UNIVERSITY OF SOUTHERN MINDANAO

COLLEGE OF BUSINESS, DEVELOPMENT ECONOMICS AND MANAGEMENT

ACCOUNTANCY DEPARTMENT

BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING



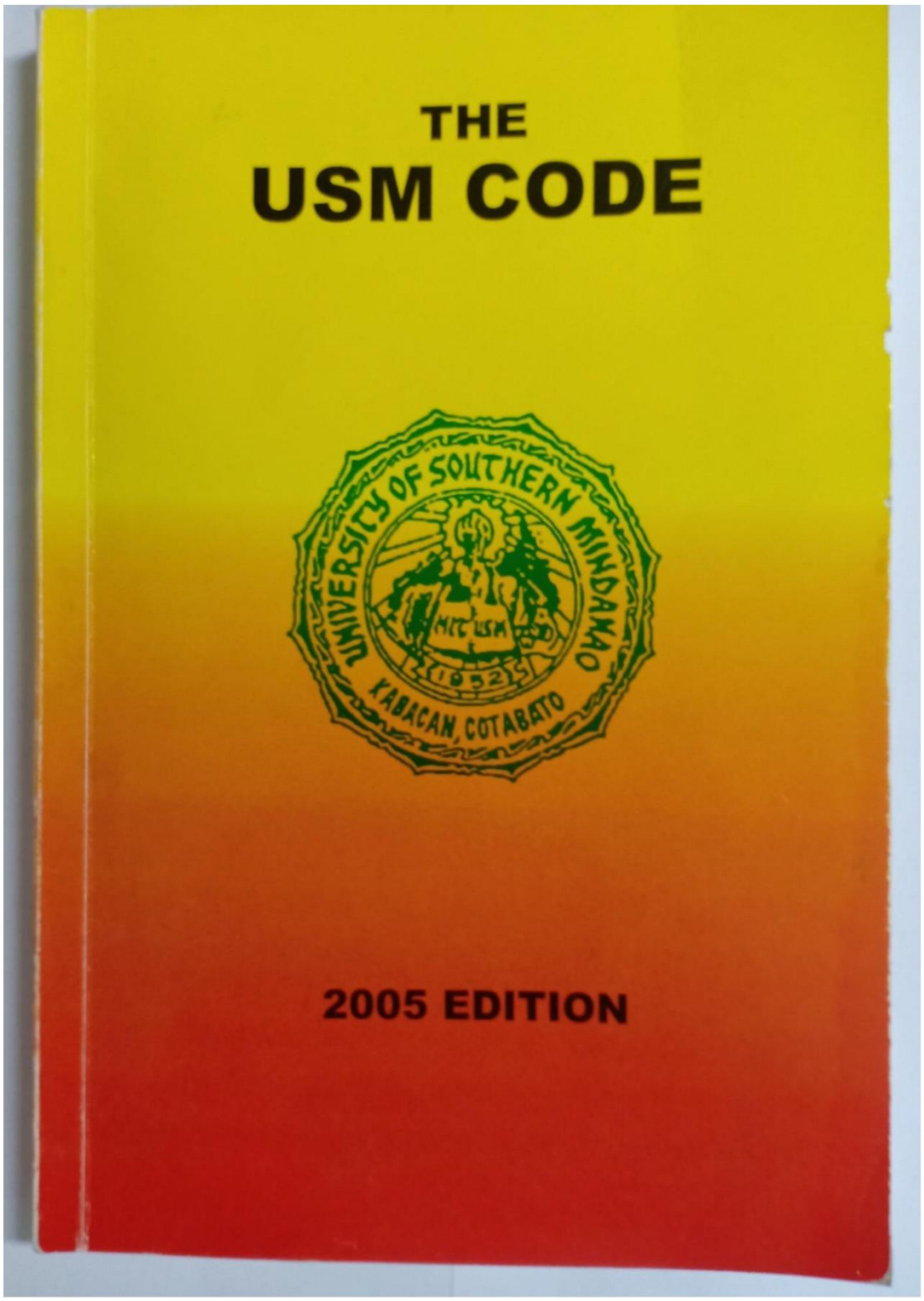


AACCUP LEVEL 1 ACCREDITATION

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.1.7. examination and grading system;



CHAPTER 33 - PERSONNEL SERVICES 68
Article 137. Payment of Salaries, Wages and Allowances 68
Article 138. Salary Retention or Deduction 68

CHAPTER 34 - PROCUREMENT AND REQUISITION OF SUPPLIES AND MATERIALS 69
Article 139. General Provision 69
Article 140. Public Bidding/Electronic Procurement 69
Article 141. Emergency Purchase 69
Article 142. Negotiated Purchase 70
Article 143. Bids and Awards Committee 70
Article 144. Payment of Contract 70

CHAPTER 35 - SALE AND DISPOSAL OF UNIVERSITY PROPERTY 70
Article 145. General Provision 70
Article 146. Disposal of Property 70
Article 147. Sale of Property 71

CHAPTER 36 - INFRASTRUCTURE CONTRACT 71
Article 148. Mode of Contracting 71
Article 149. Creation of PBAC 71

CHAPTER 37 – TRAVELLING EXPENSES 71
Article 150. General Provisions 71

CHAPTER 38 - INVESTMENTS 72
Article 151. General Provisions 72

CHAPTER 39 - UNIVERSITY PUBLICATIONS 72
Article 152. General Provisions 72

TITLE SEVEN - ADMINISTRATION OF PROPERTIES 72

CHAPTER 40 - CUSTODIANSHIP OF PROPERTY 72
Article 153. Persons Primarily and Secondarily Accountable For Government Property 72

Article 154. Accountable Officer: Bond Requirement 73
Article 155. Insurance of Property 73
Article 156. Use of Government Movable Property 73
Article 157. Use and Operation of Government Motor Vehicles 74

CHAPTER 41 - BUILDINGS AND GROUNDS 74
Article 158. Names of Buildings and Other Structures 74
Article 159. Maintenance and Repair of Buildings and Other Physical Structures 74
Article 160. Use of Buildings, Premises and Equipment 75
Article 161. Solicitation Within the University's Buildings and Grounds 75

CHAPTER 42 - RESPONSIBILITY FOR SUPPLIES AND MATERIALS 75
Article 162. Recording and Inventories of Supplies, Materials and Equipment 75

BOOK III
THE ACADEMIC AFFAIRS

TITLE EIGHT - ACADEMIC POLICIES 76

CHAPTER 43 - COVERAGE 76
Article 163. General Provisions 76

CHAPTER 44 - ACADEMIC CALENDAR, SCHEDULE AND SIZE OF CLASSES 76
Article 164. Academic Calendar 76
Article 165. Schedule of Classes 77
Article 166. Class Size 77

CHAPTER 45 - DISMISSAL/SUSPENSION OF CLASSES AND CHANGE OF SCHEDULE 78
Article 167. Dismissal of Classes 78
Article 168. Suspension of Classes 78
Article 169. Change of Schedule 78

CHAPTER 46 - ADMISSION AND REGISTRATION 78
Article 170. Entrance Requirements 78

Article 171. Admission 79
Article 172. Registration 81
Article 173. Cross Registration 82

CHAPTER 47 – STUDENTS AND THEIR CLASSIFICATION 82

Article 174. Student Defined 82
Article 175. Classification of Students 82

CHAPTER 48 – STUDENT ACADEMIC LOAD 84

Article 176. Number of Hours Per Unit of Credit 84
Article 177. Normal Load of Students 84

CHAPTER 49 – CLASS ATTENDANCE 85

Article 178. General Provision 85
Article 179. Rules on Attendance of Student 85

CHAPTER 50 – SCHOOL FEES 86

Article 180. General Provision 86
Article 181. Classification of School Fees 86
Article 182. Schedule of Allowable Refunds 86

CHAPTER 51 - CURRICULAR CHANGES 87

Article 183. Dropping of Subject 87
Article 184. Withdrawal from Program 87
Article 185. Substitution of Subjects 87
Article 186. Changing/Adding of Subjects 88
Article 187. Shifting of Course/Enforcing a New Curriculum 88
Article 188. Changing of Section 89

CHAPTER 52 - TRANSFER OF STUDENTS AND VALIDATION OF SUBJECTS 89

Article 189. Transfer of Students 89
Article 190. Validation of Subjects 89

CHAPTER 53 - EXAMINATION AND GRADES 90

Article 191. Examination 90
Article 192. Grading System and Removal of Grades of "INC" and "4" 91

CHAPTER 54 - SCHOLARSHIPS, GRANTS-IN-AIDS AND SPECIAL ENROLLMENT PRIVILEGES 94

Article 193. Scholarship Program 94
Article 194. Grants-In-Aid and Other Enrollment Previleges 95

CHAPTER 55 - RULES ON SCHOLASTIC DELINQUENCY AND MAXIMUM RESIDENCE 95

Article 195. General Provision 95
Article 196. Rules on Scholastic Delinquency 95
Article 197. Rules on Maximum Residence 96

CHAPTER 56 - LEAVE OF ABSENCE AND HONORABLE DISMISSAL 97

Article 198. Policies on Leave of Absence 97
Article 199. Issuance of Honorable Dismissal 97

CHAPTER 57 - GRADUATION 98

Article 200. Graduation Requirements 98
Article 201. Graduation With Honors 99
Article 202. Commencement and Baccalaureate Exercises 100
Article 203. Conferment of Doctoral Degrees (Honoris Causa) and Other Honorary Titles 100
Article 204. Academic Costumes 100

BOOK IV
THE STUDENT CODE

TITLE NINE - STUDENT AFFAIRS 102

CHAPTER 58 - RIGHTS AND DUTIES OF STUDENTS 102

Article 205. Rights of Students 102
Article 206. Duties and Responsibilities of Students 103

CHAPTER 59 - STUDENT WELFARE SERVICES 103

Article 207. Guidance and Counseling 103
Article 208. Health Services 104
Article 209. Financial Aids 104
Article 210. Housing and Other Facilities 104

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".