REPUBLIC OF THE PHILIPPINES
UNIVERSITY OF THE SOUTHERN MINDANAO
KABACAN, COTABATO

College of Science and Mathematics

BACHELOR OF SCIENCE IN APPLIED MATHEMATICS

LEVEL I
OCTOBER 26 - 30, 2026



AREA III

Curriculum and Instructiton

SYSTEM-INPUTS AND PROCESS

S.1. There is a policy on graduation requirements.

REPUBLIC OF THE PHILIPPINES
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato



OFFICE OF STUDENT AFFAIRS

STUDENT MANUAL with
SUPPLEMENTAL GUIDELINES

August 2022

Article 205. Other Enrollment Privileges

Section 1. The University may extend free University fees and financial subsidies or its equivalent, subject to the availability of funds thereof, as grant-in-aid to poor and deserving college students belonging to the Cultural/Indigenous People's Communities, which may be renewed every semester, provided, that the grantee has passed all his/her subjects and/or other requirements in the preceding semester. The grantees shall be required to present the Income Tax Return (ITR) of their parents or its equivalent, indicating their names as tax-exempt individuals.

Section 2. The following undergraduate students shall be granted free regular university fees as stipulated in Section 1.a, Article 193 of Chapter 55, namely, subject to retention policies:

a. Members of the USM Band, Combo, Dance Troupe, Dramatics, Chorale and Art Groups;
b. Legitimate, dependent, children, 21 years and below of USM permanent employees, in line with the implementation of the K-12 program;
c. Natural and legally adopted children, 21 years and below, and spouse of USM permanent employees, who died while in the service of the University;
d. Members of the USM varsity as certified by competent University Authority;
e. Grantees of educational benefits under the Armed Forces of the Philippines – Presidential Decree (AFP-PD) 557;
f. Grantees of educational benefits from recognized Government and Non-government organizations/agencies;
g. President of the University Student Government (USG), Governors of the Local Student Government (LSG) and the Editor-in-Chief of the Mindanao Tech and Corp Commander of ROTC during their tenure of office;
h. Qualified USM employees on their first program.

Section 3. Other scholarships sponsored by external donors shall be governed by the Memorandum of Agreement between USM and the sponsor.

Article 206. Consolidation of Scholarships and Grants-in Aid Privileges

Section 1. A recipient of more than one university scholarship is entitled to only one scholarship privilege of his choice.

Section 2. A student who qualifies in both externally funded scholarship and Academic Award Scholarship is entitled to both of the privileges thereto.

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" in 25 percent to 49 percent of the total number of academic units for which he/she is registered, shall receive a warning from the Director of the Admission and Records Office and be subjected to appropriate academic follow-up by the College Guidance Coordinator. However, he/she may enroll the normal load as specified in his/her curriculum except for prerequisite subjects where he/she has failed.
b. **Probation.** The academic status of a student, who is under PROBATION for a particular Semester, can be improved by enrolling and earning passing marks during summer, provided, that he/she shall not exceed nine (9) units load during the summer term.
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 and learning intervention shall be employed 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 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 beyond his/her residency by applying for re-admission, provided that he/she has to re-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 excluding leave of absence of not more than two (2) years. However, a student may choose to remain in the Graduate School beyond his/her residency by applying for re-admission, provided that the student shall be required to take three (3) additional units for every year of extension or a fraction thereof.

Section 4. The residency period for the doctorate degree program shall be seven (7) academic years excluding leave of absence of not more than two (2) years. However, a student may choose to remain in the Graduate School beyond his/her residency by applying for re-admission, provided that the student shall be required to take six (6) additional units for every year of extension or a fraction thereof.

CHAPTER 60
LEAVE OF ABSENCE AND HONORABLE DISMISSAL

Article 209. Leave of Absence

Section 1. Leave of Absence (LOA) refers to an official deferment of study, which shall be excluded from the computation of the student's residency, which shall be filed prior to the intended period of absence but not during or within the semester while the student is enrolled, in which case, he/she may instead apply for withdrawal or dropping of courses.

Section 2. Submitted and approved LOA Petition within the semestral period shall only apply on the immediate following semester and the succeeding semesters thereof.

Section 3. Prolonged leave of absence shall require the submission of a LOA Petition Form to be recommended by the Dean, and approved by the Vice President for Academic Affairs stating the reason for which the leave is desired and specifying the period of the leave. Approved leave of absence should not exceed three (3) cumulative years.

Section 4. LOA may be approved provided that:

a. the reasons are meritorious such as, but not limited to, pregnancy, sickness, and financial constraints/problem;
b. the student provides all the necessary documents justifying his/her petition; and
c. the concerned Dean has recommended and submitted the LOA Petition Form to the VPAA.

Article 210. Issuance of Honorable Dismissal

Section 1. A student who desires to leave the University, shall accomplish and submit the prescribed Separation Clearance to the Admission and Records Office for the issuance of Honorable Dismissal / Certificate of Transfer.

Section 2. The Admission and Records Office shall not issue Honorable Dismissal/Certificate of Transfer and Transcript of Records to those students who are still undergoing disciplinary action.

CHAPTER 61
GRADUATION

Article 211. Graduation Requirements

Section 1. No student shall be recommended for graduation unless he/she has complied with all academic and other requirements for graduation.

Section 2. The Director of the Admission and Records Office shall prepare the tentative list of candidates for graduation before the enrolment for the second semester of the school year. In consultation with the college program evaluator, the Director shall examine the academic record of each listed candidate to ascertain if he/she has any deficiency or whether all other requirements for graduation have been satisfactorily fulfilled. In the case of deficiencies, the Director through the Vice President for Academic Affairs shall notify the concerned Deans of the deficiencies of their students. With the approval of the Vice President for Academic Affairs, the Director shall publish the complete list of prospective candidates for graduation one semester before graduation.

Section 3. All candidates for graduation shall clear all their deficiencies and records not later than five (5) weeks before the end of their last semester, except for their currently enrolled subjects for the last semester.

Section 4. All candidates for graduation must have their academic deficiencies satisfactorily submitted and complied with, not later than the scheduled College Academic Council Meeting.

Section 5. A College Academic Council Meeting shall be conducted to assess, evaluate, and approve candidates for graduation from the academic units prior to the University Academic Council Meeting.

Section 6. No student shall be allowed to graduate from the University unless his/her name shall have been endorsed as a candidate for graduation by the University Academic Council and approved by the USM Board of Regents.

Section 7. No student shall be issued his/her Certificate, Transcript of Records, and Diploma unless a corresponding FINAL CLEARANCE shall be duly accomplished.

Article 212. Graduation with Honors

Section 1. Students who complete their courses with the following range of weighted average, computed to the third decimal places without rounding off the final grades, shall be graduated with honors:

Summa Cum Laude	1.000 – 1.249
Magna Cum Laude	1.250 – 1.499
Cum Laude	1.500 – 1.750

Provided, that the grades in all academic subjects prescribed in the curriculum shall be included in the computation of the final average; that the candidates for graduation with honors shall not have any failing grades or unresolved "INC" in any academic or non-academic subject, whether prescribed or not, in his/her curriculum taken in the University, or in any other educational institutions; and provided, further, that students who are candidates for graduation with honors must not have repeated a subject in the University or from another school.

The student who has garnered the highest GWA shall be declared as the class valedictorian and shall deliver the Valedictory Address.

Section 2. For students who are candidates for moving up with honors in programs with prescribed length of less than four (4) years, may be awarded the English equivalent: "With Highest Honors", "With High Honors", and "With Honors", respectively, provided that their grades fall within the range as specified in section one (1) of the same article.

Section 3. Furthermore, students who are candidates for graduation and moving up with honors must not have been found guilty of any violation of moral turpitude.

Section 4. Students who are candidates for graduation with honors must have completed in the University, at least, 50% of the total number of academic units required for graduation and must have a cumulative residency in the University of at least two (2) years prior to graduation.

Section 5. Students who are candidates for graduation with honors must finish their courses/program not to exceed one-year extension from the prescribed period of the curriculum.

Section 6. Transferees and shifters may be considered for graduation with honors, provided that:

a. any of the preceding sections of Article 204 is not violated; and
b. they have not incurred more than one semester underload.

Section 7. Graduating students who incurred INC, NG, IP grades may be considered for graduation with honors, provided that such grades are incurred during pandemic and/or prolonged/recurring natural disasters and in the state of national emergencies as officially declared by the national government. Similarly, academic deficiencies cited above must be properly complied within the prescribed period of completion.

Section 8. Graduating students who incurred INC, NG, IP grades may be considered for graduation with honors, provided that such grades are incurred during pandemic and/or prolonged/recurring natural disasters and in the state of national emergencies as officially declared by the national government. Similarly, academic deficiencies cited above must be properly complied within the prescribed period of completion.

Article 213. Commencement and Baccalaureate Exercises

Section 1. Unless otherwise provided, the University may have two (2) commencement exercises: a regular graduation at the end of the school year and a mid-year graduation at the end of the first semester, as may be deemed appropriate by the Academic Council, provided there are at least 250 candidates for graduation.

Section 2. The Vice President for Academic Affairs shall be in charge of the management of the commencement and baccalaureate exercises and may create committees for this purpose.

Section 3. The commencement exercises for graduating students of the University, except those from the laboratory schools, shall be held on the same date fixed for graduation in the University Academic Calendar.

Section 4. The cluster commencement exercises may be held separately from the general commencement exercises on the specific dates and venues fixed by the President of the University upon the endorsement of the Academic Council.

Section 5. Graduating students who cannot physically attend the commencement exercises for valid reasons may opt to attend a virtual graduation ceremony.

Section 6. The diploma shall bear the name and address of the University, name of the program, actual date of the commencement exercises, honors received (as applicable), the signature of the President (and/or other signatures as may be deemed appropriate), the dry seal of the University, and a serial code.

Section 7. A graduate may choose to register his/her Diploma, and Transcript of Records in the University electronic archive, with a corresponding data storage fee.