



# PRELIMINARY SURVEY VISIT

## **AREA III. CURRICULUM AND INSTRUCTION**

### **E. GRADUATION REQUIREMENTS**

E.1. POLICIES THAT APPLY TO STUDENT RETURNEES, TRANSFEREES, AND STUDENTS WITH ACADEMIC DEFICIENCIES INCLUDING RESIDENCY.

1. Completed Application Form
2. Transcript of Records
3. Certificate of General Weighted Mean (GWA)
4. College Diploma or Certificate of Graduation
5. NMAT Score of 40% or above (acquired not more than 2 years prior to application)
6. 2 certificates of Good Moral Character (either from the Dean or Professor of the previous school attended)
7. Letter of Intent (addressed to the Dean, College of Medicine)
8. 2 copies of 2x2 colored picture

**Section 2.** Additional entrance requirements for each program shall be determined by the academic unit offering the program as published in its website or bulletin of information.

**Article 185. Admission**

**Section 1.** The University considers applicants for admission based on individual merit. No student shall be denied admission to the University by reason of age, sex, gender identity, nationality, ethnic origin, religious belief, political affiliation, socio-economic status, ideology, sexual orientation, or physical disability.

**Section 2.** New students and transferees shall be admitted on a temporary basis pending receipt of the required documents for admission. Failure to submit the required documents within the semester shall bar the students to enroll on the immediate following semester.

**Section 3.** Returning students shall be required to undergo the evaluation process of the concerned academic unit, depending on the length absence, upon enrollment.

**Section 4.** For applicants applying for programs requiring medical and dental certificates who are found to be suffering from dangerous, communicable, contagious, or infectious disease shall be referred to the University Hospital for appropriate action.

**Section 5.** An applicant for admission to the University shall be considered a student of the University upon enrollment confirmation in the final screening.

**Section 6.** Only undergraduate students who have enrolled in any academic program leading to a degree and who must not have failed in more than 25% of his/her total load in the last semester from other HEIs shall be admitted as transferees.

**Section 7.** Before final admission, every student shall signed to the following pledge: "In consideration of my admission as student of the University of Southern Mindanao, I hereby pledge to abide by, and comply with all the rules and regulations laid down by the University and the College where I am enrolled." Refusal to sign this pledge or violation of its terms shall be a sufficient ground for denial of admission to the University.

## Article 189. Classification of Students

### Section 1. Students shall be classified generally as follows:

- a. A **graduate student** is one who pursues either a post-graduate degree for his/her Master' s or Doctorate degree on a full-time or part-time basis;
- b. A **professional doctorate** is one who pursues a post-baccalaureate degree in either Doctor of Medicine or Juris Doctor;
- c. A **regular undergraduate student** is one who registers for formal academic credits in a baccalaureate program and carries the full load for a given semester under the curricular program in which he/she is enrolled;
- d. A **special program student** by study or program is one who is currently enrolled in a separate diploma program of not more than two years, or a certificate that is not less than one month, but not more than one year,
- e. An **irregular undergraduate student** is one who is officially enrolled and carries more or less than the normal load for a given semester;
- f. A **transferee** is one who comes from other institutions where he/she has started studying for an academic program, and is officially enrolled in the University;
- g. A **working student** is one who is enrolled in the University and is employed in or outside the University on a permanent or provisional basis;
- h. A **foreign student** is one who is officially enrolled in the University but is a citizen of a foreign country;
- i. A **shifter** is one who changes his/her academic program for another program within the College/University;
- j. A **second-degree seeker** is one who is a degree holder, but pursues another degree program in the University;
- k. A **returning student** is one who has sought enrollment after a temporary absence from the University for at least one semester;
- l. A **cross-enrollee** is a student who is allowed by his/her sending institution to enroll in a receiving institution on a given specific period. For this purpose, the university may act as either sending or receiving institution.
- m. A **student earner** is enrolled in the University for purposes of obtaining additional academic units.
- n. An **overstaying student** is one who has sought enrollment beyond the maximum residency rule and is required to re-enroll all major courses and to enroll all requirements as prescribed by the new curriculum.

\* implications on tuition fee, FHE, honors

## **Article 199. Shifting of Program / Enforcing a New Curriculum**

**Section 1.** Shifting from one (1) program or major field of specialization to another may be allowed by the University, provided that he/she passes the USMCEE cut-off scores of the program s/he wishes to enroll.

**Section 2.** A student may shift by accomplishing the prescribed shifting form from the Admissions and Records Office.

**Section 3.** For enforcing a new curriculum, only **incoming** freshmen students shall be affected.

**Section 4.** If a **returning** student has not yet completed at least 75% of the program under an old curriculum and a new curriculum was offered, he/she shall be advised to follow the new curriculum. Otherwise, he/she may be allowed to request for the remaining courses of the old curriculum if such courses are not offered.

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**Students who return with only thesis not completed (must return after new curriculum is implemented).**

**CHAPTER 57**  
**TRANSFER OF STUDENTS AND VALIDATION OF SUBJECTS**

**Article 200. Transfer of Students**

**Section 1.** Students from any higher education institutions may be allowed to transfer to the University, subject to compliance with USM' s admission requirements.

**Section 2.** It shall be the responsibility of the Admission and Records Office to secure the required documents of transferees within one (1) semester.

**Article 201. Validation of Course/s**

**Section 1.** Courses of transferees from government universities and colleges, and private institutions with autonomous status shall not be subjected to validation process.

**Section 2.** Validation shall be done within one (1) academic year from the date of his/her admission.

**Section 3.** A transferee may apply for validation for credit of courses taken from another institution of higher learning by complying with the following requirements:

- a. Filling out the prescribed form
- b. presentation of credentials showing that he/she passed the courses equivalent to those given by the University from which course credits are sought;
- c. payment of prescribed fees; and
- d. passing the validation test to be administered by the concerned faculty of the discipline.

**Section 4.** Transferees with courses taken from non-autonomous institutions with a rating lower than "2.25" shall be required to take the validation examination.

**Section 5.** All course/s taken from any CHED-recognized higher learning institution may be subject to validation and credit, provided, that these are prescribed in the curriculum and have similar course content as shown in the course outline, and the same number of units or higher as offered in the University.

**Section 6.** Courses taken in universities or colleges outside the Philippines shall be given credits provided that they have similar course content and corresponding units. Units earned in vocational/technical courses and in high school shall not be credited towards a degree program.

**Section 7.** For graduate school, a maximum of nine (9) transfer credits shall be allowed.

College of Medicine – only minor courses are credited, major subjects shall be re-enrolled by the transfer students

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College of Law – from LEB-recognized institutions, exact same course number and description

**CHAPTER 51**  
**ADMISSION AND ENROLLMENT**

**Article 184. Entrance Requirements**

**Section 1.** The following are the requirements for student admission to the University:

**A. Incoming College Freshmen**

1. University of Southern Mindanao College Entrance Examination (USMCEE) result
2. Original High School Card (DepEd Form 138) or its equivalent
3. Original Philippine Statistics Authority (PSA) Birth Certificate
4. Latest digital colored ID pictures or as prescribed by the Admission and Records Office (ARO). The picture must show the face without prejudice to cultural or religious practices.
5. Medical and Dental Certificates for programs requiring the same

**B. Transferees**

1. University of Southern Mindanao College Entrance Examination (USMCEE)
2. Original Philippine Statistics Authority Birth Certificate
3. Honorable Dismissal/Certificate of Transfer
4. Transcript of Records for evaluation
5. 3 pieces (2x2) latest colored ID pictures with name tag or as prescribed by ARO
6. Medical and Dental Certificates for programs requiring the same

**C. Second Degree Seekers**

1. USMCEE result
2. Original Transcript of Records for evaluation
3. Original Philippine Statistics Authority Birth Certificate
4. 3 pieces (2x2) latest colored ID pictures with name tag or as prescribed by ARO
5. Medical and Dental Certificates for programs requiring the same

**D. Foreign Students**

1. General Requirements for Freshman
  - 1.a Non-refundable application fee of at least US\$100.00 via money order or online payment
  - 1.b Duly accomplished Application Form
  - 1.c Completion of Senior High School program or two-year pre-college education in the country of origin where such is a pre-requisite for admission to the bachelor's degree program
  - 1.d Scholastic Aptitude Test or equivalent examination by the recognized national government agency of origin
  - 1.e University of Southern Mindanao College Entrance Examination (USMCEE)\*
  - 1.f Official TOEFL (Test of English as Foreign Language) / IELTS (International English Language Testing System) results
  - 1.g Birth Certificate duly authenticated by Philippine Foreign Service Post
  - 1.h Alien Certificate of Registration (ACR)
  - 1.i Scholastic Records/Report of Grades (Red Ribbon)
  - 1.j Medical and Dental Certificates issued by government hospitals indicating:

**CHAPTER 59**  
**ACADEMIC DELINQUENCY AND RESIDENCY**

**Article 207. Academic Delinquency**

**Section 1.** Categories of academic delinquencies are as follows:

- a. **Warning.** Any student who, at the end of the semester, obtains final grades below "3.00" in 25 percent to 49 percent of the total number of academic units for which he is registered shall receive a warning from the Director of the Admission and Records Office to improve his work. He shall be allowed to enroll a load of not more than 18 units in the succeeding semester.
- b. **Probation.** Any student who, at the end of the semester, obtains final grades below "3.00" in 50 percent to 75 percent of the total number of academic units in which he has final grades shall be placed on probation for the succeeding semester and his load shall be limited only to 12 units. Probation may be removed by passing with grades of "3.00" or better in more than 50 percent of the units in which he has final grades in the succeeding semester.
- c. **Debarred.** Any student who obtains failing grades in 75 percent (75%) or more of his/her academic load shall be debarred from the University and be advised to rest for one (1) year. Any student debarred for the second time shall not be eligible for readmission to the University.

**Section 2.** Notice of delinquencies shall be issued prior to the EFFECTUAL (?) of any delinquency category stipulated in the preceding section.

**Section 3.** Units earned by debarred students from other schools during the period of their debarment shall not be credited. However, enrolment in a non-degree program in the University may be allowed.

**Article 208. Residency**

**Section 1.** Residency shall mean the maximum number of years required of a student to finish his/her program.

**Section 2.** The maximum residency period for baccalaureate programs shall be computed by multiplying the required curricular years for a given program by a factor of 1.5. However, a student may choose to remain in the University by applying for re-admission, provided that he/she has to enroll all major courses of the latest curriculum under his program.

**Section 3.** The residency period for the master's degree program shall be five (5) academic years. However, a student who already passed the comprehensive exam may choose to remain in the Graduate School beyond his/her residency for another year, provided that he/she shall be required to take three (3) additional specialization units per semester. However, if a student has not yet passed the comprehensive examination, he/she may choose to remain in the University by applying for re-admission and enroll all major courses of the latest curriculum under his program.

**Section 4.** The residency period for the doctoral degree program shall be seven (7) academic years. However, a student who already passed the comprehensive exam may choose to remain in the Graduate School beyond his/her residency for another year, provided that he/she shall be

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