;
3. unauthorized transfer of a file;
4. unauthorized use of another individual's identification and/or password;
5. use of computational facilities to interfere with the work of another;
6. use of computational facilities to send obscene, abusive, harassing or threatening messages or to



engage in stalking behavior or to repeatedly send unwanted email to individuals;

7. use of computational facilities, including the ICT network facilities, to download or possess child pornography;

8. use of computational facilities to interfere with the normal operation of the University's computing systems;

9. use of computational facilities for file sharing or downloading in violation of copyright laws; or violation of policies of University computer facilities or networks

**i. Mental or Bodily Harm-**

1. Reckless Action or Disregard which intentionally inflicting or attempting to inflict mental or bodily harm on any person, including the charged student;

2. Taking any reckless action, or showing reckless disregard, from which mental or bodily harm could result to any person, including the charged student.

3. This includes, but is not limited to, actual or attempted behavior that includes physical abuse of all types, verbal abuse, threats, intimidation, harassment, coercion, sexual harassment, sexual misconduct, stalking behavior, physically restraining any person, including (but not limited to) restraint by rope, handcuff, plastic tie, duct tape or other types of restraint,

4. driving while intoxicated or under the influence, whether on or off campus, and/or

5. Other conduct which threatens or endangers the physical or mental health or safety of any person.

**j. Discrimination-** Intentional discrimination against a person on the basis of race, color, religion, national origin, sex, age, disability, veteran status, or sexual orientation, except where such distinction is required by law.

**Offenses Against Property**

**a. Misuse of University Property or Equipment-** this includes destruction and utilization of such property and equipment other than its purpose/s.

**b. Attempted or actual theft** of property or services of the University, a member of the University community, or any business or person which is located within the University premises, or knowing possession of stolen property.

**c. Unauthorized Access to University Records**

Regardless of where such records are located.

**d. Vandalism** –deliberate destruction of school property including graffiti and defacement.

**e. Fire Safety Violations-** including but not limited to creating a fire safety hazard in any University building, setting false fire alarms

**f. Initiating and/or participating** in activities resulting to damage of University property

**Offenses Against Order**

**a. Dress Code Policy** -Wearing attire other than the prescribed uniform or of which that is inappropriate to the academic nature of the University shall be considered as violation to the dress code policy. Administrators and faculty members, acting individually or in groups (for instance, as a Department, or as a College) may specify more precisely the suitable forms of outfit in classrooms or other designated areas and for designated events or occasions). However, students are entitle for a freeday or a wash day at least once a week which will be determined by the OSAS Director. During wash days all students are required to wear attire which are considered decent for an academic institution.

\*wearing of short pants, tattered jeans, revealing attire, micro-miniskirts slippers and other attire which deemed unacceptable to decency or public morals is prohibited. This shall be dealt with accordingly by the Campus Security personnel and of OSAS Director.

**b. Disruption/ Obstruction** Obstructing or interfering with teaching, research, administration, disciplinary proceedings, or other University functions or activities. This includes on campus or off campus functions and also includes authorized non-University activities occurring on campus.

**c. Gambling** – includes fixing games during intramurals and betting inside the campus.

**d. Bribery, or receiving of a bribe**, or any other form of enticement meant to give or obtain favor or advantage illegitimately or unfairly, whether attempted, frustrated, or consummated

**e. Hazing and/or Abusive Affiliation** - Any act, whether on or off campus, which endangers the mental or physical health or safety of a student, or which encourages or leads to conduct that otherwise violates the Code or CSU policies, or which a reasonable person would perceive is purposefully demeaning or humiliating to the students who are the object of the conduct, or which destroys or removes public or private property, for the purpose of membership in, affiliation with, and/or association with a group, including pressuring students to engage in hazing conduct. Consent of the participants or objects of the hazing conduct is not a defense to a charge of hazing. The individual student(s) conducting the hazing, the group(s) associated with the hazing, the group's leadership, or others with knowledge of the planning of hazing activity and who do not notify the Director for Student Affairs and Services may all face sanctions under the Code.

*Students should also be aware that Philippine law also criminalizes hazing, as defined in Republic Act 8049*

**f. Unauthorized Use of the Caraga State University Name or Logo**- the University letter head name and logo can be used only for official University communication. Hence, personal letter written by students must not bear the official letter or logo of the University.

**g. Restricting and/or preventing the distribution/circulation of a recognized student publication.** By hindering the staff of Gold Panicle, Masawa or any other University or College publication from being distributed to student.

**h. Blatant disregarding the Code of Student Conduct** by repeatedly failing to carry out, or acting in

gross negligence of the student responsibilities, and/or frequently committing offenses

**i. Abuse of the University Code of Student Conduct**, including but not limited to:

1. failure to appear before Committee on Student Discipline or University official when requested;
2. falsifying, distorting, withholding, or misrepresenting information before the Committee on Student Discipline or University official;
3. disruption of or interference with the orderly conduct of a Committee on Student Discipline proceeding;
4. knowingly instituting the Committee on Student Discipline without cause;
5. attempting to discourage an individual's proper participation in or use of the Committee on Student Discipline
6. attempting to influence the impartiality of a witness, student participant, University official, or member of the Committee on Student Discipline in connection with a Committee proceeding;
7. harassment and/or intimidation (verbal or physical or electronic) of a University Official or member of the Committee on Student Discipline or witness before, during, or after a Committee proceeding; influencing or attempting to influence another person to abuse the Committee on Student Discipline

**j. Violations of Published University Policies, Rules or Regulations, and Agreements** Including but not limited to:

1. the rules and regulations of the university student dormitories, the accredited off-campus student housing facilities, the university Library and its facilities, student centers, gymnasium, audio-visual rooms, and other similar facilities
2. Frequently abusing rules and regulations of the University, Colleges, Departments, or Administrative units
3. Failure to fulfill sanctions imposed or intentional disregard or defiance of a penalty or a punishment

enforced by the OSAS, by the Committee on Student Discipline or by other pertinent authority
4. Perpetrating acts and activities inside the University premises and/or during a College or University function, any acts regarded as crimes under the laws of the land
5. Perpetrating acts outside the University premises which affect the good name, order or welfare of the University or have direct and immediate effect on the discipline, morale, or general welfare of the University, especially acts regarded as crimes under the laws of the land of which the person has been formally accused or found guilty
6. Getting unreasonable advantage over others for personal benefit by dishonest means
7. Abetting a fellow student in the violation of the Code of Student Conduct
8. Violating University policies and measures implemented against the use, possession, and distribution of dangerous drugs
9. Unreasonable and excessively repetitive and/or willful failure to comply with official directives issued by the University, Colleges, administrative offices and/or academic departments
10. Failure to carry out the student responsibilities
<b>Offenses Involving Dishonesty</b>
<b>a. Falsification of Records; Giving False Information; Use of False Identification</b> Altering, tampering, forging, or knowingly using falsified documents or records (including Rice parking permits and identification cards as well as false or fictitious state-issued identification); being party to falsification; giving or providing false statements, written or oral, and/or providing false information during any university proceeding or to any university administrator or official, using false identification or identification that is not one's own to deceive university officials, including university police.

Any form of dishonesty perpetrated under any circumstances of an academic exercise. This includes but is not limited to:

1. Dishonest behavior during examinations or tests.
2. Dishonest behavior is apparent by but not restricted to: Talking; Whispering; Making unnecessary noise ; Calling the attention of others; looking at the papers of others; Making one's test paper visible to others ; Possession, or presence attributed to the person, and/or use of unauthorized notes or of any materials or equipment that may have relevance or usefulness to the subject of an ongoing examination, or that may be used in a dishonest act related to the examination
3. Plagiarism-
4. Fabrication or submission of falsified data, information, citation, source/s, or results in an academic exercise Deception or providing false information to the teacher regarding a formal academic activity or requirement, for example, providing a false reason for failure to meet a deadline, or falsely claiming to have submitted work

Tampering with and/or falsifying school or public documents and/or communication, including those in official administrative, departmental and organizational bulletin boards, whether physical or electronic

Illegally obtaining or gaining access to and/or using restricted school documents

Committing any form of misrepresentation

### **Offenses Against Public Morals**

**Obscenity-** Accessing, possessing, retrieving, or distributing pornographic materials on campus, whether in physical or electronic form

### **Disorderly Conduct**

Disorderly, Lewd, or Indecent Conduct; Breach of Peace

**Moral decadence**, defined as gross disregard of moral values and standards expected of a human being while engaging in some activity or in committing of a violation

## **6.4 Procedures**

The procedures use by the Office of Student Affairs and Services or any Ad hoc committee constituted to response student concerns which may apply summary proceedings or before a University official are not those used in court cases and are not intended to create contractual rights, including any rights to due process as that phrase is used in courts of law. The Procedures under this Code are not adversarial processes but rather procedures for determining the facts regarding a charge and arriving at a fair and informed resolution of a charge.

As in the additional note in the preceding discussion, CSU Main and its external Campuses shall use the same procedures, except that nomenclature of official designations may slightly differ as they are applied in the campuses. For example, the Director for Student Affairs and Services in the Main Campus shall be equivalent to the Head for Student Affairs and Services in its external campuses. The same shall apply with respect to the VP or Director of the Academic Affairs respectively.

## ***6.5 The Constitution of an Ad hoc Committee for Student concern***

The University President shall establish an Ad hoc committee to response student concerns such as complaints and disciplinary issues.

The Director for Student Affairs and Services and the President of the University Student Council, Central Student Government and/or the President of the Federation of Central Student Government shall also sit as members of the Committee on Student Discipline without voting rights.

The Vice President for Academic Affairs shall exercise supervision on the Committee on Student Discipline.

## **6.6 Jurisdiction of Student Discipline Matters**

All matters concerning student discipline shall fall within the authority of the Office of Student Affairs and Services (OSAS). All instances of disciplinary matters must be filed at the Office of the Director for OSAS.

## **Chapter 7 Complaint, Due Process and Sanctions**

### **7.1. Filing a Complaint**

Any student of the Caraga State University community may directly file a formal written complaint against a student at the Office of the Director for Student Affairs and Services.

The formal written complaint shall state the nature and the circumstances of the offense. Any evidence or other materials relevant to the case should be included in the report.

The OSAS Director shall review all instances of reported violation. In cases whereby grave misconduct is involve the OSAS Director shall submit the complaint to the VPAA for a possible constitution of an ad-hoc committee for inquiry, investigation and resolution of the issue.

Students may file a complaint against a faculty or personnel of the University to the OSAS. This complaint will be automatically submitted to the VPAA for action.

All filed complaints shall be treated with utmost confidentiality.



## **7.2 Due Process**

### **7.2.a Minor Offenses**

Section 1. The OSAS Director shall advise the student concerned through a complaint notice for a meeting.

Section 2. The OSAS Director shall decide on all cases considered as minor. The decision shall be based on considerable verification of facts.

Section 2. Minor violations may also have a summary proceeding depending upon the nature and the frequency of the violation

### **7.2.b Major Offenses**

The right of a student to due process should be guaranteed at all times, therefore, the following procedures shall be adopted in the investigation and settlement of major violations:

1. A written complaint report shall be filed at the OSAS.
2. The OSAS Director shall advise the student concerned through a Complaint Notice. The student shall be given one (1) calendar week starting on the date of receipt of the Complaint Notice to see the Director.
3. The OSAS shall interview the individuals involved and shall initiate any supplementary inquiry necessary to ensure complete verification of the facts.
4. The OSAS shall evaluate the seriousness of the offense based on the evidence and decide whether the case constitutes a major or a minor offense. If violation is considered grave

misconduct and shall constitute disciplinary actions it shall be dispatched to the Office of Academic Affairs (VPAA) for scrutiny and deliberation. The VPAA may constitute an ad hoc committee to deliberate on the merit of the case.

5. The constituted committee shall thereafter submit a formal written report of its findings and recommendations to the Vice President for Academic Affairs (VPAA).
6. The Vice President for Academic Affairs (VPAA) through the OSAS subsequently shall notify the student in writing or in person as to the decision on the case. The OSAS initiates the implementation of the decision made by the VPAA.
7. The VPAA's decision on a student disciplinary case becomes final and executory except when amended or rescinded by a succeeding decision originating from the VPAA or the University President upon consideration of a plea filed by the accused. A student may appeal the decision and/or the penalties of the case to the University President in case of dismissal or expulsion from CSU, or to the VPAA in cases of lesser sanctions.

*Jacinto D. Jimenez, "Student Disciplinary Practices," in Jacinto D. Jimenez, Current Issues/Problems in Legal Education (Philippine Association of Law Professors, 1992), pp. 88-112.*

### **7.3 Sanctions**

The OSAS Director or a constituted committee can meet out the penalties after a thorough investigation and confirmation both of the nature of the offense and the circumstances surrounding it. When possible,

sanctions are intended to be not only punitive but also corrective or educational. Students found in violation should be challenged to evaluate their behavior and reflect on their actions and its effect on the community.

### **7.3.a Penalties for Minor Offenses**

1. Non- wearing of I.D, Traffic/ parking violation, smoking and dress code violation
  - **For the first commission within one semester:** a violation will be recorded in the student's name and the student must perform one (1) hour community work
  - **For the second commission within the same semester:** the student is required to write an apology addressed to the Director of Student Affairs and Services within one week from the violation date and must perform 2 hours community work.
  - **For the third commission within the same semester:** the student is required to render four (4) hours of mandatory work or community service
  - **For the fourth commission within the same semester:** the student shall be charged with a major offense and shall be required to render four (4) mandatory community service. At the same the student shall be

### **7.3.b For other violations except absenteeism**

- **First commission of an offense**
  1. Oral or written reprimand from the OSAS
  2. Written apology addressed to the OSAS

- **Second commission of an offense**
  1. Written reprimand from the OSAS
  2. Written apology addressed to the OSAS
  3. Mandatory work or community service
  
- **Third and subsequent commission of the same offense**
  1. The student shall be charged with a major offense and the case shall be transmitted to the VPAA for possible disciplinary actions
  
- **For absenteeism-** The University through the Guidance Office after the referral made by the OSAS Director or the faculty concerned shall address this concern and shall propose a possible mitigation.

### **7.3.c Penalties for Major Offenses**

Major offenses shall merit one or a combination of the foregoing penalties:

Disciplinary Probation: A written notice from the Director for Student Affairs and Services that further violations may result in suspension or other serious sanction and that the student may not be a candidate for or hold elective or appointive office in any University organization during the term of the probation. The term of the probation may be a specified period of time or remain indefinite shall be determined by the Committee on Student Discipline and recommended to the Vice President for Academic Affairs, with automatic suspension for such time as the Committee may determine if any condition of the probation is violated. For students on disciplinary probation for a semester-specific amount of time, the probation remains in effect until the beginning of the first semester subsequent to the probation semester(s). Students on disciplinary

probation may be required to meet regularly with appropriate university officials.

Mandatory Work or Community Service: The student (or organization) is required to engage in service to the community, an agency, an institution, or the University for a minimum of four (4) hours, or to participate in special educational programs or projects.

Reprimand: A written reprimand in the form of a memorandum/notice shall be issued to the student by the OSAS citing the nature and the cause of violation and that further violations may result in probation or suspension. .

Disciplinary suspension: For a specified time or until specified conditions are met. Readmission following disciplinary suspension requires approval of the Vice President for Academic Affairs. Readmission after the term of the suspension is not automatic and can be denied, for example, when the specific terms of the suspension have not been fulfilled. The Vice President for Academic Affairs may specify or the Committee on Student Discipline may recommend that the suspended student not be allowed to transfer academic credit back to CSU that is obtained from another college or university during the time of suspension. Readmission from suspension may be accompanied by additional requirements to ensure the safety, success, and well-being of the student. Suspended students must leave the University within 48 hours of being informed of the decision. While suspended, students cannot attend classes or live on campus. Participation in student activities on and off campus and use of Rice facilities, including the student center, the colleges, the playing fields and recreational facilities, and computer laboratories are limited to enrolled students.

Discretionary Sanctions: additional educational activities, work assignments, such as community service, and any other related discretionary sanctions

Dismissal/Expulsion: Permanent separation from the University can be used as part of the sanction depending on the nature and the cause of the offense. Under this Code, this penalty can be imposed only by the University President.

## **7.4 Confidentiality Clause**

In pursuant to R.A 10173 or the Data Privacy Act of 2012, all complaints filed to the OSAS including decisions to such complaints shall be treated with utmost confidentiality.

## **7.5 Records of the Disciplinary Proceedings**

All records pertaining to matters involving major violations shall be kept in the Office of the Student Affairs and Services for a period of ten years after final resolution of the violation.

The official Caraga State University Transcript of Records shall indicate any expulsion, suspension, or unauthorized withdrawal.

## **7.6 Withdrawal**

A student who is adjudged of a violation, or where a charge is imminent, who leaves the University without permission to withdraw will be considered to have resigned. Students who resign under these circumstances shall not usually considered for readmission. Students who withdraw with or without permission while charged or where a charge is imminent may be placed on interim suspension until the charge is cleared. Any penalty that is provided will be implemented by upon readmission.

## **7.7 Interpretation**

Any question of interpretation regarding this Student Handbook shall be referred to the Vice President for Academic Affairs or designated representative for final determination.

## **7.8 Agreement**

Students agree to be bound by this handbook, as well as other Caraga State University policies and rules including the CSU Alcohol, No Smoking, and ID-Wearing and dress code policies.

## **7.9 The University Identification Card**

Students are required at all times to wear their ID appropriately upon entering the University or while inside the University premises. The Security personnel has the right to request from the student to show any identification to establish their identity upon entering the campus or while inside the premises of the University. If in case the student failed to bring their I.D, one can still enter the campus provided that one must fill up the I.D violation form. The concern student must immediately obtain a temporary I.D from OSAS valid for one (1) only. The student has the right to withdraw from the Security personnel the violation form upon showing the temporary I.D.

### **7.9.a Damage or Loss ID**

It shall be the responsibility of the student to report immediately to the Office of Student Affairs and Services (OSAS), the loss of one's ID to avoid inconvenience.

Loss and found of I.D should be reported immediately to the OSAS. Found IDs should be

turn over to OSAS or to the University security personnel immediately as it is illegal to possess other student's ID. Hence, students who lost their I.D. must check at the OSAS if it has been turned over. If not, a student must secure a temporary I.D at the OSAS. If after three (3) days the I.D has not been recovered, the students is obliged to apply for a replacement. In addition, damaged I.D. must be replaced immediately by applying for re I.D to the OSAS. Students must take good care of their CSU I.D and ensure that it is not used by others, damaged, or lost. OSAS has the right to imposed monetary charges amounting to Fifty (50) pesos for a temporary ID to defray the cost of production which shall be paid to the Cashier's Office

Student must follow the procedure in acquiring a new CSU ID card. (*Please refer to the provision on the procedure to apply for ID*). The students must shoulder payment for re ID. The amount of which may be cited by the University administration as duly approved University governing body.

ID can be considered as damaged when brought about by the normal wear and tear, like fading ink. The OSAS has the right not to validated old IDs when some the print are no longer visible, the plastic lamination is damage, or the student pictures has fade.

### **7.9.b Procedure for Applying for ID Replacement**

1. Submit a notarized Affidavit of Loss to the OSAS.
2. OSAS will issue payment slip to the requesting student.
3. Proceed to the Cashier's Office for payment.



4. Present official receipt of payment to the OSAS.
5. A Temporary I.D will be issued to the student until the new id is available.
6. Pick up the new ID after ten (10) working days.

The temporary I.D. is valid for one (1) day only, unless otherwise specified by the OSAS as in the cases of ID replacement which could be valid for three (3)

### **7.11 Procedure to Comply for Community Work**

Students must abide the policies of the University with due diligence, likewise, be participative in all activities especially if classes are suspended due to the conduct of activities. There are sanctions imposed for the observance of the policies and participation of University activities.

The following is the procedure to apply for community work:

1. Obtain a Do Day Slip from OSAS.
2. Report to the assigned Department or Office where to conduct the community work.
3. Have the personnel in charge of the Office or Department signed the slip to attest the complication of the task
4. Submit the slip to the OSAS staff.

Students who are not physically fit to perform the community work or Do Day must furnish to the OSAS evidence to prove it. The OSAS will assign the student to a menial task equivalent to the number of hours one is required to perform.

## 7.12 Corrective Mechanism

It is the desire of the University to produce graduate who are not only academically equipped but also upright and moral being. Hence, as part of corrective measure that student might be referred to the Guidance Counsellor for an evaluation session at the Guidance Counselling Center, Health Services, or an agency recommended by them. The student may be required to complete an educational program or counselling program.

## 7.13 University Clearance System

The University has online clearance system. The students can view their on-line account and their particulars of the clearance history.

The University Administration through the OSAS/College/USC and other Units has the right to blocked students for clearance purposes. Violation committed must be resolved within the semester or before the next enrolment. Clearance will be unblocked once the student complied or had resolved the issue. The University has the right to refuse enrolling students who had clearance issues.

## Chapter 8 Statutes which may directly affect the Students

**R.A. 10931 – Universal Access to Quality Tertiary Education-** The University is one hundred percent compliant with this act. Hence, all student enjoy free tuition and free miscellaneous fees.

**R.A. 1053 – Anti-Hazing Act of 2018 -** The University strongly support this republic Act, hence any student who wilfully participated in any hazing activities describe

in this law shall be dealt with accordingly. Violation on this law may result to dismissal from the University.

**R.A 9292- Violence against Women and Children-** In adherence to this act, the University strive to create an environment that will protect women and children from danger. All students are required to uphold this law.

**R.A. 8972- Solo Parent Law** – The University, through the OSAS strive to uphold this law, hence, it endeavors to provide programs that may support students who are solo parent. All solo parent students are encourage to see the OSAS Director to seek information on how the University may help the students who are in this situation. However, subject to the condition that such support may not contradict the existing policy of the University.

**R.A. 10754- Benefits and Privileges of Persons with Disability-** The support of the University to this policy at present, may be limited to easy access to buildings and other areas within the campus. However, the OSAS is open to suggestions on how the PWD students

**R.A.7877- SEXUAL HARASSMENT ACT** – The University through the Office of Gender and Development, the NSTP and the Guidance Office provides comprehensive information for all the Student to develop awareness on sexual related concerns and protection.

**R.A. 10627 – Anti-Bullying Act** - For the protection of all students, forum and seminar and other forms of information dissemination are design to develop awareness. The University therefore, shall act promptly with regards to any form of bullying. Hence all the students will be sanctioned accordingly for the violation of this law.



## OATH OF AFFIRMATION

I, \_\_\_\_\_, a student of the College of \_\_\_\_\_ taking up \_\_\_\_\_, hereby affixed my signature as a wilful promise that I will obey the rules and regulation of Caraga State University and the laws of the Republic of the Philippines, that I will take responsibility to all my actions within the University premises.

I am hereby attesting that I have read carefully all the provisions of this Student Handbook.

\_\_\_\_\_  
(Print Name/Affix Signature)

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Present Address

*\*This portion must be properly filled up, duly signed and must be submitted to the OSAS within one week after the receipt of the Student Handbook*