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**THE STUDENT HANDBOOK**

**CHAPTER I**

**University Background**

***1.1 History***

The Caraga State University, formerly known as the Northern Mindanao State Institute of Science and Technology (NORMISIST), was first conceived in 1918 as the Agusan Agriculture High School. On February 14, 1920, Proclamation Number 4 was passed by the American Governor to the Philippines Francis Burton Harrison, declaring the reservation of a 232-hectare virgin forest land in Barrio Ampayon, in the Municipality of Butuan, province of Agusan del Norte as the grounds of the young school.

The first framework of the school building was laid down in 1937 in the abovementioned site. However, the development of the school was deferred as the government deviated to giving priority to serve the Manobo cultural minority through the creation of the Bunawan Agricultural High School in Agusan del Sur. It was at the close of World War II in 1946 that the Agusan Agricultural High School was established in the reserved area. The funding for the establishment of the school came from the Rehabilitation Act of 1946, the FAO-PHILCUSA, and the Pres. Carlos P. Garcia contingency fund. After 17 years, in June 22, 1963, Republic Act 3604 was passed converting the school into the Northern Mindanao Agricultural College (NORMINAC). NORMINAC was among the 13-pilot experimental agricultural high school chosen by the Department of Education and Culture (DEC) for World Bank Assistance through the Central Bank Development of Education Agricultural Loan Fund (CB-DEC-ALF) which was the umbrella of the Educational Project Implementing Task Force (EDPITAF) in 1974-1975. Moreover, NORMINAC became the training center for the National Manpower and Youth Council (NMYC).

In collaboration with the International Rice Research Institute, the school was instrumental in the discovery of the zinc deficiency problem of the Agusan Land. The technological breakthrough solved the puzzle of poor rice harvests in many rice fields in Agusan and the surrounding areas.

In 1977-1978, the Bachelor of Science in Agricultural Education opened with 34 enrollees. However, it was phased out to meet World Bank requirement of offering only agricultural technology courses to develop skills for countryside development. As Caraga Region rapidly grew and developed in both agricultural and industrial sectors, so did the necessity for greater capability building in matters of technical aptitude to run and manage indispensable machineries. In lieu of this, House Bill No. 25 was passed converting NORMINAC to the Northern Mindanao State Institute of Science and Technology (NORMISIST). The House Bill became Batas Pambansa Blg. 241 when President Ferdinand Marcos signed it into law on November 11, 1982. It was around this time that logging facilitated the economic expansion of Butuan. The wider range of curricular offerings was dynamically responsive to the growing need of the region for an educationally prepared and academically capable human resource that is equipped with higher technical skills for agricultural and industrial development. The conversion of NORMINAC into NORMISIST also provided opportunity and access to a good quality of higher education in science and technology to the youth in the region who had been deprived of such a right for many years.

NORMISIST has steadily grown as an institution in delivering education to the constituents of Butuan and the neighboring areas. In 1994, the presidents of the faculty association, the administrative personnel association, and the central student government gained the privilege of observation in the meetings of Board of Trustees (BOT). The above-mentioned organization presidents were not afforded voting rights. However, the observation privilege given at the meeting was an essential means for the Institute stakeholders to learn the rudiments of policy and decision-making and was an initial step in the integration of the NORMISIST personnel into the mainstream of BOT powers. In the same years, the institution exemplified academic growth by starting to offer graduate studies namely MA in Education with majors in Education and supervision, General Education, Curriculum and Instructional Technology and Adult and External Education as sanctioned by Ref. Res. No. 12, s. 1994 of the Board of Trustees. The above-mentioned accomplishment led to the offering of other graduate programs that are responsive to the need of equipping the human resource of the region. In 1997, concerned by the number of squatters occupying a parcel of the institute-owned land, the Institution conducted an information drive to advise the squatters of the need to vacate the place. Through legal process, the land of concern was regained to the benefit of the NORMISIST.

As part of its commitment to serve a larger academic area of responsibility, and with the integration of a CHED supervised school, NORMISIST has evolved into a system with one satellite campus, the NORMISIST-Cabadbaran Campus established in an 8-hectare area at the heart of the municipality of Cabadbaran, Agusan del Norte. Through the course of its growth, the Institute has been served by six presidents who have exemplified deep commitment for academic development and progress, thereby completing meaningful contributions that have cemented the Institute's path towards greater improvement. The first president of the Institute was the late Engr. Alberto Villares who was responsible for the implementation of the ADB funded ATEP-EDPITAF Project package offering the technology-oriented DAT-BAT program, its infrastructure, curriculum, and human resource development support system. He led the establishment of the College of Science and Mathematics Teacher Education. He also labored for the creation of strong linkage with various line agencies, NGOs, and research consortia. Dr. Antonio Tomaneng, a PhD in Soil Science and a trained Agricultural Engineer, was elected as president in 1993. He was the first to promote the tri-function of a State College which are instruction, research and extension. Dr. Tomaneng initiated engineering programs specifically the Associate in Material Science Engineering and the BS Geodetic Engineering. In 1997-2000, NORMISIST was managed by Dr. Glory S. Magdale and Dr. Joanna B. Cuenca, CHED Directors acting as Officers In-Charge. It was in this period that the School of Engineering was established. Dr. Wenceslao Tianero, a PhD in Agricultural Education and a former Vice President for Academic Affairs in Central Mindanao University, took over the presidency in 2000. Establishment of agricultural projects such as Carabao Center, Dairy Processing Center and Tissue Culture Project were few of his notable achievements. Dr. Edgar W. Ignacio, a PhD in Chemistry and former Vice Chancellor for Academic Affairs of the Mindanao State University-Iligan Institute of Technology (MSUIIT) also served as the 4th Institute President, with much effort put into the development of the Institute faculty development program and the establishment of the Science and Technology Complex. The Institute was strengthened to address the mandate of Science and Technology delivery in the Region. These were manifested in the enhancement of S&T Laboratories, hiring new faculty members to backstop S&T program offerings, establishment of the ICT Center and the construction of additional laboratories and classrooms. From 2008 to present, Dr. Joanna B. Cuenca, CEO III, a former Director of the Commission on Higher Education of the Caraga Region heads the administration. With only two years in the Institute, she has led the accreditation of several programs in AACCUP, obtained COD status for Math Program, and expanded the scholarship programs for students. In addition, she has established the HITACHI-donated Robotics Laboratory, helped construct several student centers and began the construction of the Institute's hostel. It is also during her time that NORMISIST Funding for Research and Extension was increased. Dr. Cuenca labored for the establishment of the Caraga State University. She worked with the Members of the Board of Trustees (BOT), Administration Officials of the Institute and Congressmen of this City to establish a state university in the Region.

Congressman Jose "Joboy" S. Aquino of the First District of Agusan del Norte filed House Bill Number 5110 at the House of Representatives with Senator Mar A. Roxas as the principal sponsor in the Senate. HBN 5110 was approved in the Senate's 3rd and final reading last November 16, 2009. On December 16, 2009, HBN 5110 was signed and approved into law by Her Excellency President Gloria Macapagal - Arroyo through Republic Act 9854. President Arroyo was in NORMISIST for the ceremonial signing of Republic Act 9854 last January 5, 2010. RA9854 established the Caraga State University in the Region by integrating the Northern Mindanao State Institute of Science and Technology (NORMISIST) of this city and the Northern Mindanao College of Science and Technology (NMCAST) in Cabadbaran, Agusan del Norte with its main campus in Butuan City.

Dr. Cuenca serves as the first President of the newly established Caraga State University.

***1.2 Vision***

A globally-engaged University excelling in science, engineering and the arts.

***1.3 Mission***

Caraga State University endeavors to produce globally-competitive and socially responsible human capital towards the sustainable and inclusive development of Caraga Region and beyond.

***1.4 General Mandate***

Caraga State University shall primarily provide advanced education, higher technological, professional instruction and training in the fields of agriculture and environmental studies, fishery, engineering, forestry, industrial technology, education, law, medicine and other health related programs, information technology, arts and sciences and other related courses. It shall undertake research and extension services, and provide progressive leadership in its areas of specialization.

***1.5 Core Values***

Competence │ Service; │and Uprightness

***1.6 Functions and Objectives***

CSU endeavors to contribute to the achievement of the regional and national development goals and shall strive to achieve a maximum level of performance in terms of “relevance and responsiveness, excellence and quality, equity and access, efficiency and effectiveness, discipline, teamwork, impact and learning to learn” in the four major areas of concern: Instruction, Research, Extension and Production.

**1.6. a General Objectives:**

CSU actively engages in the exploration, transmission and advancement of knowledge and cultural heritage of mankind, and prepares men and women for entrepreneurial and professional services.

In line with the regional and national development goals, its Charter, its Vision and Mission; CSU aims to:

* develop an institution of higher learning that values respect for learning and truth for human dignity and for freedom; abhor ignorance and prejudice and develop in its members these values, together with a sense of vocation and social responsibility;
* generate new knowledge through research and apply the results to improve the quality of human life and to respond effectively to changing societal needs and conditions;
* develop the potentials of the students in leadership, research, production and other socio-economic concerns; and equip them with skills for meeting the requirements for local, regional and national development;
* develop professionals who will serve as conveyors of innovations to spark scientific and technological advancements in the Caraga Region and the nation;
* produce informed and gender sensitive men and women who will not only leave their identity to society but find their lives with   personal fulfilment;
* produce alumni who will carry the values into leadership roles in the community, the region, the nation and   the world;
* continue producing potential leaders.

**1.6. b CSU shall pursue the following specific functions and objectives:**  
     
**Instruction**

1. produce knowledgeable, skilled, and globally competitive Engineers and Computer Technologists, Agricultural Technicians and Entrepreneurs who are able to produce outputs of the highest quality and at least cost;
2. provide relevant Teacher Education Curricula focused on Science, Mathematics, and Home Management Technology; produce teachers for Science and Technology in the Elementary and Secondary schools and who are also responsible community leaders;
3. equip and empower individuals with the knowledge and skills in the Sciences, Arts, as well as with the world class ideals, ideologies, and values;
4. establish regional educational centers which provide access to quality education and training opportunities to those in the service area, especially the poor but deserving students; and
5. be the nucleus for professional growth, research and technology- generation in the region by offering various fields of specialization on priority areas such as Engineering and Computer Technology, Natural Sciences, Mathematics, Environmental Sciences, Agriculture, Education and the Arts.

**Research**

Promote scholarly research, discovery, and /or inventiveness by strengthening research capabilities and enhance the attainment of high quality and relevant researches.

**Extension**

Collect, package and disseminate technologies and/or accelerate and expand the commercialization of the technologies in Agriculture and natural resources for the improvement of the end-user’s quality of life.

**Production**

Be a show window and laboratory for income generation/entrepreneurships, research, commercial development, extension and instruction.

**Integration of Gender and Development in the Four-fold Functions**

The University ensures the integration of gender and development advocacies in the implementation of its four-fold functions namely Instruction, Research, Extension and Production including in the Administration and Finance as mandated by E0 273.

***1.7 University Seal and Color***



The official colors of the University are green, gold yellow, orange and white; green symbolizes life, fertility, and productivity; gold yellow represents the ripe rice panicles ready for harvest and stands for richness in the aims of CSU and wisdom of its constituents; orange represents strength with fortitude; and white represents purity and cleanliness.

These colors are reflected in the new seal of the University with the design of a balangay boat, a wooden watercraft used by the early settlers, and traders from as far as China, Malaysia, Indonesia and other countries to engage trading in Butuan City and nearby areas. The torch symbolizes light-giving and vision to those who seek greater knowledge and truth, the field symbolizes the courses in technology, science and related fields; the gear exudes development and progress in the quad functions of: Instruction, Research, Extension and Production; and the Year 1946 indicates the year when the state college started its operation in Ampayon, Butuan City, the 232-hectare sectoral area reserved in 1920 by Proclamation No. 4. The late American Governor to the Philippines, Francis Burton Harrison issued Proclamation No. 4 declared the reservation of the land.

***1.8.Credo and Philosophy***

**1.8.a Our Credo**

CSU, as the flagship government institution of higher learning in the Caraga, Region XIII, adheres to the credo of “Leadership Through Purposing: Say it, model it, organize for it, support it, enforce it and commend practices that exemplify core values and express outrage when practices violate these core values”. It is committed to propel all efforts towards the achievement of its Vision, Mission, Goals and Objectives in response to regional and national development goals.

**1.8.b. Our Philosophy**

CSU adheres to the philosophy that the dignity, integrity, and personal worth of the individual are highly cherished and respected.  Each person, regardless of race, color, creed or economic status, is a resource of a nation; that education is basic to individual and national development and   is the backbone of human resource development; and that the role of an educational institution is to offer each individual the opportunities to realize his potentials, to imbibe the concept  of “learning to learn”,  to make his most effective contribution to the country’s social and economic development, and to systematize and apply  his knowledge into the affairs of men and nations.

***1.9 University Hymn***

Many have come through your door  
And have been touched by your greatness  
You nurture with wisdom, love and compassion.

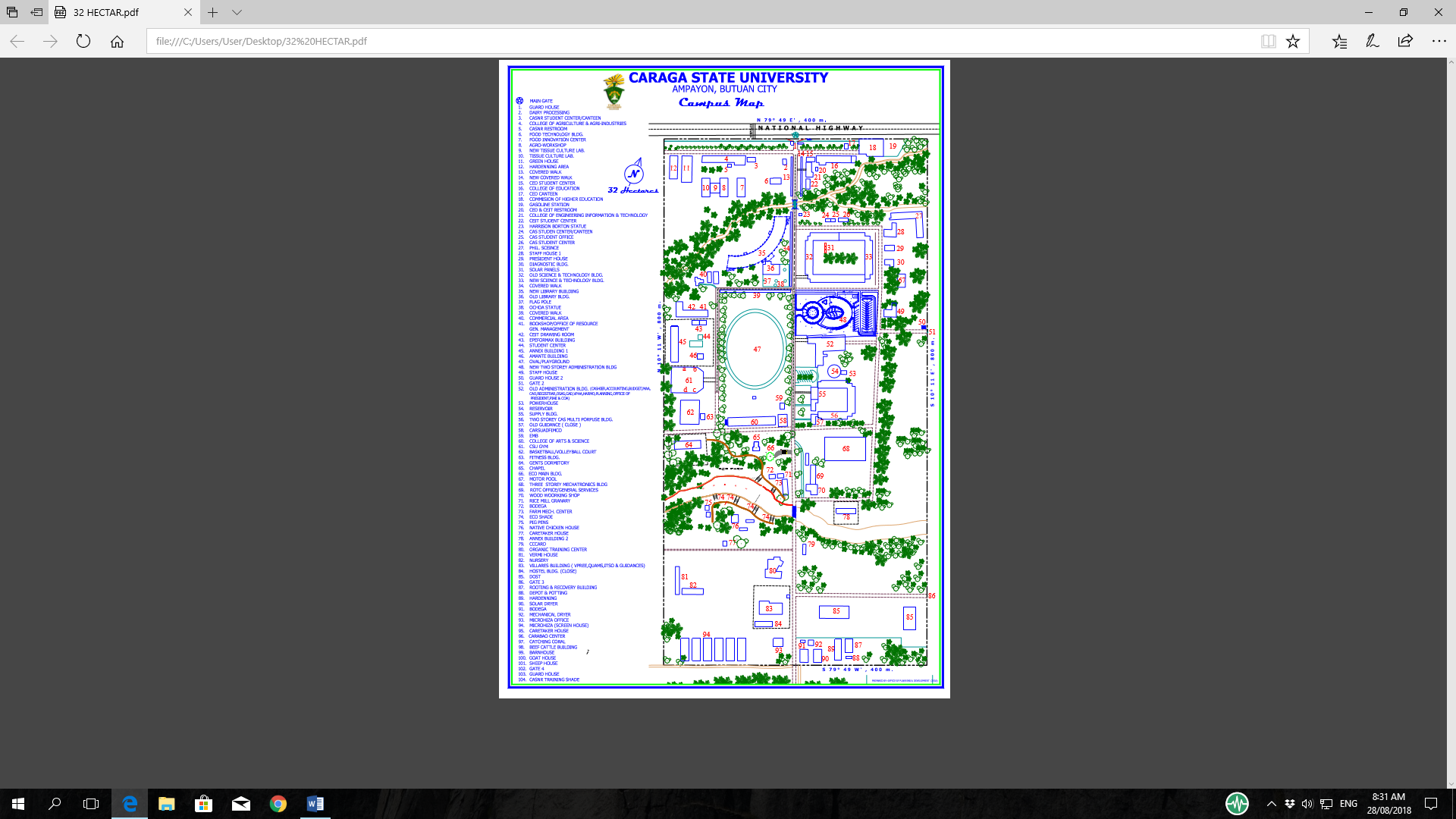
Caraga State University,  
You're esteemed and highly sought after.  
Within your vast land in Northern Mindanao  
You shine to the nation with a light of hope  
You lead with honor, you guide with excellence.

Caraga State University,  
You have taught us for the nation and for the world unto God.  
Caraga State University,  
You have taught us for the nation and for the world unto God.

Caraga State University!

Words and Music by: ***Rommel N. Tambura***

***1.10Campus Map***



**Chapter 2**

**Academic Policies**

***N.B.*** *content of this chapter will be presented by the VPAA*

***2.1 Academic Calendar and Classes***

Section 1. **Academic Calendar.** The academic calendar shall be prepared in accordance with pertinent guidelines of the Commission on Higher Education (CHED). The academic calendar shall be prepared by the University Registrar in coordination with the VPAA and as endorsed by the Academic Council for the approval of the BOR.

Section 2. **Academic Year.** There shall be two regular semesters and a midyear term in an academic year, each with at least 18 weeks or 54 contact hours.

Section 3. **Class Schedule.** Schedule of classes shall be prepared by a committee headed by the VPAA, with the College Deans and the Department Chairpersons of the academic programs.

Section 4. **Class Size.** The standard class sizes for undergraduate courses are as follows: lecture class, 50 students; laboratory class, 50 students (social) and 25 students (technical). Any deviation thereto shall be consistent with the supplementary academic policies and standards prescribed in the Student Handbook for undergraduate students.

Section 5. **Class Dismissal**. The University shall promulgate rules and regulations to constitute the mechanism for dismissing a class as prescribed in the Student Handbook for undergraduate students.

Section 6. **Class Suspension**. The University shall promulgate rules and regulations to constitute the mechanism for a class suspension as prescribed in the Student Handbook for undergraduate students.

***2.2 Admission and Registration***

Section 1. **Entrance Requirements.** There shall be a set of entrance requirements for each academic program to be prescribed by the college offering the program, subject to the approval of the university Academic Council and the confirmation of the BOR.

1.1. CSU Scholarship and Admission Test (CSAT) shall be given to college entrants and transfer students which shall serve as one of the bases to determine the fitness of the students to the program they intend to enrol in.

1.2. Foreign students shall be required to meet substantial requirements prescribed for admission to the University. They must submit a valid study permit from the Commission on Higher Education (CHED) for college students or from the Department of Education (DEPED) for High School students, and transfer credentials have they previously enrolled in another school in the Philippines. Admission of foreign students shall be governed by the Joint Memorandum Order No. 01 s. 2017 which is the consolidated implementing guidelines on the entry and stay of foreign students in the Philippines.

Section 3. **Registration.** The University shall provide a systematic process through which any eligible students can reserve seats in particular classes.

3.1. Students shall register within the scheduled registration period set according to the approved academic calendar.

3.2. Registration may be extended for a grace period of five working days after the last day of the registration schedule.

3.3. A penalty shall be imposed for late registration done after the last day of the scheduled registration.

3.4. Registration shall not be allowed after 12 percent of the regular class meetings have been held, unless the VPAA, through channels, give permission after consideration of the student’s scholastic and other perceivable capabilities and skills.

3.5. An academic load beyond the regular load indicated in curriculum is subject to the approval of the VPAA through channels.

Section 4. **Cross-Registration**. The University shall provide a mechanism for cross-registration, a system allowing students in the University or at another university to take individual courses for credit at another institution or at the University, respectively.

4.1. Students who are enrolled in another HEI may cross-register in the University upon presentation of a written permit issued by the appropriate official of their admitting school reflecting the allowed number of units and courses to be cross-registered in the University.

4.2. Students currently enrolled in the University, who intend to cross-register in another HEI upon recommendation of the Program Adviser, the Department Chairperson, and the College Dean and upon authorization given by the University Registrar may secure permission subject to all of the following conditions:

4.2.1. that there is an immediate need for the cross-registration to offset the student’s academic deficiencies, as in the case of graduating students;

4.2.2. that the courses are of the same coverage and of equal to or greater number of units to that of required in the student’s program curriculum; and,

4.2.3. that the HEI where the student will cross-register in is accredited either nationally or internationally.

4.3. The total number of credit units for which a student may cross- register in another HEI shall not exceed the maximum allowable units prescribed in the program curriculum including those who are currently enrolled in the University.

4.4. In case the students are left with no courses to enroll during a certain semester and they intend to cross-register in another HEI, they must be required to enroll in for a “residency” in the University while cross-registered in another HEI.

Section 5. **Double Registration.** The University shall provide mechanisms for double registration which refers to an arrangement between academic programs in the university, whereby a student continues to be registered in the University and is also registered in another HEI. All matters concerning such academic registry shall follow appropriate procedures determined by the VPAA and the University Registrar, subject to the approval of the BOR.

Section 6. **Dual Registration.** The University shall provide mechanisms for dual registration which refers to an arrangement between universities, either local or international, whereby a student is concurrently registered to study in two curricular programs. All matters concerning such academic registry shall follow appropriate procedures determined by the VPAA and the University Registrar, subject to the approval of the BOR.

**According to citizenship:**

6.1. A Filipino student is one who is a citizen of the Philippines and is enrolled in an academic program in the University.

6.2. A foreign student is one who is not a citizen of the Philippines and is enrolled in an academic program in the University.

**According to the number of academic units earned:**

6.3. A freshman is a student who is earning the prescribed courses of the first year of the curriculum or 25 percent of the total units required in an academic program. Freshmen students shall take basic gender sensitivity training as one of the modules under the National Service Training Program (NSTP). Embedded within the module are the gender-related laws and mandates relative to women empowerment and gender equality advocated by the Gender and Development (GAD) unit of the University based on Republic Act 9710, the Magna Carta of Women.

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6.4. A sophomore is a student who has completed the prescribed courses of the first year or has earned not less than 25 percent or more than 50 percent of the total units required in an academic program. Gender related inputs for sophomore students are integrated in the social sciences courses in the General Education Curriculum (GEC).

6.5. A junior is a student who has completed the prescribed courses of the first two years of the curriculum or has earned not less than 50 percent of the total number of units required in an academic program.

6.6. A senior is a student who has completed the prescribed courses of the first, second, and third years of the curriculum or has finished not less than 25 percent of the total number of units required in an academic program. Prior to graduation, senior students undertake pre-employment seminar with due orientation about gender sensitive public service, Magna Carta of Women (RA 9710) and Anti Sexual Harassment Act (RA 7892). The program is a regular activity in the University through the Guidance office and the Gender and Development before the students leave the portals of the University after the conferment of degree programs obtained.

6.7. In courses of less than four-year programs, students shall be classified based on percentage of units complied with similar proportional basis. In the case of curricula in which the weights of the courses are not expressed in terms of units, the computation shall be made on the basis of their equivalents.

Section 7. Classification of School Fees. Subject to applicable laws, regulations, and issuances of the government, all student fees and other charges shall be approved by the BOR, upon the recommendation of the Administrative Council.

***2.3 Academic Load***

Section 1. **Academic Load Credit**. An academic load or course load is the total number of academic units a student is taking in a semester.

* 1. The standard number of hours for every one unit of credit in a lecture class shall be at least 18 full hours of instruction per semester in the form of discussion, seminar, tutorial, or equivalent field work or any combination of these forms within a semester.

1.2. The standard number of hours for every one unit of credit in a laboratory class shall be at least 54 full hours of instruction per semester.

Section 2. **Academic Load.** The University shall provide a mechanism for regulating the course load of students or the difficulty of courses taken in an academic setting.

2.1. The normal load for undergraduate students per semester shall be in accordance to the prescribed curriculum.

2.2. During the midyear term, the normal load shall be nine units in non-laboratory courses or eight units in courses with laboratory work.

2.3. The VPAA or any duly authorized representative shall be empowered to adjust the academic load of students who are graduating and those employed either on full-time or part-time basis.

***2.4 Curricular Changes***

Section 1. **Change of Class Schedule.** Any faculty members who meet their students for a make-up or a consultation at any time, date, or place other than what is designated for the purpose shall formally request for an authorization from the College Dean.

Section 2. **Dropping of Courses**. Officially dropping of an enrolled course is permissible until the last working day of the schedule specified in the academic calendar; provided, the same is concurred in by appropriate academic authorities in the University. Students who officially dropped the course within the allowable period shall earn a grade of “Officially Dropped” (ODRP), which grade will not be reflected in the student’s Transcript of Records (TOR). After the period prescribed, students may be allowed to officially drop a course due to valid reasons as determined by competent academic authorities in the University.

Section 3. **Withdrawal of Courses.** It shall be allowed to withdraw a course within four weeks after the start of classes in a regular semester and its corresponding equivalent during the midyear term. No withdrawal of enrolment shall be approved after the prescribed period, except for cases concerning medical and health reasons. For college entrants in the University who wish to withdraw their enrolment, they shall also be allowed to withdraw their credentials submitted as requirement for the enrolment.

Section 4. **Substitution of Courses.** Substitution of courses may be allowed; provided, it involves courses under the same department, or at least allied to each other, and the courses are a required course not offered in the major department. Every request for substitution must be recommended by the Program Adviser and by the Department Chairperson and approved by the College Dean. The University Registrar shall also be officially notified of the said substitution. The department or unit offering the course shall identify other courses for substitution.

Section 5. **Adding of Courses** and Changing of Courses. Adding or changing of course, or both, shall be allowed for valid reasons; provided, these are done within the period specified in the academic calendar, or on or before the deadline set for acceptance of late enrolees. The adding and changing of an enrolled course should be approved by Dean of the college offering the course.

Section 6. **Transfer of Students.** Transfer of students from a recognized HEI to the University shall be allowed under certain limitations prescribed by the University. An admitted transferee shall be allowed to enrol in courses; provided, the prerequisites of which are passed.

Section 7. **Validation of Courses.** Admitted transferees must validate all courses taken previously in another institution for credits. They must apply for validation within the four successive semesters from the date of their admission; provided, third-year transferee students validate all transfer credits during the first two semesters in the University.

7.1. Admitted transferees may apply for validation using a prescribed validation permit form for credits of corresponding courses taken from another HEI upon compliance of the following requirements: presentation of credentials showing that they have attended and successfully completed the courses in previous HEI and that the courses are fully equivalent to those given in the University for which advanced credits are sought and passing the validation test given by the college.

7.2. Transferees who fail to validate within the prescribed period will have to re-enrol the required courses.

7.3. All procedures and regulations for any validation of undergraduate academic courses shall be determined and implemented by the college department offering such academic courses.

7.4. Validation examinations may be conducted outside these periods, but not beyond one year after admission to the University, upon payment of a validating fee for every course.

Section 8. **Shifting of Curricular Program.** Shifting from one program to another is allowed subject to the limitation set by the College/Program such as

* 1. Grade requirements
  2. Entrance Examination Result
  3. Enrolment Quota
  4. And/ or other requirements set by the College or Program

***2.5 Scholastic Standing***

Section 1. **Class Attendance.** Attendance of students to classes shall be governed by the rules and regulations promulgated by the University as stipulated in the Student Handbook for undergraduate students.

The University has an online mechanism to monitor the attendance of its students. The Faculty concern can log the absences of their students on line, once the students incurred three (3) absences whether consecutive or not. Guidance and Counselling Office will be notified online and will call the attention of the student for appropriate action on intervention.

**Guidelines for attendance**

* All students are required to attend their classes regularly.
* **Illness.** Absence due to illness must be reported by the student concerned to the respective department chair and university nurse within two (2) days by submitting a copy of medical certificate.
* **Excuse of Absence.** Excuse of absence is for time missed only. All class works missed must be made up for the satisfaction of the instructor concerned within a reasonable time from date of absence
* **Unexcused Absences.** Whenever a student has incurred three (3) consecutive unexcused absences, the faculty should inform the Guidance Counselor of the College who in turn calls the attention of the students and might inform the parents if necessary. Four consecutive absences could be a ground for dropping on the part of the subject instructor.
* **Dropped.** Students can be dropped from the class whenever the absences reach to 20 percent (20%) out of the total number of hours for each subject, whether is it consecutive or inconsecutive. However, if the student can produce supporting documents that could attest a valid reason for such absences, the faculty concern may require to make up the missing class works.

Section 2. **Leave of Absence.** A leave of absence (LOA) is a period of time when students are permitted for a break with academic life while maintaining the status of being a student. Generally, such an arrangement has a predefined termination at a particular date, as stipulated in the Student Handbook for undergraduate students.

All students who wish to take a break from their academic life must apply for a leave of absence.

* **Application of Leave of Absence Procedure**
  + 1. Obtain a form from the Office of the University Registrar.
    2. Submit the application form to the Registrar’s Office for verification and approval
    3. Forward a copy of the application form to the respective Department.

After the termination of the LOA, the student must apply for reinstatement to the University before the enrolment period. The reinstatement is a requirement before the student can enrol again for that particular semester after the leave of absence.

* **Reinstatement Procedure**
  + 1. Secure a Student Reinstatement Form from the College In-Charge Staff in the Office of the Registrar.
    2. Fill up the pertinent information in the form
    3. Secure the signature of the Chairperson, Dean and the Admission Office/OSAS Director
    4. Submit the form the College In-Charge Staff in the Office of the Registrar

Section 3. **Honorable Dismissal.** Honorable dismissal is the voluntary withdrawal of a student from the University with the consent of the University Registrar. Students, who wish to end their connection to the University and avail of an honorable dismissal, shall have to present a written request and clearance from accountabilities duly approved by the College Dean and the VPAA. All accountabilities to the University must be settled before an honorable dismissal is issued.

Section 5. **Scholarship Programs**. For deserving students, the University shall provide mechanisms for academic and non-academic scholarships with separate set of guidelines as determined by a duly constituted committee on scholarship programs headed by the VPAA, endorsed by the university Academic Council, and approved by the University President and BOR.

***2.6 Major Examination and Undergraduate Thesis***

Section 1. **Examination.** Examinations are integral components of instruction and shall be administered by the instructors for the purpose of evaluating students’ performance, subject to applicable academic policies and standards stipulated in the Student Handbook for undergraduate students.

* 1. An integrated schedule of the major examinations shall be prepared by the VPAA with the Deans of academic units and the University Registrar.
  2. The giving of any examination ahead or later than the approved schedules must need a written permission from the VPAA.
* Students are allowed to take a special examination under the following conditions:
  1. Request for special examination shall through the concern instructor directly.
  2. Request should not be later than two (2) weeks from the scheduled examination.
  3. It is the discretion of the faculty concern to give a different set of examination from what was given to those student during the regular schedule.

Section 2. **Undergraduate Thesis**. There shall be a mechanism for regulating the implementation of undergraduate thesis as capstone of every academic program.

2.1 The students' theses shall be part of the university's research and development (R&D) programs; thus, all directions thereto shall conform to the agenda set by the University.

2.2 The students' theses shall conform to the quality standards set by the University to help improve research productivity.

2.3 Thesis consultations shall be included in the faculty load to give time for the faculty-advisers and thesis students to discuss matters concerning the thesis on a weekly basis.

2.4 Thesis advising shall be part of the teaching load of the faculty members, which shall be credited based on the existing academic policies and standards in the Faculty Manual.

2.4.1 An honorarium for each thesis (both individual and in group) shall be given to a faculty member who serves as Thesis Adviser and advisory committee after the submission of approved bound thesis of the advisees. The honorarium can be claimed upon submission of the certificate of thesis acceptance from the Dean and a photocopy of the approval sheet.

2.5. Statistical analysis of the data (if required in a thesis) shall be carried out at a center sanctioned by the University for mathematical and statistical computing services. The payment shall be based on the approved rate for the center’s services to be paid at the Cashier’s Office.

2.6. Theses shall be given an appropriate credit based on the curriculum after a successful defense and approval from pertinent personnel. In case of unsuccessful thesis defense, a student or group of students may opt for a second defense.

***2.7 Grading System and Academic Recognition***

Section 1. **Grading System.** The academic performance of students shall be evaluated and graded at the end of each term in accordance with the prescribed grading system stipulated in the Student Handbook for undergraduate students.

1.1 The Course Instructor is the sole authority to determine the grades of students based on the policies on grading system. In the absence of the Course Instructor, the Department Chairperson shall be responsible to facilitate.

1.2. The grading system shall be uniform using number grades in multiples of .25 from 1 to 5 where 1 is the highest and 3 as the lowest passing grade. No grade of 4 shall be given as a final rating.

|  |  |  |  |
| --- | --- | --- | --- |
| Numerical Value | % Equivalent | Letter Equivalent | Description |
| 1.00 | 97-100 | A | Excellent |
| 1.25 | 96-98 |  |  |
| 1.50 | 93-95 |  |  |
| 1.75 | 90-92 | A- | Very Good |
| 2.00 | 87-89 |  |  |
| 2.25 | 84-86 | B | Above Average |
| 2.50 | 81-83 |  |  |
| 2.75 | 78-80 | B- | Average |
| 3.00 | 75-77 | C | Passing |
| 4.00 | 75 & below | - | Conditional |
| 5.00 | - | - | Failing |
| INC | - | - | Incomplete |
| DRP | - | - | Dropped |
| W | - | - | Withdrawn |

Section 2. **Academic Recognition.** Students who receive grades of 1.75 or above and those who carry the normal load as prescribed in the program curriculum shall be included in the Dean’s List and shall receive certificate and recognition during a convocation program to be determined by the VPAA and the University Registrar.

***2.8 Incomplete Grades and Removal Examinations***

Section 1. **Incomplete Grade.** The grade of INC is given to a student whose class standing throughout the semester is passing but insufficient to complete all academic requirements for the course due to any valid reasons, like accidents or illnesses. All policies and standards prescribed in the compliance of an INC grade, other than the principles promulgated in this book, shall be in accordance to the policies and standards stipulated in the Student Handbook for undergraduate students.

1.1. Any deficiency must be done within the academic year following the incurrence of said deficiency by passing the examination or meeting the requirements for the course; after which, the student shall be given a final grade based on the overall performance.

1.2. Completion of incomplete (INC) grade shall be the sole responsibility of the students.

1.3. Only the course instructor who has given the INC grade could issue the completion thereto; provided, the instructor is duly authorized by the College Dean. In the absence of the Course Instructor, the Department Chairperson shall facilitate the compliance.

1.4. For unfinished thesis, a grade of “In Progress” shall be given.

1.5. Payment of a completion fee shall be required of students completing the INC within the prescribed grace period.

Section 2. **Compliance Examination.** Examination for removal of INC may be taken without any fee during: the regular examination periods; provided, the course involved is included in the schedule of examinations and the regular removal examination period, i.e., within the third week after the registration in each semester; provided further, the examination is taken at the time it is scheduled.

2.1. **Removal examinations** may be taken upon recommendation and approval of the Dean and payment of an examination fee per course. A student not in residence shall pay the registration fee besides the examination fee in order to be entitled to take the removal examination.

***2.9 Retention Policy***

1. **Student Classification**

* **REGULAR**

A student is classified as REGULAR if he/she passed all his/her enrolled subjects.

* **SEM-REGULAR**

A student is classified as SEM-REGULAR if he/she passed all his/her enrolled subjects during the semester.

* **IRREGULAR**

A student is classified as IRREGULAR if it is not regular nor sem-regular.

Students on irregular status shall be classified based on percentage of units passed.

* **Warning:** at least 66% and less than 100%
* **Probationary:** at least 25% but less than 66%
* **Debarred (from the Program):** less than 25%

Note: 1. Any student who obtained two

consecutive **WARNING** status

shall be classified as **PROBATIONARY.**

2. Any student who obtained two

consecutive **PROBATIONARY**

status shall be classified as **DEBARRED.**

1. **Intervention**

Students with irregular status shall undertake an intervention program depending on the status.

* **Warning**
* guidance and counselling intervention at least once a month
* **Probationary**
* guidance and counselling intervention at least twice a month
* academic intervention subject to the evaluation of the concerned departments
* **Debarred**

Any student with debarred status may apply for reconsideration subject to the evaluation of the program adviser / department chairperson and approved by the dean of the college. However, the said student must undertake the following interventions:

* guidance and counselling intervention at least once a week
* academic intervention subject to the evaluation of the concerned departments

1. **Retention**

Any student who obtained two consecutive DEBARRED status shall be subject for DISMISSAL from the program.

1. **Maximum Residency Rule (MRR)**

Any student who fails to finish the requirements of a course of any college within a period of actual residence equivalent to six (6) years shall not be allowed to register further in the university, provided any absence incurred is supported by a duly approved Leave of Absence. However, the student may apply for reconsideration subject to the evaluation of the program adviser / department chairperson and approved by the dean of the college.

***Any student who failed to graduate within the MRR shall be treated as DEBARRED***

***2.10 Academic Completion***

Section 1. **Graduation Requirements.** All graduating students shall accomplish an application for graduation before the College Dean, through channels at most five weeks after the opening of classes during a regular semester and at most two weeks during summer term.

1.1. The Dean or any duly authorized representative shall submit to the University Registrar a list of candidates for graduation at most six weeks after the opening of classes during a regular semester and at most two weeks during summer term. The University Registrar, in consultation with the Program Advisers and Department Chairpersons of the graduating students shall examine the records of the said candidate for graduation to ensure that everything is complied with.

1.2. Only students who have completed their academic requirements on the deadline set in the academic calendar shall be confirmed by the BOR upon endorsement of the university Academic Council.

1.3. No students shall be allowed to graduate from the University unless they have taken at least 50 percent of the total units required in the program where they are enrolled in the University.

1.4. No students shall be issued a diploma, certification, or transcript of records unless they have completed all the requirements of the program, paid all the other legally required fees, and cleared themselves from all accountabilities in the University.

Section 2. **Graduation Rites.** Unless the number of graduates will be justifiable to hold semestral commencement exercises, the regular commencement exercises for the tertiary level shall be scheduled after the end of the second semester.

2.1. The VPAA, the University Registrar, and the Deans of the academic units shall be responsible for the commencement and baccalaureate exercises.

2.2. Attendance to the commencement exercises shall be compulsory for all candidates for graduation. Graduating students who cannot participate in the general commencement exercises for valid reasons must apply for graduation in absentia in the office of the University Registrar at least 10 days before the commencement exercises.

Section 3. **Prescribed Attire.** To ensure that everyone who attends the baccalaureate service and commencement exercises is on their appropriate attire, a protocol committee must be established to ensure that the policies and standards prescribed stipulated in the Student Handbook for undergraduate students are adhered to.

Section 4. **Graduation with Honors.** To indicate the level of distinction with which an academic degree is earned, there shall be a set of definite criteria to be met in order for students to obtain a given honors distinction.

4.1. Students who have completed their academic program with the following minimum weighted average grade shall be graduated with honors: Summa Cum Laude (1.25 or better), Magna Cum Laude (lower than 1.25 down to 1.5), and Cum Laude (lower than 1.5 down to 1.75); provided, all the grades in all courses prescribed in the curriculum are completed.

4.2. Students who are candidates for graduation with honors must have completed in the University at least 50 percent of the total number of academic units or hours for graduation and must have been in residence therein for at least two years immediately prior to graduation.

4.3. In the computation of the final average of students who are candidates for graduation with honors, only resident credits shall be included.

4.4. Students who are candidates for graduation with honors must have taken during each semester not less than 15 units of credit or the normal load prescribed in the curriculum in cases where such normal load is less than 15 units, unless the lighter load was due to justifiable causes, such as health reasons, the unavailability of courses needed in the curriculum to complete the full load, or the fact that the candidate is a working student.

4.5. The pertinent documents required from students to support “justifiable causes” for a lighter academic load are: for health reasons (medical certification to be confirmed by University Physician), for unavailability of course (certification by Program Adviser and copy of schedule of classes), and for employment (copy of payroll or appointment papers indicating duration of employment). It is the responsibility of the students to establish beyond reasonable doubt the veracity of the claim as to the causes of the lighter academic load.

**Chapter 3**

**Student Services**

**General Principles**

***3.1 Application***

Section 1. All academic policies and standards prescribed in this book shall principally apply to the various programs and projects relevant to student services.

Section 2. The Director of the Office of Student Affairs and Services (OSAS) shall be directly responsible to the Vice President for Academic Affairs (VPAA) and to the University President for providing substantive inputs to the formulation of policies and standards and the monitoring, review, and coordination of any student services in the University.

Section 3. The academic policies and standards thereto shall be recognized as an implementing entity of the academic administration to establish, maintain, and support any curricular programs which shall provide directions to the studentry in the pursuit of academic excellence and operational excellence through various student affairs and services.

***3.2 Implementation***

Section 1. The principles of this book shall be implemented in order to form individuals who can later become productive citizens of the country and the world, the University shall protect and promote the rights, welfare, and development of every student in accordance with the pertinent statutory and regulatory issuances of the government.

Section 2. All doubts in the implementation and interpretation of the principles of this book shall be resolved in favor of the University. In all matters affecting the welfare of the students, all doubts in the implementation and interpretation of the principles of this book shall be resolved in favor of the students; likewise, in all matters affecting the welfare of teaching and non-teaching personnel, all doubts in the implementation and interpretation of the principles of this book shall be resolved in favor of the personnel.

Section 3. The policies and standards governing the University shall be those promulgated by the university Board of Regents (BOR) and adherent to statutory and regulatory issuances of the government.

***3.3 Student Rights and Responsibilities***

**3.3.a Rights of Students**

Section 1. In addition to the fundamental rights guaranteed under the constitution and subject to the limitations prescribed by the rules and regulations of the University, every student shall enjoy the following rights:

1.1 to receive primarily competent instruction and relevant quality education in line with the national goals and conducive to full development as a person with human dignity;

1.2 to freely choose his field of study, subject to existing curricula and to continue the program therein up to graduation, except in cases of academic deficiency or violation of disciplinary regulations;

1.3 to avail of guidance and counselling for making decisions and selecting the alternatives in fields of work suited to his potentials, strengths, limitations, and weaknesses;

1.4 to access their own school records, the confidentiality of which shall be maintained and preserved;

1.5 to be issued with and to receive grades, certificates, diplomas, transcript of records, transfer credentials, and other similar documents upon compliance of the requirements set forth by the University within 30 days from request;

1.6 to publish a student publication and, with the approval of university administrators, to invite resource persons during assemblies, symposia, and other activities of similar nature;

1.7 to express opinions and suggestions and access to effective channels of communications with appropriate bodies of the University and in the community;

1.8 to form, establish, join, and participate in organizations and societies recognized by the University to foster intellectual, cultural, spiritual, and physical growth and development or to form, establish, join, and maintain organizations and societies for purposes not contrary to law;

1.9 to participate in the formulation and development of local, regional, and national policies affecting the University through representation in the appropriate bodies of the University determined by the BOR;

1.10 to receive reasonable protection and security from distraction, malice, harm, and injury;

1.11 to participate in relevant co-curricular and extra-curricular activities duly authorized and recognized by the University;

1.12 the right to receive medical services;

1.13 to be assisted by the University through current and adequate information on work opportunities; and,

1.14 to be given full participation and equal rights and opportunities, regardless of potential capability or disability.

**3.3.b Responsibilities of Students**

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

1.1 exert their utmost effort to develop their potentials and abilities, in order that they become professional and asset to their family and to the society;

1.2 uphold the academic integrity of the University, endeavor to achieve academic excellence, and abide by the rules and regulations governing their academic responsibilities and moral integrity;

1.3 promote and maintain the peace and order in the University by observing the rules of discipline and by exerting efforts to attain harmonious relationships with fellow students and university personnel;

1.4 participate actively in civic affairs in the promotion of the general welfare, particularly in the social, economic, and cultural development of the community and in the attainment of a just, compassionate, and orderly society; and,

1.5 exercise their rights responsibly with the knowledge that they are accountable for any infringements or violations of public welfare and of the rights of others.

**Chapter 4**

**Student Welfare**

***4.1 Scope***

Section 1. The University shall provide basic services necessary to serve the well-being of students.

***4.2 Guidance and Counselling Services***

Section 1. The University shall provide guidance, and to facilitate in creating an environment conducive to learning and development counselling and services.

1.1 There are set of services using an integrated approach to the development of well-functioning individuals primarily by helping them to utilize their potentials to the fullest.

1.2 Competent and qualified professionals provide psychological assessment and a wee-planned program for students with the use of appropriate standardized psychological test.

1.3 The test results shall be interpreted in confidentiality with the students, teachers, and concerned individuals.

Section 2. Competent and qualified helping professionals provide the following services: individual and group counselling to students with personal-social, academic and career concerns. Other services include career and placement and referral and student peer facilitators’ program.

2.1 All primary psychological and psychometric services shall be provided by licensed psychometricians and guidance counsellors.

2.2 An individual or group interventions designed to facilitate positive change in student behaviors, feelings, and attitudes.

2.3 There is a systematic monitoring to determine the effectiveness of guidance activities, in general, and placement in particular.

2.4 There is an adequate and appropriate follow-up and referral schemes known to students and concerned parties.

***4.3 Health and Food Services***

Section 1. In compliance with health-related laws, rules, and regulations enshrined in the Philippine constitution, there shall be mechanisms to provide primary health care and wellness programs to the students.

1.1 All primary health care services shall be administered by licensed medical, dental, and allied professionals.

1.2 The University shall provide adequate facilities for health care and updated health records, including disability records for students who are differently able, that are kept and maintained as required by the Department of Health (DOH) and other allied agencies.

1.3 There shall be mechanisms to promote healthy lifestyle such as but not limited to healthy diet and physical activities.

Section 2. The University shall provide the insurance of available, adequate, safe, and healthful food and beverages within the campus and immediate vicinity in accordance with the food, safety, and sanitation guidelines of the DOH.

2.1 There shall be a set of criteria for safety and sanitary conditions and food choices in screening all food outlets within the compound of the university.

2.2 The screening process for the safety food services outside the university premises shall be coordinated with the local government.

2.3 The inspection of food outlets for sanitation and hygiene shall be done periodically; hence, a policy to deliberately display the certificate to operate in a prominent area of any food outlet.

***4.4 Admission Services***

Section 1. The University shall provide services that take care of the processing of students’ entrance and requirements, in accordance with the provisions stated in the academic policies.

Section 2. In the imposition of the requirements and procedures for admission, the University shall provide due consideration or reasonable accommodation for foreign applicants or persons with disabilities as stipulated in statutory provisions.

Section 3. The University’s guidelines for admission shall be posted in the University website and to conspicuous places. Stakeholders shall be duly informed.

***4.5 Scholarships and Financial Assistance***

Section 1. Scholarship grants, assistantships, grants-in-aids, and other forms of financial aid shall be provided and awarded to deserving students in accordance with the provisions stated in the academic policies.

1.1 There shall be scholarships and financial assistance in various forms and accessible modalities available to students.

1.2 There shall be an appropriate screening, monitoring, and guidelines understood by applicants and recipients.

1.3 There shall be structures to provide access to scholarship and financial assistance instituted.

1.4 Availability, qualification requirements, and procedures to avail the scholarships and financial aid shall be widely and promptly disseminated in various media.

Section 3. The University shall likewise provide opportunities for student-assistantship to deserving and promising students, upon the recommendation of the Deans and heads of the various units of the University. The working hours, academic loads, and compensation for student-assistants shall be in accordance with the rules of the University, subject to existing laws and regulations.

The University maintains its own student financial aid programs which shall be governed by Board of Regents (BOR) Resolution no. 43-06, s. 2018. This is the resolution approving the proposed University Student Financial Aid Program.

***4.6 Housing and Other Amenities***

Section 1. The University shall provide assistance to ensure students have access to accommodation that is safe and conducive for a university environment.

Section 2. There shall be residence halls and dormitories for students. Students not living in the University residence halls or dormitories shall be advised to reside in the homes or boarding houses duly accredited by the University OSAS.

Section 3. The residence halls and dormitories shall be administered in accordance with the following rules:

3.1 that the residence hall and dormitory shall be supervised by a Dormitory Manager;

3.2 that the financial operation and administrative direction of the residence hall shall be the responsibility of the Dormitory Manager who shall be under the supervision of the OSAS Division Coordinator and the OSAS Director with whom all budgetary requests for administrative positions, appointments, and other housekeeping matters shall be submitted; and,

3.3 that there shall be a creation of a student-housing committee under the supervision of the OSAS Division Coordinator and the OSAS Director, who shall check student-residents of the different halls and see to it that only students with proper character certification are admitted.

Section 4. The University, if possible, shall provide other auxiliary services to cater the needs of the students such as canteen or cafeteria, bookstore, shop for school and other supplies, recreational facilities, mails, telephones, telecommunications, and other services.

\**University operated dormitories are subject to its availability*

***4.7 Security Services***

Section 1. The University shall provide a safe, accessible, and secure environment to all the students of the University.

Section 2. Licensed and competent security personnel shall ensure the safety and security of students and their belongings.

Section 3. All buildings and amenities shall be in compliance with the government standards such as mechanisms to address disaster risk reduction and management concerns and inclusive, in particular, of measures for persons with disabilities.

**Chapter 5**

**Student Development**

***5.1 Scope***

Section 1. The University shall provide programs and activities designed for the enhancement and deepening of leadership skills and social responsibility of the students in the University.

Section 2. The OSAS shall be in a supportive role and within a wide range of student related functions; thereby leading, directing, and administering overall functions of Student Clubs and Organizations.

***5.2 Student Organizations***

Section 1. The University shall recognize all lawful student organizations within the University as long as such organization shall not violate the morals of the society, the laws of the land and the policies of this University.

Section 2. A duly recognized student organization shall be any association, whose members are bona fide students of the University or whose principal officers are such students or both, and have been duly registered and accredited in accordance with the existing rules and regulations adopted by the University.

Section 3. Only duly recognized student organizations shall be allowed to function in the University.

3.1 Every student organization shall have one or more faculty advisers chosen by the organization and approved by the University President upon the recommendation of the OSAS Director.

3.2 No student organization shall be allowed to function without a duly crafted Constitution and By Laws (CBL) endorsed and/or recommended by the OSAS Director and the VPAA, and approved by the University President.

***5.3 Student Publications***

Section 1. There shall be an editorial board for non-technical student publications and other media forms, in accordance with statutory laws and preferably within the framework of self-management which shall promote the development and growth of responsible journalism as a means of strengthening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline.

Section 2. Anchored by the principle of speech freedom and financed out of a sum as may be allotted from the publication fees paid by the students, the University shall establish, organize, and maintain student publications and their mechanisms for implementation after prior recognition and authorization are obtained from its administration.

Section 3. As part of an educational institution for social transformation, any student publications shall uphold the following mandates: to protect and promote the constitutional rights of students to freedom of speech and expression; to pursue the mission of social transformation through active and responsible journalism; to exercise academic and campus press freedom in accordance with the laws; to protect and promote press freedom by taking firm and assertive stance against elements endangering such right; and, to respect the rights of other parties that are equally protected by the laws of the republic of the Philippines.

Section 4. Only duly recognized non-technical student publications shall be allowed to function in the University.

4.1 Every non-technical student publication shall have one or more faculty advisers chosen by the editorial board and approved by the University President upon the recommendation of the OSAS Director and endorsement of the OSAS Division Coordinator.

4.2 No editorial board shall be allowed to function without a CBL endorsed by the OSAS Division Coordinator, recommended by the OSAS Director and the VPAA, and approved by the University President.

***5.4 Student Co-Curricular and Extra-Curricular Activities***

Section 1. The University shall provide programs and activities necessary to facilitate the delivery of essential and meaningful educational experience to all students in the University.

Section 2. Participation in co-curricular and extra-curricular activities shall be encouraged to promote leadership and social awareness for constructive purposes.

2.1 For the culture and the arts programs, the University shall provide students set of activities designed to provide opportunities to develop and enhance talents, abilities, and values for appreciation, promotion, and conservation of cultural heritage.

2.2 For physical education and sports development, the University shall provide students programs and opportunities designed for physical fitness and wellness of students.

2.3 For social community involvement programs, the University shall provide students opportunities designed to develop social awareness, personal internalization, and meaningful contribution to nation building.

**Chapter 6**

**Student Conduct and Discipline**

***6.1 Scope***

Section 1. The University, shall provide programs and activities designed to nurture students who will treat all members of the CSU community with respect and represent the University as a responsible ambassador through their good conduct on and off campus.

Section 2. The University shall have mechanisms to deal summarily with any matter of student discipline and take whatever disciplinary action deemed to be warranted by any student's academic misconduct.

***6.2 Student Conduct and Discipline***

Section 1. The provisions of this article shall apply to all bona fide students of the University. All offenses committed within the University jurisdiction and the provisions herein shall apply whenever applicable. The existing pertinent laws and regulations of the Philippines shall be suppletory to the provisions hereof. The definition of specification of certain offenses or breaches of discipline as approved by the BOR shall not be construed to exclude other offenses or breaches against the rules of discipline promulgated by the offices of the University President, Deans of the colleges, or by the Academic Council and the Administrative Council.

Section 2. Norms of Conduct and Discipline. For the guidance of all concerned the following norms of conduct and discipline of students are hereby promulgated to develop and enhance.

2.1 The students of the University are imbued with moral character, among other qualities. They have learned to act, live, and think as individuals whose values, attitudes, and convictions are in accord with the university ethical norms of right reasons and the accepted values and approved levels of conduct in the society where he lives. They are honest to themselves to accept their shortcomings and to strive to improve and change. They live by the precepts of love, justice, equality, compassion, and concern for others. They respect the right of others as they would want their rights to be respected.

2.2 The students of the University are imbued with civic conscience and patriotism, among other qualities. They devote themselves to the growth and development of the Philippines. They put the welfare of the entire country above their personal, family, and regional interest. They settle all disputes, problems, and conflicts through the channels provided by law and society. They strive to bring about necessary changes through peaceful means.

Section 3. **Basis of Discipline**. At all times, every student must observe, follow, and abide by all the laws of the land and all the policies and regulations adopted by the University. The investigation, disposition, and corresponding sanctions on a student disciplinary case shall follow the procedures set in the Student Handbook, and as far as practicable, the Philippine constitution, the revised penal code, the civil code, the revised rules of court, and other applicable laws and regulations as suppletory to this code.

Section 4. **Grounds for Students Disciplinary Action and Penalties on Students.** All students shall be subject to a disciplinary action after due process for any of the offenses with corresponding penalties as stipulated in the Student Handbook.

***6.3 The CSU Code of Student Conduct***

**6.3.a Introduction**

As an academic community, Caraga State University recognizes the necessity to articulate and enforce standards of behavior. Such standards are not merely intended to prohibit misbehavior and punish violations but to educate about behavior and character attributes that the community desires to uphold or deter; to protect members of the community from harm or unwarranted interference; to hold individuals and groups accountable for their actions and the consequences of their behavior; and to nurture an environment that is conducive to our community’s primary purpose that is education.

This Code shall not be a surrogate for criminal or civil judicial proceedings and it shall not impede or dissuade any complainant or potential complainant from using criminal or civil justice systems. Disciplinary action under this Code does not preclude sanctions or remedies under criminal or civil laws. CSU and individual complainants or victims, may entirely apart from this Code, report suspected law violations to the criminal justice system, take up available remedies through civil court proceedings, and avail themselves of other forms of dispute resolution.

The information contained in this Code is anticipated to facilitate disciplinary undertakings to ascertain facts of a disciplinary matter or allegation and to arrive at an impartial resolution. This Code is not intended, and does not confer any contractual rights on any individuals involved. Circumstances can be significantly different between situations, and the Chairman of the Committee of Student Discipline may adapt procedures in a particular situation in order to reach a well-timed and impartial decision.

**6.3.b Philosophy of the Code of Student Conduct**

Section 1. The way of life and work of a Caraga State University student must be based on integrity, responsibility, respect, and consideration for others. In all activities each student is expected to be respectful of the rights and welfare of the community and of others in the community and to be trustworthy and upright.

Section 2 Caraga State University, through appropriate policies and rules, encourages mature and responsible behavior of its students and holds students responsible for behavior that may infringe the standards and expectations of the community.

Section 3 All students are expected to conduct themselves in a manner that is congruent with the University’s function as an educational institution and with the rights of all members of the University to attend, take advantage of, and derive benefit from the facilities of the University without undue interruption or distraction.

Section 4 By entering Caraga State University, students accept several responsibilities:

4.1 To respect the interests and welfare of all members in the University community and their guests;

4.2. To refrain from abusing or damaging property which belongs to the University or members of this community;

4.3 To maintain an atmosphere conducive to education and scholarship, and other responsibilities as outlined in the Student Handbook.

Section 5. The University regards the student’s registration as a manifestation of willingness to abide by all the policies and rules prevailing in the University. Every student is therefore compelled to observe them.

Section 6. Failure to fulfil these responsibilities may result in the suspension of specific privileges, the withdrawal of a student’s privilege of attending the University, or the imposition of other penalties.

Section 7. Certain other areas and departments of the University (such as the library, dormitory, student centers, etc.) also maintain additional rules and regulations that students obliged to obey. Any department or office may refer a violation of University rules and policies to the Committee on Student Discipline.

**6.3.c Standard of Conduct**

Students are expected to govern their conduct by standards of considerate and ethical behavior so as not to harm or discredit themselves, the University, or any other individual. Moreover, just as the learning environment does not end at the classroom door, neither is the exercise of individual responsibility, civility, and honor limited to the academic domain.

Caraga State University reserves the right to take official notice of criminal convictions of and accusations against a student, whether the crime is committed on or off campus. This may then result in appropriate sanctions, including that student’s expulsion from the University.

Some matters may involve allegations such as violations of both Caraga State University rules or regulations and civil or criminal law. In these cases, proceedings concerning possible Code violations may proceed on campus without regard to off campus proceedings. Proceedings under this Code may be completed before, concurrently, or succeeding civil or criminal proceedings off-campus. The University does not assume to advise students accused of criminal law violations, and such students should obtain counsel from a lawyer. Caraga State University offers no haven from the consequences of unlawful acts.

**6.3.d Restricted Conduct**

The University expects its students to exercise discretion, self-determination, and responsibility in the course of their individual development as a person. This requires the ability to discriminate between acts that shall encourage their wellbeing as a person and those that can undermine this.

As a general guiding principle, offenses against the Code of Student Conduct shall be considered as major violation. Likewise, if any of the following circumstances are present e.g. act against the laws of the land, acts which can endanger the life and safety of the members of the community due to delinquent behaviour shall be construed as major violation.

The following are specific examples of acts and behaviors considered irresponsible and that may be detrimental to oneself, another member of the academic community, or the University community in general. All these acts and behaviors are unacceptable within the University community. This list is not all-inclusive. Additional rules exist such as the CSU No Alcoholic Beverages Policy, the CSU ID-Wearing Policy, the CSU No Smoking Policy, General Announcements, in the policies published by the University and by administrative departments.

These rules and policies may be enforced by the procedures under this Code and the authority of this Code, the Chairman of the Committee on Student Discipline, Director or the Head\* for Student Affairs and Services, Vice President or the Head\* for Academic Affairs, and the University President. The University shall implement uniform rules and procedures in all matters of student disciplinary proceedings, except that the nomenclature of official bodies and/or officials may slightly vary as they are used in the two campuses.

**6.3.e List of Acts that are considered offensive inside the University Campus and are considered major offenses**

**Offenses against Security**

* 1. *Violation of the Caraga State University ID-Wearing Policy*
  2. *Failure to Comply to University Directives*
  3. *Unauthorized access to computers and premises*
  4. *Unauthorized Entry or Trespassing*
  5. *Violation of the Caraga State University Alcohol Policy*
  6. *Violation of the Caraga State University Alcohol Policy*
  7. *Manufacture, Distribution, Sale, Offer for Sale, Possession, or other Unauthorized Use of Controlled Substances*
  8. *Possession of Weapons and/ or Other Dangerous Devices*
  9. *Misuse or Abuse of Computer Facilities or Information and Communication Systems*,
  10. *Mental or Bodily Harm*
  11. *Discrimination*

**Offenses Against Persons**

1. *Acts of disrespect or discourtesy*
2. *Advocating one’s faith by slandering or maligning others’ religious beliefs*
3. *Acts of misdemeanours of a sexual nature*
4. *Physical assault*
5. *Intimidating members of the University community*
6. *Inhibiting members of the University community from exercising their duties, which include attending classes, submitting requirements, or coming into school premises*
7. *Instigating and/or engaging in activities ensuing in injury or moral damage to any member of the academic community*
8. *Any act by word or deed that degrades or debases the dignity of any member of the academic community*
9. *Disobeying school regulations on the care of the University environment*
10. *Any form of bullying including cyber in nature and the use of social media*

**Offenses against Property**

* + 1. *Misuse of University Property or Equipment*
    2. *Attempted or actual theft*
    3. *Unauthorized Access to University Records*
    4. *Vandalism*
    5. *Fire Safety Violations-*
    6. *Damage to Property*

**Offenses against Order**

1. *Dress Code Violation*
2. *Disruption/Obstruction*
3. *Gambling*
4. *Bribery, or receiving of a bribe,*
5. *Hazing and/or Abusive Affiliation*
6. *Unauthorized Use of the Caraga State University Name or Logo*
7. *Restricting and/or preventing the distribution/circulation of a recognized student publication*
8. *Blatant disregarding the Code of Student Conduct*
9. *Violations of Published University Policies, Rules or Regulations, and Agreements*
10. *Violations of Published University Policies, Rules or Regulations, and Agreements*

**Offenses Involving Dishonesty**

1. *Falsification of Records; Giving False Information; Use of False Identification*
2. *Cheating during major examination*
3. *Plagiarism*
4. *Falsification*
5. *Fraudulent Misrepresentation*

**Offenses against Public Morals**

1. *Obscenity*
2. *Disorderly Conduct*
3. *Moral decadence*
4. *Indecent actions*

**6.3.f. List of Acts that are considered offensive inside the University Campus and are considered minor offenses. However, the students who incurred more than three (3) violations shall construed as major violation**

**Violations to the University Code of Conduct**

1. None wearing of I.D
2. None wearing of prescribed Uniform
3. Verbal abuse
4. Absenteeism
5. Loud conversation along the corridors which may disrupt classes
6. Shouting along the corridors and within the vicinity of the classrooms
7. Over speeding and blowing of horns within the vicinity of the classroom
8. Littering including violation to University no plastic policy.
9. Not participating in activities whereby attendance is required especially if classes are suspended in the conduct of such activity

As cited above major offenses are those acts which violates to the provisions of the laws of the land comprising both civil and of criminal in nature. However those listed under minor offenses can be considered as major if violations will reach up to three (3) or more times.

*n.b. Interpretation, function definition and description of the above list of violation are provided in the subsequent pages. Please be advised to read it with due diligence.*

***6.4 Procedures***

The procedures use by the Committee on Student Discipline or Office of Student Affairs and Services’ summary proceedings or before a University official are not those used in court cases and are not intended to create contractual rights, including any rights to due process as that phrase is used in courts of law. The Procedures under this Code are not adversarial processes but rather procedures for determining the facts regarding a charge and arriving at a fair and informed resolution of a charge.

As in the additional note in the preceding discussion, CSU Main and its external Campuses shall use the same procedures, except that nomenclature of official designations may slightly differ as they are applied in the campuses. For example, the Director for Student Affairs and Services in the Main Campus shall be equivalent to the Head for Student Affairs and Services in its external campuses. The same shall apply with respect to the VP or Director of the Academic Affairs respectively.

***6.5 The Constitution of the Committee on Student Discipline***

There shall be a Caraga State University Committee on Student Discipline which shall be composed of three (3) senior faculty members (except those designated as Directors, Deans, or Vice Presidents) who shall be appointed by the University President upon the recommendation of the Director for Student Affairs and Services and due endorsement by the Vice President for Academic Affairs for a term of one (1) year.

The Director for Student Affairs and Services and the President of the University Student Council, Central Student Government and/or the President of the Federation of Central Student Government shall also sit as members of the Committee on Student Discipline without voting rights.

The Vice President for Academic Affairs shall exercise supervision on the Committee on Student Discipline.

***6.6 Jurisdiction of Student Discipline Matters***

All matters concerning student discipline shall fall within the authority of the Office of Student Affairs and Services (OSAS). All instances of disciplinary matters must be filed at the Office of the Director for OSAS.

**Chapter 7**

**Complaint, Due Process and Sanctions**

***7.1. Filing a Complaint***

Any member of the Caraga State University community may directly file a formal written complaint against a student at the Office of the Director for Student Affairs and Services. The OSAS may also file a formal written complaint against a student on behalf of non-members of the Caraga State University.

The formal written complaint shall state the nature and the circumstances of the offense. Any evidence or other materials relevant to the case should be included in the report.

The OSAS Director shall review all instances of reported violations and shall transmit cases probably involving major violations to the Committee on Student Discipline for inquiry and investigation.

***7.2 Due Process in Minor Offenses***

* 1. The OSAS Director shall decide on all cases considered as minor. The decision shall be based on considerable verification of facts.
  2. Minor violations may also have a summary proceeding depending upon the nature and the frequency of the violation
  3. An appeal to the decision of the OSAS Director may be filed in writing before the Committee on Student Discipline.

***7.3 Due Process in Major Offenses***

The right of a student to due process should be guaranteed at all times, therefore, the following procedures shall be adopted in the investigation and settlement of major violations:

1. A written complaint report shall be filed at the OSAS.
2. The OSAS Director shall advise the student concerned through a Complaint Notice.
   1. The Complaint Notice shall have as an attachment a copy of the formal written complaint.
   2. The student shall be required to submit a statement to answer the complaint, including relevant materials to support the statement.
   3. The student shall be given one (1) calendar week starting on the date of receipt of the Complaint Notice to prepare these materials.
   4. Failure of the student to submit such relevant documents shall be assumed that he/she chooses to waive his/her rights to present the case as requested.
3. The OSAS shall interview the individuals involved and shall initiate any supplementary inquiry necessary to ensure complete verification of the facts.
4. The OSAS shall evaluate the seriousness of the offense based on the evidence and decide whether the case constitutes a major or a minor offense. If the case concerns a potential major violation, it shall be dispatched to the Committee on Student Discipline for scrutiny and deliberation, except fourth and subsequent violations of the ID, parking/traffic, dress code, and smoking rules and regulations, which shall be processed, dealt with and deliberated on by the OSAS. The OSAS Director shall submit a report to the Committee on Student Discipline including the formal charges, the facts of the case, the evidence and other relevant materials presented, as well as review of the precedent cases.
5. The OSAS shall send a formal written formal written Charge Notice to the student(s) involved. The Charge Notice shall indicate:
   * 1. The nature of the possible violation, including the specific section(s) of the Code of Student Conduct possibly violated
     2. The right of the student to due process as declared in the Code of Student Conduct
     3. The right of the student to seek assistance, e.g.:
        1. The student accused may ask a faculty member (except those designated as Director, Dean, and Vice President), guidance counsellor, or a fellow student from the Caraga State University who shall serve as an assistant during the hearing of the case.
        2. In the event that the student does not have an assistant, the OSAS may assign one through the assistance of the CSU Counselling Office.
6. The possible date of the hearing shall not be earlier than one (1) calendar week from the receipt of the Charge Notice.

1. The Committee on Student Discipline, through the OSAS, may request the presence of the individuals at the hearing as deemed necessary.
2. The OSAS shall inform the parents or guardian of the student charged before the Committee on Student Discipline.
3. The Committee on Student Discipline shall convene on the date set for the hearing of the case. Each party shall present his/her testimony, evidence, supporting documents, and witnesses. The Committee on Student Discipline may examine the parties and their witnesses. It shall deliberate on the case and determine the guilt of the student of the offense as charged.
4. The parent(s) or guardian of the student may witness the presentation of the accused student’s personal testimony during the hearing.
5. The Committee on Student Discipline shall thereafter submit a formal written report of its findings and recommendations to the Vice President for Academic Affairs (VPAA).
6. The Vice President for Academic Affairs (VPAA) subsequently shall notify the student in writing of his/her decision on the case. The OSAS initiates the implementation of the decision made by the VPAA.
7. The VPAA’s decision on a student disciplinary case becomes final and executory except when amended or rescinded by a succeeding decision originating from the VPAA or the University President upon consideration of a plea filed by the accused. A student may appeal the decision and/or the penalties of the case to the University President in case of dismissal or expulsion from CSU, or to the VPAA in cases of lesser sanctions.

*Jacinto D. Jimenez, “Student Disciplinary Practices,” in Jacinto D. Jimenez, Current Issues/Problems in Legal Education (Philippine Association of Law Professors, 1992), pp. 88-112.*

***7.4 Sanctions***

The OSAS or the Committee on Student Discipline can meet out the penalties after a thorough investigation and confirmation both of the nature of the offense and the circumstances surrounding it. When possible, sanctions are intended to be not only punitive but also corrective or educational. Students found in violation should be challenged to evaluate their behavior and reflect on their actions and its effect on the community.

**7.4.a Penalties for Minor Offenses**

* 1. For ID-wearing, Traffic/Parking, No Smoking and Dress Code Violations
* For the first commission within one school year: a violation will be recorded in the student’s name, the student is required to write an apology addressed to the Director of Student Affairs and Services within one week from the violation date
* For the second commission within the same school year: the student is required to render five (5) hours of mandatory work or community service

**7.4.b For other violations**

First commission of an offense

* Oral or written reprimand from the OSAS and
* Written apology addressed to the OSAS

Second commission of an offense

* Written reprimand from the OSAS
* Written apology addressed to the OSAS, and
* Mandatory work three (3) hours or community service shall be rendered

Third and subsequent commission of the same offense

* The student shall be charged with a major offense and the case shall be transmitted to the Committee on
* Student Discipline for hearing

**7.4. c Penalties for Major Offenses**

Major offenses shall merit one or a combination of the foregoing penalties:

Disciplinary Probation: A written notice from the Director for Student Affairs and Services that further violations may result to disciplinary actions, sanctions that entails community service and that the student may not be a candidate for or hold elective or appointive office in any University organization during the term of the probation.

Reprimand: A written reprimand in the form of a memorandum/notice shall be issued to the student by the OSAS citing the nature and the cause of violation and that further violations may result in probation or suspension. .

Mandatory Work or Community Service: The student (or organization) is required to engage in service to the community, an agency, an institution, or the University, or to participate in special educational programs or projects.

Restitution: In money, or in kind, to the University, college, or individual for a loss or damages caused by the student or organization.

Discretionary Sanctions: additional educational activities, work assignments, such as community service, and any other related discretionary sanctions

Dismissal/Expulsion: Permanent separation from the University can be used as part of the sanction depending on the nature and the cause of the offense. Under this Code, this penalty can be imposed only by the University President.

***7.5. Confidentiality Clause***

All participants involved in a particular matter under this Code are expected to keep the matter confidential in order to maintain the integrity of the proceedings. Authorized members of the University administration and/or faculty with a need to know may have access to information regarding disciplinary proceedings and results. The University may also be required to release such information in response to duly issued subpoenas in criminal, civil, or administrative proceedings. If any participant in the proceedings chooses to make public the process and/or the decision of the Committee on Student Discipline, the Chairman of the Committee may respond.

The Committee on Student Discipline shall write a formal report of matters that have reached their final resolution under this Code.

***7.6 Records of the Disciplinary Proceedings***

All records pertaining to matters involving major violations shall be kept in the Office of the Student Affairs and Services for a period of ten years after final resolution of the violation.

The official Caraga State University Transcript of Records shall indicate any expulsion, suspension, or unauthorized withdrawal.

***7.7. Withdrawal***

A student charged, or where a charge is imminent, who leaves the University without permission to withdraw will be considered to have resigned. Students who resign under these circumstances are not usually considered for readmission. Students who withdraw with or without permission while charged or where a charge is imminent may be placed on interim suspension until the charge is cleared.

***7.8. Interpretation***

Any question of interpretation regarding this Code shall be referred to the Vice President for Academic Affairs or designated representative for final determination.

***7.9 Agreement***

Students agree to be bound by this Code, as well as other Caraga State University policies and rules including the CSU Alcohol, No Smoking, and ID-Wearing Policies, each time they register for classes. The University assumes that a student’s registration signifies agreement to be bound by the Code, and retain the rights guaranteed and accept the responsibilities prescribed therein.

***7.10. The University Identification Card Policy***

Students are required at all times to wear their ID appropriately upon entering the University or while inside the University premises. The guard has the right to request from the student to show any identification that they are bona fide CSU student upon entering the campus or while inside the premises of the University.

**7.10.a. Violations**

The following habits are regarded as minor violations in the use of the ID:

* 1. Wearing the ID underneath, one’s clothing (shirt, jacket, etc.)
  2. Carrying the ID inside a personal article, for example, a bag, notebook, or wallet
  3. Wearing an ID that has not been validated for the current semester

The following practices are considered major offenses in the use of the ID (warranting a major disciplinary action)

* + 1. Tampering with the ID card, this include putting another picture other than those laminated
    2. Using another person’s ID or allowing another person to use one’s ID

**7.10 b. Penalties for ID Related Violations**

The OSAS Director or the Committee on Discipline can give the penalties after an assessment not only on the nature of the act but also of the conditions surrounding it.

The following are the sanctions for each violation related to the student ID:

1. Late ID application: 5 hours of community service\*
2. Late ID validation: 5 hours of community service\*\*
3. Penalties for minor offenses on id–wearing policies will be 5 hours community service within the campus.
4. Penalties for major violation within one school year, a violation will be recorded in the student’s name and the student will be required to see the OSAS Director to explain the violation. Penalties includes 10 hour community service within the University Campus.

For the second commission within the same school year, the student is required to submit a written apology to the OSAS within one week of the violation date. However, if the violation falls under major violation category, the student is required to see the OSAS Director and required to performed 20 hours community service.

For the third commission within the same school year, the student is required render thirty (30) hours of mandatory work, which may take the form of community service within the University Campus. In cases where major violation is committed, the students will be required to reflect on their actions. The case may be elevated to the Committee on Discipline for further deliberation and is required to perform 8 hours community service. The student has the option to perform the service in instalment basis within the semester otherwise he will not be cleared for enrolment for the next semester. The student concern may be required to bring their parent/ guardian for a conference with the OSAS Director for a conference.

For the fourth commission within the same school year, the case shall be forwarded to the Committee on Discipline for hearing.

7.10.c Provisions of Penalties for major offenses on I.D.

Major offenses shall warrant one or a combination of the following penalties:

* 1. disciplinary probation, the duration and conditions of which shall be determined by the Committee on Discipline and recommended to the Vice President for Academic Affairs, with automatic suspension for such time as the Committee may determine if any condition of the probation is violated
  2. mandatory work
  3. reprimand,
  4. suspension, the period and condition of which shall be determined by the Committee on Discipline and recommended to the VPAA
  5. dismissal
  6. expulsion

*\*The deadline for ID application is the last day of date registration*

*\*\*The deadline for ID validation is one week after the last day of date registration*

*(The following schedule may be changed without prior notice. Please refer to the OSAS for guidance)*

**7.10.d Damage or Loss ID**

It shall be the responsibility of the student to report immediately to the Office of Student Affairs and Services (OSAS), the loss of one’s ID to avoid inconvenience.

Loss and found of I.D should be reported immediately to the OSAS. Found IDs should be turn over to OSAS or to the University security personnel immediately as it is illegal to possess other student’s ID. Hence, students who lost their I.D. must check at the OSAS if it has been turned over. If not, a student must secure a temporary I.D. If after three (3) days the I.D has not been recovered, the students is obliged to apply for a replacement. In addition, damaged I.D. must be replaced immediately by applying for re I.D from the OSAS. Students must take good care of their CSU I.D and ensure that it is not used by others, damaged, or lost. OSAS has the right to imposed monetary charges amounting to Fifty (50) pesos for a temporary ID to defray the cost of production which shall be paid to the Cashier’s Office

Student must follow the procedure in acquiring a new CSU ID card. (*Please refer to the provision on the procedure to apply for ID).* The students must pay the charges for re ID. The amount of which may be cited by the University administration as duly approved University governing body.

ID can be considered as damaged when brought about by the normal wear and tear, like fading ink. The OSAS has the right not to validated old IDs when some the print are no longer visible, the plastic lamination is damage, or the student pictures has fade.

**7.10.e. Procedure for Applying for ID Replacement**

* + - 1. Submit a notarized Affidavit of Loss to the OSAS.
      2. OSAS will issue payment slip to the requesting student.
      3. Proceed to the Cashier’s Office for payment.
      4. Present official receipt of payment to the OSAS.
      5. A Temporary I.D will be issued to the student until the new id is available.
      6. Pick up the new ID after ten (10) working days.

**7.10.f Failure to bring I.D. to school**

Forgetting ones ID is not an excused to non-commission of an ID offense. This is considered as a violation and the student is required to perform one (1) hour community service. Hence, student who forgets to bring their ID to school must immediately secure a Temporary ID from the OSAS before engaging in any school activity. Failure to secure a temporary ID will put the student at risk of incurring an irrevocable ID–wearing violation when apprehended by campus security personnel.

Upon entering to the University secure a form from the guard for the issuance of a temporary I.D. Submit the form to the OSAS for the issuance of a temporary I.D. OSAS has the right to imposed monetary charges amounting to Fifty (50) pesos for a temporary ID to defray the cost of production which shall be paid to the Cashier’s Office

The temporary I.D. is valid for one (1) day only, unless otherwise specified by the OSAS as in the cases of ID replacement.

***7.11 Procedure to Apply for Community Work***

Students must abide the policies of the University with due diligence, likewise, be participative in all activities especially if classes are suspended due to the conduct of activities. There are sanctions imposed for the observance of the policies and participation of University activities.

The following is the procedure to apply for community work:

1. Obtain a Do Day Slip from OSAS.
2. Report to the assigned Department or Office where to conduct the community work.
3. Have the personnel in charge of the Office or Department signed the slip to attest the complication of the task
4. Submit the slip to the OSAS staff.

Students who are not physically fit to perform the community work or Do Day must furnish to the OSAS evidence to prove it.

**7.12 Corrective Mechanism**

It is the desire of the University to produce graduates who are not only academically equipped but also upright and morally upright. Hence, as part of corrective measure that student might be referred to the Guidance Counsellor for an assessment at the Guidance Counselling Center, Health Services, or external agency when necessary. The student may be required to complete program or counselling sessions or intervention program.

***7.13 University Clearance System***

The University has online clearance system. The students can view their on-line account and the clearance history.

The University Administration through the OSAS/College/USC and other Units has the right to blocked students for clearance purposes. Violation committed must be resolved within the semester or before the next enrolment. Clearance will be unblocked once the student complied or had resolved the issue. The University has the right to refuse enrolling students who had clearance issues.

**DESCRIPTION AND FUNCTIONAL DEFINITION OF CITED OFFENSES**

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| **Offenses Against Security** |
| ***Violation of the Caraga State University ID-Wearing Policy-*** Failure to wear and display a valid CSU student identification card visibly on one's body and unauthorized use of University ID cards |
| ***Failure to Comply or Identify-*** Failure to comply with directions of University officials or law enforcement officers acting in the performance of their University duties and/or failure to identify oneself to these persons when requested to do so |
| ***Unauthorized access-*** Unauthorized possession, duplication, or use of keys or access devices to any University premises, facilities or equipment, or unauthorized entry to or use of any University premises |
| ***Unauthorized Entry or Trespassing*-** Unauthorized entry (whether forcible or otherwise) to any building, structure, construction site or facility, including an individual’s room and/or unauthorized entry to or use of University grounds |
| ***Violation of the Caraga State University Alcohol Policy*** including without limitation, public intoxication, minor in possession, driving while intoxicated, minor driving under the influence, and other alcohol related violations. Bringing into and/or drinking alcoholic or any intoxicating beverages on campus. Coming into the University premises under the influence of alcohol or prohibited substances, and/or acting in an unruly manner. |
| ***Manufacture, Distribution, Sale, and Offer for Sale, Possession, or other Unauthorized Use of Controlled Substances*** This includes marijuana, illegal drugs, and unauthorized possession, distribution, sale, offer for sale, or use of prescription drugs. |
| ***Possession of Weapons and or Other Dangerous Devices Possession of weapons,*** including all firearms (including legally registered ones), compressed air-guns, pellet guns, clubs, illegal knives, other bladed weapons (including those intended for ceremonial or decorative uses), dangerous chemicals, or explosive devices (including fireworks) of any description. None of these items may be possessed on campus except as registered and stored with consent by authorized University personnel |
| ***Misuse or Abuse of Computer Facilities or Information and Communication Systems***, including:  1. hacking or cracking a computer system/server or information and communication system (according to RA 8792)  2. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose; 3. unauthorized transfer of a file;  4. unauthorized use of another individual’s identification and/or password;  5. use of computational facilities to interfere with the work of another;  6. use of computational facilities to send obscene, abusive, harassing or threatening messages or to engage in stalking behavior or to repeatedly send unwanted email to individuals;  7. use of computational facilities, including the ICT network facilities, to download or possess child pornography;  8. use of computational facilities to interfere with the normal operation of the University’s computing systems;  9. use of computational facilities for file sharing or downloading in violation of copyright laws; or violation of policies of University computer facilities or networks |
| ***Mental or Bodily Harm***, Reckless Action or Disregard which intentionally inflicting or attempting to inflict mental or bodily harm on any person, including the charged student; taking any reckless action, or showing reckless disregard, from which mental or bodily harm could result to any person, including the charged student. This includes, but is not limited to, actual or attempted behavior that includes physical abuse of all types, verbal abuse, threats, intimidation, harassment, coercion, sexual harassment, sexual misconduct, stalking behavior, physically restraining any person, including (but not limited to) restraint by rope, handcuff, plastic tie, duct tape or other types of restraint, driving while intoxicated or under the influence, whether on or off campus, and/or other conduct which threatens or endangers the physical or mental health or safety of any person. |
| ***Discrimination-*** Intentional discrimination against a person on the basis of race, color, religion, national origin, sex, age, disability, veteran status, or sexual orientation, except where such distinction is required by law. |

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| **Offenses Against Property** |
| **Misuse of University Property or Equipment**- this includes destruction and utilization of such property and equipment other than its purpose/s. |
| **Attempted or actual theft** of property or services of the University, a member of the University community, or any business or person which is located within the University premises, or knowing possession of stolen property. |
| ***Unauthorized Access to University Records*** Regardless of where such records are located. |
| **Vandalism** –deliberate destruction of school property including graffiti and defacement. |
| ***Fire Safety Violations-*** including but not limited to creating a fire safety hazard in any University building, setting false fire alarms |
| **Initiating and/or participating** in activities resulting to damage of University property |
|  |
| **Offenses Against Order** |
| **Dress Code Violation** -Wearing attire inside the University Campus other than the prescribed uniform or of which that is inappropriate to the academic nature of the University. (Administrators and faculty members, acting individually or in groups (for instance, as a Department, or as a College) may specify more precisely the suitable forms of outfit in classrooms or other designated areas and for designated events or occasions). \*wearing of short pants, tattered jeans, revealing attire, micro-miniskirts slippers and other attire which deemed unacceptable to decency or public morals shall be dealt with according by the Campus Security personnel and of OSAS. |
| ***Disruption/Obstruction*** Obstructing or interfering with teaching, research, administration, disciplinary proceedings, or other University functions or activities. This includes on campus or off campus functions and also includes authorized non-University activities occurring on campus. |
| **Gambling –** includes fixing games during intramurals and bettinginside the campus. |
| **Bribery, or receiving of a bribe,** or any other form of enticement meant to give or obtain favor or advantage illegitimately or unfairly, whether attempted, frustrated, or consummated |
| ***Hazing and/or Abusive Affiliation*** - Any act, whether on or off campus, which endangers the mental or physical health or safety of a student, or which encourages or leads to conduct that otherwise violates the Code or CSU policies, or which a reasonable person would perceive is purposefully demeaning or humiliating to the students who are the object of the conduct, or which destroys or removes public or private property, for the purpose of membership in, affiliation with, and/or association with a group, including pressuring students to engage in hazing conduct. Consent of the participants or objects of the hazing conduct is not a defense to a charge of hazing. The individual student(s) conducting the hazing, the group(s) associated with the hazing, the group’s leadership, or others with knowledge of the planning of hazing activity and who do not notify the Director for Student Affairs and Services may all face sanctions under the Code.  *Students should also be aware that Philippine law also criminalizes hazing, as defined in Republic Act 8049* |
| **Unauthorized Use of the Caraga State University Name or Logo-** the University letter head name and logo can be used only for official University communication. Hence, personal letter written by students must not bear the official letter or logo of the University. |
| **Restricting and/or preventing the distribution/circulation of a recognized student publication.** |
| **Blatant disregarding the Code of Student Conduct** by repeatedly failing to carry out, or acting in gross negligence of the student responsibilities, and/or frequently committing offenses |
| ***Abuse of the University Code of Student Conduct***, including but not limited to:  1. failure to appear before Committee on Student Discipline or University official when  requested;  2. falsifying, distorting, withholding, or misrepresenting information before the Committee on Student Discipline or University official;  3. disruption of or interference with the orderly conduct of a Committee on Student Discipline proceeding;  4. knowingly instituting the Committee on Student Discipline without cause;  5. attempting to discourage an individual’s proper participation in or use of the Committee on Student Discipline  6. attempting to influence the impartiality of a witness, student participant, University official, or member of the Committee on Student Discipline in connection with a Committee proceeding;  7. harassment and/or intimidation (verbal or physical or electronic) of a University Official or member of the Committee on Student Discipline or witness before, during, or after a Committee proceeding; influencing or attempting to influence another person to abuse the Committee on Student Discipline |
| ***Violations of Published University Policies, Rules or Regulations, and Agreements*** Including but not limited to the rules and regulations of the university student dormitories, the accredited off-campus student housing facilities, the university Library and its facilities, student centers, gymnasium, audio-visual rooms, and other similar facilities |
| Frequently abusing rules and regulations of the University, Colleges, Departments, or Administrative units |
| Failure to fulfil sanctions imposed or intentional disregard or defiance of a penalty or a punishment enforced by the OSAS, by the Committee on Student Discipline or by other pertinent authority |
| Perpetrating acts and activities inside the University premises and/or during a College or University function, any acts regarded as crimes under the laws of the land |
| Perpetrating acts outside the University premises which affect the good name, order or welfare of the University or have direct and immediate effect on the discipline, morale, or general welfare of the University, especially acts regarded as crimes under the laws of the land of which the person has been formally accused or found guilty |
| Getting unreasonable advantage over others for personal benefit by dishonest means |
| Abetting a fellow student in the violation of the Code of Student Conduct |
| Violating University policies and measures implemented against the use, possession, and distribution of dangerous drugs |
| Unreasonable and excessively repetitive and/or wilful failure to comply with official directives issued by the University, Colleges, administrative offices and/or academic departments |
| Failure to carry out the student responsibilities |
|  |
| **Offenses Involving Dishonesty** |
| ***Falsification of Records; Giving False Information; Use of False Identification*** Altering, tampering, forging, or knowingly using falsified documents or records (including Rice parking permits and identification cards as well as false or fictitious state-issued identification); being party to falsification; giving or providing false statements, written or oral, and/or providing false information during any university proceeding or to any university administrator or official, using false identification or identification that is not one’s own to deceive university officials, including university police. |
| Any form of dishonesty perpetrated under any circumstances of an academic exercise. This includes but is not limited to:  1. Dishonest behavior during examinations or tests.  2. Dishonest behavior is apparent by but not restricted to:   1. Talking 2. Whispering 3. Making unnecessary noise 4. Calling the attention of others; looking at the papers of others 5. Making one’s test paper visible to others 6. Possession, or presence attributed to the person, and/or use of unauthorized notes or of any materials or equipment that may have relevance or usefulness to the subject of an ongoing examination, or that may be used in a dishonest act related to the examination   3. Plagiarism-  4. Fabrication or submission of falsified data, information, citation, source/s, or results in an academic exercise Deception or providing false information to the teacher regarding a formal academic activity or requirement, for example, providing a false reason for failure to meet a deadline, or falsely claiming to have submitted work |
| Tampering with and/or falsifying school or public documents and/or communication, including those in official administrative, departmental and organizational bulletin boards, whether physical or electronic |
| Illegally obtaining or gaining access to and/or using restricted school documents |
| Committing any form of misrepresentation |
|  |
| **Offenses Against Public Morals** |
| **Obscenity-** Accessing, possessing, retrieving, or distributing pornographic materials on campus, whether in physical or electronic form |
| ***Disorderly Conduct***  Disorderly, Lewd, or Indecent Conduct; Breach of Peace |
| **Moral decadence**, defined as gross disregard of moral values and standards expected of a human being while engaging in some activity or in committing of a violation |

**Chapter 8**

**Statutes which may directly affect the Students**

**R.A. 10931 – Universal Access to Quality Tertiary Education-** The University is one hundred percent compliant with this act. Hence, all student enjoy free tuition and free miscellaneous fees.

**R.A. 1053 – Anti-Hazing Act of 2018 -** The University strongly support this republic Act, hence any student who wilfully participated in any hazing activities describe in this law shall be dealt with accordingly. Violation on this law may result to dismissal from the University.

**R.A 9292- Violence against Women and Children**- In adherence to this act, the University strive to create an environment that will protect women and children from danger. All students are required to uphold this law.

**R.A. 8972- Solo Parent Law –** The University, through the OSAS strive to uphold this law, hence, it endeavors to provide programs that may support students who are solo parent. All solo parent students are encourage to see the OSAS Director to seek information on how the University may help the students who are in this situation. However, subject to the condition that such support may not contradict the existing policy of the University.

**R.A. 10754- Benefits and Privileges of Persons with Disability-** The support of the University to this policy at present, may be limited to easy access to buildings and other areas within the campus. However, the OSAS is open to suggestions on how the PWD students

**OATH OF AFFIRMATION**

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a student of the College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ taking up \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby affixed my signature as a wilful promise that I will obey the rules and regulation of Caraga State University and the laws of the Republic of the Philippines, that I will take responsibility to all my actions within the University premises.

I am hereby attesting that I have read carefully all the provisions of this Student Handbook.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Print Name/Affix Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present Address

*\*This portion must be properly filled up, duly signed and must be submitted to the OSAS within one week after the receipt of the Student Handbook*