UNIVERSITY OF SOUTHERN MINDANAO

COLLEGE OF BUSINESS, DEVELOPMENT ECONOMICS AND MANAGEMENT

ACCOUNTANCY DEPARTMENT

BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING



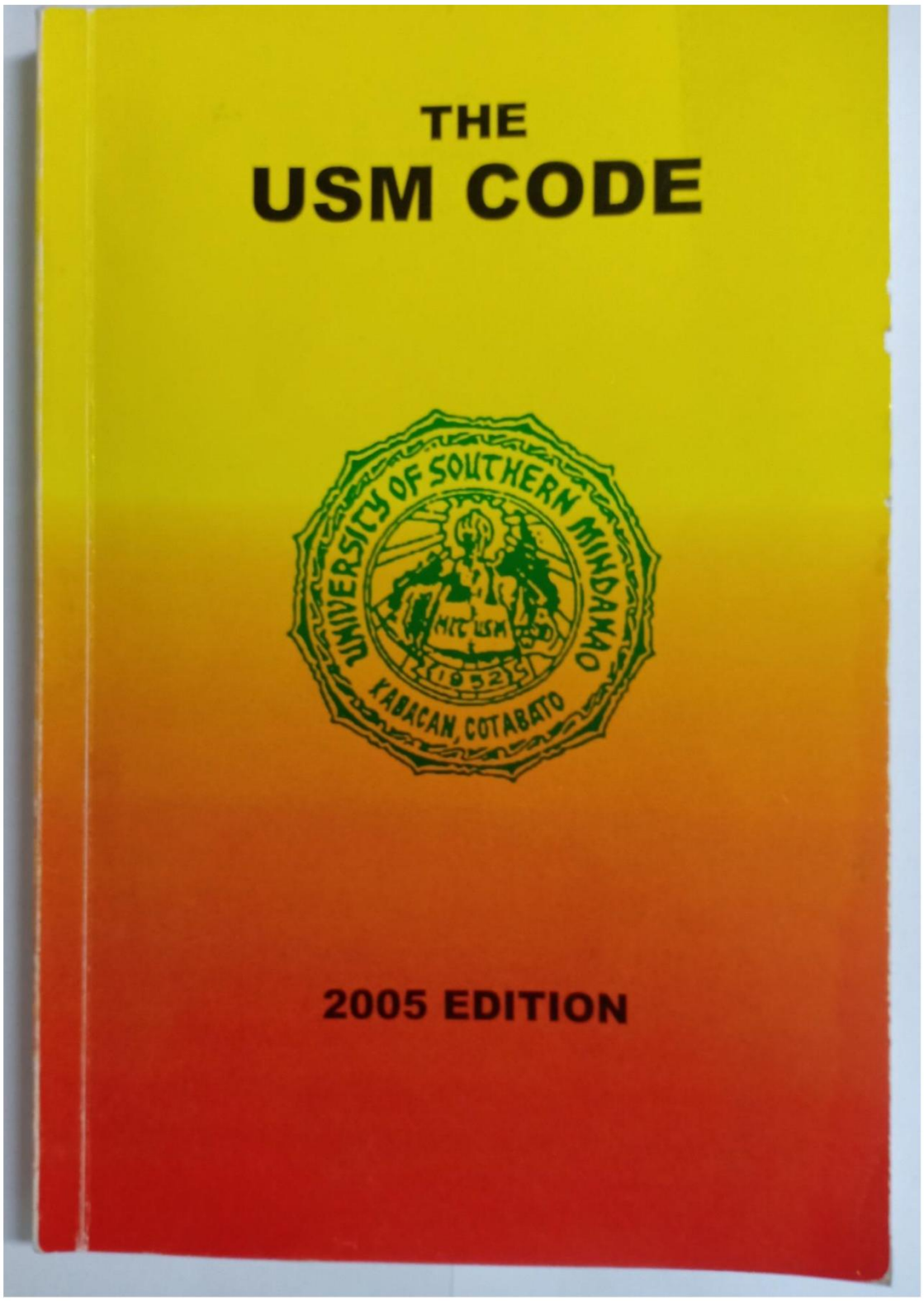


AACCUP LEVEL 1 ACCREDITATION

AREA X
ADMINISTRATION

S.1. The institution has an approved and printed Student Handbook/Manual containing policies and guideline on the following aspects of student life;

S.1.2. registration requirements;



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BOOK III
THE ACADEMIC AFFAIRS

TITLE EIGHT
ACADEMIC POLICIES

CHAPTER 43
COVERAGE

Article 163. General Provisions

Sec. 1. The academic policies and guidelines prescribed in this Title shall principally apply to the colleges and academic institutes of the University.

Sec. 2. Academic policies and guidelines governing the University Laboratory School and the Integrated Laboratory School shall be consistent with the curriculars and issuances promulgated by the Commission on Higher Education and Department of Education, the applicable resolutions, rules and regulations adopted by the Board of Regents, and-as far as practicable-the provisions of this Code.

CHAPTER 44
ACADEMIC CALENDAR, SCHEDULE, AND SIZE OF CLASSES

Article 164. Academic Calendar

Sec. 1. The annual academic calendar shall be prepared in accordance with the calendar issued by the Commission on Higher Education. The framework of the academic calendar, including major activities of the University, shall be approved by the Administrative Council and details thereof prepared by the Office of the Vice President for Academic Affairs and other offices concerned.

Sec. 2. The Academic Year shall be divided into two semesters of at least 18 weeks each or 54 semester-hours, inclusive of registration and final examination periods. A summer session of six weeks, a class work of which is equivalent to a class work in one semester, shall follow the second semester.

Sec. 3. All colleges and other academic units of the University shall operate under the semestral system. Unless otherwise provided, the first semester shall commence in June, the second semester in November, and the summer session in April.

Sec. 4. In addition to the national and regional ones, the University shall observe its Recognition Day every March 13th and its Foundation Anniversary every October 1st of the year as legal holidays, subject to the compulsory attendance of all concerned officials, faculty, non-teaching personnel and students of the University in all duly authorized activities thereof. Graduation days in both the college and basic education levels shall be treated as special working holidays.

Sec. 5. Make up classes shall be held in lieu of class hours lost due to such fortuitous events as typhoons and earthquakes; Provided, that similar make up schemes shall be given to students concerned upon their return from athletic or other competitions, as official delegates of the University.

Article 165. Schedule of Classes

Sec. 1. Schedule of classes shall be prepared by a Committee headed by the Vice President for Academic Affairs, with the Director for Instruction, the Director of Student Affairs, the University Registrar, and the Deans of academic programs, as members.

Sec. 2. All programs shall start classes on the first day of the academic term.

Sec. 3. Unless otherwise provided, classes shall be scheduled during regular school hours at daytime and in consideration of available facilities and/or instructors.

Article 166. Class Size

Sec. 1. The standard class size in the tertiary level of the University shall be as follows:

Curricular Level	Number of Students/Class	
	Minimum	Maximum
(1) Graduate level		
(a) Lecture class	10 students	25 students
(b) Laboratory class	10 students	25 students
(2) Undergraduate level		
(a) Lecture class	15 students	50 students
(b) Laboratory class		
(Social)	15 students	45 students
(Technical)	15 students	25 students

Sec. 2. The minimum size to warrant the opening of a requested class for a particular subject shall not be less than fifteen (15) students for the undergraduate level and ten (10) students for the graduate level. Any deviation from the above standards shall be subject to the approval of the duly constituted authorities of the University; Provided, that the requesting student(s) shall pay the prescribed total amount of tuition and other fees required for the purpose.

Sec. 3. No class shall be divided into sections for either of the following reasons: (a) to suit the personal preference of the individual instructors in regard to time, place, and monetary incentive; and (b) to enable the instructors to comply with the regulations governing teaching load.

Sec. 4. The University reserves its right to limit its enrollment, if such limitation is reasonably necessary.

CHAPTER 45
DISMISSAL/SUSPENSION OF CLASSES AND CHANGE OF SCHEDULE

Article 167. Dismissal of Classes

Sec. 1. Classes may be dismissed ten (10) minutes before the end of the period to give ample time for students to transfer from one room or building to another.

Sec. 2. A class may be dismissed if, after the first fifteen (15) minutes, the instructor has not yet entered the classroom. Should this happen, the students must be advised to go to the University Learning Resource Center (ULRC) for library and/or research work.

Sec. 3. Classes in a college shall not be dismissed by the Dean for any reason other than those provided in the preceding two sections without authority from the Vice President for Academic Affairs except in unusual cases for which a report should be submitted to the said University official, giving the reasons for such action taken by the Dean. Unless otherwise specified, dismissal of classes shall not include dismissal of the faculty and other personnel of the unit.

Article 168. Suspension of Classes

Sec. 1. Classes in all levels shall be automatically suspended when Storm Signal No. 3 is raised by the PAGASA; for the elementary and high school levels, when Storm Signal No. 2 is raised, without prejudice to the power of competent authorities to suspend classes during calamities or when public safety requires.

Sec. 2. Classes may be suspended during an unscheduled University-wide activity that requires the attendance of the faculty and/or students upon the order of the University President, or his duly authorized representative.

Article 169. Change of Class Schedule

Sec. 1. No faculty member shall change the time of his class to any other time than that officially scheduled except when expressly permitted by the Dean concerned and confirmed by the Vice President for Academic Affairs.

Sec. 2. No faculty member shall meet his students for class or consultation purposes in any unscheduled room or place except when expressly permitted by the Dean concerned and confirmed by the Vice President for Academic Affairs..

CHAPTER 46
ADMISSION AND REGISTRATION

Article 170. Entrance Requirements

Sec. 1. The entrance requirements for each course in the University shall be as prescribed by the faculty of the college offering the course, subject to the approval of the University Academic Council and the confirmation of the Board of Regents.

Sec. 2. All applicants for admission must have complete and valid credentials and must meet all the prescribed admission requirements of the University and the course applied for.

Sec. 3. Every applicant for admission shall be required to pass a thorough physical, medical, and other health examinations, as may be deemed wise, to be conducted by the medical and dental units of the University Hospital. No person found to be with a dangerous or contagious disease shall be admitted to the University.

Article 171. Admission

Sec. 1. No student shall be denied admission to the University by reason of age, sex, nationality, religious belief, political affiliation, socio-economic status, conviction, or ideology.

Sec. 2. Graduates of duly recognized high schools may be admitted as freshmen into the University on the following bases: (a) their performance in the **USM College Entrance Examination (USMICEE)**; (b) their weighted average in senior high school; and, (c) their compliance with other requirements prescribed by the colleges concerned and/or the University.

Sec. 3. Admitted students must not have enrolled in any academic college subject(s) prior to their enrolment as beginning freshmen; otherwise, they shall be classified as transferees.

Sec. 4. Students enrolled in vocational courses or any other course(s) not leading to a degree program shall be admitted as beginning freshmen.

Sec. 5. Unless otherwise provided, no beginning freshman students shall be admitted for enrolment during the second semester or summer term.

Sec. 6. Students from recognized institutions of high learning may be admitted as transferees into the University on the following bases: (a) their performance in the USM College Entrance Examination (USMICEE); (b) their grade weighted average (GPA) in all the courses taken outside the University; and (c) their compliance with other entrance requirements prescribed by the colleges concerned and/or the University.

Sec. 7. Transfer students shall be admitted on probation basis until such time when they have validated or repeated all subjects taken outside the University which are required for their courses; Provided, that their admission shall be subject to the availability of slots after all regular students of the University shall have already been admitted.

Sec. 8. Only students who have enrolled in any course leading to a degree program and who must not have any outstanding failure in any academic or non-academic subject, including ROTC or its equivalent, shall be admitted as transferees; Provided, that the Official Transcripts of Records (OTR) of transfer students shall be submitted prior to their admission for the following semester; otherwise, their further enrolment in the University will not be allowed.

Sec. 9. Transferees from other SUC (State Universities and Colleges) institutions shall be admitted and treated as regular students, in accordance with the existing policies of the University.

Sec. 10. Rejoining students (those not enrolled during the preceding semester) who secured clearance from the University must reapply for admission at the Office of the University Registrar; Provided, that former students who have attended another institution since attending the University shall be required to qualify on the same basis as new transfer students.

Sec. 11. An applicant who has already earned a baccalaureate degree from the University or from other recognized institutions of higher learning may be admitted without the necessity of qualifying in the USM College Entrance Examination (USMICEE); Provided, that he meets all the other admission requirements prescribed by the college in which he intends to enroll.

Sec. 12. Government employees seeking admission to the University shall be required to meet the conditions prescribed for enrollment by the college concerned and to submit the following documents: (a) Permit to study signed by the Head of the agency or his authorized representative; and (b) Original copy of the Official Transcript of Records (OTR) of the applicant.

Sec. 13. Students coming from foreign countries may be admitted to the University, subject to the availability of slots; Provided, that they shall be required to meet all the entrance requirements prescribed for the course applied for; and Provided, further, that their admission shall be limited to special courses only.

Sec. 14. Foreign students must meet all the prescribed requirements of the Department of Foreign Affairs (DFA) and the Bureau of Immigration and Deportation (BID) and must submit a Certification of Proficiency in English, based on TOEFL scores (for non-native speakers in English).

Sec. 15. Entering graduate students shall be required to take the qualifying examination in the master's degree program or in the doctoral degree program, as the case may be, before they are admitted to any graduate program in the University.

Sec. 16. Only students who have graduated from the baccalaureate level with, at least, an average rating of "2" or its equivalent shall be eligible for admission to the master's degree program.

Sec. 17. Only students who are holders of a master's degree with, at least, an average rating of "1.75" or its equivalent shall be eligible for admission to the doctoral degree program.

Sec. 18. Students whose average ratings are below the entrance requirement may be provisionally admitted to a non-degree status; Provided, that after the successful completion of at least 18 academic units with an average rating of "2.0" in the master's degree program or at least 21 academic units with an average rating of "1.5" in the doctoral degree program, they shall be permanently admitted to the degree status, subject to the approval of the Dean.

Sec. 19. Applicants to the master's degree program and doctoral degree program shall be required to have the proper and corresponding undergraduate and graduate academic backgrounds, respectively, to qualify for admission; Provided, that the satisfactory completion of 18 academic units in the former and 21 academic units in the latter shall be required for admission.

Sec. 20. Every student shall, upon admission, sign the following pledge: *"In consideration of my admission to the University of Southern Mindanao and of the privileges of my admission as a student of this institution, I hereby promise and pledge to abide by and comply with all the rules and regulations laid down by competent authorities of the University and of the College in which I am enrolled."* Refusal to take the foregoing pledge or violation of its terms shall be sufficient cause for denial of admission or summary dismissal of the student concerned.

Article 172. Registration

Sec. 1. Registration of students shall be only on the regular registration period indicated in the academic calendar; Provided, that this may be extended for a grace period of five (5) working days after the last day of the registration schedule, subject to the approval of the Vice President for Academic Affairs and upon payment of fine for late registration, as required.

Sec. 2. A student shall be deemed officially registered in order to receive credit for course work when he has paid his tuition and other school fees duly validated by the Office of the University Registrar.

Sec. 3. Registration of a returning student shall be dependent on his previous scholastic standing; Provided, that an admission slip, clearance, and a certified copy of his Transcript of Records, among other things, shall be required as credentials for enrolment.

Sec. 4. A student shall not be allowed to enroll in more than one course at a time during his stay in the University.

Sec. 5. The rules on sequencing of subjects in the curriculum of the course being taken must be observed and followed in enrolment. Enrolling and attendance in a subject without passing its prerequisite shall earn the student no academic credit on the same.

Sec. 6. In meritorious cases, however, a student who has previously enrolled and fully attended a course that is prerequisite to another may be allowed to enroll and attend in the latter course for credit without having passed or earned credit for the prerequisite course; Provided, that no permission shall be granted on waiver of prerequisites except upon application by the student; and Provided, that the application shall be accompanied by a certification from the student's instructor in the prerequisite course that the student had fully attended said course; and Provided, furthermore, that the application shall be accompanied by a certification from the Director of Student Affairs that the student's failure to pass or earn credit in the prerequisite course was not due to disciplinary action imposed upon him.

Sec. 7. The Dean of the College/Institute concerned shall be authorized to grant the permission on waiver of prerequisite course/subject and shall act through a committee created by the Dean, to include the College Secretary, among others, to decide on the merit of the application.

Sec. 8. The student who is granted permission mentioned in the two preceding sections shall be required to enroll in the prerequisite course simultaneously with the course to which the former is a prerequisite, or immediately in the next semester.

Sec. 9. Graduating students shall be allowed to take the prerequisite subject and the higher subject simultaneously upon the approval of the Dean and confirmation of the Vice President for Academic Affairs; Provided, that, if the student should fail in the prerequisite subject, the higher subject shall not be given credit.

Article 173. Cross-Registration

Sec. 1. Cross enrollment may be allowed; Provided, that this shall be done within the period of registration set forth by the Office of the University Registrar.

Sec. 2. No student shall be registered in any other college of the University without the permission of the Dean of the college in which he is primarily enrolled.

Sec. 3. The total number of units of credit for which a student may register in two or more colleges in the University shall not exceed the maximum allowed by the rules on academic load.

Sec. 4. No student of another institution shall be admitted to cross-enroll in the University without a written permit from the Dean or Registrar of his mother school. The permit shall state the total number of units for which the student is registered and the subjects that he is authorized to cross-register, subject to the availability of slots, in the University.

Sec. 5. Students enrolled in any curricular level in the University may be allowed to cross-register in another institution; Provided, that the subjects involved are not offered in the University at the time, must have the same course description and number of units in the institution sought to cross-enroll in, and must not be major courses; and Provided, further, that there is an immediate need for the cross-registration to clear out academic deficiencies, such as the case of graduating students.

Sec. 6. Cross-enrollment of subjects outside the University shall have the approval of the Dean and authorized by the University Registrar for the subjects involved to be given credits by the University; Provided, that no student shall be allowed to cross-register in more than one school outside the University.

Sec. 7. Transfer credits shall be given to courses taken by a student in another recognized institution on the recommendation of the authorized official in the other school concerned, subject to the approval by the Dean of the college/institute concerned in the University to which credits are transferred and the provisions of existing rules and regulations of the University governing the same.

Sec. 8. The University reserves the right to deny admission to a student who seeks to cross-register in the institution.

CHAPTER 47
STUDENTS AND THEIR CLASSIFICATION

Article 174. Student Defined

Sec. 1. Students are those who are enrolled in and who are regularly attending an educational institution of secondary or higher level or a person engaged in formal study (Education Act of 1982).

Article 175. Classification of Students

Sec. 1. Students shall be classified generally as follows:

1. A **regular student** is one who is registered for formal academic credits and who carries the full load for a given semester under the curriculum in which he is enrolled, including the cases of graduating students who may carry less than the full load for purposes of completing the requirements of the curriculum.
2. An **irregular student** is one who is registered for formal credits but who carries less than the full load for a given semester under the curriculum in which he is registered.
3. A **transfer student** is one who comes from another institution where he started studying for a course and who is now registered in the University after qualifying for admission.
4. A **working student** is one who is employed on a full-time or part-time basis in or outside the University.
5. A **foreign student** is one who comes from another country and who is not a citizen of the Philippines.
6. A **special-course student** is one who is registered in short/opportunity course(s) for a duration of six months or less. The work done by a special-course student shall not be given any credit; however, this will be reported either as "Satisfactory" or "Unsatisfactory" after the end of the course.

Sec. 2. Students shall also be classified for curricular level placement as follows:

1. A **freshman** (First) is a student who has not finished the prescribed subjects of first year nor has completed 25% of the total number of units required in his course.
2. A **sophomore** (Second) is a student who has completed his first year course or has finished 25%, but not more than 50%, of the total number of units required in his course.
3. A **junior** (Third) is a student who has completed the first two years of his course or has finished 50%, but not more than 75%, of the total number of units required in his course.
4. A **senior** (Fourth) is a student who has completed the first three years of his curriculum or has finished 75%, but not more than 85%, of the total number of units required in his course.
5. A **terminal** (Fifth) is a student who has completed the first four years of his curriculum or has finished 85% of the total number of units required in his course.

CHAPTER 48
STUDENT ACADEMIC LOAD

Article 176. Number of Hours Per Unit of Credit

Sec. 1. One unit of credit shall be at least 18 full hours of instruction per semester in the form of lecture, discussion, seminar, tutorial, or equivalent field/laboratory work or any combination of these forms within a semester.

Sec. 2. The standard number of hours for every one unit of credit per class session shall be as follows:

(1)	Lecture class	1 hour
(2)	Laboratory class	3 hours
(3)	Physical Education	2 hours

Article 177. Normal Load of Students

Sec. 1. The normal academic load for undergraduate students per semester shall not exceed 20 units, including laboratory work, unless otherwise prescribed; Provided, that a graduating student with all subjects passing in the semester immediately preceding his enrollment may be allowed to carry a heavier load not exceeding 28 units per semester, subject to the approval by authorities concerned, during the last two semesters of his enrolment.

Sec. 2. During the summer term, a student may be allowed to register only in nine (9) units, except for graduating students who shall be allowed a higher load not exceeding 12 units.

Sec. 3. Only graduating students shall be allowed to overload, subject to their academic standing; Provided, that students who are scholastic delinquents shall not be allowed to have any overload.

Sec. 4. The academic load of transfer students shall be limited only to those subjects without prerequisites, until such time when these subjects shall have already been validated or accredited.

Sec. 5. The maximum study load of regular students in the graduate level shall not exceed 12 academic units per semester and six academic units per summer time; Provided, that graduating students may be allowed to increase their study load to 15 academic units per semester and nine academic units per summer term, subject to the approval of the Dean.

Sec. 6. The Vice President for Academic Affairs is empowered to limit the academic load of students who are employed outside the University, whether on full-time or part-time basis.

Sec. 7. No student shall be allowed to enroll in two academic programs at the same time.

CHAPTER 49
CLASS ATTENDANCE

Article 178. General Provision

Sec. 1. Attendance of students to classes shall be governed by the provisions of this Code and the rules and regulations to be hereinafter adopted and/or promulgated by the University.

Article 179. Rules on Attendance of Students

Sec. 1. The following rules on attendance shall apply to all colleges, excluding the National Service Training Program (NSTP), in the University:

1. Any student who, for unavoidable circumstances, is obliged to be absent from class must obtain a written excuse from his Dean to be presented to the Instructor(s) concerned not later than the second class session following the date of the student's return.

2. Whenever a student has been absent for three consecutive class meetings, a report thereof shall be sent by the faculty member concerned to the Guidance Counselor of the college. The Guidance Counselor shall call the student and notify the parents, if necessary.

3. An excuse is for the time missed only. The student concerned shall be responsible for all the lessons covered by the class during his absence and all work assigned to be accomplished during such absence shall be made up by him to the satisfaction of his instructor within a reasonable time.

4. A medical certificate must be secured from the University Hospital in case the absence is due to illness. Any illness attended to elsewhere causing absences from classes shall be reported to the University Hospital within three days after the absences have been incurred. A medical certificate issued by another physician must be attested by the Director of the University Hospital, or his duly authorized representative.

Sec . 2. When the number of hours lost by absence of a student reaches 20 per cent of the hours of recitation, lecture, laboratory, or any other scheduled work in one subject, he shall be dropped from the subject; Provided, that a faculty may prescribe a longer attendance requirement to meet the special needs of the course.

Sec. 3. If the majority of the absences are excused, the student shall not be given a grade of "5" upon being thus dropped, but if the majority of the absences are not excused, he shall be given a grade of "5" upon being thus dropped. Time lost by late enrollment shall be considered as time lost by absence.

CHAPTER 50
SCHOOL FEES

Article 180. General Provision

Sec. 1. Subject to applicable laws and regulations, all student fees and other charges shall be fixed by the Board of Regents, upon the recommendation of the Administrative Council.

Article 181. Classification of School Fees

Sec. 1. School fees shall be classified into:

1. Regular school fees, which include tuition and fees/charges for medical-dental, athletic, diploma, library, laboratory and identification card;
2. Student fees, which include fees for student publication, student government, workbook, FFP-FAHP-FFPCC, and graduation fees for seniors;
3. Administrative fees, which include fines for late enrollment and other authorized fines, fees for changing, adding or dropping of subjects, special service fees for validation/removal examinations, official transcript of records, certifications, and testing services; and,
4. Out-of-state fees, which are levied on foreign students who are qualified to enroll in the University.

Article 182. Schedule of Allowable Refunds

Sec. 1. Students who have paid their tuition and other fees and who wish to withdraw their registration or are granted honorable dismissal or leave of absence, shall be entitled to a refund of their matriculation fees, except entrance and registration fees, in accordance with the following schedule:

(1) Before opening of classes	100%
(2) Within one week from opening of classes	80%
(3) Within the second up to fourth week from opening of classes	50%
(4) After the fourth week	No refund

Sec. 2. In the case of students who may be allowed in meritorious cases to register after the opening of classes and withdraw thereafter, the number of days shall be counted from the actual date of registration and the refund of their matriculation fees shall also be in accordance with the above schedule.

Sec. 3. In case of death of a student during the semester, all fees may be refunded if so requested by the family.

Sec. 4. Laboratory fees shall not be refunded after one week from the opening of classes where voluntary change is made from one course to another. Refund of tuition for a subject may be allowed in case of forced dropping of such subject for valid reason(s).

CHAPTER 51
CURRICULAR CHANGES

Article 183. Dropping of Subject

Sec. 1. Dropping of subjects shall be allowed, subject to the payment of corresponding fees, by filling out the prescribed form; Provided, that this is done not later than the last day before the start of the mid-term examinations. Unofficial dropping of subject after the midterm shall earn the student a failing grade or "5".

Sec. 2. After the period prescribed in the preceding section, a student may be allowed to drop a course only by reason of illness, duly certified by a physician of the University Hospital or any authorized official of the Department of Health, and other valid or justifiable reasons such as transfer of residence or going abroad, etc.

Sec. 3. Any student who drops a course without the approval of his instructor, the Dean, and the University Registrar, shall be given a failing grade or "5" and shall have his registration privileges curtailed or entirely withdrawn.

Article 184. Withdrawal from Program

Sec. 1. Withdrawal of registration in the University may be allowed; Provided, that a student who drops out entirely from his program before three-fourths of the total number of hours prescribed for his course has elapsed, with valid reasons as those enumerated in Section 2 of the preceding Article, and with the approval of his Dean and the University Registrar, shall be classified as "WITHDRAWAL".

Sec. 2. A student who withdraws his registration shall be entitled to withdraw his credentials submitted as requirements for enrollment and refunds of school fees, subject to existing pertinent rules and regulations of the University.

Sec. 3. No withdrawal of registration shall be allowed after three-fourths of the total number of hours prescribed for the course has already elapsed; Provided, that, if a student withdraws after the specified period, his instructors may submit grades of "5" for him if his class standing up to his withdrawal is below "3".

Article 185. Substitution of Subjects

Sec. 1. Substitution of subjects may be allowed and must be based on, at least, one of the following factors:

1. When a student is pursuing a curriculum that has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new;

2. When a student needs a required subject not offered in the major department and/or when a required subject is not offered, as scheduled;
3. When there is conflict of hours between a required subject and another required subject;
4. When the petition for substitution involves subjects allied to each other and with the same number of units or greater than the units of the required subject; or
5. When a student is deficient in some disciplines and/or when he has shown superior competence in one discipline.

Sec. 2. Substitution may be allowed in non-prescribed requirement of the course; Provided, that the subjects to be substituted have equal credit units.

Sec. 3. No substitution shall be allowed for a subject prescribed in a curriculum in which a student has failed, except when the subject is no longer offered; Provided, that the proposed substitution shall substantially cover the same subject matter as the required subject.

Sec. 4. Any petition for substitution shall be recommended by the adviser and the Chairman of the department and approved by the Dean and concurred by the Vice-President for Academic Affairs; Provided, that the University Registrar shall be notified of the said substitution.

Article 186. Changing/Adding of Subjects

Sec. 1. Changing and/or adding of subjects shall be allowed, subject to the payment of corresponding fees, for valid reasons; Provided, that these are done within, but not later than, the second week after regular class meetings have been held.

Sec. 2. The changing and/or adding of subjects shall be made by filling out the prescribed form upon recommendation of the adviser to be concurred in by the Chairman of the department and finally approved by the Dean, or his duly authorized representative. The "Changing/Adding" form shall be submitted to the Office of the University Registrar for acknowledgment and record purposes.

Sec. 3. Subjects changed and/or added unofficially or without prior approval by the Dean shall not be given credits.

Sec. 4. The total load carried by a student, including the additional subject(s), shall not exceed the maximum total load prescribed under the rules on academic load or that which is prescribed for his curriculum year during the semester/term.

Article 187. Shifting of Course/Enforcing a New Curriculum

Sec. 1. Shifting from one course or major to another in the University or from one course or major from another institution of higher learning to the University shall be allowed within certain limitations set forth by the University.

Sec. 2. A student may be allowed by his Dean to shift his course and/or major if, in the opinion of the Dean, he is not academically suited to the course/major he is currently enrolled.

Sec. 3. A student shall apply for a shift of course and/or major to the Dean of the college where he is getting out to be endorsed to the Dean of his new course/major, who in turn shall approve the said application.

Sec. 4. When a new curriculum is enforced, only new students or freshmen shall be covered.

Sec. 5. A student shall follow the same curriculum that he started on within the maximum length of time allowed for residence.

Sec. 6. If a student fails to finish a program under an old curriculum within the prescribed maximum number of years of residence, he shall be required to follow the new curriculum.

Article 188. Changing of Section

Sec. 1. Change of section shall be allowed upon request for valid reasons, subject to the consent of the Instructor(s) concerned, approval of the Dean, and acknowledgment of the University Registrar.

CHAPTER 52
TRANSFER OF STUDENTS AND VALIDATION OF SUBJECTS

Article 189. Transfer of Students

Sec. 1. Transfer of students from a recognized institution of higher learning to the University shall be allowed, subject to the existing rules and regulations provided for the purpose.

Sec. 2. A transfer student may not be allowed to enroll in subject(s) the prerequisite(s) of which taken elsewhere has/have not yet been validated or repeated in the University.

Article 190. Validation of Subjects

Sec. 1. A transfer student must validate all courses leading to a degree program taken in his former institution for credit; Provided, that he shall not be allowed to validate more than 18 units per semester; and also Provided, that the subjects to be accredited must not exceed 30 per cent of the total number of units prescribed in the curriculum.

Sec. 2. A transfer student must apply for validation within three semesters from the date of his admission; Provided, that a third year transferee shall validate all transfer credits within his first two semesters in the University; and also Provided, that a transfer student who fails to validate within the prescribed period has to re-enroll the required course(s).

Sec. 3. The provision of the preceding section to the contrary notwithstanding, validation of subjects may be allowed in exceptional cases upon the recommendation of the Dean and approval of the Vice President for Academic Affairs.

Sec. 4. A transfer student may apply for validation by filling out the prescribed form for advanced credits corresponding to the subjects taken in another institution of higher learning upon compliance of the following requirements: (a) presentation of credentials showing that he has attended and passed in the courses fully equivalent to those given by the University for which advanced credits are sought; and (b) passing the validation test given for the purpose by the College concerned.

Sec. 5. A transfer student must take the validation examination for every subject he would like to have accredited for advanced credits in any such regular periods for validating examinations without fees as: (a) within the first three weeks after the last day of registration for any term, as scheduled by the University Registrar; and (b) during the final examinations in any term.

Sec. 6. Validating examinations may be conducted outside the prescribed periods, but not beyond one year after admission to the University, upon payment of a validation fee per subject; Provided, that the prerequisite subjects shall be validated before taking the advanced courses.

Sec. 7. Transferees with subjects taken from other institutions having ratings lower than "2" shall be required to take the validation examination for said subjects; Provided, that transferees from private institutions with courses not yet accredited by any accrediting agency under the Federation of Accrediting Agencies of the Philippines (FAAP) shall be required to undergo validation of subjects, as prescribed in the accreditation process.

Sec. 8. All subjects and units taken from any SUC-member school and FAAP-accredited private school may be credited; Provided, that these are prescribed in the curriculum and have the same course content and number of units as offered in the University.

Sec. 9. If the number of units earned outside the University is less than the prescribed units for the course, the student transferee shall be required to enroll the course as offered in the University.

Sec. 10. Only units earned by foreign students in the collegiate level shall be given credit. Units earned in technical/vocational courses and in high school shall not be credited toward a degree program.

Sec. 11. Graduates of non-education degrees from the University or any SUC-member/FAAP-accredited private schools, after teaching for two (2) years, may apply for accreditation of Practice Teaching equivalent to six units of credit in education, upon submission of a Service Record and a Certification from the Head of the School for, at least, "Very Satisfactory" rating performance in teaching. This is accomplished by enrolling and paying the required fees corresponding to the number of units involved.

Sec. 12. All academic units leading to the master's and doctoral degrees earned in one Graduate School in consortium with the University shall be recognized and accredited.

CHAPTER 53
EXAMINATION AND GRADES

Article 191. Examination

Sec. 1. Examinations are integral components of instruction and shall be administered by the Instructor for the purpose of evaluating student performance, subject to applicable policies and regulations.

Sec. 2. An integrated schedule of the examinations shall be prepared by the Office of the Vice President for Academic Affairs, upon consultation with the Deans of the colleges.

Sec. 3. The giving of any examination earlier or later than the prescribed schedules may be allowed upon written request, subject to the recommendation of the Dean concerned and approval of the Vice President for Academic Affairs.

Sec. 4. A student, verified to have not qualified in the USM College Entrance Examination (USMICEE) nor paid his school fees during the enrollment period, shall not be allowed to take the final examinations.

Sec. 5. A student who executes a promissory note with waiver of right to pay school fees before the midterm examinations shall not be allowed to take the final examinations in any subject unless he pays all his obligations as promised and secure his final examination permit. No final examination permit shall be valid unless duly countersigned by officials concerned.

Sec. 6. A student given permission to sit in or attend a course in audit shall not be allowed to take the final examinations for credit in said course.

Sec. 7. A student advised to drop a course due to unauthorized overload or for not taking the prerequisite(s) thereof shall likewise not be allowed to take the final examination in the said course.

Sec. 8. Consent of the Instructor concerned shall be needed before a student could take the final examination in a course where validation is sought.

Sec. 9. The Instructor and other University personnel concerned shall be administratively liable for the infraction of any of the preceding six (6) sections of this article.

Article 192. Grading System and Removal of Grades of "INC" and "4"

Sec. 1. The academic performance of students shall be evaluated and graded at the end of each term in accordance with the prescribed grading system.

Sec. 2. The grading system shall be uniform, using number grades in multiples of .25 from 1 to 5, where "1" is the highest and "3" is the lowest passing grade. More specifically, the grading system of the University shall be as follows:

Numerical Value	% Equivalent	Letter Equivalent	Description
1.00	99-100	A	Excellent
1.25	96-98		
1.50	93-95	A-	Very Good
1.75	90-92		
2.00	87-89	B	Above Average
2.25	84-86		
2.50	81-83	B-	Average
2.75	78-80		
3.00	75-77	C	Passed
4.00	74 & below	-	Conditional Failure
5.00	-	-	Failed
INC	-	-	Incomplete
Drp	-	-	Dropped

Sec. 3. The Instructor shall be the sole authority to determine and give the grades of his students.

Sec. 4. Every faculty member shall submit his Report of Grades as soon as possible after the final examinations at the end of each term. A period not exceeding five (5) working days shall be allowed for each section for the checking and grading of test papers and the submission of the Report of Grades.

Sec. 5. In case an Instructor handles several sections and the interval between the examinations is less than five (5) working days, he shall submit the Report of Grades for the various sections at the rate of one report not later than the end of every five working day period after each examination; Provided, that all Reports of Grades must be submitted not later than seven (7) days after the last day of the examination period.

Sec. 6. A faculty member who fails to meet the deadline for the submission of grades shall be reported to the appropriate authorities in the University. The delinquency shall be entered in the personnel record of the erring faculty member who shall be officially warned for the first offense and reprimanded for the second offense.

Sec. 7. Upon a duly subscribed written complaint filed by the University Registrar or Dean concerned with the USM President through the Vice President for Academic Affairs, and after a summary investigation conducted by the University Committee on Personnel Discipline, a faculty member who, without justifiable cause, has been duly found guilty of having failed for more than two consecutive times to submit grades on time, shall be meted with any of the following penalties: (a) Fine of not more than his salary per day for each day of delay; or (b) Suspension without pay for a period of not exceeding one semester, depending on the gravity of the offense or delinquency of the respondent by the USM President.

Sec. 8. Subject to the existing basic rules on the conduct of administrative disciplinary investigation, the procedure of the summary investigation of cases referred to in the preceding section shall consist of the following: (a.) Duly subscribed written complaint filed by the University Registrar of the Dean concerned with supporting documents with the office of the USM President through the Vice President for Academic Affairs; (b.) Written administrative charge by the USM President to the respondent faculty member; (c.) Written answer by the respondent; (d.) Summary investigation by the University Committee on Personnel Discipline; (e.) Report of the Committee with its recommendations; and (f.) Decision by the USM President which shall be final and executory without prejudice to the legal remedy available to the respondent under existing laws and regulations.

Sec. 9. A student who has received a passing grade in a given course shall not be allowed reexamination for the purpose of improving his grades.

Sec. 10. No faculty member shall change any grade after the Report of Grades has been filed with the Office of the Secretary of the College and/or with the Office of the University Registrar. In exceptional cases, as where an error in computation, wrong entry, or omission of names/grades has been committed, the Instructor may request authority from the Vice President for Academic Affairs, through the Department Chairman and Dean of his college to make the necessary change and/or rectification. If the request is granted, a copy of the indorsement authorizing the change and/or rectification shall be forwarded to the Office of the University Registrar for recording and filing purposes; Provided, that in no case shall grades be changed and/or errors thereon rectified beyond one (1) year after initial filing, nor shall any change operate to the prejudice of the student.

Sec. 11. No grade issued by a former faculty member, who at the time of submission is no longer employed by the University, shall be honored, except when the cause of his separation is death or permanent total incapacity.

Sec. 12. The grade of "INC" is given if a student, whose class standing throughout the semester is PASSING, fails to take the final examination or fails to complete other requirements for the course due to illness or other valid reasons. In case the class standing is not passing and the student fails to take the final examination for any reason, a grade of "5" is given.

Sec. 13. Removal of the "INC" must be done within the prescribed time of one academic year by passing an examination or meeting all the requirements for the course; after which, the student shall be given a final grade based on his overall performance. Petition to take a second examination to complete an "INC" shall not be granted.

Sec. 14. Examination for removal of "INC" may be taken without fee during:

1. Regular examination periods; Provided, that the subject/course involved is included in the schedule of examinations; and,
2. The regular removal examination period, i.e., within the third week after the registration in each semester; Provided, that the examination is taken at the time it is scheduled.

Sec. 15. Removal examinations may be taken at other times on recommendation of the Chairman of the department concerned and approved by the Dean, upon payment of an examination fee per subject. Students not in residence shall pay the registration fee besides the examination fee in order to be entitled to take the removal examination.

Sec. 16. Completion of "INC" shall be the sole responsibility of the student. Only the Instructor who gave the "INC" could issue a completion grade. In justifiable cases, however, another instructor handling the same subject as the one involved may conduct the removal examination and issue the completion grade; Provided, that said Instructor is duly authorized by the Dean concerned.

Sec. 17. Payment of a "Completion Fee" shall be required for students completing the "INC" within the prescribed grace period.

Sec. 18. For unfinished thesis, a grade of "In Progress" shall be given; Provided, that when this is completed within one (1) year, a number grade shall be indicated in the Report of Grades to be submitted to the Office of the University Registrar. If not completed within the prescribed period, the course shall be re-enrolled accordingly.

Sec. 19. In case of a suspended student, completion of thesis during the period of suspension shall not be honored. Re-enrollment may be required later after the termination of the suspension.

Sec. 20. A student who is allowed to take the final examination without presenting a duly accomplished examination clearance shall be given a grade of "INC" in all the enrolled subjects involved and such shall be completed following the procedures for completing "INC" only upon presentation of a duly accomplished final examination clearance.

Sec. 21. A grade of "4" means conditional failure. It may be made up for by successful repetition of the course, or by passing a re-examination. If the student passes the re-examination, he shall be given a grade of "3", but if he fails, a grade of "5".

Sec. 22. Only one re-examination shall be allowed to make up for a grade of "4" which must be taken within one week after the submission of the Report of Grades to the Office of the University Registrar. If a student does not remove the grade of "4" within the prescribed time, he may earn credit for the course only by repeating and passing it.

Sec. 23. A grade of "4" given for the first semester work of a two-semester course shall be converted to a grade of "3" if the student passes the second semester part of the same course in the same academic year; if he fails, the grade of "4" which he received for the first semester work shall be converted to a grade of "5".

CHAPTER 54
SCHOLARSHIPS, GRANT-IN-AID, AND SPECIAL ENROLLMENT PRIVILEGES

Article 193. Scholarship Program

Sec. 1. The University shall provide an academic scholarship program for deserving students, subject to the availability of funds. The scholarship awards under the program may be classified as follows: (a) entrance scholarship; and (b) institutional scholarship.

Sec. 2. Entrance scholarship. This scholarship award shall be enjoyed by: (a) "valedictorians" and "salutatorians" of recognized public and private secondary schools; and (2) USM-ULS graduates who obtained a grade point average (GPA) of 87.50 % or better, categorized as follows:

1. Full entrance scholarship - awarded to a student who graduated "valedictorian" in a class of, at least, 30 high school students and to a USM-ULS graduate who obtained a grade point average (GPA) of 90% or better. The scholarship award entitles the holder to an exemption from payment of all school fees.
2. Half entrance scholarship - awarded to a student who graduated "salutatorian" in a class of, at least, 30 high school students and to a USM-ULS graduate who obtained a grade point average (GPA) of 87.50% - 89.99%. The award entitles the holder to an exemption for payment of one-half of all school fees.

Sec. 3. Honorific scholarship. This scholarship award may be categorized as follows:

1. University Scholarship - awarded to an undergraduate student who obtained a grade point average (GPA) of "1.50", or better, with no grade below "3.00", at the end of the semester. This scholarship category entitles the holder to an exemption from the payment of all school fees in the following semester.
2. College Scholarship - awarded to an undergraduate student who obtained a grade point average (GPA) of "1.75" to "1.51," with no grade below "3.00", at the end of the semester. This scholarship category entitles the holder to an exemption from the payment of one-half of all school fees.

Sec. 4. To qualify to any of the scholarships, the student must carry the normal load prescribed in his curricular program for the semester.

Sec. 5. The scholar must be up-to-date with all the academic and non-academic requirements and must have no grade of "INC" or below "3.00" in any academic or non-academic subject.

Sec. 6. The academic scholarship shall only be for a period of one semester and shall continue in succeeding semesters; Provided, that the student satisfies the prescribed grade point average and other requirements.

Sec. 7. If a student is a recipient of two (2) or more scholarships, he shall be required to choose only one, unless otherwise provided.

Article 194. Grant-In-Aid and Other Enrollment Privileges

Sec. 1. The University shall provide grants-in-aid to deserving college students belonging to the Cultural Communities. This privilege is renewable every semester Provided, that the grantee has passed all his subjects in the immediately preceding smester. Recipients of the grant-in-aid are exempted from the payment of all school fees.

Sec. 2. The following students shall be granted special enrollment privileges, as approved by the Board of Regents:

1. Members of the USM Band, Combo, and Dance Troupe;
2. Dependent children of USM personnel who are, at least, on contractual status of employment;
3. Legitimate children of USM employees who died while in the service of the University;
4. Members of the USM varsity or athletes who have participated in, at least, the MSCUAA or its equivalent;
5. Holders of educational benefits under the AFP-PD 557, BP 337, etc.;
6. President of the University Student Government (USG) during his term of office as such; and
7. Other scholarship privileges, like the President Asinas Scholarship Award (PASA), to be established by the University.

CHAPTER 55
RULES ON SCHOLASTIC DELIQUENCY AND MAXIMUM RESIDENCE

Article 195. General Provision

Sec. 1. The University shall promulgate suitable and effective provisions governing rules on scholastic delinquency and maximum residence for all levels in accordance with the rules hereinafter set forth.

Article 196. Rules on Scholastic Delinquency

Sec. 1. Scholastic delinquencies shall be dealt with in accordance with the following policy standards:

1. 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 is registered shall receive a warning from the Dean to improve his work. He shall be allowed to enroll a load of not more than 18 units in the succeeding semester.
2. Probation. Any student who, at the end of the semester, obtains final grades below "3" in 50 percent to 75 percent of the total number of academic units in which he has final grades shall be placed on probation for the succeeding semester and his load shall be limited only to 12 units. Probation may be removed by passing with grades of "3" or better in more than 50 percent of the units in which he has final grades in the succeeding semester.

3. Debarred. Any student who, at the end of the semester, obtains final grades below "3" in more than 75 percent of the total number of academic units in which he receives final grades shall be advised to rest for one year. Any student debarred for the second time under this rule shall not be eligible for readmission to the University.

Sec. 2. Any student who has received two successive "warnings" shall be placed on probation.

Sec. 3. Any student under probation status who again fails in 50% or more of the total number of academic units for which he is enrolled shall be considered under "debarred" status.

Sec. 4. Units earned by debarred students in other schools during the period of their debarment shall not be credited. However, they may enroll in a non-degree program in another institution, if desired.

Sec. 5. No application for readmission of any debarred student shall be submitted to the President for approval, without the favorable recommendation of the Dean concerned and indorsement of the Vice President for Academic Affairs.

Article 197. Rules on Maximum Residence

Sec. 1. Residence shall be construed to mean the number of years or terms required of a student to finish a course.

Sec. 2. An undergraduate student must finish the requirements of a course within a period of actual residence equivalent to a maximum of one and one-half times the normal length prescribed for the course. Otherwise, he shall not be allowed to register further in that course.

Sec. 3. All requirements for the master's degree program shall be completed in not more than five calendar years, including leaves. Meritorious cases, however, may be given extensions not exceeding one year at a time, but in no case more that five calendar years, including leaves; Provided, that the student is required to take three additional units of graduate courses for every year or fraction thereof extension.

Sec. 4. All requirements for the doctoral degree program shall be completed in not more than six calendar years, including leaves, for those who start the program with a master's degree in the same or similar field. If the master's degree is an unrelated field, the time limit shall be eight years. Meritorious cases, however, may be given extensions not exceeding one year at a time, but in no case more than eight calendar years, including leaves; Provided, that the student is required to take three additional units graduate courses for every year or fraction thereof extension.

Sec. 5. A student who passed the comprehensive examination but has exceeded the 5-year limit for the master's degree program and the 6-year or 8-year limit for the doctoral degree program, may be given an extension of one year only to complete all requirements after passing the comprehensive a second time.

CHAPTER 56
LEAVE OF ABSENCE AND HONORABLE DISMISSAL

Article 198. Policies on Leave of Absence

Sec. 1. Prolonged leave of absence shall require a written petition to the Dean, stating the reason for which the leave is desired and specifying the period of the leave. The leave should not exceed one year but may be renewed for, at least, another year. When not taken two (2) successive years, the aggregate LOA should not exceed two (2) years.

Sec. 2. A student who needs to go on leave of absence beyond the allowable period of two years should be advised to apply for honorable dismissal without prejudice to readmission.

Sec. 3. The college, through the Dean or his duly authorized representative, shall inform the University Registrar and the parents/guardian of every student granted the leave of absence about such leave, indicating the reasons for the same and the amount of money refunded to the student.

Sec. 4. For a leave of absence to be availed of during the second half of the semester, faculty members concerned shall be required to indicate the class standing of the student (passing or failing) at the time of the application for leave. No application for leave of absence shall be approved without the class standing being indicated by the instructors concerned. This, however, should not appear in the official Report of Grades.

Sec. 5. No leave of absence shall be granted during the semester within two weeks before the last day of classes. If the inability of the student to continue his classes is for reason of health or similar justifiable causes, his absence during this period shall be considered excused. In such cases, the student shall be required to apply for excuse for his absence and to present the excuse slip to the faculty members concerned.

Sec. 6. Students who withdraw from a college without formal leave of absence shall have their registration privilege curtailed and entirely withdrawn. A student who stops for one or more semesters but fails to apply for leave of absence shall be required to reapply for admission if he wishes to continue his studies in the University.

Article 199. Issuance of Honorable Dismissal

Sec. 1. A student in good standing who desires to serve his connection with the University shall present a written petition to this effect to the University Registrar, signed by his parents or guardian. If the petition is granted, the student shall be given honorable dismissal.

Sec. 2. Generally, honorable dismissal is voluntary withdrawal from the University with consent of the University Registrar or his duly authorized representative. All indebtedness to the University must be settled before a statement of honorable dismissal shall be issued. The statement shall indicate that the student withdrew in good standing as far as character and conduct are concerned. If the student has been dropped from the rolls on account of poor scholarship, a statement to that effect may be added to the honorable dismissal.

Sec. 3. A student who leaves the University for reason of suspension, dropping, or expulsion due to disciplinary action shall not be entitled to honorable dismissal. Should he be permitted to receive his transcript of record or the certification of his academic status in the University, it shall contain an statement of the disciplinary action rendered against him.

CHAPTER 57
GRADUATION

Article 200. Graduation Requirements

Sec. 1. A graduating student must file a formal application as candidate for graduation, upon enrollment in his last semester, with the office of the Dean of his college; Provided, that a fine for late application for graduation shall be imposed, as approved by the Board of Regents.

Sec. 2. No student shall be recommended for graduation unless he has satisfied all academic and other requirements prescribed for graduation.

Sec. 3. During the first three weeks after the opening of classes in each semester, each Dean or his duly authorized representative shall certify to the University Registrar a list of candidates for graduation at the next commencement. The University Registrar, in consultation with the Chairmen of departments concerned, in the case of students majoring in their respective departments, shall then inquire into the academic record of each candidate with a view of ascertaining whether any candidate in such a list has any deficiency to make up for and whether he has fulfilled all other requirements which qualify him to be a candidate for graduation.

Sec. 4. If there should be any question regarding a candidate, his name shall not be deleted from the list of candidates for graduation, but footnotes to that effect shall be given.

Sec. 5. Ten weeks before the end of a semester, the University Registrar shall publish a complete list of duly qualified candidates for graduation for that semester.

Sec. 6. All candidates for graduation must have their deficiencies made up and heir records cleared, with the exception of their currently enrolled subjects, not later han five weeks before the end of their last semester.

Sec. 7. No student shall be allowed to graduate from the University unless he has ompleted at least 50 per cent of the total number of units required in the program in hich he is enrolled immediately prior to graduation. However, the University Academic ouncil has the discretion to determine a higher number of transfer credits for the egree.

Sec. 8. A pre-academic council meeting shall be conducted to assess, evaluate, nd approve candidates for graduation in the college prior to the University Academic ouncil meeting.

Sec. 9. No student shall be graduated from the University unless his name is proved as a candidate for graduation by the University Academic Council and confirmed the Board of Regents.

Sec. 10. No student shall be issued his certificate, diploma, or Transcript of Records unless he has paid the required graduation fees and other legal fees within the specified period set by the University Registrar. Such a student may, however, upon his request and payment of the necessary fees, be given a certified copy of his credentials without specifying his completion of the requirements toward any title or degree.

Article 201. Graduation with Honors

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

Summa Cum Laude	1.00 – 1.24
Magna Cum Laude	1.25 – 1.49
Cum Laude	1.50 – 1.75

Provided, that only final grades shall be considered and that the grades in all academic subjects prescribed in the curriculum shall be included in the computation of the final average; also Provided, that the candidates for graduation with honors should not have any grade lower than "3" and/or unremoved "INC" in any academic or non-academic subject whether prescribed or not in his curriculum taken in the University, or in any other educational institution; and Provided, further, that students who are candidates for graduation with honors must not have repeated a subject in another school.

Sec. 2. For students who are candidates for graduation with honors in courses with prescribed length of less than four years, the English equivalent: "With Highest Honors", "With High Honors", and "With Honors", respectively, shall be used; Provided, that all students who are candidates for graduation with honors must not have been charged and found guilty of any violation of existing University rules which is punishable by, at least, one-week suspension.

Sec. 3. Students who are candidates for graduation with honors must have completed in the University, at least, 75 per cent of the total number of academic units required for graduation and must have been in residence for, at least, two years immediately prior to graduation.

Sec. 4. Students who are candidates for graduation with honors must have taken, during each semester, the normal load prescribed in the curriculum for each semester; Provided, that they should be able to finish their courses within the period prescribed for the same. In case where such normal load is less than 15 units, unless the lighter load was due to justifiable causes such as: health reasons, unavailability of courses needed in the curriculum to complete the full load, or the fact that the candidate is a working student, the student concerned cannot be considered for graduation with honors.

Sec. 5. A candidate for graduation with honors who meets the prescribed grade average but fails to satisfy any of the other requirements may be awarded the "Certificate of Graduation with Academic Distinctions".

Article 202. Commencement and Baccalaureate Exercises

Sec. 1. Unless otherwise provided, the University shall have two (2) commencement exercises for the tertiary level: a regular graduation at the end of the school year and a mid-year graduation at the end of the first semester.

Sec. 2. The University Registrar shall be in charge of arrangements for the commencement and baccalaureate exercises and may request other offices for assistance in carrying out said arrangements.

Sec. 3. The commencement exercises for graduating students of the University, except those from the laboratory schools, shall be held on the same day and on the date fixed for graduation in the University academic calendar.

Sec. 4. The commencement exercises for the units not included in the general commencement exercises will be held on such dates and in such places as shall be fixed by the President of the University on the recommendation of the unit heads concerned.

Sec. 5. Attendance at general commencement exercises shall be encouraged. Graduating students who could not participate for valid reasons in the general commencement exercises must apply for graduation in absentia with the Office of the University Registrar, at least, 10 days before the commencement exercises.

Sec. 6. Graduating students who absent themselves from the commencement exercises shall not be given their diploma and transcript of records from the Office of the University Registrar unless they comply with the provisions of the preceding section and upon presentation of the receipt of payment of the graduation fees and student's clearance.

Sec. 7. The diploma shall bear the actual date of the commencement exercises and the signatures of the President, the Vice President for Academic Affairs, the Dean of the college or institute concerned, and the University Registrar.

Article 203. Conferment of Doctoral Degrees (Honoris Causa) and Other Honorary Titles

Sec. 1. The University, through the Academic Council and upon approval of the Board of Regents, may confer a Doctoral Degree (Honoris Causa) to any person with distinguished achievements in the national or international level.

Sec. 2. Other honorary titles may be conferred by the University upon approval of the Board of Regents on individuals who manifested exemplary support and contribution to the University and the country.

Article 204. Academic Costumes

Sec. 1. Candidates for graduation shall be required to wear appropriate academic costumes during the baccalaureate service and commencement exercises in accordance with the rules and regulations of the University.

Sec. 2. Unless otherwise provided, candidates for graduation shall wear the following costumes during the commencement exercises:

1. Bachelor of Arts/Science - black gown with native motif panels in the front edges, black cap with tassel whose color depends upon the degree of faculty color, and a cape with tassel around of the color of the faculty in which the degree is awarded.

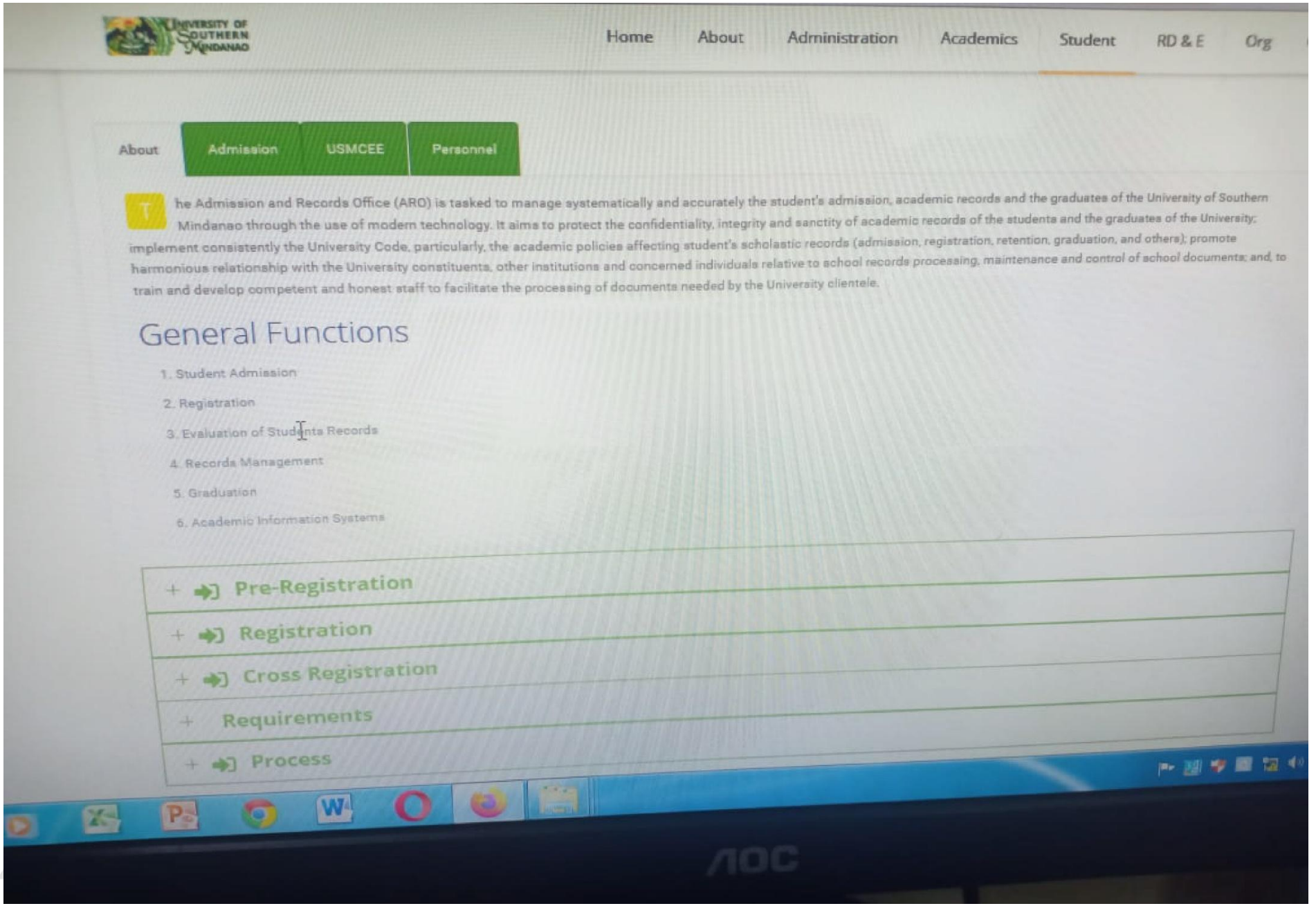
2. Master of Arts/Science - black gown with 5-inch wide native motif panels of the color of the faculty extended down the front edges to the bottom, black cap whose tassel color depends upon the degree of faculty, and black hood (3 feet long) with golden lining and green chevron with 3-inch velvet border of the color of the faculty in which the degree is awarded.

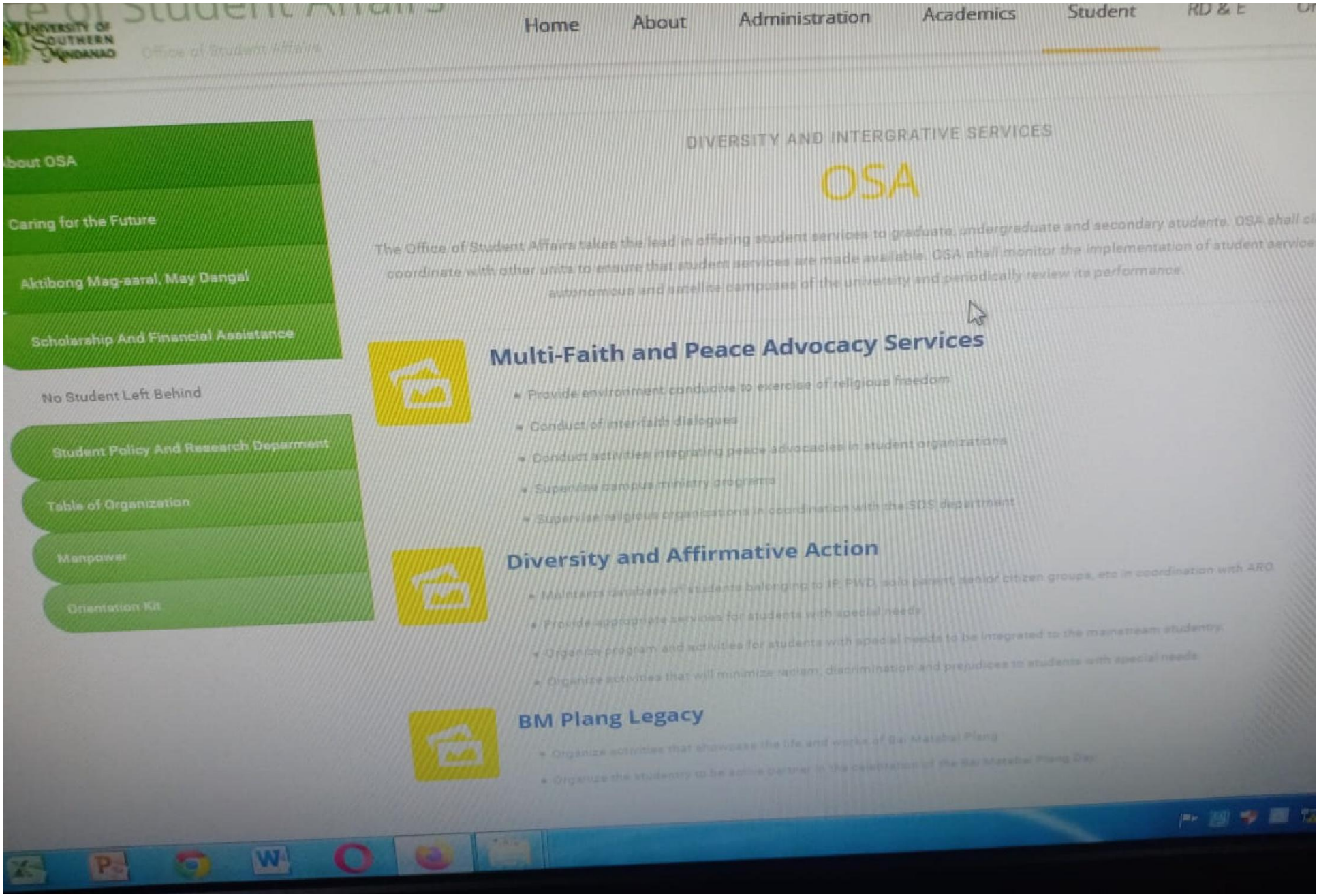
3. Doctoral Degree - similar to the academic costume for Master's degree except that the gown has three native motif bars (2-inch wide) of the color of the faculty in which the degree is awarded and the hood is four (4) feet long with 4 - inch velvet border.

Sec. 3. Candidates for graduation in the non-degree programs of the University shall wear appropriate attire, as prescribed by the University.

Sec. 4. Officers of the Administration and faculty members who have part in attending the general commencement exercises shall wear academic costumes of the institution where they obtained their degrees.

b/As amended pursuant to Resolution No. 72, S. 2004 of the USM Board of Regents during its 75th meeting on February 27, 2004, to update the USM Code by integrating in its provisions on academic policies additional provision, in conformity with the objective of the National Association of Registrar's of State Universities and Colleges (NARSUC), "... to consolidate admissions and registration-related policies and procedures among SUC institutions in order to arrive at common, uniform, and standardized policies applicable to all SUC's".


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Personnel
The Admission and Records Office (ARO) is tasked to manage systematically and accurately the student's admission, academic records and the graduates of the University of Southern Mindanao through the use of modern technology. It aims to protect the confidentiality, integrity and sanctity of academic records of the students and the graduates of the University; implement consistently the University Code, particularly, the academic policies affecting student's scholastic records (admission, registration, retention, graduation, and others); promote harmonious relationship with the University constituents, other institutions and concerned individuals relative to school records processing, maintenance and control of school documents; and, to train and develop competent and honest staff to facilitate the processing of documents needed by the University clientele.
General Functions
1. Student Admission
2. Registration
3. Evaluation of Students Records
4. Records Management
5. Graduation
6. Academic Information Systems
Pre-Registration
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Diversity and Affirmative Action
BM Plang Legacy

REPUBLIC OF THE PHILIPPINES
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

OFFICE OF STUDENT AFFAIRS

STUDENT MANUAL with SUPPLEMENTAL GUIDELINES

August 2022

Section 1. Make-up classes shall be held for class hours lost due to fortuitous events, such as typhoons or other unavoidable circumstances or University activities. Similar make-up schemes may be given to concerned students upon their return from athletic or other competitions, as official delegates of the University. The schedule and venue of in-person make-up classes shall be conducted within the University. Online make-up classes may also be conducted in lieu of in-person make up classes. All make-up classes shall be subject to the approval of the Dean of the academic unit.

Section 2. Faculty members whose absences are justifiable and approved, may also conduct make-up classes provided, they have secured prior approval from the Dean of their college.

Section 3. There shall also be a consultation time on the daily schedule of each faculty member equivalent to at least one (1) hour a day in consideration that most, if not all, of the students can possibly avail of the faculty members' consultation time.

CHAPTER 51
ADMISSION AND ENROLLMENT

Article 184. Entrance Requirements

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

A. Incoming College Freshmen
   1. Duly Accomplished Application Form
   2. University of Southern Mindanao College Entrance Examination (USMCEE) result
   3. Original High School Card (DepEd Form 138) or its equivalent
   4. Original Philippine Statistics Authority (PSA) Birth Certificate
   5. 3 pieces (2X2) latest color ID pictures or as prescribed by the Admission and Records Office (ARO)
   6. Medical and Dental Certificates (for programs requiring such)

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

C. Second Degree Courser
   1. University of Southern Mindanao College Entrance Examination (USMCEE)* (not required for USM graduates)
   2. Original Transcript of Records
   3. Original Philippine Statistics Authority Birth Certificate
   4. 3 pieces (2x2) latest colored I.D. pictures or as prescribed by the Admission and Records Office ARO
   5. Medical and Dental Certificates (for programs requiring such)

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3. Original Philippine Statistics Authority Birth Certificate (except those who are alumni of the University)
4. Transcript of Records
5. At least three (3) Letters of Recommendation from former Professors
6. 3 pcs. (2x2) latest colored I.D. picture or as prescribed by the Admission and Records Office ARO
7. Medical and Dental Certificates (should be administered within the semester)

*USMCEE may be administered through online/virtual or face-to-face examination.

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

Article 185. Admission

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

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

Section 3. Returning students shall be required to undergo the re-admission process of the concerned academic unit.

Section 4. Students who are writing their thesis with "in-progress" (IP) status and have completed all the academic units required in the program shall be required to enroll "RESIDENCY" as a requirement for thesis/dissertation defense. Enrolment in residency shall only be allowed after having enrolled the thesis courses in the previous semester but have not successfully defended the required thesis/dissertation.

Section 5. Every applicant for admission shall undergo medical and dental examination to be conducted by physicians from any government hospital. An applicant found to be suffering from dangerous, communicable, contagious or infectious disease shall be referred to the University Hospital for appropriate action.

Section 6. An applicant for admission to the University shall be considered a student of the University upon enrolment confirmation in the final screening.

Section 7. Only students who have enrolled in any academic program leading to a degree and who must not have failed in more than 25% of his/her total load in the last semester in any academic or non-academic program from other HEIs shall be admitted as transferees. Provided, that the Official Transcript of Records (TOR) of transfer students shall be submitted prior to their admission for the following semester; otherwise, their further enrollment in the University will not be allowed.

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Section 8. A government employee seeking admission to the University shall be required to meet the conditions prescribed for enrolment by the concerned college. He/she shall also submit a Permit to Study duly signed by the head of the agency or his/her authorized representative.

Section 9. Every student shall, before final admission, affix his/her signature to the following pledge: "In consideration of my admission as student of the University of Southern Mindanao, I hereby pledge to abide by, and comply with all the rules and regulations laid down by the University and the College where I am enrolled." Refusal to sign the pledge or violation of its terms shall be sufficient ground for denial of admission to the University.

Article 186. Registration

Section 1. Enrollment of students shall be done during the regular enrolment period indicated in the University academic calendar. Enrolment may be done online or offline and facilitated by the Admission and Records Office.

Section 2. No student shall be registered in any subject after one (1) week of regular meetings, unless the Dean, on the basis of the student's scholastic records and/or meritorious reasons, warrants his/her registration, provided, that if the registration is made outside the regular registration period indicated in the University Calendar, the student shall be fined for late registration.

Section 3. The rules on sequencing of subjects in the curriculum of the course being taken must be observed and followed in the enrollment, to wit:

a. Enrolling and attendance in a subject without passing its prerequisite shall earn the student no academic credit on the same;
b. No permission shall be granted on waiver of prerequisites;
c. Enrolment may be allowed on meritorious cases, such as, exceptional academic qualifications, non-delinquency in academic records; fortuitous events, acts of God, natural calamity/emergency, or other conditions recognized by law;
d. In meritorious cases, a student who has previously enrolled, fully attended, but failed a prerequisite course may be granted waiver and be allowed to enroll and attend the prerequisite course again simultaneously with the higher course for credit;
e. The waiver application shall be accompanied by a certification from the Board Secretary that the student's failure to pass or earn credit in the prerequisite course was not due to any disciplinary action imposed upon him/her by competent authority;
f. The Dean of the College/Institute concerned shall create a committee to assess the issuance of waiver of prerequisite. The committee may be composed of the College Secretary, the program head, and a faculty member and shall decide on the merit of the application of waiver not contrary to the provisions of this section;
g. Graduating student may be granted waiver and be allowed to take the prerequisite and the higher subjects simultaneously upon the endorsement of the Department Chair and the Dean, and the approval of the VPAA;
h. The student who is granted a waiver shall be required to enroll in the course and its prerequisite simultaneously in the same semester; and

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