AREA III

CURRICULUM AND INSTRUCTION

PARAMETER D

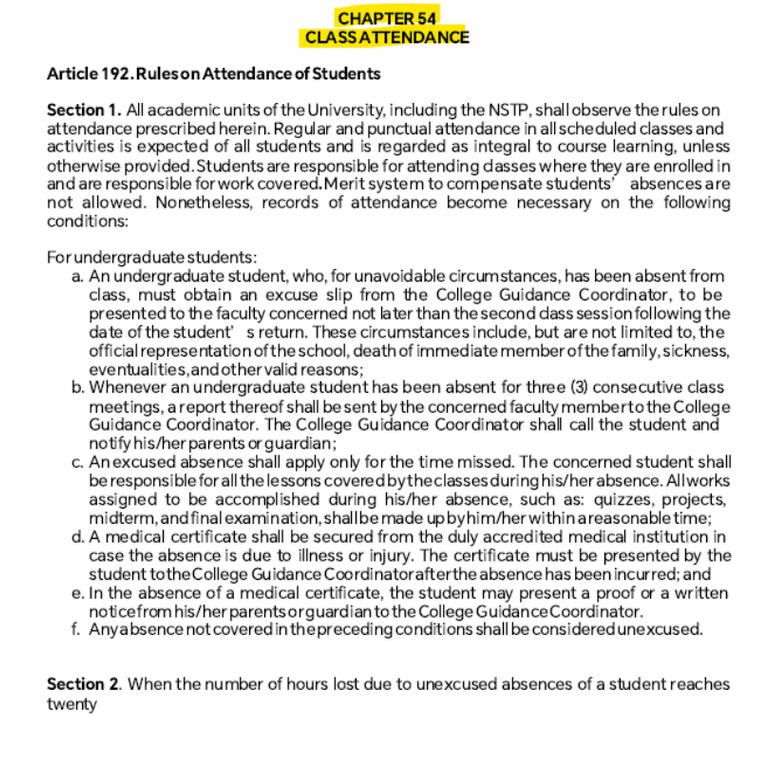
MANAGEMENT OF LEARNING

SYSTEM - INPUTS AND PROCESSES

S.1. There are policies on management of learning which include the following:

S.1.1. students' attendance in class and other academic activities;

The policy on class attendance is provided in the USM Code 2024 Edition, Book III, The Academic Affairs. Article 192 sets rules on attendance of students.



CHAPTER 54
CLASS ATTENDANCE

Article 192. Rules on Attendance of Students

Section 1. All academic units of the University, including the NSTP, shall observe the rules on attendance prescribed herein. Regular and punctual attendance in all scheduled classes and activities is expected of all students and is regarded as integral to course learning, unless otherwise provided. Students are responsible for attending classes where they are enrolled in and are responsible for work covered. Merit system to compensate students' absences are not allowed. Nonetheless, records of attendance become necessary on the following conditions:

For undergraduate students:

a. An undergraduate student, who, for unavoidable circumstances, has been absent from class, must obtain an excuse slip from the College Guidance Coordinator, to be presented to the faculty concerned not later than the second class session following the date of the student' s return. These circumstances include, but are not limited to, the official representation of the school, death of immediate member of the family, sickness, eventualities, and other valid reasons;
b. Whenever an undergraduate student has been absent for three (3) consecutive class meetings, a report thereof shall be sent by the concerned faculty member to the College Guidance Coordinator. The College Guidance Coordinator shall call the student and notify his/her parents or guardian;
c. An excused absence shall apply only for the time missed. The concerned student shall be responsible for all the lessons covered by the classes during his/her absence. All works assigned to be accomplished during his/her absence, such as: quizzes, projects, midterm, and final examination, shall be made up by him/her within a reasonable time;
d. A medical certificate shall be secured from the duly accredited medical institution in case the absence is due to illness or injury. The certificate must be presented by the student to the College Guidance Coordinator after the absence has been incurred; and
e. In the absence of a medical certificate, the student may present a proof or a written notice from his/her parents or guardian to the College Guidance Coordinator.
f. Any absence not covered in the preceding conditions shall be considered unexcused.

Section 2. When the number of hours lost due to unexcused absences of a student reaches twenty

percent (20%) of the total class attendance in one (1) course in a semester, such student shall be given a failing grade. Excused absences may not be counted as part of students' accrued absences.

Section 3. A student who incurred an excused absence may be allowed to a make-up task.

The policy on attendance in other academic activities is provided in the USM Code 2024 Edition, Book III, The Academic Affairs. Article 172 states that the Office of the Director for Instruction shall direct the monitoring of curriculum off-campus activities.

Article 172. Office of the Director for Instruction

Section 1. There shall be a Director of Instruction along with other support staff to perform relevant functions on teaching and learning.

Section 2. Among others, the Director for Instruction shall:

a. serve as the Secretary of the Academic Council;
b. lead in the conduct of revision of the curricular offerings of the University to keep pace with the demands and in accordance with the standards of CHED;
c. monitor the transition of all programs into outcomes-based education (OBE);
d. monitor the timely delivery of instruction in accordance with the syllabus in close coordination with the Department Chairpersons, College/Institute Deans;
e. spearhead the conduct of periodic classroom observation of faculty teaching in coordination with academic heads;
f. recommend to the VPAA measures to rationalize faculty loading, with corresponding room assignments, and time allocation thereof;
g. coordinate with the different colleges/institutes in the preparation of class schedule and room assignment two months ahead of the semester;
h. provide supervision on the opening of request subjects for endorsement to the VPAA;
i. maintain the automated system of faculty loading, class schedule, prospectus, and room assignment in coordination with ARO and UICTO;
j. direct the monitoring of the implementation of student internship and on-the-job training;
k. direct the monitoring of curricular off-campus activities;
l. lead in the evaluation of instructional materials for appropriate use by the University;
m. lead in providing avenues for the protection of intellectual property of instructional materials developed;
n. design enabling environment for the implementation of flexible and or blended learning taking into account the capacity of faculty members and accessibility of students;
o. recommend policies related to curriculum review and development, teaching and learning innovation, and academic program compliance to the VPAA;
p. attend various programs and meetings related to work assignment and designation; and,
q. perform such other related work as may be assigned by the University President.

S.1.2. schedule of classes ;

Policies on schedule of classes is provided in the USM Code 2024 Edition, Book III, The Academic Affairs. The Article 172 provides that the Office of the Director for Instruction shall supervise the preparation of class schedules and maintain the automated system for class schedules.

Article 172. Office of the Director for Instruction

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a. serve as the Secretary of the Academic Council;
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o. recommend policies related to curriculum review and development, teaching and learning innovation, and academic program compliance to the VPAA;
p. attend various programs and meetings related to work assignment and designation; and,
q. perform such other related work as may be assigned by the University President.

CHAPTER 50
SCHEDULE, DISMISSAL, AND SUSPENSION OF CLASSES

Article 179. Schedule of Classes

Section 1. Schedule of classes shall be prepared by the service colleges/institutes, and other academic units at least thirty (30) days before the first day of enrollment. This shall be reviewed and finalized by the Director for Instruction and approved by the VPAA within the same period before the first day of enrolment.

Section 2. Schedule of Online classes shall be designed in coordination with the Academic Units and the Office of the Director for Instruction and approved by the VPAA and shall be incorporated in the regular faculty workload.

Article 180. Dismissal of Classes

Section 1. As much as practicable, classes of a section shall be scheduled in one (1) building. However, classes that are scheduled in another building may be dismissed ten (10) minutes before the end of the period to give ample time for students to transfer from one (1) room or building to another.

Section 2. The maximum waiting time of students in a class shall be fifteen (15) minutes for both lecture and laboratory classes. The students may leave the class/laboratory room if the assigned faculty member does not appear after the prescribed maximum waiting time.

Article 181. Suspension of Classes

Section 1. When necessary and appropriate, classes may be suspended upon orders of the University President or his duly authorized representative, or other competent authorities.

Article 182. Changes of Class Schedule

Section 1. No class schedule may be changed without prior recommendation from the Department Chair, and the Dean and approval of the Vice President for Academic Affairs or its counterpart, as the case may be.

Article 183. Make-up Classes

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 recommendation of the Dean of the academic unit, and approval of the Vice President for Academic Affairs or its counterpart, as the case may be.

Section 2. Faculty members whose absences are justifiable and approved, may also conduct make-up classes provided, they have secured recommendation from the Dean of the Academic Unit, with approval from the Vice President for Academic Affairs or its counterpart, as the case may be.

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.

Policies on schedule, dismissal and suspension of classes are also provided in the USM Code 2024 Edition, Book III, The Academic Affairs, Chapter 50

The Office of the President also releases memos for adjustment of class schedule for extra ordinary circumstances.

Provided on the right is a sample of a memo released on March 3, 2025.

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Email address: op@usm.edu.ph

OFFICE OF THE UNIVERSITY PRESIDENT

Memorandum No.: 015
Series of 2025

TO: **ALL CONCERNED USM PERSONNEL AND STUDENTS**

SUBJECT: **CLASS SCHEDULE ADJUSTMENT FOR SECOND SEMESTER 2024 – 2025**

DATE: **MARCH 03, 2025**

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March marks the beginning of the summer season in the Philippines. To proactively minimize the impact of extreme heat during summer on the health of USM personnel and students, the University has implemented class schedule adjustments as approved under BOR Resolution No. 15-N series of 2024 as follows:

Current Schedule	7:00AM-8:30 AM	8:30 AM–10:00 AM	10:00AM-11:30 AM	11:30 AM -1:00 PM	1:00PM-2:30PM	2:30 PM-4:00 PM	4:00 PM-5:30 PM	
								NO NOON BREAK
Adjusted Schedule	7:00AM-8:10 AM	8:10 AM-9:20 AM	9:20 AM-10:30 AM	10:30AM-11:40 AM	11:40AM-12:50 PM	12:50 PM-2:00 PM	2:00 PM-3:20 PM	

Three-hour laboratory classes will be conducted for 2 hours and 20 minutes.

The adjusted class schedule also intends to support our Muslim students who are fasting during Ramadhan.

For information, guidance and compliance.

Digitally signed by Pimentel Jonald Lozarito
JONALD L. PIMENTEL, PhD
SUC President IV

"UNITY IN DIVERSITY AND
SUSTAINABLE DEVELOPMENT IN
MINDANAO THROUGH QUALITY AND RELEVANT EDUCATION."

S.1.3. students' discipline; and cleanliness;

Policies on Class Attendance- are provided in the USM Code, Book III (The Academic Affairs), Title 8 (Academic Policies), Chapter 54 (Class Attendance), Article 192, Section 1 to 3

CHAPTER 54
CLASS ATTENDANCE

Article 192. Rules on Attendance of Students

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b. Whenever an undergraduate student has been absent for three (3) consecutive class meetings, a report thereof shall be sent by the concerned faculty member to the College Guidance Coordinator. The College Guidance Coordinator shall call the student and notify his/her parents or guardian;
c. An excused absence shall apply only for the time missed. The concerned student shall be responsible for all the lessons covered by the classes during his/her absence. All works assigned to be accomplished during his/her absence, such as: quizzes, projects, midterm, and final examination, shall be made up by him/her within a reasonable time;
d. A medical certificate shall be secured from the duly accredited medical institution in case the absence is due to illness or injury. The certificate must be presented by the student to the College Guidance Coordinator after the absence has been incurred; and
e. In the absence of a medical certificate, the student may present a proof or a written notice from his/her parents or guardian to the College Guidance Coordinator.
f. Any absence not covered in the preceding conditions shall be considered unexcused.

Section 2. When the number of hours lost due to unexcused absences of a student reaches twenty percent (20%) of the total class attendance in one (1) course in a semester, such student shall be given a failing grade. Excused absences may not be counted as part of students' accrued absences.

Section 3. A student who incurred an excused absence may be allowed to a make-up task.

Policies on Student Conduct and Discipline is provided in the USM Code, Book IV (The Student Code), Title 9 (Student Affairs and Services), Chapter 70 (Student Conduct and Discipline)

CHAPTER 70
STUDENT CONDUCT AND DISCIPLINE

Article 254. General Provisions

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

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

Section 3. The provisions of this Chapter shall apply to all bonafide students of the University and, by analogy or as far as practicable, to the laboratory school students, for offenses committed within the university campus and outside if in the latter, the violation was committed while performing a university- sponsored or sanctioned activity or where the misconduct affects the good name or reputation of the University.

Article 255. Norms of Conduct and Discipline

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

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

Article 256. Basis of Discipline

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

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

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

Article 257. Grounds for Student Disciplinary Actions and Penalties

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

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

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

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

1. Prohibited drug trafficking
   1st offense - Expulsion from the University
2. Use or possession of prohibited drug
   1st offense - Suspension for one (1) school year to expulsion
   2nd offense - Expulsion from the University
3. Malversation of University or university-sanctioned student funds or property.
   a. Involving a total amount of not more than P25,000.00
      1st offense - Suspension of one (1) semester to one (1) year and restitution of funds/property stolen
      2nd offense - Expulsion from the University and restitution of funds property stolen.
   b. Involving a total amount of more than P25,000.00
      1st offense - Suspension for one (1) year to expulsion and restitution of funds/property stolen.
      2nd offense - Expulsion from the University and restitution of funds/ property stolen.
   The restitution of the misappropriated funds or property is a prerequisite to readmission if suspended or issuance of clearance from the University if expelled.
4. Sexual Harassment, act of lasciviousness, and seduction
   1st offense - Suspension of one (1) semester to one (1) year
   2nd offense - Expulsion from the University
5. Sexual Harassments, acts of lasciviousness, and seduction shall include the following:
   a. Unwanted touching of private parts of body (inner thighs, genitalia, buttocks, and breast);
   b. Sexual assault;
   c. Malicious touching; and
   d. Other analogous cases.

1st offense – Expulsion from the University

6. Rape at any stage of execution
   1st offense – Expulsion from the University
7. Hazing or any act that results in physical or psychological suffering, harm, or injury inflicted on a recruit such as military training, ROTC, Boy/Girl Scout, and the like, neophyte, applicant, or member as part of an initiation rite or practice made as a prerequisite for admission or a requirement for continuing membership in a fraternity, sorority, or organization, including but not limited to, paddling, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical and psychological health of such recruit, neophyte, trainee, or member. This shall also include any activity, intentionally made or otherwise, by one person alone or acting with others, that tends to humiliate or embarrass, degrade, abuse or endanger, by requiring a recruit, neophyte, trainee, or member to do menial, silly, or foolish tasks. For this purpose, the members who, being present, and with full knowledge of the acts constituting hazing being committed in their presence, shall be liable, whether they actually participated in the act of hazing or not. The officers of the organization, society or group, shall equally be liable, whether present or not.

   1st offense - Suspension for one (1) semester to one (1) year for the respondent(s) and suspension of the recognition/accreditation of the concerned organization, for a similar period

   2nd offense – Expulsion from the University of the respondent(s) and banning of the concerned organization from the University.

   Where the hazing committed shall cause the death of a neophyte, the respondent(s) shall be meted with expulsion on the first offense without prejudice to the filing of appropriate court charges against the respondent(s).
8. Forging of signatures, falsification of public documents, perjury, false testimony, and misrepresentation of facts, tampering of official records and documents, and unauthorized solicitation, other acts of fraud and illegal exaction or transaction.
   1st offense – Suspension for one (1) year to Expulsion
   2nd offense – Expulsion

9. Serious physical injuries
   1st offense – Suspension for one (1) year to expulsion and payment for damages
   2nd offense – Expulsion and payment for damages as the case may be.
   The payment of damages is a prerequisite to readmission if suspended or issuance of clearance from the University if expelled.
10. Assault upon a person in authority and/or their agents
    1st offense – Suspension for one (1) semester to one (1) year
    2nd offense – Expulsion
11. Robbery at any stage of execution
    1st offense – Suspension for one (1) year to expulsion, and restitution of things stolen and/or payment of damages

    2nd offense – Expulsion and restitution of the thing(s) stolen/and/or payment of damages

    The restitution of the stolen property or payment of damages is a prerequisite to readmission if suspended or issuance of clearance from the University if expelled.
12. Theft
    1st offense – Suspension for one (1) semester to one (1) year and restitution of the thing stolen

    2nd offense – Expulsion and restitution of the thing(s) stolen

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

13. Grave misconduct, being notoriously undesirable or conduct grossly prejudicial to the best interest of the University such as but not limited to threats, intimidation, coercion, and all forms of bullying against any student, faculty member, or University official, including members of the staff personnel and/or security force, committed by word, deed, or any other means and in any form, including the social media, of such nature as to cause fear, anxiety, or grave emotional or psychological distress, whether the same occurs within or outside the premises of the University.
    1st offense – Suspension for one (1) semester to one (1) year
    2nd offense – Expulsion from the University
14. Unauthorized possession of firearms and/or other deadly weapons with no justifiable reasons
    1st offense – Suspension for one (1) semester to one (1) year
    2nd offense – Expulsion from the University
15. Grave threat
    1st offense – Suspension for one (1) semester to one (1) year
    2nd offense – Expulsion from the University
16. Bribery
    1st offense – Suspension for one (1) semester to one (1) year
    2nd offense – Expulsion from the University
17. Extortion or illegal exaction
    1st offense – Suspension for one (1) semester to one (1) year
    2nd offense – Expulsion from the University
18. Forging or tampering of university records or transfer forms, securing or using forged transfer credentials, or any material misdeclaration in the admission application or enrollment form or any other document required for admission or enrollment.
    1st offense – Suspension for one (1) semester to one (1) year

2nd offense – Expulsion from the University

Section 5. The following are less grave offenses with their corresponding penalties:

1. Offenses against decency and good customs, such as, immoral doctrines, obscene publications and exhibitions, and other similar offenses
   1st offense – Suspension for thirty (30) days to one (1) semester
   2nd offense – Suspension for one (1) semester to one (1) year
   3rd offense – Expulsion
2. Less Serious Physical Injuries
   1st offense – Suspension for thirty (30) days to one (1) semester
   2nd offense – Suspension for one (1) semester to one (1) year
   3rd offense – Expulsion
3. Sexual Harassment, act of lasciviousness, and seduction that include:
   a. Unwanted touching or brushing against a victim' s body;
   b. Pinching not falling under grave offenses;
   c. Derogatory or degrading remarks or innuendos directed toward the members of one sex or one' s sexual orientation or used to describe a person;
   d. Verbal abuse or threats with sexual overtones; and
   e. Other analogous cases.
   1st offense: Suspension for one (1) semester to one (1) school year
   2nd offense: Expulsion
4. Vandalism including destruction of university property and other malicious mischief
   1st offense – Suspension for thirty (30) days to one (1) semester and payment of damages, restitution of the whole span of tarnished property or both
   2nd offense – Suspension for one (1) semester to one (1) year and payment of damages, restitution of the whole span of tarnished property or both
   3rd offense – Expulsion and obligation to pay damages, restitution of the whole span of tarnished property or both

   The restitution of the damaged property or payment of damages is a prerequisite to readmission if suspended or issuance of clearance from the University if expelled.
5. Illegal assembly/association as defined by law
   1st offense – Suspension for thirty (30) days to one (1) semester
   2nd offense – Suspension for one (1) semester to one (1) year
   3rd offense – Expulsion
6. Disobedience of lawful order of persons in authority and/or their agents or violation of University rules
   1st offense – Suspension for thirty (30) days to one (1) semester
   2nd offense – Suspension for one (1) semester to one (1) year
   3rd offense – Suspension for one (1) year to expulsion
7. Libel or unlawful use of means of publication and unlawful/false utterances as defined by law
   1st offense – Suspension for thirty (30) days to one (1) semester
   2nd offense – Suspension for one (1) semester to one (1) year
   3rd offense – Expulsion

   When committed through the use of internet or social media:
   1st offense – Suspension for one (1) semester to one (1) year
   2nd offense – Expulsion
8. Plagiarism in any acts or form.
   1st offense – Suspension for thirty (30) days to one (1) semester
   2nd offense – Suspension for one (1) semester to one (1) year
   3rd offense – Expulsion from the University
9. Cyberbullying
   1st offense – Suspension for thirty (30) days to one (1) semester
   2nd offense – Suspension for one (1) semester to one (1) year
   3rd offense – Expulsion from the University

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

1. Insulting, uttering defamatory or derogatory remarks or flagrant indecency in language against a fellow student
   1st offense – Suspension for one (1) week to one (1) month
   2nd and subsequent offenses – suspension for thirty (30) days for each offense
2. Drunkenness within the premises of the university
   1st offense – Suspension for one (1) week to one (1) month
   2nd offense – suspension for thirty (30) days to one (1) semester
   Subsequent offenses – Suspension for one (1) semester for each offense
3. Sexual Harassment, act of Lasciviousness, and seduction that include:
   a. Surreptitiously looking or stealing a look at a person' s private part or worn undergarments;
   b. Telling sexist/smutty jokes or sending these through text, electronic mail, or other similar means, causing embarrassment or offense and carried out after the offender has been advised that they are offensive or embarrassing or, even without such advice, when they are but their nature clearly embarrassing, offensive or vulgar;
   c. Malicious leering or ogling;
   d. The display of sexually offensive pictures, materials or graffiti;
   e. Unwelcome sexual flirtation, advances, propositions;
   f. Unwelcome inquiries or comments, about a person' s sex life;
   g. Making offensive hand or body gestures at an employee;
   h. Persistent unwanted attention with sexual overtones;
   i. Unwelcome phone calls with sexual overtones causing discomfort, embarrassment, offense or insult to the receiver; and
   j. Other analogous cases.
   1st Offense – Reprimand
   2nd Offense – Suspension for one (1) semester to one (1) school year
   3rd Offense – Expulsion
4. Slight physical injuries
   1st offense – Suspension for one (1) week to one (1) month
   2nd offense – Suspension for thirty (30) days to one (1) semester
   3rd offense – Suspension for one (1) year to expulsion
5. Fighting or resorting to physical force or violence
   1st offense – Suspension for two (2) weeks to one (1) month
   2nd offense – Suspension for thirty (30) days to one (1) semester
   3rd and subsequent offenses – Suspension for one (1) semester to one (1) year for each offense
6. Gambling/Betting
   1st offense – Suspension for one (1) week to one (1) month
   2nd and subsequent offenses – Suspension for thirty (30) days to one (1) semester for each offense
7. Cheating during an examination or quiz
   1st offense – Automatic failing grade in the concerned subject
8. Tumults and other scandalous disturbance to University activity
   1st offense – Suspension for two (2) weeks to one (1) month
   2nd offense – Suspension for thirty (30) days to one (1) semester
   3rd and subsequent offense – Suspension for one (1) semester to one (1) year for

each offense
9. Littering or misuse of school property
1st offense – Picking up of litters or cutting of grasses or cleaning the University premises for one (1) hour
2nd offense – Picking up of litters or cutting of grasses or cleaning the University premises for two (2) hours
3rd offense and subsequent offenses – Picking up of litters or cutting of grasses or cleaning the University premises for three (3) hours
10. Violation and marring legally posted signs and notices
1st offense – Reprimand to suspension for one (1) week
2nd offense – Suspension for one (1) week to one (1) month
3rd and subsequent offenses – suspension for one (1) month for each offense
11. Overspeeding within the University and causing noise pollution
1st offense – Reprimand to suspension for (2) days
2nd offense – Suspension for three (3) to seven (7) days
3rd and subsequent offenses – Suspension for seven (7) to thirty (30) days for each offense
12. Unauthorized cutting/uprooting of trees/plants, stoning/picking of fruits, hunting, and fishing
1st offense – Reprimand or suspension for two (2) days and payment of damages
2nd offense – Suspension for three (3) to seven (7) days and payment of damages
3rd offense – Suspension for seven (7) to thirty (30) days and payment of damages for each offense
13. Dress code violation
1st offense – Reprimand to suspension for (2) days
2nd offense – Suspension for three (3) to seven (7) days
3rd and subsequent offenses – Suspension for seven (7) to thirty (30) days for each offense
14. Prohibited practices relating to the use of student ID:
a. Wearing of ID underneath one' s clothing;
b. Attaching of ID to personal belongings/article (e.g., bag, book, etc.); or
c. Failure to wear the official ID in its proper placement.
d. Refusal to wear the official ID;
e. Using fictitious ID, or one that belongs to another person;
f. Lending of one' s ID to another person;
g. Tampering with the ID;
h. Refusal to show or surrender the ID when demanded by a person in authority.
1st and subsequent offenses - Non-admittance to University campus, offices or facilities and exclusion from classes and be declared absent.
17. Smoking in classroom, library and other "no smoking" areas or premises
1st offense – Reprimand to suspension for two (2) days
2nd and subsequent offenses – Suspension for three (3) to seven (7) days for each offense

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

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

Article 258. Sanctions and Operative Effects

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

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

S.1.4. maintenance of cleanliness and orderliness.

Policies on maintenance of cleanliness and orderliness is provided in the USM Code, Book III (The Academic Affairs), Article 218.

Article 218. Duties and Responsibilities of Students

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

a. uphold the academic integrity and policies of the University;
b. exert utmost diligence in pursuing education suited to their abilities in order to develop their full potential and become assets to their family and the society;
c. endeavor to achieve academic excellence and maintain moral integrity;
d. promote and maintain peace and order in the University by observing the rules on proper discipline, conduct, and decorum;
e. show respect and exert efforts to attain harmonious relationships with fellow students, faculty members, staff, and other university personnel;
f. participate actively in civic affairs that promote social, economic, cultural development, and general welfare of the community to attain a just, compassionate, and orderly society;
g. observe proper grooming and wear prescribed uniform and identification;
h. observe proper waste disposal and garbage segregation;
i. practice austerity measures in the use of water, electricity, gas, and other university resources;
j. observe prudent and responsible use of university amenities;

k. observe time values and important university calendar; and
l. exercise rights responsibly.