



UNIVERSITY OF SOUTHERN MINDANAO
OFFICE OF STUDENT AFFAIRS

STUDENT MANUAL

2024 Edition





UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

VISION

Quality and relevant education for its clientele to be globally competitive, culture-sensitive, and morally responsive human resources for sustainable development.

MISSION

Help accelerate socio-economic development, promote harmony among diverse communities, and improve quality of life through instruction, research, extension, and resource generation in Southern Philippines.



USM CORE VALUES

Goodness

Responsiveness

Excellence

Assertion of Right, and

Truth



USM QUALITY POLICY STATEMENT

The University of Southern Mindanao, as a premier University, is committed to provide quality instruction, research, development and extension services and resource generation that exceed stakeholders' expectations through the management of continual improvement efforts on the following initiatives:

1. Establish Key Result Areas and performance indicators across all mandated functions;
2. Implement quality educational programs;
3. Guarantee competent educational service providers;
4. Spearhead need-based research outputs for commercialization, publication, patenting, and develop technologies for food security, climate change mitigation, and improvement in the quality of life;
5. Facilitate transfer of technologies generated from research to the community for sustainable development;
6. Strengthen relationship with stakeholders;
7. Sustain good governance and culture sensitivity; and
8. Comply to customer, regulatory and statutory requirements.

(Sgd.) FRANCISCO GIL N. GARCIA, RPAE, PHD
SUC President IV

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USM HYMN

Musical Arrangement: *Prof. Ruth Ellinor L. Cannen*

Lyrics: *Prof. Ruth Ellinor L. Cannen and*

Dr. Teofilo C. dela Cruz

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USM Beloved
School so brave and true,
Shines her love for truth
and beauty,
May she ever live to
serve.

USM Beloved!
To thy name we sing,
Faithful shall we be to
thee,
All one body we.
Loyal shall we ever be
Alma Mater, dear
Let her spirit guide us,
Towards life's highest goal.

Refrain:
We pledge to thee
Our love and loyalty

In our hearts for aye! (2x)

USM Beloved!
Fount of knowledge great,
Flows her love for highest
goodness,
We shall cherish ever
more.

Be our inspiration,
Live within each heart.
As in life we'll do our part;
With thy spirit serve.

God and land and
fellowmen
Truth and freedom bring;
Hear our voices ringing,
Hail, our USM!
(Repeat Refrain 2x)



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FOREWORD

Welcome to the University of Southern Mindanao (USM)! As you begin your academic journey with us, this Student Manual has been carefully designed to be a comprehensive guide throughout your time at the University. The Student Manual constitutes Book IV of the University Student Code. Book I, II, and III are also an integral part of this Manual, but they are contained in a separate document. This Student Manual will be your companion in navigating university life, helping you understand the policies, opportunities, and support systems available to you.

At USM, we believe in fostering a nurturing environment that upholds the values of goodness, responsiveness, excellence, assertion of rights, and truth. The core values are at the heart of everything we do, guiding the way we interact with each other and approach our academic and community service missions. We are dedicated to helping you grow not only as a student but also as a responsible, culturally aware, and morally grounded individual ready to contribute to the global community.

We encourage you to read this manual thoroughly and use it as a resource throughout your stay at USM. Should you encounter challenges or have questions, do not hesitate to reach out to the Office of Student Affairs. We are here to support you every step of the way as you explore your potential and pursue excellence. Welcome to USM, where your journey toward a fulfilling future begins.



MESSAGE FROM THE UNIVERSITY PRESIDENT

Dear **USM Students,**

Our hearts are filled with great joy to welcome you to USM for your higher education journey. Your decision to choose the University of Southern Mindanao is a testimony to your commitment to academic excellence, and we are honored to have you with us.

As you embark on this journey, we want this Student Manual to be more than just a set of guidelines. Please consider it as your companion that will help you through the complexities of university life. This student manual encapsulates not just rules, but the values, opportunities, and support systems that define our community.

Take your time to read and understand the contents and details of this manual, and do not hesitate to seek assistance with any queries or concerns you may encounter along the way. The Office of the University President and the various units and departments here at USM are dedicated to ensuring your academic success and personal growth and development.

May your time here at USM be filled with learning, growth, development, and unforgettable experiences. Welcome to USM, where your journey is not just a pursuit of knowledge but an exploration of your potential!

(Sgd.) FRANCISCO GIL N. GARCIA, PhD
SUC President IV



USM HISTORY

Historical Highlights

The University of Southern Mindanao (USM), formerly known as the Mindanao Institute of Technology (MIT), is a state university established in the Municipality of Kabacan, Province of Cotabato. MIT was created by virtue of Republic Act 763, signed into law by President Elpidio Quirino on June 20, 1952. Subsequently, on June 10, 1954, the late President Ramon Magsaysay approved Republic Act 998, also known as the Enabling Act, which paved the way for the formal opening of MIT on October 1, 1954. Through a Provincial Board resolution, Kabacan Provincial High School became the nucleus of the college. These preparatory events were driven by the dedication and determination of a Muslim educator, the late Bai Hadja Fatima Matabay Plang, who conceived the idea of creating MIT.

Collegiate classes began in June 1955 with only four academic departments and degree programs. Over the following years, the Institute experienced gradual and steady development, particularly in terms of curricular offerings, enrollment, faculty recruitment and upgrading, and infrastructure development. Graduate studies were introduced in 1976. To strengthen the Institute's capabilities,

working linkages with national and international agencies were established. Among these linkage agencies were UNESCO/UNDP, the World Food Program, IRRI, SEARCA, Rockefeller Foundation, PCARRD, and others.

Metamorphosis

By virtue of Presidential Decree 13, issued by President Ferdinand E. Marcos on March 13, 1978, the Mindanao Institute of Technology was converted into the University of Southern Mindanao through the efforts of Dr. Jaman S. Imli. The University's current academic components include the Graduate School, ten colleges, one institute, the laboratory high school, autonomous campus, and the PALMA cluster campuses.

Campus Site

The University's main campus sprawls across a 1,024-hectare area, a former government estate, in Kabacan, Cotabato. The campus is ideally located in the heart of Mindanao, just 0.6 kilometers north of the national highway that traverses



own proper of Kabacan and connects the ties of Cotabato and Davao. It is about 10 kilometers west of the Matalam junction, which leads to the provinces of Sultan Kudarat and South Cotabato, as well as General Santos City, and three kilometers east of the Sayre Highway junction, which leads to Bukidnon and Cagayan de Oro City.

COMPOSITION OF THE USM BOARD OF REGENTS

The governance of the University of Southern Mindanao shall be vested in the Board of Regents (BOR) as constituted by law, pursuant to the provisions of the Republic Act No. 8292 and its Implementing Rules and Regulations, to be composed of the following:

Chairperson of the Commission on Higher Education (CHED) or the duly designated CHED Commissioner as Chairperson;

President of the University as Vice Chairperson;

Chairperson of the Senate Committee on Education, Culture and Arts;

Chairperson of the House of Representative Committee on Technical and Higher Education;

- Regional Director of the National Economic and Development Authority Regional Office No. 12;
- Regional Director of the Department of Science and Technology Regional Office No. 12
- President of the USM Faculty Association;
- President of the USM Student Government;
- President of the MIT-USM Alumni Association, Inc.;
- Two (2) prominent private citizens of the province where the University is situated who have distinguished themselves in their professions or fields of specialization to be chosen in accordance with law.

By virtue of the USM-BOR Resolution No. 69, s. 2000 dated July 20, 2000, the Regional Director of the Department of Science and Technology (DOST) Regional Office No. 12 has been included as Additional Member of the Board. The Chairman and Members of the USM Board of Regents except the two (2) prominent citizens shall sit in the Board until the expiration of their terms of office in such capacities. The two (2) prominent citizens shall serve for a term of two (2) years. They may be re-appointed for another term only.



USM SEAL, COLORS AND MASCOT

Article 4. University Seal, Colors and Mascot

Sec. 1. The Seal of the University of Southern Mindanao shall depict the shape of a "Talam", the Muslim Tray of Bounty, consisting of two (2) parts: the outer and inner circular planes.

In the outer plane shall bear the inscription, "University of Southern Mindanao" written in bold, ethnic style on top and "Kabacan, Cotabato", at the bottom, the name and principal address of the Institution, respectively.

Within the inner plane shall have the following symbolic representations:

- a. A right hand representing the concerted efforts of the USM administration, faculty, staff and students to pursue and uphold a culture of excellence in carrying out the four-fold functions of the University, namely: Instruction, Research, Extension and Production, in the service of Almighty God and the nation, as symbolized by the four (4) lighted candles that it firmly holds.
- b. A spur gear depicting the "halo" that wreathes the four (4) lighted symbols, candles which exudes the results of remarkable progress in commerce and industry in the operationalization of the a forecited mandated four-fold functions of the University that will help accelerate the socio-economic development of its service area and bring about lasting peace and harmony among its populace, thereby hastening the integration of Christians, Muslim and other cultural communities therein, which is expressive of the principal mission of the institution.
- c. Map of Mindanao at the background showing the extent of the service area of USM over which radiates after forming the gear-shaped "halo" of unity and progress, the aura of peace and sustainable socio-economic development emanating from the glowing candles of quality and relevant education, thus exuding the immense far-reaching impact of the University in this part of the country.
- d. An open book symbolizing the institution's altruistic pursuit for truth and knowledge at the foreground below the right hand with inscription "MIT" representing the old name of the institution, Mindanao Institute of Technology, on its left page.



"USM" on its right page, which proudly illustrates its transformation into a premier of higher learning that it is today, and its relentless quest for a culture of excellence and dynamism in the performance of its four-fold function from its inception to the present.

A pair of corn leaves and panicle of palay at the left side of the book and a microscope and other laboratory equipment at the right side, representing agriculture and science and technology, respectively, the two major field of specialization of the University, and

An inscription "1952" below, representing the year of Our Lord the institution was first established as then Mindanao Institute of Technology, now the University of Southern Mindanao.

Sec. 2 The University colors shall be green and gold.

Sec. 3 The University shall adopt a crest with the physical feature of a native animal or any creature, which the province or the region is known for, whose dominant and long character traits truly depict the ideals and aspirations the institution stands for.



TITLE NINE STUDENT AFFAIRS AND SERVICES

Article 216. The Office of Student Affairs

Section 1. The Office of Student Affairs shall be headed by a Director to be designated by the University President for a term of three (3) years without prejudice to re-designation, subject to the confirmation of the Board of Regents. He/she shall possess the following qualifications:

- a. at least a holder of an appropriate Master's degree;
- b. at least with an Academic rank of Associate Professor I;
- c. with at least three (3) years of teaching experience; and
- d. with a background in student services such as organization and publication advising, scholarship, or guidance coordination.

Section 2. There shall be departments or units under the Office of Student Affairs as



BOOK IV THE STUDENT CODE

deemed necessary, such as, but not limited to:

- a. Counseling and Career Department;
- b. Student Development Services Department;
- c. Scholarship and Financial Assistance Department;
- d. Diversity and Integrative Services Department; and
- e. Student Policy and Research Department

Section 3. The Director of Student Affairs and the heads of its various departments, units and sections shall perform the functions as stipulated in the Special Order.

Section 4. The Counseling and Career Department is the unit in charge of providing guidance and counseling, information and



orientation services, and career and job placement services. It shall be headed by a Department Head who shall, at least be a holder of an appropriate master's degree, with a license as a Registered Guidance Counselor and/or Psychologist, and at least with an academic rank of Assistant Professor I.

Section 5. The Counseling and Career Department shall have three sections, namely:

Guidance and Counseling;
Information and Orientation;
and
Career and Job Advisory.

Section 6. The Guidance and Counseling Section, headed by the University Guidance Counselor shall perform the following:

find ways to enhance students' psychological well-being through academic achievement, personal growth, and social development;
provide an integrated approach to the development of well-functioning individuals primarily by helping them to utilize their potential to the fullest;
provide individual and/or group intervention designed

to facilitate positive change in student behavior, feelings, and attitudes;

- d. monitor systematically the effectiveness of guidance activities;
- e. coordinate with a multi-disciplinary team of specialists to ensure that students with special needs are met;
- f. conduct information and inventory, counseling, appraisal and testing, placement and follow-up, and referral; and
- g. lead in the implementation of pertinent provisions on mental health.

Section 7. The Information and Orientation Section, headed by a Section Head, shall perform the following:

- a. provide administrative and technical support to the Student Welfare Committee;
- b. provide informative activities and materials designed to facilitate student adjustment to life in tertiary/higher education;
- c. develop information materials on the institutional profile, and personal/social materials including those relevant to the Anti-VAWC Act, Drug



Abuse and Prevention, HIV-AIDS, self-care, and healthy lifestyles;

- d. self-care, sexual harassment, mental health, and healthy lifestyle.

Section 8. The Career and Job Advisory Section headed by a Section Head, shall have the following functions:

- a. enrich career competencies, placement fit, and building industry partnerships for students' career success;
- b. assist vocational and occupational fitness and employment;
- c. conduct psychological and non-psychometric tests as needed;
- d. conduct job fairs and career seminars;
- e. conduct resumé clinics and career e-portfolio;
- f. conduct Life Skills Training and Development such as, but not limited to, conflict and stress management seminars;
- g. regularly coordinate with the Department of Labor and Employment (DOLE) for the job markets and trends;
- h. regularly coordinate with industry partners on on-campus recruitment; and

- i. regularly coordinate with appropriate offices and projects in collating up-to-date information of graduate performance.

Section 9. The Student Development Services is the unit in-charge in providing services on student activities, student organizations, leadership training, student government, and student publication services. It shall be headed by a Department Head who shall, at least be a holder of an appropriate master's degree and with an academic rank of at least Assistant Professor I.

Section 10. The Student Development Department shall have four sections, namely:

- a. Campus Organization, Regulation, and Development;
- b. Student Publication;
- c. Campus Activity Monitoring and Permits; and
- d. Leadership Enhancement.

Section 11. The Campus Organization Regulation and Development Section shall have the following functions:

- a. recognize, accredit, supervise, and monitor student

organizations;
evaluate the performance of student organizations;
establish mechanism, process, and procedure for accreditation;
review the constitution and by-laws of student organizations; and
assist the University Student Government in its compliance with regulatory agencies' requirements.

Section 12. The Student Publication Section shall have the following functions:

provide support to the establishment and implementation of the student publication, under RA 7079 otherwise known as the Campus Journalism Act of 1991;
monitor the activities of the student media outfit; and
accredit and evaluate student publication performance for print and non-print media.

Section 13. The Campus Activity Monitoring and Permits Section shall have the following functions:

supervise, recognize, and monitor student activities;

- b. issue permits for activities organized by the students in-campus;
- c. screen the request for non-curricular off-campus activities in compliance with CMO 63 s. 2017 and other applicable rules and to endorse the same to the Office of the President through the VPAA; and
- d. establish mechanisms, processes, and procedures in activity monitoring and issuances of permits.

Section 14. The Leadership Enhancement Section shall have the following functions:

- a. design and facilitate leadership training sessions / modules for students;
- b. provide opportunities to develop and enhance leadership effectiveness at the individual and organizational levels;
- c. provide administrative and technical support to the Student Development Committee;
- d. lead in the evaluation of the performance of students and student organizations and recommend for the Gawad Parangal Awards; and



- e. assist in the screening of applicants for mobility and off-campus leadership training.

Section 15. The Scholarship and Financial Assistance Department is the unit in-charge in the management, generation, and allocation of funds for scholarships and financial aid to deserving students. It shall be headed by a Department Head who shall, at least, be a holder of an appropriate master's degree and with an academic rank of at least Assistant Professor I.

Section 16. The Scholarship and Financial Assistance Department shall have four sections, to wit:

- a. Scholarship Administration;
- b. Financial Aid and Student Loan;
- c. student Work Assistance; and
- d. Scholarship Scanning and Monitoring.

Section 17. The Scholarship Administration Section shall perform the following duties and functions:

- a. manage scholarship programs for graduate, undergraduate, and secondary students;

- b. collate student records and submit applications to scholarship agencies;
- c. coordinate with CHED and other scholarship agencies for the timely application and compliance to sponsor requirements; and
- d. supervise the distribution of benefits to scholars in coordination with other offices.

Section 18. The Financial and Student Loan Section shall perform the following duties and functions:

- a. recommend policies on student loan;
- b. identify deserving students for financial aid and student loan; and
- c. generation and allocation of funds for financial subsidy on student loans.

Section 19. The Student Work Assistance Section shall perform the following:

- a. supervise the implementation of the University Student Assistantships (USA); and
- b. supervise the implementation of the Student Work Reference System.



Section 20. The Scholarship Planning and Monitoring Section shall perform the following:

source out and scan scholarship agencies; advertise scholarship opportunities; coordinate and match scholars with scholarship agencies; monitor scholar's performance; and coordinate with Student Development Services Department in the conduct of activities to enhance scholar's leadership skills.

Section 21. The Diversity and Integrative Services Department is asked to provide an enabling environment for the provision of special opportunities to students with special needs, such as, but not limited to, the PWDs, IPs, and solo parents. In addition, the Department promotes harmony through multi-faith services and peace advocacy activities. Likewise, it shall mainstream the ideals of the University founder. It shall be headed by a Department Head who shall, at least, be a holder of an appropriate master's degree and

with an academic rank of at least Assistant Professor I.

Section 22. The Diversity and Integrative Services Department shall have three sections, to wit:

Multi-Faith and Peace Advocacy Services;
Diversity and Affirmative Action; and
Bai Matabay Plang Legacy.

Section 23. The Multi-Faith and Peace Advocacy Services shall have the following functions:

- a. provide environment conducive to the exercise of religious freedom;
- b. conduct inter-faith dialogues;
- c. conduct activities integrating peace advocacies in student organizations;
- d. supervise campus ministry programs; and
- e. supervise religious organizations in coordination with the SDS department.

Section 24. The Diversity and Affirmative Action Section shall have the following functions:

- a. maintain database of students belonging to IP, PWD, solo parent, senior citizen groups,



- in coordination with ARO;
- b. provide appropriate services for students with special needs;
- c. organize program and activities for students with special needs to be integrated to the mainstream studentry; and
- d. organize activities that will minimize racism, discrimination and prejudices to students with special needs.

Section 25. Hadja Bai Fatima Matabay Namli-Plang Legacy Section shall have the following functions:

- a. organize activities that showcase the life and works of Hadja Bai Fatima Matabay Namli-Plang; and
- b. organize the studentry together with partner institutions founded by HBFMNP in the celebration of the Hadja Bai Fatima Matabay Namli-Plang Day.

Section 26. The Student Policy and Research Department is tasked to develop student handbook, student discipline, research, monitoring and evaluation, and handle student

grievance and complaints. It shall be headed by a Department Head who shall, at least be a holder of appropriate master's degree, with an academic rank of at least an Assistant Professor I.

Section 27. The Student Policy and Research Department shall have four sections to wit:

- a. Student Handbook;
- b. Research, Monitoring, and Evaluation;
- c. Student Discipline; and
- d. Student Assistance and Grievance

Section 28. The Student Handbook Section is tasked to update the student handbook and print and distribute student handbook.

Section 29. Research, Monitoring and Evaluation is tasked to:

- a. conduct research related to student affairs;
- b. monitor and evaluate implementation of student services;
- c. prepare and submit reports to oversight agencies; and
- d. coordinate with other offices in administering student



services not under the direct supervision of the OSA.

Section 30. Student Discipline
Commission is tasked to:

define appropriate student conduct and decorum;
prescribe sanctions to erring students; and
provide administrative and technical support to Student Discipline Committee.

Section 31. Student Assistance
and Grievance is tasked to:

provide timely mechanism to address student grievances;
and
conduct regular consultation with students.

Section 32. The Office of Student Affairs, to properly coordinate with other student support services not organic to its mandate, shall serve as secretariat to the University student-related committees.

CHAPTER 62 RIGHTS AND DUTIES OF STUDENTS

Articles 217. Rights of Students

Section 1. In addition to the fundamental rights under the Constitution, and subject to the limitations prescribed by law and regulations, students of the University shall enjoy the following rights:

- a. receive relevant quality education, primarily through responsive academic programs and infrastructure provisions, in line with the national goals conducive to the full development as persons with human dignity;
- b. freely choose a field of study subject to existing admission and retention policies of the University;
- c. access to guidance, counseling and career placement services;
- d. access own scholastic records;
- e. receive the pertinent services involving certificates, diplomas, transcript of



- records, grades, transfer credentials, and other similar documents upon compliance of the requirements set by the University within reasonable time;
- f. secure copies of student publications;
- g. attend assemblies, symposia, and other activities of similar nature duly recognized by the Office of Student Affairs;
- h. express opinions and suggestions freely to the appropriate offices and authorities of the University;
- i. join, form, establish, and participate in organizations and societies recognized by the University to foster intellectual, cultural, spiritual, and physical development. In NO case shall the student be coerced to be a member of any organization for whatever reason;
- j. be free from involuntary contributions;
- k. participate directly or indirectly in the formulation of policies affecting the welfare of the students;
- l. receive reasonable protection and security within the premises of the University;
- m. access the information on the rules and regulations affecting them;
- n. participate in relevant curricular and co-curricular activities duly authorized and recognized by the University;
- o. invoke the exercise of due process of law in investigation or inquiry involving the students;
- p. receive medical, dental and first aid services;
- q. acquire entrepreneurial practical knowledge and skills within or outside programs by engaging various Income Generating Projects and/or research offices of the University subject to the approval of Project-in-Charge/ Manager;
- r. receive adequate information and protection as possible to mitigate the risks and potential effects of biohazards, natural and/or man-made disasters within the University;
- s. receive equal opportunity rights, and protection of law students with special needs;
- t. receive equal opportunity rights, and protection of law regardless of sex, orientation, gender identity and gender expression; practice self-expression contrary to rules on public grooming and wearing



prescribed uniform, as needed; and be free from physical threats and cyberbullying.

Section 2. Students' rights as enumerated in Section 1 shall also be applicable to the University Laboratory School students, College of Medicine, College of Veterinary, and Post-graduate students.

Article 218. Duties and Responsibilities of Students

Section 1. In addition to those provided for under existing laws, all students shall:

- e. show respect and exert efforts to attain harmonious relationships with fellow students, faculty members, staff, and other university personnel;
- f. participate actively in civic affairs that promote social, economic, cultural development, and general welfare of the community to attain a just, compassionate, and orderly society;
- g. observe proper grooming and wear prescribed uniform and identification;
- h. observe proper waste disposal and garbage segregation;
- i. practice austerity measures in the use of water, electricity, gas, and other university resources;
- j. observe prudent and responsible use of university amenities;
- k. observe time values and important University calendar; and
- l. exercise rights responsibly.

uphold the academic integrity and policies of the University; exert utmost diligence in pursuing education suited to their abilities in order to develop their full potential and become assets to their family and the society; endeavor to achieve academic excellence and maintain moral integrity; promote and maintain peace and order in the University by observing the rules on proper discipline, conduct, and decorum;



CHAPTER 63 STUDENT WELFARE SERVICES

Article 219. Guidance and Counseling

Section 1. The University shall provide guidance and counseling services to students relevant to their programs of studies.

Section 2. The University may also provide guidance and counseling assistance to students with special needs.

Section 3. The OSA Guidance and Counseling section shall provide the following services:

- a. guidance services to develop well-functioning individuals to realize their full potential;
- b. counseling services to facilitate positive change in student behavior, feelings, and attitude;
- c. assessment to gather information about students using psychological tests and non-psychometric devices
- d. for possible intervention reinforcement, or placement;
- e. academic follow-up determine effectiveness guidance activities; and
- f. referral to coordinate multidisciplinary team specialists to ensure special needs of students met.
- g. profile and process student basic information subject the pertinent provisions Data Privacy Law;
- h. facilitate the training development of students;
- i. initiate tracer study in partnership with department offering program;
- j. facilitate the conduct career placement program partnership with the OSA;
- k. prepare college briefer orientation;
- l. conduct scheduled academic follow-up; and
- m. perform other functions deemed necessary



ction 5. The University will deploy adequate number of registered guidance counselors, required by law, to undertake der-sensitive individual and up counseling.

relevant laws and policies affecting persons with disabilities;

ction 6. The University dance Center shall maintain dard counseling rooms ensure the privacy and confidentiality of data, practice, counseling sessions, in ordance with law and existing cy.

c. maintain individual student cumulative record which contains relevant and updated information such as, but not limited to, family background, test data, and disability records, consistent with the relevant provisions of Data Privacy Act; and

ction 7. The Guidance and nseling Section shall, as much racticable: administer appropriate and pro-active intervention programs and strategies such as, but not limited to, group growth and tutorial program to ensure that every student's need for guidance and counseling and psycho-social services is provided;

d. provide a well-planned assessment program for students with appropriate standardized psychological tests administered, scored, and interpreted by licensed psychometricians. The test results are interpreted and released to the concerned client.

spearhead the conduct of regular comprehensive orientation program held for new and continuing students responsive to their needs, including orientation on the dynamics and nature of persons with disabilities, and

Article 220. Information and Orientation Services

Section 1. The University shall conduct information campaigns and provide materials to students such as, but not limited to:

- a. its mission, vision, and goals, quality policy statement, academic policies, rules and



- regulations, student conduct and discipline, student programs and services, facilities, and other information necessary for student's resettlement, growth, and development;
- b. organized, updated, and readily available educational, career, and personal/social materials in different accessible formats; and
- c. statutes affecting students such as anti-sexual harassment, biosecurity, culture sensitivity, Disaster Risk Reduction and Management, Drug Abuse prevention and control, Gender and Development (GAD), health and wellness, HIV/AIDS awareness, pregnancy and solo parenthood, self-care, terrorism and conflict resolution, and Violence Against Women and Children (VAWC).

institute services such as, but not limited to:

- a. data appraisal of student's career placement;
- b. periodic conduct of training study for all programs offered;
- c. implementation and provision of career guidance and advisory services including assistance to enhance competencies and occupational and employment fitness and employment;
- d. conduct of job fair career seminars, resume e-portfolio clinics;
- e. Lead in the skills training development; and
- f. Liaise with the Department of Labor and Employment to serve as the PESCO Manager of the University.

Article 221. Career and Job Placement Services

Section 1. This shall refer to the assistance provided for vocational and occupational fitness and employment. The University shall

Article 222. Health Services

Section 1. The University shall:

- a. provide primary health and wellness program for students, conducted by licensed professionals;



maintain adequate health care facilities; and maintain and secure updated health records of all clients.

Section 2. All students shall undergo regular annual medical dental check-up.

Section 3. The University Health Services shall initiate mechanism promote healthy lifestyle and offer a supportive environment on and off campus subject to ED Memorandum Order No. 63, of 2017.

Section 4. In consideration the foregoing provisions, the University shall comply with want and existing health related laws, rules, and relations.

Article 223. Safety and Security Services

Section 1. The University provide a safe and secure environment for the students.

Section 2. The University Security Services Management shall provide electronic

identity access and manual recordings as deemed required of all students, faculty members, staff, and visitors sojourning the university campus.

Section 3. The University shall protect the students against cybersecurity threats and anomalies.

Section 4. The University through its functional academic and non-academic units shall ensure that facilities and infrastructures of the university are compliant to the existing standards and laws.

Article 224. Student Economic Enterprise Development Services

Section 1. The University shall provide services and programs that would cater to other economic enterprise needs of students.

Section 2. The University shall provide entrepreneurial training programs and other services, but not limited to:



- a. establishing mechanisms to promote and develop the student economic enterprises;
- b. conducting training and orientation on savings and investments;
- c. providing relevant trainings and seminars on the establishment of a cooperative;
- d. facilitating the training on the application of registration, copyright, patent, and business permits;
- e. conducting basic accounting and auditing services;
- f. conducting Feasibility Study; and
- g. filling-out government forms relevant to entrepreneurial activities (e.g. BIR, PhilHealth, SSS, BFP, SEC, DTI, Pag-IBIG).

Article 225. Student Housing and Residential Services

Section 1. The University shall provide residence halls/dormitories for students subject to their occupancy capacity.

Section 2. The University residence halls/dormitories shall be governed by the policies

promulgated by the Student Welfare Committee.

Section 3. Students accommodated in the residence halls/dormitories may be advised to reside in any recognized boarding houses or dormitories.

Section 4. Student Affairs Office may assist the student in seeking convenient residence halls.

Article 226. Food Safety and Service

Section 1. The University ensure safe and healthful production and preparation within the campus.

Section 2. The University encourage environmentally safe practice of food production consumption and the proper disposal of waste and leftovers.

Section 3. The University shall regulate the operation of canteens, food outlets, vendors within the campus relative to safety and sanitary conditions and food choices and lice



requirements.

Section 4. The University shall recognize the designation of naturally sensitive food outlets.

Section 5. The University shall conduct periodic inspection canteens, food outlets, and vendors for sanitation and hygiene compliance. The Certificate to operate shall be displayed in a conspicuous area of the food outlet or college canteen.

Section 6. The University shall provide potable, safe drinking water.

like CHED,

c. Department of Foreign Affairs, and the Bureau of Immigration; and

d. providing integrated service program that caters to the socio-psycho-cultural, academic, and nonacademic needs of all international students.

Section 2. There shall be a regular submission of the list of foreign students and compliance reports to the concerned government agencies as required by law.

Section 3. The foregoing provisions and the admittance of foreign students are subject to the existing laws and policies.

Article 227. Foreign/ International Student Services

Section 1. The University shall address the resettlement needs of foreign students such as not limited to:

conducting orientation program of university policies, local tourist destinations and customs;
assigning a liaison officer to assist international students with the government agencies

Article 228. Student Handbook Development

Section 1. The University shall develop student handbook and revise as necessary for dissemination, information, and guidance.

Section 2. The OSA Student Policy and Research Department



shall:

- a. establish mechanisms to archive and retrieve previous student handbooks for purposes of improving the same;
- b. ensure student participation and representation in the development and revision of student handbook; and
- c. conduct research for university student policy recommendation and legislation.

knowledge, and responsibility personal, social, leadership, entrepreneurial aspects, as well as the ability to create or adopt a progressive paradigm.

Article 230. Campus Organizations Regulation and Development Services

The University shall establish regulations on campus organizations and development subject to the existing laws and other relevant policies.

Section 1. A duly recognized student organization of the University is an organization that is registered and accredited by the Office of Student Affairs in accordance with existing rules and regulations of the University.

CHAPTER 64 STUDENT DEVELOPMENT SERVICES

Article 229. General Provisions.

Section 1. The University shall provide programs and activities designed for the enhancement and deepening of mental and emotional quotient that shall embody the ideals of a university student imbued with skills,

Section 2. Each student organization shall only be subject to accreditation and registration process upon submission to the Constitution and By-Laws.

Section 3. Only duly recognized student organizations shall be allowed to operate and assume their functions at the University.



Section 4. Officers and members of a non-registered student organization, fraternity, sorority shall be dealt with appropriate sanction under the

Section 5. Consistent with Anti-Discrimination Law, in NO case shall an organization, fraternity or sorority, require torture, hazing, or any other forms of inhumane activities as prerequisites for membership or membership.

Article 231. University Student Government (SG)

Section 1. There shall be a University Student Government with the following functions:

help promote the general welfare of the University students; foster the ideals and aspirations as enunciated in Articles 217 and 218 of this code; serve as an active forum for exchange of students' ideas and sentiments and as a training ground for future

- d. promote unity and solidarity among USM students;
- e. help instill in the minds of students the values of academic excellence, patriotism, moral responsiveness, cyber-social awareness and responsibility, cultural sensitivity, and environmental care;
- f. develop a sense of ethics in public service;
- g. organize and direct student activities in accordance with existing rules and regulations; and
- h. inform or consult the University President through the Office of Student Affairs, on student matters, affairs, and activities.

Section 2. As provided for by law, the President of the University Student Government shall serve as member of the USM Board of Regents during his or her term of office.

Section 3. The President of the University Student Government shall also be allowed, by invitation, to represent the students in the USM Administrative Council during his or her term.

Section 4. The University Student Government shall adopt



its own Constitution and By-Laws for the governance of the University studenty and for other purposes not contrary to law.

Article 232. Student Organizations and Activities

Section 1. All student organizations shall be under the direct and general supervision of the Director for Office of Student Affairs.

Section 2. A student organization shall choose one (1) or more faculty adviser/s to be confirmed by the University President upon a recommendation of the Director for Student Affairs. Before the appointment of an adviser/s, no student organization shall hold any meeting or undertake any activity for any purpose whatsoever, except for adopting its own Constitution and By-Laws.

Section 3. No student organization shall be allowed to function without a copy of its By-Laws duly received by the Director of Student Affairs and approved by the University Administrative Council.

Article 233. Leadership Enhancement

Section 1. The University provide programs, activities, opportunities such as but limited to the following:

- a. designing and facilitating leadership training sessions; modules for the students;
- b. providing opportunities leadership effectiveness at individual and organizational levels;
- c. providing administrative and technical support to the Student Development Committee;
- d. leading in the performance evaluation of recommendation of students and student organizations for post awards and commendations and
- e. assisting in the screening of applicants for in and campus leadership training



Article 234. Sports Development Program.

The university shall establish sports development program that shall promote and develop intrinsic ability and sports participation of the students.

Section 1. Every University student shall be entitled to use University Sports and Wellness facilities and equipment, subject to the existing rules and regulation.

Section 2. There shall be a Sports, Physical Education and Recreation Committee (SPEARC) which shall be headed by the University President, the Vice President for Academic Affairs and the Vice Chairman, with the members and directors of various academic units, and the University Student Government President as members and a secretary may be appointed as necessary.

Section 3. The SPEARC committee shall perform the following tasks, but not limited to:

formulating and implementing the policies and programs of the sports and wellness of the

- b. University; administering funds appropriated thereto;
- c. designing and implementing sports and wellness programs;
- d. developing and maintaining highly competitive individual players and varsity teams for sports competitions;
- e. initiating the establishment of sports linkages and partnerships; and
- f. designing and implementing related wellness activities.

CHAPTER 65 STUDENT CONVOCAATION

Article 235. Student convocations are held for purposes of orientation, information updates, announcement of schedules, and other curricular or non-curricular programs, without significantly interfering academic affairs.

Section 1. Student convocations of the University shall be held under the auspices of any of its academic units or student organizations upon approval of the President as



recommended by the Director of Office of Student Affairs.

Section 2. Any person, with invitation or permission from the University President or his/her duly designated representative, may speak before student group(s) or organization(s) of the University.

organized by the student campus and off-campus; d. establish mechanism, procedure and procedure in monitoring and issuance permits.

Section 2. Co-curricular extra-curricular activities be promoted for the development of the students.

Section 3. Curricular activities shall take precedence over curricular and extracurricular activities. However, where student's participation in activities is necessary, he/she be excused from attending subject to academic interventions.

Section 4. No co-curricular and extra-curricular activities be held one (1) week before mid-term examination and two weeks before the final examination unless exigency requires adjustment of schedules.

CHAPTER 66 CAMPUS ACTIVITIES MANAGEMENT SYSTEM

Article 236. General Provisions

Section 1. The OSA Director, through the Student Development Services Department, shall:

- a. manage the student activities;
- b. evaluate the request for non-curricular off-campus activities in compliance to existing laws and other applicable rules and endorse the same to the Office of the President;
- c. issue permits for activities



Article 237. Student Development Committee.

Student Development Committee shall formulate policies and guidelines on the conduct of extra-curricular activities of students, subject to the approval of the Administrative Council and confirmation of the Board of Regents.

of student publication, pursuant to Campus Journalism Act.

Section 3. The student publication shall define its philosophy, mission orientation, aims, goals, and objectives for the information and guidance of the students, members of the academic community of the University, and the public.

Section 4. The vision, mission, goals, and objectives of the student publication shall aim to support the University in its quest for educational excellence, particularly, in the improvement of instruction, promotion of research, and involvement in meaningful activities of the community.

Section 5. The student publication shall maximize its leadership and influence to foster and enhance the attainment of noble development goals.

CHAPTER 67 STUDENT PUBLICATION

Article 238. Philosophy, Aims, and Objectives

Section 1. There shall be an official student publication, a yearbook, and such other student-printed print and non-print media of the University and/or page that monitor and publish activities of the students.

Article 239. Statement of Principles

Section 2. The University shall provide support for the establishment and implementation

Section 1. Freedom of expression, which subsumes free speech, press and assembly, is



an inalienable and cherished right enshrined and guaranteed by the Philippine Constitution, existing laws, as well as, national policies, and democratic traditions.

Section 2. Freedom of expression is a fundamental component of human rights. The University as a vanguard of freedom of expression guarantees its practice within the bounds of the law.

Section 3. Freedom of expression, like other human rights, is not absolute nor unbounded. It carries with it the correlative duty to exercise the right responsibly with due regard to the rights of others in the larger interest of harmony, welfare of the University and the society in general, and to preclude mob rule.

Article 240. Recognition of the Student Publication

Section 1. There shall be a student publication which shall be the official organ of the students at the University. It shall adhere to the principle of freedom of the press and shall be financed out of

the publication fees allocated for the purpose. The same publication may be published online.

Section 2. The mechanism of student publication shall be established, organized, and maintained in the University.

Article 241. Staff, Selection, and Qualification Standards

Section 1. The editor-in-chief, associate editor, section editor, and business circulation manager shall be the chief staff members of the student publication.

Section 2. The reporters, editors, and staff members shall be selected out of artist, encoders, among others, who shall assist the chief staff members in the performance of their respective functions in the student publication.

Section 3. The chief staff members and the student members of the publication shall be chosen through internal and competitive examinations to be conducted by the Screening Committee.



Committee headed by the Director of the Office of Student Affairs. The result of the selection shall be submitted to the University President for approval.

Section 4. To qualify for the examination, the Committee shall determine a general weighted academic average requirement for all candidates. Good, unblemished character and reputation, and experience in campus journalism shall also be considered by the Committee.

Section 5. In case of vacancy for reason of death, illness, transfer, removal from office, resignation, and/or similar causes, the same shall be filled up through recess; otherwise, the opening and appointment shall be made by the editor-in-chief, subject to the approval of the opening Committee.

Article 242. Powers, Duties, and Privileges of the Publication Staff

Section 1. The powers, duties, and privileges of the student publication staff, including

disciplinary actions, shall be the subject of policy guidelines formulated in consultation with the Office of Student Affairs subject to the confirmation of the Director for Student Affairs.

Section 2. Only members of the publication staff shall determine the content of the students' publication. The editors, members of the staff, and the Board of Advisers are responsible for the consequence that may arise out of the publication, such as, but not limited to, editorial, comment, or article.

Section 3. The publication staff shall nominate the Board of Advisers. The nomination shall be approved by the President upon the recommendation of the Director of the Office of Student Affairs, subject to existing internal policies, rules, and regulations. The functions of the Board of Advisers shall be limited to technical guidance.

Section 4. Editors shall enjoy security of tenure. However, they can be removed for cause as provided by law and regulations and after due process.

Section 5. Unless otherwise



provided by law, the student publication staff shall enjoy the right to access to records of the University subject to the Data Privacy Act Law.

Section 6. Student publications shall be published and managed independently by the students.

Article 243. Culture and Arts Program

Section 1. The University, through the identification or establishment of relevant office, shall provide opportunities for the students to develop and enhance their talents, abilities, and values for appreciation, promotion, and conservation of the national culture and multi-cultural heritage.

Section 2. The University, through the identification or establishment of relevant office, shall provide the following:

- a. opportunities for appreciation of culture and arts;
- b. mechanisms to promote the Philippine Culture and the Arts in coordination with other government agencies; and
- c. office for Culture and Arts.

Article 244. Social and Community Involvement Program

Section 1. The University shall provide programs opportunities designed to develop social awareness, personal internalization, and meaningful contribution to nation building

Section 2. The University, through the identification or establishment of relevant office, shall:

- a. provide opportunities meaningful socio-civic or literacy-numeracy sense involvement of students which include, but not limited to volunteerism, environmental protection, and discipline;
- b. provide insurance for students in their field workdays; and
- c. comply the requirement off-campus activities.



CHAPTER 68 SCHOLARSHIP AND FINANCIAL ASSISTANCE

Article 245. General Principles

Section 1. The University shall provide assistance to facilitate students' scholarship and financial assistance, such as:

scholarship program; incentives and subsidies; and delivery of essential services related to fund management and financial aid.

Article 246. Scholarships

Section 1. Scholarship grants, financial assistance, grants-in-aid and other forms of financial shall be awarded to deserving students under the supervision of Office of Student Affairs and in accordance with the provisions set forth in the Academic Policies (Book III, USM Code).

Section 2. The University, through the Office of Student Affairs, shall provide financial assistance and student placement opportunities to deserving, promising, and innovative students. The fiscal allocation of which shall be reviewed and approved by competent university authorities, including those externally funded scholarships and financial subsidies.

Section 3. As an act of gratitude for receiving the scholarship-assistance, recipients of university- and externally funded scholarships shall be required to sponsor at least one scholarship grantee immediately within 20 years upon their first graduation as alumni-scholars of the University. The sponsored grantee may be chosen by the sponsor or recommended by the University. Such sponsored scholarship shall be recorded by the Office of Students Affairs for proper documentation and contract.



Article 247. Student Loan

Section 1. There shall be a Student Loan Board which is composed of the Director for Student Affairs, Budget Director, and three (3) other officers as appointed by the University President.

Section 2. The Student Loan Board shall have the following duties and functions:

- a. formulate policies and guidelines for student loan applications;
- b. conduct performance assessment of various student loan portfolios;
- c. identify areas or concerns for student loan grants;
- d. review the applicability of student loans;
- e. approve student loan applications; and
- f. prepare and submit bi-annual student loan reports.

Article 248. University Student Assistantship

Section 1. There shall be a University Student Assistantship Unit that shall primarily be organized and managed by the Office of Student Affairs.

Section 2. The University Student Assistantship Unit shall have the following duties and functions:

- a. formulate policies and guidelines on student assistantship;
- b. conduct performance assessment of various student assistants;
- c. identify areas or concerns for student assistants;
- d. review the applicability of student assistants;
- e. approve student assistant applications; and
- f. prepare and submit bi-annual student assistantship reports.

Section 3. Recipients of student loan shall pay their dues as stipulated in the loan contract.



CHAPTER 69 DIVERSITY AND INTEGRATIVE SERVICES

- Department; and
- f. promote cultural identity, practice, sensitivity, and tolerance

Article 250. Diversity and Affirmative Action

Article 249. Multi-faith Service

Section 1. The University shall provide an environment conducive to free expression of one's religious and cultural orientation in accordance with institutional principles and policies.

Section 2. The OSA, through its Diversity and Integrative Services Department, shall:

ensure that the right of religion and indigenous belief is respected;

provide mechanism for the use of facilities;

conduct inter-faith dialogues;

supervise campus ministry programs and indigenous belief practices;

supervise religious and indigenous belief organizations in coordination with the OSA's Student Development Services

Section 1. The University shall provide programs and activities designed to provide equal opportunities to students with special needs such as the Persons with Special Needs, indigenous peoples, solo parents, working students, orphans, expectant mothers, senior citizen students, and those with gender issues and health problems.

Section 2. The OSA, through its Diversity and Integrative Services Department, shall:

- a. conduct programs for life skills training such as conflict management and counseling or testing referrals whenever necessary;
- b. ensure that academic accommodation is made available to PWDs and learners with special needs, upon proper consultation



and conference with the concerned parties whenever necessary;

- c. maintain database of students belonging to IP, PWD, solo parents, senior citizen students, working students, orphans, and the like in coordination with the ARO;
- d. organize programs and activities for students with special needs to be integrated to the mainstream studentry;
- e. provide appropriate services for students with special needs;
- f. regularly submit the list of students with disabilities detailing the intervention programs to the CHEDRO; and
- g. perform other functions as deemed necessary.

Article 251. Peace Advocacy Services

Section 1. The University shall facilitate the conduct of activities integrating peace advocacies in student organizations, and other peace initiatives for the students to appreciate the value and essence of peace, harmonious relationship, respect, reverence on the spirit of co-existence.

Article 252. Gender and Development

Section 1. The University through the University Gender and Development Office, ensure the equal opportunity to students regardless of gender orientation while embodying good values and adherence to policies set forth on the proper conduct and ethical standard the students.

Article 253. Research and Student Profile

Section 1. The Office of Student Affairs shall conduct student related research projects to update student profile and information.

Section 2. Data collected student profile may be used for research purposes or other research policy legislation of the university subject to the pertinent provisions of existing laws and the Privacy Law.

Section 3. Data collected student profile as stated in Article 211, Section 4 of this Code may be used for purposes stated in preceding Section.



CHAPTER 70 STUDENT CONDUCT AND DISCIPLINE

Article 254. General Provisions

Section 1. Every student shall obey the laws of the land, the rules and regulations of the University, and the accepted standards of society.

Section 2. The stipulation of offenses or breaches of discipline in this Code shall not be construed to exclude other offenses or breaches against the rules of discipline promulgated by the authority instituted by the University offices of the University President, Deans, Directors, or the Committee on Student Discipline.

Section 3. The provisions of this chapter shall apply to all bonafide students of the University and, by analogy or as far as practicable, the laboratory school students, offenses committed within the

university campus and outside if in the latter, the violation was committed while performing a university-sponsored or sanctioned activity or where the misconduct affects the good name or reputation of the University.

Section 4. These Rules shall be liberally construed in order to promote their objective in obtaining a just, speedy, fair and inexpensive disposition of cases. Investigations shall be conducted without strict recourse to technical rules of procedure and evidence to judicial proceedings.

Article 255. Norms of Conduct and Discipline

Section 1. The following norms of conduct and discipline shall be expected from the students at the University:

- a. Moral uprighttness
- b. Disciplined
- c. Ethical
- d. Civic mindedness and patriotism
- e. Nature lover; and
- f. Acting according to the generally accepted norms and



societal principles.

Article 256. Basis of Discipline

Section 1. Every student shall observe and abide by the laws of the land and the policies and regulations of the University.

Section 2. Every student shall observe his/her pledge of loyalty to the University.

Section 3. All students should adhere to the policies, rules, and regulations of the University and the provisions of this code. As such, all students are mandated to follow the provisions of this Code shall exercise candor, prudence, and faithfully ensure compliance hereof.

Article 257. Grounds for Student Disciplinary Actions and Penalties

Section 1. NO student of USM shall be subjected to disciplinary action except for just causes as provided in this code, other laws, and regulations and only after due

process.

Section 2. The grounds student disciplinary action its corresponding penalties classified as grave, less grave, light, depending on the nature of offense and its effects.

Section 3. The penalties under these rules shall be without prejudice to the filing of appropriate civil or criminal charges against respondent(s).

Section 4. The following are grave offenses with corresponding penalties:

1. Prohibited drug trafficking sale of prohibited drugs
 - 1st offense- Expulsion from the University
2. Use or possession of prohibited drug
 - 1st offense - Suspension for one (1) school year
 - 2nd offense - Expulsion from the University
3. Misappropriation of University-sanctioned student funds or property.
 - a. Involving a total amount of more than P25,000.00
 - 1st offense - Suspension

of one (1) semester to one (1) year and restitution of funds/property stolen.

- 2nd offense – Expulsion from the University and restitution of funds property stolen.

Involving a total amount of more than P25,000.00

- 1st offense – Suspension for one (1) year to expulsion and restitution of funds/property stolen.
- 2nd offense – Expulsion from the University and restitution of funds/ property stolen. The restitution of the misappropriated funds or property is a prerequisite to readmission if suspended or issuance of clearance from the University if expelled.

Sexual Harassment, act of lasciviousness, and seduction

- 1st offense – Suspension of one (1) semester to one (1) year
- 2nd offense – Expulsion from the University

Sexual Harassments, acts of lasciviousness, and seduction shall include the following:

Unwanted touching of private

parts of body (inner thighs, genitalia, buttocks, and breast);

- b. Sexual assault;
- c. Malicious touching; and
- d. Other analogous cases.
 - 1st offense – Expulsion from the University

- 6. Rape at any stage of execution
 - 1st offense – Expulsion from the University

- 7. Hazing or any act that results in physical or psychological suffering, harm, or injury inflicted on a recruit such as military training, ROTC, Boy/Girl Scout, and the like, neophyte, applicant, or member as part of an initiation rite or practice made as a prerequisite for admission or a requirement for continuing membership in a fraternity, sorority, or organization, including but not limited to, paddling, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical and psychological health of such recruit, neophyte, trainee, or

member. This shall also include any activity, intentionally made or otherwise, by one person alone or acting with others, that tends to humiliate or embarrass, degrade, abuse or endanger, by requiring a recruit, neophyte, trainee, or member to do menial, silly, or foolish tasks. For this purpose, the members who, being present, and with full knowledge of the acts constituting hazing being committed in their presence, shall be liable, whether they participated in the act of hazing or not. The officers of the organization, society, or group shall equally be liable, whether present or not.

- 1st offense - Suspension for one (1) semester to one (1) year for the respondent(s) and suspension of the recognition/accreditation of the concerned organization, for a similar period
- 2nd offense - Expulsion from the University of the respondent(s) and banning of the concerned organization from the University.

Where the hazing committed shall cause the death of a neophyte, the respondent(s) shall be meted with expulsion

on the first offense with prejudice to the filing appropriate court charges against the respondent(s)

8. Forging of signature, falsification of personal documents, perjury, false testimony, misrepresentation of facts, tampering of records and documents, unauthorized solicitation, other acts of fraud and extortion or transaction.
- 1st offense - Suspension for one (1) year to Expulsion
 - 2nd offense - Expulsion

9. Serious physical injuries
- 1st offense - Suspension for one (1) year to expulsion and payment for damages
 - 2nd offense - Expulsion and payment for damages as the case may be.

The payment of damages is a prerequisite to readmission if suspended or issuance of clearance from the University if expelled.

10. Assault upon a person in authority and/or their agent
- 1st offense - Suspension for one (1) semester to one (1) year



- 2nd offense – Expulsion

Robbery at any stage of execution

- 1st offense – Suspension for one (1) year to expulsion, and restitution of things stolen and/or payment of damages.
- 2nd offense – Expulsion and restitution of the thing(s) stolen and/or payment of damages.

The restitution of the stolen property or payment of damages is a prerequisite to readmission if suspended or issuance of clearance from the University if expelled.

Theft

- 1st offense – Suspension for one (1) semester to one (1) year and restitution of the thing stolen.
- 2nd offense – Expulsion and restitution of the thing(s) stolen.

The restitution of the stolen property or payment of damages is a prerequisite to readmission if suspended or issuance of clearance from the University if expelled.

Grave misconduct, being notoriously undesirable or

conduct grossly prejudicial to the best interest of the University such as but not limited to threats, intimidation, coercion, and all forms of bullying against any student, faculty member, or University official, including members of the staff personnel and/or security force, committed by word, deed, or any other means and in any form, including the social media, of such nature as to cause fear, anxiety, or grave emotional or psychological distress, whether the same occurs within or outside the premises of the University.

- 1st offense – Suspension for one (1) semester to one (1) year
 - 2nd offense – Expulsion from the University
14. Unauthorized possession of firearms and/or other deadly weapons with no justifiable reasons
- 1st offense – Suspension for one (1) semester to one (1) year
 - 2nd offense – Expulsion from the University
15. Grave threat
- 1st offense – Suspension for one (1) semester to one (1)



- 2nd offense - Expulsion from the University
16. Bribery
- 1st offense - Suspension for one (1) semester to one (1) year
 - 2nd offense - Expulsion from the University
17. Extortion or illegal exaction
- 1st offense - Suspension for one (1) semester to one (1) year
 - 2nd offense - Expulsion from the University
18. Forging or tampering of university records or transfer forms, securing, or using forged transfer credentials, or any material misdeclaration in the admission application or enrollment form or any other document required for admission or enrollment.
- 1st offense - Suspension for one (1) semester to one (1) year
 - 2nd offense - Expulsion from the University
- Section 5.** The following are less grave offenses with their corresponding penalties:
1. Offenses against decency and good customs, such as immoral doctrines, obscene publications and exhibits and other similar offenses
 - 1st offense - Suspension for thirty (30) days to one (1) semester
 - 2nd offense - Suspension for one (1) semester to one (1) year
 - 3rd offense - Expulsion
 2. Less Serious Physical Injuries
 - 1st offense - Suspension for thirty (30) days to one semester
 - 2nd offense - Suspension for one (1) semester to one (1) year
 - 3rd offense - Expulsion
 3. Sexual Harassment, acts of lasciviousness, and seduction that include:
 - a. Unwanted touching or brushing against a victim's body;
 - b. Pinching not falling under the offenses;
 - c. Derogatory or degrading remarks or innuendos directed toward the members of the opposite sex or one's sexual orientation or used to describe a person;
 - e. Verbal abuse or threats



sexual overtones; and Other analogous cases.

- 1st offense: Suspension for one (1) semester to one (1) school year
- 2nd offense: Expulsion

Vandalism including destruction of university property and other malicious mischief

- 1st offense – Suspension for thirty (30) days to one (1) semester and payment of damages, restitution of the whole span of tarnished property or both
- 2nd offense – Suspension for one (1) semester to one (1) year and payment of damages, restitution of the whole span of tarnished property or both
- 3rd offense – Expulsion and obligation to pay damages, restitution of the whole span of tarnished property or both

the restitution of the damaged property or payment of damages is a prerequisite to admission if suspended or issuance of clearance from the university if expelled.

Legal assembly/association as defined by law

- 1st offense – Suspension for thirty (30) days to one (1) semester
- 2nd offense – Suspension for one (1) semester to one (1) year
- 3rd offense – Expulsion

6. Disobedience of lawful order of persons in authority and/or their agents or violation of University rules

- 1st offense – Suspension for thirty (30) days to one (1) semester
- 2nd offense – Suspension for one (1) semester to one (1) year
- 3rd offense – Suspension for one (1) year to expulsion

7. Libel or unlawful use of means of publication and unlawful/false utterances as defined by law

- 1st offense – Suspension for thirty (30) days to one (1) semester
- 2nd offense – Suspension for one (1) semester to one (1) year
- 3rd offense – Expulsion

When committed using internet or social media:

- 1st offense – Suspension for one (1) semester to one (1)



- year
- 2nd offense – Expulsion

8. Plagiarism in any acts or form.

- 1st offense - Suspension for thirty (30) days to one (1) semester
- 2nd offense - Suspension for one (1) semester to one (1) year
- 3rd offense - Expulsion from the University

9. Cyberbullying

- 1st offense - Suspension for thirty (30) days to one (1) semester
- 2nd offense - Suspension for one (1) semester to one (1) year
- 3rd offense - Expulsion from the University

Cyberbullying refers to bullying conducted through technology or electronic means, encompassing actions that lead to harassment, intimidation, or humiliation. This includes, but is not limited to, activities carried out via text messages, email, instant messaging, chat platforms, the internet, social media, online games, or other digital formats or platforms.

Section 6. The following are offenses with their corresponding penalties:

1. Insulting, uttering defamatory or derogatory remarks or flagrant indecency in language against a fellow student
 - 1st offense – Suspension for one (1) week to one month
 - 2nd and subsequent offenses – suspension for thirty (30) days for each offense
2. Drunkenness within premises of the university
 - 1st offense – Suspension for one (1) week to one month
 - 2nd offense – suspension for thirty (30) days to one (1) semester
 - Subsequent offenses – Suspension for one semester for each offense
3. Sexual Harassment, Lewdness, Lasciviousness, and seduction that include:
 - a. Surreptitiously looking at or stealing a look at a person's private part or undergarments.

b. Telling sexist/smUTty jokes or sending these through text, electronic mail, or other similar means, causing embarrassment or offense and carried out after the offender has been advised that they are offensive or embarrassing or, even without such advice when they are but their nature clearly embarrassing, offensive or vulgar.

Malicious leering or ogling.

The display of sexually offensive pictures, materials, or graffiti.

Unwelcome sexual flirtation, advances, propositions;

Unwelcome inquiries or comments, about a person's sex life;

Making offensive hand or body gestures at an employee;

Persistent unwanted attention with sexual overtones;

Unwelcome phone calls with sexual overtones causing discomfort, embarrassment, offense, or insult to the receiver; and

Other analogous cases.

- 1st Offense – Reprimand
- 2nd Offense – Suspension for one (1) semester to one (1) school year
- 3rd Offense – Expulsion

4. Slight physical injuries

- 1st offense – Suspension for one (1) week to one (1) month
- 2nd offense – Suspension for thirty (30) days to one (1) semester
- 3rd offense – Suspension for one (1) year to expulsion

5. Fighting or resorting to physical force or violence

- 1st offense – Suspension for two (2) weeks to one (1) month
- 2nd offense – Suspension for thirty (30) days to one (1) semester
- 3rd and subsequent offenses – Suspension for one (1) semester to one (1) year for each offense

6. Gambling/Betting

- 1st offense – Suspension for one (1) week to one (1) month
- 2nd and subsequent offenses – Suspension for thirty (30) days to one (1) semester for each offense

7. Cheating during an examination or quiz

- 1st offense – Automatic failing grade in the



concerned subject

8. Tumults and other scandalous disturbance to University activity
 - 1st offense – Suspension for two (2) weeks to one (1) month
 - 2nd offense – Suspension for thirty (30) days to one (1) semester
 - 3rd and subsequent offense – Suspension for one (1) semester to one (1) year for each offense
9. Littering or misuse of school property
 - 1st offense – Picking up of litters or cutting of grasses or cleaning the University premises for one (1) hour
 - 2nd offense – Picking up of litters or cutting of grasses or cleaning the University premises for two (2) hours
 - 3rd offense and subsequent offenses – Picking up of litters or cutting of grasses or cleaning the University premises for three (3) hours
10. Violation and marring legally posted signs and notices
 - 1st offense – Reprimand to suspension for one (1) week
 - 2nd offense – Suspension for one (1) week to one (1) month
 - 3rd and subsequent offenses – suspension for one (1) month for each offense
11. Over speeding within University and causing pollution
 - 1st offense – Reprimand suspension for (2) days
 - 2nd offense – Suspension for three (3) to seven (7) days
 - 3rd and subsequent offenses – Suspension for seven (7) to thirty (30) days for each offense
12. Unauthorized cutting, uprooting of trees/planting, stoning/picking of trees, hunting, and fishing
 - 1st offense – Reprimand suspension for two (2) days and payment of damages
 - 2nd offense – Suspension for three (3) to seven (7) days and payment of damages
 - 3rd offense – Suspension for seven (7) to thirty (30) days and payment of damages for each offense
13. Dress code violation

- 1st offense – Reprimand to suspension for (2) days
- 2nd offense – Suspension for three (3) to seven (7) days
- 3rd and subsequent offenses – Suspension for seven (7) to thirty (30) days for each offense

14. Prohibited practices relating to the use of student ID:

a. Wearing of ID underneath, one's clothing;

b. Attaching of ID to personal belongings/article (e.g., bag, book, etc.); or

c. Failure to wear the official ID in its proper placement.

d. Refusal to wear the official ID;

e. Using fictitious ID, or one that belongs to another person;

f. Lending of one's ID to another person;

g. Tampering with the ID;

h. Refusal to show or surrender the ID when demanded by a person in authority.

- 1st and subsequent offenses - Non-admittance to University campus, offices or facilities and exclusion from classes and be declared absent.

Smoking in classroom, library and other "no smoking" areas

or premises

- 1st offense – Reprimand to suspension for two (2) days
- 2nd and subsequent offenses – Suspension for three (3) to seven (7) days for each offense

Section 7. In the meting of penalties, the counting of the number of days of suspension shall include Saturdays, Sundays, and legal holidays. Penalties imposed shall not prejudice the filing of appropriate court action by the University against the offender, if necessary.

Section 8. Mitigating, aggravating, and other circumstance affecting liability for an offense committed shall be considered in meting penalties.

Article 258. Sanctions and Operative Effects

Section 1. The penalty of expulsion shall carry with it the accessory penalty of perpetual disqualification from re-enrolling in the University.



Section 2. When suspension is meted out as a penalty, it shall take effect immediately.

CHAPTER 71 RULES IN THE CONDUCT OF INVESTIGATION OF STUDENT DISCIPLINARY CASES

Article 259. University and College Committee on Student Discipline

Section 1. There shall be a University

Committee on Student Discipline composed of:

- a. OSA Director as Chairperson;
- b. Two (2) representatives from USG as members;
- c. Dean(s) from the academic unit/s where the respondent(s) and complainant(s) is/are enrolled; and
- d. University Guidance Counselor as non-voting member

Section 2. There shall be an Academic Unit Conciliation, Mediation and Arbitration Committee to be chaired by the

Director of Office of Student Affairs. The Committee shall be composed of:

- a. Designated College Guidance Coordinator where complainant/s is/are enrolled as chairperson;
- b. OSA representative other than the OSA Director;
- c. The Local Student Government (LSG) Governor of the concerned academic unit or authorized representative;
- d. Department Chairperson from the academic unit where the respondent(s) and complainant(s) is/are enrolled;
- e. Any lawyer from the Office of the Legal Services.

Section 3. In case a member of the committee is the one involved in the case, the committee chairperson or any committee member of authority may recommend the replacement of such member to be approved by the Committee. banc.

Article 260. Authority to Investigate

Section 1. The executive authority of the University

Committee on Student Discipline shall include the following:

- a. Investigate, hear, and resolve student disciplinary cases forwarded by the Academic Unit Conciliation, Mediation, and Arbitration Committee and those classified as grave offenses which impose a penalty of suspension for more than ten (10) days and/or expulsion.

Section 2. The Academic Unit Conciliation, Mediation and Arbitration Committee shall have primary jurisdiction or authority over all disciplinary student cases, except grave offenses. Unresolved cases shall be certified by consensus of the majority of the Committee members and forward the same to the University Student Discipline Committee.

Article 261. Form and Content of Complaint

Section 1. The complaint shall be written in a clear, simple, and concise language, and organized as to sufficiently inform the respondent of the nature of the

charge against him/her and to enable him/her to prepare his/her defense.

Section 2. The complaint shall contain:

- a. The full name and address of the complainant;
- b. The full name and address of the respondent as well as his/her program, section and academic unit; and
- c. Affidavit attached with admissible evidence related to the complaint.

Section 3. The submitted complaint should be sufficient in form and substance to warrant a preliminary inquiry to be conducted by the Academic Unit Conciliation, Mediation, and Arbitration Committee.

Section 4. For grave offenses, the same shall be duly certified by the Academic Unit Conciliation, Mediation, and Arbitration Committee, it shall be forwarded to the University Committee on Student Discipline, who shall conduct a preliminary investigation within five (5) days upon the receipt of the complaint submitted sufficient in form and substance.

Section 5. Within five (5) days



from receipt of the complaint, the concerned committee shall serve a notice to the respondent. The notice shall contain information about the charges against the respondent and of the conduct of a preliminary inquiry. Failure of the respondent to appear in the preliminary inquiry shall be deemed a waiver on his/her right to participate in the said inquiry and the same shall proceed ex-parte without prejudice to his/her right to participate in the proceeding at any stage of the investigation to protect his/her right.

Section 6. In cases where the complaint is found insufficient in form or substance, the committee shall dismiss the case without prejudice and notify the parties involved.

Article 262. Respondent's Answer

Section 1. The respondent shall be given five (5) days from receipt of the charge within which to file an answer. Formal investigation shall be held after notice as provided in the succeeding articles.

Article 263. Notice Hearing

Section 1. All parties shall be notified of the time, date, and place of the hearing at least three (3) working days before such hearing.

Article 264. Hearing

Section 1. Hearing shall commence not later than three (3) working days after the receipt of the respondent's affidavit or the expiration of the period within which the respondent shall file his/her affidavit and shall be terminated within thirty (30) days thereafter. In meritorious cases, the investigating committee may seek to extend such period by the VPAA. In case of complaint being heard by the University Committee on Student Discipline, the approval to extend the period of investigation shall be sought from the Office of the President.

Article 265. Failure to Appear at Hearing

Section 1. In case the complainant fails to appear at the place and date set for the hearing, the case shall be dismissed without prejudice.



hearing after due notice and without sufficient justification, the case shall be dismissed with prejudice.

Section 2. In case the respondent fails to appear in the place and date set for the initial hearing after due notice and without sufficient justification, this fact shall be noted and the case against him/her shall proceed ex parte, without prejudice for him/her to participate in the latter proceedings to protect his/her right.

Section 3. In case both parties fail to appear at the initial hearing despite notice and without justifiable reason, the case shall be dismissed with prejudice.

Article 266. Postponement

Section 1. Application for postponement may be granted for a valid cause for such period as the ends of justice and the rights of parties to a speedy hearing require, provided that each party shall only be granted one (1) postponement. Provided further that notice of postponement

shall be filed two (2) working days before the scheduled hearing.

Article 267. Decision

Section 1. Within five (5) days from the termination of the investigation, the investigating committee shall submit the Investigation Report with recommendation and the complete records of the case to the disciplining authority.

Article 268. Hearing of the University Committee on Student Discipline

Section 1. The University Committee on Student Discipline shall adopt fair and just procedure in the conduct of hearings as provided in the Code.

Section 2. Within seven (7) working days, after the last hearing, the University Committee on Student Discipline shall submit its recommendation to the disciplining authority for appropriate action. The report shall contain a brief statement of the facts of the case, the findings, conclusions and



recommendations and the laws and regulations upon which the decision is based.

Article 269. Motion for Reconsideration

Section 1. The aggrieved party shall be allowed to file one (1) motion for reconsideration before the University Committee on Student Discipline within three (3) working days from receipt of a copy of the decision. No motion for reconsideration is allowed for cases reviewed by the Academic Unit Conciliation, Mediation and Arbitration Committee. Decisions issued by this committee, as affirmed by the University President are final and executory.

Article 270. Appeal to the Board of Regents

Section 1. The decision for cases classified as grave offense, which carries a penalty of suspension for more than one (1) semester or expulsion, is appealable. The respondent may file an appeal to the Board of Regents through the University President within fifteen (15) days from the receipt of the

decision denying the motion for reconsideration.

Article 271. Finality of the Decision

Section 1. The decision shall become final and executory on the following conditions:

- a. Upon the lapse of three (3) working days from receipt of a copy of the decision with a motion for reconsideration having been filed with the University Committee on Student Discipline; or
- b. When a motion for reconsideration is filed upon the lapse of fifteen (15) working days from receipt of a copy of the decision denying the motion for reconsideration without filing an appeal to the Board of Regents.

Section 2. Where the penalty imposed for the offense committed is expulsion or permanent disqualification from enrolment, a suspension for more than one (1) semester, or other penalties of equivalent severity, the recommendation of the Academic Council and confirmation of the Board of Regents is required.



finality.

Article 272. Effectivity of Decision

Section 1. Decision(s) shall take effect immediately without prejudice to the right of appeal. An appeal, however, does not stay the execution of the decision.

Article 273. Records of Proceedings

Section 1. All proceedings on student discipline shall be recorded and reproduced in six (6) copies.

Section 2. Original records pertaining to student discipline shall be under the custody of the Chairperson of the Investigating Committee. Such records are confidential in nature. No person shall have access to the same for inspection or copying unless he/she is officially involved therein or has a legal right, which cannot be protected or vindicated without access to or copying such records. Any violation as to the confidentiality of the records shall be subject to disciplinary action.

Article 274. Offenses and Penalties for Non-Student and Non-Campus Residents

Section 1. For the offenses of non-students and non-campus residents and in cases where the provisions of this Code cannot be applied, the same shall be brought to the appropriate court of justice or any other law enforcement agency.

CONCLUDING TITLE CHAPTER 72 SUPPLEMENTARY APPLICATION AND AMENDMENTS

Article 275 Supplementary Application

Section 1. All existing laws, orders, and other government rules and regulations and those, which shall hereinafter be promulgated which reinforce any provisions of this Code shall be incorporated as integral parts hereof.



Section 2. This Code shall also incorporate all existing and subsequent policies and implementing guidelines, rules and regulations promulgated by the Board of Regents, the University President and all other competent authorities of USM, provided that the same are not inconsistent with any of its provisions.

Article 276. Manner of Amendment

Section 1. The University Administrative Council may propose amendments to this Code relative to administrative matters in any of its meetings, subject to the approval of the Board of Regents.

Section 2. The University Academic Council and the Research and Extension and Production Committees may propose amendments to this Code relative to academic, research extension and production matters in any of its meetings, subject to the approval of the Board of Regents.

Section 3. Any amendment to this Code shall take effect fifteen (15) days after its publication in at

least one (1) official organ or paper of USM.

CHAPTER 73 REPEALING, SEPARABILITY AND EFFECTIVITY CLAUSES

Article 277. Repealing Clause

Section 1. All other existing policies, rules, and regulations of USM, which are not in or inconsistent with any of the provision of this Code, are deemed repealed or superseded.

Article 278. Separability Clause

Section 1. Any provisions of this Code which are inconsistent with laws governing HEIs shall be considered ineffective. Any other provisions herein not affected shall remain enforced.



Article 279. Effectivity Clause

Section 1. This Code shall take effect fifteen (15) days after its publication in at least one (1) official organ or paper of University-wide circulation.



APPENDICES

USM Student Uniform

MALE

- White Polo with School Seal
- School ID with Lanyard
- Black Slacks
- Black Leather Shoes



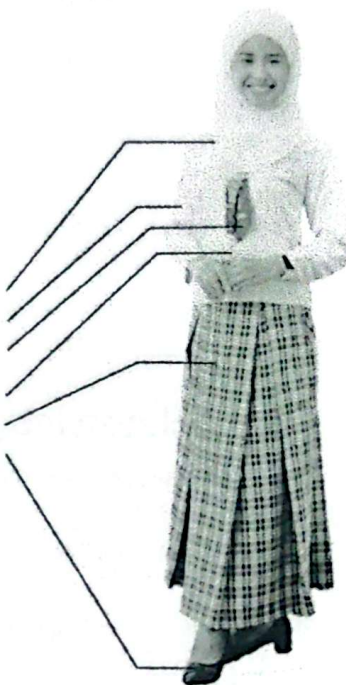
FEMALE

- White Blouse
- Green Necktie
- School ID with Lanyard
- Skirt
- Black Closed Shoes



MUSLIM FEMALE

- White Hijab
- Long-Sleeved White Blouse
- Green Necktie
with Printed College and Program
- School ID with Lanyard
- Long Skirt
- Black Closed Shoes





REFERENCES

USM CODE 2005 Edition

USM CODE 2012 Edition

USM BOR Resolution No. 70 Series of 2019 September 26, 2019
Organizational Structure of the Office of Student Affairs and
other Students Services Delivery Units

CHED Memorandum Order No. 09 Series of 2013
Enhanced Policies and Guidelines on Student Affairs and Services

OSA-USM Student Manual
1st Edition

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STUDENT PLEDGE

As a student, I am privileged to be admitted to the University of Southern Mindanao for 1st Semester of School Year 2024-2025, I hereby promise to abide by, the rules and regulations laid down by its component authority.

Signature Over Printed Name