



UNITY
STEWARDSHIP
EXCELLENCE
PROFESSIONALISM



STUDENT *Handbook*

2016 EDITION



Serving Students at its Best

Student Pledge

As a student privileged to be admitted to the University of Southeastern Philippines, I hereby promise to abide by all the rules and regulations laid down by its competent authority.

Signature Over Printed Name

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Republic of the Philippines
University of Southeastern Philippines
Inigo St., Obrero, Davao City 8000

Office of the President

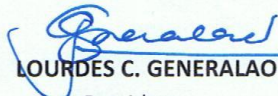
MESSAGE OF THE PRESIDENT

Welcome to the University of Southeastern Philippines! Your decision to enroll in higher and advanced education will provide you with opportunities for academic and personal growth. USEP is your educational partner.

The University is committed to produce globally competitive graduates because we continue to espouse the most important aspect of a USEP education – the assurance of quality. Aside from giving quality education in order for students to grow in knowledge, the University is also training its students to become disciplined individuals. That is why I encourage you to know your rights and responsibilities as a “learner” by reading this Student Handbook. It serves to introduce you to the policies in the University that affect you as student.

As you are now part of the USEP family, I also urge you to embrace the University’s core values of Unity, Stewardship, Excellence and Professionalism. It is my hope that USEP will be successful in instilling within you its institutional graduate attributes of leadership skills, critical and analytical thinking skills, lifelong learning, professional competence, and of being service oriented.

I commend the Supreme Student Government, Office of Student Services, Office of the Vice President for Academic Affairs, and all units in the University that have contributed in the making of this latest edition of the Student Handbook.


LOURDES C. GENERALAO
President

PREFACE

As the University of Southeastern Philippines (USEP) is marching on to new frontiers and into ASEAN integration, it has become more imperative that the university's mission to provide quality education to produce globally competent and well-rounded graduates be given greater attention. Hence, the Office of Student Services (OSS) worked tirelessly with various administrative offices and colleges as well as student organizations to provide a revised and updated student handbook.

Besides the desire to bring forward the university's mission, I hope that you, as a student of this university, also see that this newly-revised handbook is your university's effort to make your life as a student here in USEP as smooth and trouble-free as possible. For one, a student handbook is a valuable document that gives students an idea on what is expected of them and how to behave within the school grounds.

The 2016 edition contains important information about USEP that would be helpful in fostering a healthy pride of being a USEPian. It also lays down important academic and non-academic policies and regulations as well as the duties, responsibilities and rights of a USEP student. Besides policies, the handbook also contains information on student activities and the campus-based services that students can avail of. This handbook also lists the available financial aid that the university offers to any student who needs it.

May this newly revised student handbook help in providing a conducive environment for USEP's mission to produce knowledgeable, well-rounded and globally competitive graduates who will, in their own work environments, help catapult the Philippines, albeit gradually, into world leadership.

Ms. Tamsi Jasmin D. Gervacio
Director, Office of Student Services
University of Southeastern Philippines

USEP Vision, Mission, Goals and Core Values

Vision

To be a premier university in the ASEAN Region, USEP shall be a center of excellence and development, responsive and adaptive to fast-changing environments. USEP shall also be known as the leading university in the country that fosters innovation and applies knowledge to create value towards social, economic and technological developments.

Mission

USEP shall produce world-class graduates and relevant research and extension through quality education and sustainable resource management.

Particularly, USEP is committed to:

- Provide quality education for students to grow in knowledge, promote their well-rounded development, and make them globally competitive in the world of work;
- Engage in high impact research, not only for knowledge's sake, but also for its practical benefits to society; and,
- Promote entrepreneurship and industry collaboration.

Goals

Aligned with the university's vision and mission are specific goals for Key Result Areas (KRA) on Instruction; Research, Development, and Extension; and Resource Management:

KRA 1: Instruction - Produce globally competitive and morally upright graduates.

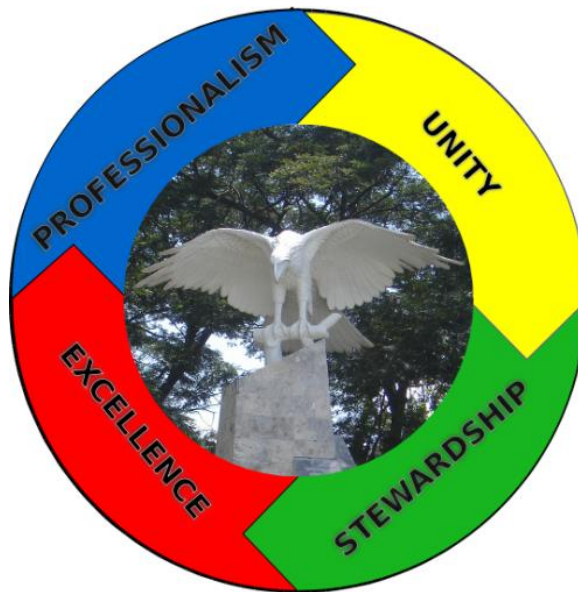
KRA 2: Research Development and Extension (RDE) - Develop a strong RDE culture with competent human resource and responsive and relevant researches that are adapted and utilized for development.

KRA 3: Resource Management - Effective and efficient generation, allocation and utilization of resource

Core Values

USEP is a community of scholars that values:

Unity
Stewardship
Excellence
Professionalism



As a learning organization, we shall demonstrate **PROFESSIONALISM** in all our dealings, promote **UNITY** among us and our stakeholders harness **STEWARDSHIP** in managing our resources in order to exemplify **EXCELLENCE** in Instruction, Research, Extension, Production and Development.

University History

The University of Southeastern Philippines, the only state university in Region XI, was created on December 15, 1978 through the passage of Batas Pambansa Bilang 12.

Batas Pambansa Bilang 12 promulgated the integration of four state institutions to create the University of Southeastern Philippines (USEP). USEP became operational in 1979 after the Mindanao State University-Davao Branch (MSUDB), the University of the Philippines Master of Management Program in Davao (UPMMPD), the Davao School of Arts and Trades (DSAT) and the Davao National Regional Agricultural School (DNRAS) were merged. Over the years since then, the university expanded from its first site to five campuses namely: the Davao City main campus in Obrero with an area of 6.5 hectares; the Mintal campus also in Davao City that has an area of 2.8 hectares; the Tagum campus in Tagum City with a 77-hectare land area; the Mabini campus which lies in a 109-hectare land area in Mampising, Mabini, Compostela Valley Province; and the latest addition, the Bislig campus in Bislig City, Surigao del Sur with an area of 9.7 hectares.

In 1993, through a Board of Regents (BOR) resolution the External Studies Programs were established. These were: USEP-Hinatuan Ext. Program in Surigao del Sur; USEP-Baganga External Studies Program in Davao Oriental; USEP-Kapalong College of Agricultural Technology and Entrepreneurship and USEP-Pantukan External Studies Program.

In order to serve a greater population in the region, the Evening Program was implemented through BOR resolution No. 2732 which accommodates students who could not attend the regular day programs. In the same vein, the university began offering Summer Programs. The university has also recognized the need to expand its course offerings.

To better serve its stakeholders, the university through its Board of Regents continues to streamline its administrative and organizational structure to be able to

respond to the region's changing needs and enable USeP to engage in more relevant research and extension work.

Present Times

To align with the demands of the current market and of the Philippine economy and now the ASEAN integration, the university, through the different colleges in its five campuses, is now offering 63 academic programs - three for Doctoral degrees, 27 for Masters degrees and 33 for Baccalaureate programs - in the fields of Engineering, Education, Arts, Sciences, Economics, Computing, Governance, Development, Resources Management, Technology, Agriculture and Forestry.

Beginning 2002, enthused by the desire to impart quality education, USeP began to voluntarily submit itself to accreditation exercises. At present, many of the academic programs offered in the university have attained Accredited Status by the Accrediting Agency of Chartered Colleges and Universities in the Philippines (AACCUP). As of 2016 ten programs are Level I accredited, 18 are Level II accredited and six are Level III accredited. Among those accredited as Level III are Bachelor of Elementary Education, Bachelor of Secondary Education, Bachelor of Computer Technology, Bachelor of Industrial Technology, Bachelor Technical Teacher Education and BS in Biology, all of which are offered in the Obrero campus.

To fulfill its vision to become a modern state university at the cutting edge of academic excellence and at the forefront of research and development, the university continues to encourage its faculty members to pursue further studies and research. Majority or 54 percent of the teaching force have Master's degrees, 29 percent have Bachelor's degrees while the remaining 17 percent possess Doctoral degrees. Moreover, the outstanding performance shown by USeP Engineering graduates during board examinations instigated the Commission on Higher Education (CHED) to declare USeP as a Center of Development in Engineering, specifically in Electrical Engineering (EE) and Electronics and Communication Engineering (ECE).

In order to contribute markedly to maximize the use of Mindanao's potential resources for the well being of its people, the Research Division of the university has always worked to hold research and development projects relevant to the university's academic programs which includes food productivity and sustainability, technology, industrial fields, nutrition, health and resources management. Also, USeP is now the base agency of Southern Mindanao Agriculture and Resources Research and Development Consortium (SMARRDEC), a 19-member consortium of line agencies and research institutions in agriculture and agri-related research and development.

Similarly, the Extension Division has incessantly undertaken programs and outreach services in the communities through the establishment of agriculture and fishery projects, capability-building programs, computer literacy and education, livelihood videotape showing, household skills training and others. Realizing that endeavors would be best met through convergence and partnerships, the university has explored means to establish linkages. To date, the university has inked partnerships with World Bank, Philippines-Australia Basic Education Assistance for Mindanao, Southeast Asian Ministries of Education Organization, Regional Center for Vocational and Technical Education and Training in Brunei Darussalam (SEAMEO VOCTECH), Philippines-Australia Human Resource Development Facility, Department of Education, Department of Agriculture, Department of Science and Technology, PhilRice, National Computer Center, Department of Energy, National Commission for Culture and the Arts, Resources for the Blind, Inc., SMART Philippines, SMARRDEC, Southern Mindanao Industry, Energy, Research and Development Consortium (SMIERDEC), DARUMA Tech, Inc., PCAMMRD, Mindanao Studies Consortium, Davao City Colleges and Universities Network (DACUN), and MSTPC. Today, new centers that are meant to be strategic growth points for USeP have been established. These are the Teacher Training Center for Region XI (Mindanao), the Mindanao eLearning Space (a project with DepEd and BEAM), the Science and Technology Learning Resource Center, the Regional Trades and Crafts Training and Production Center, the Knowledge for Development Center (with World Bank) and the Lifelong Study Center. With USeP avidly pursuing its USeP-

Strategic Institutional Repositioning Project, the USeP community and stakeholders are optimistic that the university will effectively fulfill its mission in this part of the country.

It is also worthwhile to note that because of the quality of performance of its alumni in the different government, non-government and private organizations and companies, USeP receives various scholarships from congressmen, senators and private individuals and companies to help deserving USeP students and faculty.

Now on its 37th year of service, USeP has all the reasons to be proud of its achievements in the areas of instruction, research, extension, production, and administration. To keep its reputation as a quality education service provider, USeP's administration, faculty and students will continue to work to ensure that its distantly located but diversely-rich network of campuses continue to perform effectively and efficiently to serve the needs of Region XI and the country.

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University Symbols



University Seal

Symbols and Meanings

Mount Apo – Found in Region XI, Mount Apo is considered the tallest mountain in the Philippines and is the cultural pride and heritage of the people of the south.

Philippine Eagle - A very rare species among Philippine raptors, the monkey-eating eagle can only be found around the forest covering Mt. Apo and is now considered the bird that symbolizes southeastern Philippines. The majestic bird which can fly at high altitudes is included in the list of endangered species in the world. Experts have estimated that there are now few living species.

Man – Humans are the prime movers of all endeavors. They carry out the objectives of this institution for a holistic development of human persons.

Five Rays – These five rays represent the five main provinces of the region, namely the three Davao provinces, Surigao Sur and South Cotabato where the core of the institution is to be developed and enhanced.

Courses of Endeavors – Instruction, research and extension work encircle the figure of man, the prime mover of all endeavors.



The Philippine Eagle monument found at the university entrance embodies the ideals and aspirations of the University of Southeastern Philippines. It represents the rare qualities of those who belong to the first state university in Region XI. Its capacity to reach high altitudes also signifies USEP's far-reaching vision of the future while its talons exemplify the university's strong conviction to carry out its mission. The legendary height of Mt. Apo stands for the strong will of the University's constituents to rise above the ordinary. Its breadth indicates USEP's desire to cover all the region's concerns.

USeP Hymn

USeP NAMING LIYAG

*Tanging Pamantasan naming mahal,
Tampok ng Timog Mindanao
Ang liwanag mo ay aming ilaw,
Sa landas ng karunungan.*

*USeP naming liyag
Nasa 'yo ang pangarap
Ang pag-asa at pag-unlad,
Dunong laya at galak
Ng mga kabataang s'yang lakas
Nitong bayan, ngayo't bukas*

*Pamantasan naming dakila
Batis ka ng dunong at tuwa
Ang pangalan mo'y ibabandila
Ng matanghal itong bansa*

*USeP pamantasan naming liyag
Handog sayo'y puri at bulaklak
Ang Pangalan mo ay itatanyag
Bandila mo'y itataas*

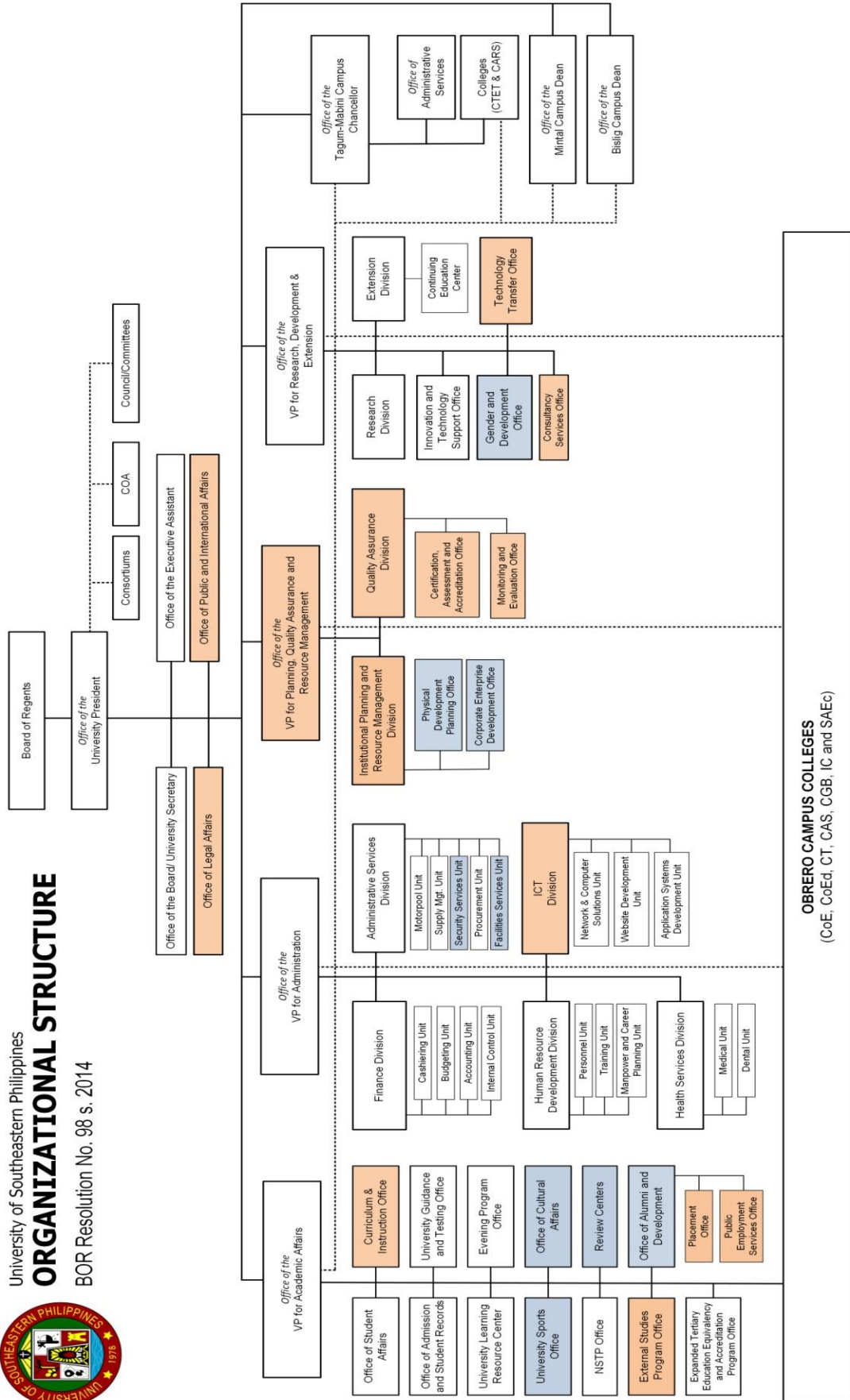
*Ang pangalan mo ay itatanyag
USeP naming liyag.*



University of Southeastern Philippines

ORGANIZATIONAL STRUCTURE

BOR Resolution No. 98 s. 2014



LEGEND:

Line Function
Staff Function

Offices to be created
Offices with supervision transferred

OBRERO CAMPUS COLLEGES
(CoE, CoEd, CT, CAS, CGB, IC and SAEc)

**ACADEMIC
POLICIES
And
REGULATIONS**

ADMISSION

The University of Southeastern Philippines welcomes all qualified students regardless of age, sex, religious beliefs, physical disabilities, nationality or political affiliations.

Entrance requirements for each graduate and undergraduate program are prescribed by the individual colleges and approved by the University President.

It is necessary that a student is in good health, as certified by competent medical authorities recognized by the university, to be allowed to enroll. If the student is found to be medically unfit to study, the privilege of matriculation may be withdrawn upon recommendation of a competent authority.

Qualified students with deficient admission requirements may be provisionally admitted provided they make up for all deficiencies within one year.

Students transferring from other schools follow the admission process and requirements laid out for new students. Some exemptions or additions may be set by the Office of the University Registrar (OUR).

For students coming from foreign countries, the substantial equivalence of courses completed with those prescribed by the University will be considered, if such courses were taken in an institution of recognized standing. Immigration and the Commission on Higher Education (CHED) requirements should likewise be complied.

Every student shall, upon admission, sign the following pledge:

As a student privileged to be admitted to the University of Southeastern Philippines, I hereby promise to abide by all the rules and regulations laid down by its competent authority.

Refusal to take this pledge shall be sufficient cause for denial of admission.

The University may limit or close the admission of students depending on the availability of the faculty and facilities.

Admission Requirements

For Graduate School

- Entrance Exam Result, if applicable
- Transcript of Records
- Honorable Dismissal
- 2 copies of 2x2 ID pictures
- Personal Data Sheet

For Undergraduate Students

New Students

- Form 138 (High School Card)
- Birth Certificate (Authenticated by NSO)
- Entrance Exam Result (USEPAT)
- Honorable Dismissal-Original (transferees only)
- Photocopy of Transcript of Records (transferees only)
- Medical Certificate (original copy)
- Student Personal Information Sheet
- Course Prospectus
- Good Moral Certificate (original copy)
- 2 pcs. 2x2 recent ID picture
- Brown Envelope- long
- Official Receipts of tuition and other fees
- Psychological Test Result
- Admission slip

Old Students

- Clearance
- Official Receipts of tuition and other fees

Returning Students

Students who were not enrolled during the preceding semester, excluding summer session, and did not obtain clearance from the university and want to return to study should secure and submit the following to the University Registrar:

- a) Written permission to enroll from the college/academic unit where they were last enrolled.

- b) Physical and medical examination results from the University Clinic or any government hospital.
- c) Psychological exam result

Former students who secured clearance from the University must apply for re-admission at the Office of the University Registrar. Students who have attended another institution after attending the University of Southeastern Philippines qualify on the same basis as transferees.

The tuition and miscellaneous fees of readmitted students follow the rate enjoyed by the regular students belonging to his/her year level.

Transferees

The following rules shall govern the admission of transfer students:

- a) A transfer student may be admitted provided that:
 - He/She must have obtained an average of “2”, 86% or, “B”, or better, in all the collegiate academic units he has earned outside; and
 - He will have to complete in this university no less than 50 percent of the units required for the course;
- b) The admission of transfer students shall be on probation basis until such time when he/she shall have validated or repeated the required courses outside the university in accordance with the rules stated in (d) below, which are required for the course;
- c) An admitted transfer student may not be allowed to enroll in the subject or subjects of which the prerequisite taken elsewhere have not been validated or repeated;
- d) An admitted transfer student must validate all the subjects he/she is offering for advanced credits at the rate of at least 15 units a semester within a period not exceeding four semesters from the date of his/her admission. Failure to comply with this requirement shall be a sufficient ground for the cancellation of his registration privileges; and

- e) Any or all of the above rules may be set aside in exceptional cases upon the recommendation of the Committee on Admission in the college or unit where admission of students is passed upon by this Committee or of the Dean concerned.

REGISTRATION

A student must be officially registered in order to receive credit for course work. The schedule for registration is indicated in the annual university calendar and if any student registers outside of the regular dates, he/she will have to pay a late registration penalty. Students will no longer be allowed to register two (2) weeks after regular undergraduate/graduate classes have started. However, students enrolling in special programs with no prescribed schedule of enrollment may register at any time without having to pay a late registration fine, subject to other regulations of the University.

Cross Registration

Within the university – Students wishing to register in a College/Academic Unit of the University other than where they are primarily enrolled should ask permission from their Dean or Director of the College/Academic Unit. They will accomplish a form for cross-registration purposes. Students requesting for permission to cross-register for courses in another College/Academic Unit should first complete his/her registration (including payment of fees) in the College/Academic Unit where he/she is primarily enrolled. The total number of units of credit for which a student may register in two or more colleges/academic units in this University should not exceed the maximum number allowed in the rules on academic load.

To another institution - The University gives no credit for any course taken by any of its students in any other institution unless taking such a course was duly approved by the Dean upon recommendation of the University/Campus Registrar. The written authorization is recorded by the University Registrar and should specify the courses authorized.

From another institution - A student who registered in another institution and who wishes to cross-register in USeP must present a written permit from his/her Dean or Registrar. The written permit should state the total number of units for which the student is registered and the courses that he/she is authorized to take in the University.

Regulations on Cross-Enrolment to other Higher Education Institutions (HEI):

- a) Students are not allowed to cross-enroll major subjects of their curriculum except when the subject is not offered in the University in the final semester of his/her studies.
- b) Students may cross-enroll General Education courses, subject to the approval of the Dean of their College, only if there is a conflict of schedule.
- c) Non-graduating students are allowed to cross-enroll only if the subject to be enrolled is not a major course of their curriculum.
- d) Students are not allowed to cross-enroll to more than one (1) HEI.
- e) The HEI where the student may cross enroll should have achieved Level III status for State Universities and Colleges (SUCs) or private institutions that are either deregulated or autonomous.
- f) Students are allowed to cross-enroll a maximum of six (6) academic units per semester.

Shifting of Program Concentration

Students currently enrolled in the university who wish to transfer to another program should file at his/her current college an application or request for transfer. The request must be accompanied by a recommendation from the Guidance Counsellor. Applications shall be referred to the accepting college together with a certification of grades from the OUR that contains his/her scholastic record.

If the student satisfies the admission requirements of the accepting College, he/she submits University clearance to the college/academic unit she wishes to transfer to along with the permit to transfer and certificate of grades or certified evaluation sheet.

Students are not allowed to enroll in two (2) academic programs at the same time.

ACADEMIC COURSES

Rule on Pre-requisite Subjects

Courses considered by the University Council and approved by the Board of Regents as pre-requisites to other courses should be strictly enforced. Pre-requisites shall be taken and passed before enrolling in requisite subjects. However, in meritorious cases, like graduating students who are in their last semester of residence, simultaneous enrollment of the pre-requisites and requisite subjects are allowed. However, if they fail in the pre-requisite subjects, the grade of the requisite subjects shall also be invalidated.

Changing of Courses

Changing of Academic Program shall be made only for valid reasons. Approval from the Deans and faculty concerned must be sought after which the University Registrar shall be properly notified immediately. No transfers shall be allowed after ten (10) days from the start of classes.

If a student withdraws after 75% of the total number of hours prescribed for the course has already elapsed, his/her teacher may give him a grade of 5.0 if his class standing up to the time of his withdrawal was below 3.0.

Dropping of Courses

Students are allowed to drop the courses they enrolled with the consent of their professors and duly approved by the Department Chair and the Dean of the College. They are subject to the following conditions:

- a) A student who wishes to drop a subject accomplishes the prescribed form of the University;
- b) A student who drops a subject on or before the mid-term period will have his/her records marked with “AW” (Authorized Withdrawal);
- c) A student who drops a subject after the mid-term shall earn a failing grade or “5.0”; and

- d) A student who drops a subject without official approval shall have his/her records marked “UW” (Unauthorized Withdrawal) and automatically gets a grade of 5.0.

Substitution of Courses

Students may be allowed to substitute courses based on any of the following conditions:

- a) When a student is pursuing a curriculum that has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new;
- b) When there is conflict of schedule between two required courses during the last semester of his/her study;
- c) When the required course is not offered during the last semester and the student is scheduled to graduate on the current semester; or
- d) When the student is deficient of a course and/or student has superior competence in the program/discipline desired.

Every petition for substitution requires:

- a) That the involved subjects are offered in the same department, if possible; if not, the two subjects must be allied to each other;
- b) That the number of units of the subject intended to substitute the required subject is equal or greater than number of units of the latter.

All petitions for substitution must be submitted to the Office of the Dean concerned for his/her action before the end of enrolment period. Any approved petition, which should strictly conform to the provisions for substitution of subjects, shall be considered for the ensuing or following semester. In case the Dean's action does not conform to the recommendation of the adviser and the head of the concerned department, the student may appeal to the Vice President for Academic Affairs whose decision shall be final.

Students will not be allowed to substitute any subject prescribed in the curriculum if they obtained a failing grade for it. An exception to the case would be when the subject is no longer offered. They may be allowed to do so provided that in the opinion of the department offering the prescribed subject the proposed substitution covers substantially the same subject matter as the required subject.

WITHDRAWAL FROM THE UNIVERSITY

A student reserves the right to withdraw himself/herself from the roster of the University. He/She first accomplishes an official withdrawal/ dropping form from the OUR. He/She then surrenders his/her ID card and pays the fees to defray expenses in the preparation of his/her transfer credentials and the forwarding of records to the college or university to which he/she plans to transfer. A student will be given a certificate of eligibility to transfer that will allow him/her for admission to another school, provided all debts in the University has been settled.

Students who withdraw from the University without the formal withdrawal process there from will have their registration privileges curtailed or entirely withdrawn. Furthermore, they will be liable for unpaid authorized fees.

CLASSIFICATION OF STUDENTS

A ***Regular Student*** is one who has organized a program of study, is duly registered for formal academic credits, and carries the full semester load called for by the curriculum for which he/she is registered in a given semester.

An ***Irregular Student*** is one who is registered for formal academic units but does not carry the full semester load called for by the curriculum for which he/she is registered in a given semester.

A ***Non-Regular Student*** is one who is registered for formal academic credits but not for a degree or is registered but does or may not receive formal academic credit/s for courses taken. Classified as non-regular students are the following:

- a) Non-degree students with credits
- b) Cross registrants with credits

ACADEMIC CALENDAR

The general framework and details of the academic calendar, which conforms to Commission on Higher Education (CHED) rules, is prepared by the Office of the University Registrar, and reviewed by the Deans' Council for approval by the University President.

Except for approved special programs, all academic units of the University operate under the semestral system with a summer term wherein classes are generally scheduled from Monday to Saturday. Each semester shall consist of at least eighteen (18) weeks of classes. The summer term, on the other hand, runs for six (6) weeks.

Class work in every course in the summer session is equivalent to class work in the same course in any semester.

CLASS SIZE

Generally, the class size for all regular undergraduate courses range from thirty (30) to fifty (50) students. Class size beyond 50 may be allowed in situations where there is shortage of faculty members and classrooms for as long as the quality of instruction is not sacrificed.

A class size of less than thirty (30) but not lower than ten (10) is allowed for major/specialization projects provided that it is the only class for that subject offered in that semester. A class size of less than ten (10) will be considered a tutorial class and may

still be offered if the faculty member who will handle the course is willing to teach the subject.

For the regular course offerings of graduate programs, the minimum number of students required to officially commence a core or basic course and for an advance or major course is fifteen (15) and ten (10), respectively. The Dean may decide to dissolve the class or maintain it as a “special class” or “tutorial class” in the situation that the class size falls below the minimum number. If the class is dissolved, the Dean will immediately advise the concerned students to drop or enrol other courses.

No class shall be divided into sections for either of the following causes:

- a) To suit the personal preference of the individual faculty member with regard to time and place; and
- b) To enable the faculty member to comply with the regulations governing teaching load.

SCHEDULE OF CLASSES

The schedule of classes is prepared by the Deans not later than one (1) month before the start of the semester or term and furnishes a copy to the Office of the University Registrar and the Office of the Vice President for Academic Affairs. Classes officially start at 7:00 A.M. and end at 10:00 P.M.

Classes for every course is scheduled either twice (2) or thrice (3) a week on a Tuesday-Thursday or a Monday-Wednesday-Friday arrangements, respectively. Once (1) a week schedule for lecture classes may be allowed, under justifiable circumstances, provided there is prior approval from the Office of the Vice President for Academic Affairs.

Laboratory classes however should be conducted once or for no more than two (2) sessions per week.

Change of Class Schedule

Classes should be held according to the official schedule and in the designated classrooms. Changes in schedule and location may be permitted with the approval of the College Dean.

First Day of Classes

During the first day of classes, faculty members will check the registration certificates of their students. Students who are not officially enrolled are not allowed to attend his/her class, and will be advised to proceed to the Registrar's Office.

A student is considered officially enrolled only after the University/Campus Registrar has duly certified his/her enrolment on the registration certificate. His/her name is included in the class list, issued by the College/Academic Unit. The class list contains the names of the students, regular or irregular, who are officially enrolled in a course.

On the first day of classes, students are oriented by their teachers about the Vision and Mission of the University. Likewise, course objectives, contents, requirements, and the bases for evaluating student's performance are explained to them. The students should be provided with a copy of the course syllabus/outline.

Class Meetings and Dismissal of Classes

Punctuality and regularity should be observed in the classroom at all times in the conduct of classes. Teachers are expected to be present five minutes before the class starts. Likewise, classes should be dismissed at least five (5) minutes before the end of each period to allow students to move and transfer to their next class without delay.

Make-Up Classes

Faculty members who miss their classes due to official functions should conduct make-up activities/classes. These activities/classes are free of charge and should be scheduled on another time that the students are available.

Suspension of Classes

The University President has the sole authority to suspend classes in the university. In some special cases, however, the Dean of the College may suspend the classes in his/her unit provided that a report is submitted to the Office of the President stating the reasons for the suspension.

FACULTY SUBSTITUTION

In case of the absence of the assigned faculty member, the Department Head designates another faculty member to substitute him/her. Priority is given to a faculty member who is competent to teach the course and whose schedule does not conflict with any of his/her existing teaching load.

SPECIAL CLASSES

Undergraduate

A *Special Class* is a class requested by the students to be conducted for a specific course in the curriculum that is not part of the regular offering for that particular semester or summer. In some cases, the course may be part of the regular offering in a particular semester but the students, especially those who had failed in that course or had previously dropped it, are requesting it to be held at another time.

The request, which shall be approved by the Office of the Vice President for Academic Affairs upon recommendation of the Dean, shall be initiated by the students. Only students who have failed or had previously dropped the requested course must be permitted to enroll.

In all special classes, a minimum length of 18 hours per term, inclusive of examinations, corresponds to one (1) unit of collegiate academic credit. Unless approved by the Office of the VPAA, any arrangement to compress the schedule of classes or to reduce actual student contact time is not allowed.

Each special class should comprise a minimum of thirty (30) students. If the number is smaller upon enrolment, the course may still be officially offered provided the enrollees equally share the regular amount of tuition, laboratory (if any), and other obligatory fees. Late or additional enrollees shall likewise pay the same amount shared by the members of the requesting group.

Special class fees are paid in full upon enrollment. This means that the group that requested for the approved special class will pool together their payments and pay the full amount at once. No privilege of free tuition and other fees will be given to scholars and dependents. All fees follow the rates prescribed under the Evening Program scheme and shall adopt the corresponding charges stipulated for the year level where the requested course/subject is being offered.

Graduate

For requested courses in the graduate programs, the guidelines to offer a special class follow the procedure and payment scheme stipulated under the undergraduate program.

For courses under the regular offering of the program in a particular semester, the minimum class size to officially offer a graduate course is fifteen (15) and ten (10) enrollees, for core/basic and major/advance courses, respectively. If the number of enrollees is less than the required size, the course may still be offered as a special class. In this case, the official enrollees of the course shall prorate among themselves the aggregate payment of tuition that is equivalent to the required number of students.

Summer Special Classes for the Undergraduate Program

The following guidelines must be followed in the offering of summer special classes:

- a) The minimum number of students per class is thirty (30). Subjects with less than thirty (30) students may be offered provided the enrollees pay for the tuition and other fees equivalent to the total projected revenue.

- b) Tuition fee for all special classes is P250/unit.
- c) Students pay their special class accounts in full upon enrollment. Enrollment shall be in group per subject. No privileges will be given to scholars and dependents.
- d) The rule on pre-requisites will be strictly observed. Students are not allowed to enroll the requisite and the pre-requisite subjects simultaneously.
- e) Only students who have failed the requested subject or those who have failed to take it due to failure/failures in prerequisite subject/s are allowed to enroll.
- f) The maximum load of a student for the summer term shall be nine (9) units. In no case shall he/she be allowed to enroll more.
- g) The regular summer program will last for six (6) consecutive weeks covering 54 hours. Any arrangement to shorten classes is prohibited.
- h) The Dean is responsible in assigning the faculty member to handle the special class taking into account his/her qualifications, availability, summer work load/administrative designation, and any ethical issues surrounding the assignment.
- i) The offering of all requested subjects, including that of external campuses, must be approved by the Vice President for Academic Affairs.

CREDIT UNIT

One (1) unit of collegiate academic credit is equivalent to at least eighteen (18) full hours of instruction per semester in the form of lectures, discussions, seminars, tutorials, oral recitations, field work, examinations or any combination of these activities.

For laboratory classes, one (1) unit of academic credit is equivalent to at least fifty-four (54) contact hours in a semester or three (3) contact hours per week.

ACADEMIC LOAD

A graduating student may be granted an overload in his/her last semester, provided that the total allowed academic load does not exceed the maximum of thirty (30) units including laboratory.

A regular student shall enroll all the subjects prescribed in every semester or term for the curriculum to which he/she belongs. He/she shall carry a load of not more than the number of units prescribed per semester.

A student who fails in at least one (1) subject will not be permitted to carry more subjects or academic units during the following semester than the allowed academic load.

During the summer term, the normal load shall be six (6) units, but in justifiable cases, the Dean of the College may allow a greater load that will not exceed nine (9) units.

MEDIUM OF INSTRUCTION

English is generally used as a medium of instruction in the University. In consonance with the Bilingual Education Policy, a language course, whether Filipino or English, should be taught in the target language. Literature, Humanities and Social Science courses may be taught in Filipino, English or any other language, as long as there are enough instructional materials and both students and teacher are competent in that language.

ATTENDANCE

All students are obliged to attend classes regularly and punctually. Their attendance will be religiously monitored by the teacher.

Absences

The rules on attendance shall be enforced in all classes. A student shall be dropped or failed from his/her class when the the number of class hours missed reaches 20 percent of the total hours required by his/her course. The table below provides the number of absences for the 20 percent rule to apply:

No. of meetings per week (Regular semester)	No. of Absences
3	11
2	7
1	4

If the majority of the absences are excused, the student shall be dropped but if the majority of the absences are unexcused, he/she shall be given a grade of “5”. Time lost by late enrollment shall be considered as time lost by absence. Excuses are for the time missed only. All work covered by the class during the student’s absence shall be made up to the satisfaction of the faculty member within a reasonable period from the date of absence.

Any student who, for unavoidable reasons, is absent from a class must present a letter of excuse from the parent or guardian stating specifically the cause of absence. This shall be concurred by the Guidance Counselor, Director of the Office of Student Services or College Dean and endorsed to the faculty member concerned before the student is admitted to class.

Students suffering from a communicable disease such as sore eyes, chickenpox, measles, etc. will not be allowed to attend classes. In order for the absence to be excused, they must secure a medical certificate issued by the university clinic stating their health status. This will also serve as a clearance that will allow the student to attend classes again.

Tardiness

Students who are late fifteen (15) minutes after the start of classes shall be considered absent. However, if the teacher is late by 15 minutes, the students may leave the classroom, unless the teacher advises the students regarding his/her delayed arrival beforehand. If the faculty member arrives later than 15 minutes without prior information given to his/her students and the latter have already left the classroom, the

faculty must not impose any form of sanction to his/her students for not being there during that particular instance.

Medical Certificate

Students absent from classes due to illness are required to get excuse slips from the University/Campus Clinic. These certificates are issued to students who have gone for consultation in the Clinic. Illnesses attended to elsewhere should be reported to the Clinic within three days after the absences have been incurred. Excuse slips for the above illnesses as well as for other illness of which the University/Campus Clinic has no records are issued only after satisfactory evidences have been presented.

Attendance to University/College Activities

The attendance of the students to any compulsory school activity will be checked by the class secretary. The student shall not be allowed to attend classes in the succeeding meeting without presenting the duly signed paper.

Maximum Residence Rule (MRR)

Residence refers to the number of years or terms required of a student to finish a degree program. An undergraduate student is allowed another 50 percent of the total number of years required in the curriculum of his/her program for continuous academic years of residence in the University exclusive of his/her approved leave of absence, as the case may be, otherwise he/she shall not be allowed to re-enroll further in the University.

If a student who has not finished the academic requirements after the lapse of MRR and re-enrolls the courses he/she has taken shall be evaluated based on the curriculum in force at the time of re-enrollment.

Leave of Absence

Undergraduate

Leave of absence (LOA) should be requested in a written petition to the Dean of the College. The petition should state the reason for which the leave is desired and should

specify the period of the leave. The leave should not exceed one (1) year or two (2) semesters.

Program	Maximum Residency in Years
4-year Undergraduate Program	6
5-year Undergraduate Program	7.5
Master's Degree	7 + period of LOA
Doctorate Degree	9 + period of LOA

If approved, the student shall inform the University/Campus Registrar and may re-enroll as a continuing student the next semester immediately following the period of his/her leave, provided that he/she has not previously applied for a Certificate of Honourable Dismissal or enrolled in another school.

Graduate School

A graduate student who cannot finish within the MRR plus one-year extension through LOA should again enroll six (6) units of foundation courses and six (6) units of specialization courses, comprehensive examination and thesis writing.

EXAMINATIONS

Examinations are integral components of instruction and shall be administered by the faculty member subject to the College/Academic unit policies/rules for evaluating student performance. All examination papers should be checked, properly recorded, and must be returned to the students.

Electronic devices such as cellphones, tablets, smart watches are generally not allowed during the examination, unless specified otherwise by the teacher.

Schedule of Examinations

There are three (3) periodic examinations prescribed every semester, namely; preliminary, midterm and final, which shall be conducted in accordance with the schedule prescribed under the University Calendar.

Schedule of examinations may be changed by the course teacher provided it is approved by the Dean of College and the students concerned are informed one (1) week before.

Special Examinations

Special examinations shall be given to students attending seminars, conventions, workshops, athletic and cultural competitions and the like during the time of examination if their participation is considered vital and approved by the Director of Student Services or the College Dean concerned.

Students who missed the exam due to a medical condition or illness are allowed to take a special examination provided that they present a medical certificate.

Types of Examinations

Faculty members enjoy the full academic freedom of deciding the type of examination to give to their students. It is suggested that the examinations assess the significant learning outcomes covered in the course particularly the Higher Order Thinking Skills (HOTS) such as creative and critical thinking skills. Performance-based examinations should be scored by using rubrics.

Departments may also give departmental examinations in general education courses. The Dean assigns a committee who will prepare the examination for each course.

Preparation and Reproduction of Examination Questions

The individual faculty member prepares his/her own examination and uses the resources of the University, if available, to reproduce it. The students must not be made

to pay for reproduction expenses except in urgent cases where reproduction was done outside the University resources and that the College Dean gave his/her permission.

Examination Proctors and Correctors

Faculty members are the proctors and correctors of the examination given to their respective classes. Staff and students are not allowed as proctors and correctors.

Validating Examination

For purposes of accreditation of courses taken from other institutions by transfer students with ratings lower than 2.50, validating examinations may be requested by the student from the Office of the Dean.

Reporting Cases of Cheating and Other Forms of Dishonesty

Any form of dishonesty and/or deceit, especially cheating during examinations or any class work, shall be subject to disciplinary action ranging from reprimand to automatic failure of the test or course. Students suspected of cheating will be reported to the Department Head who coordinates with the Director or Coordinator (for external campuses) of the Office of Student Services (OSS) through the College Dean for an investigation and the corresponding appropriate sanction.

GRADING SYSTEM

At the beginning of the semester, students are informed about the criteria for grading in accordance with certain standards established by the College/Academic Unit/Department. Some items that can be considered for grading are: periodic examinations, term papers, projects, oral report/presentation, and class participation. The teacher determines the weight allocation for each item.

Only duly registered students are to be given ratings and this can be double checked through the official class list. The rating system shall be uniform with an interval of 0.25 where 1.0 is the highest passing grade and 3.0 is the lowest passing grade. A rating of 5.0 is failure.

The detailed rating system is as follows:

Rating Numerical Equivalent			Interpretation	
1.0	-	98 – 100	-	Marked Excellence
1.25	-	95 – 97	-	Outstanding
1.5	-	92 – 94	-	Very Good Work
1.75	-	89 – 91	-	Very Satisfactory Work
2.0	-	86 – 88	-	Quite Good Work
2.25	-	83 – 85	-	Good Work
2.5	-	80 – 82	-	Satisfactory Work
2.75	-	77 – 79	-	Moderately Satisfactory work
3.0	-	75 – 76	-	Pass
5.0	-	below 75	-	Fail. Requires a re-enrollment and repetition of the course
“INC”	-		-	Work is Incomplete

Compliance of Incomplete Grades (INC)

An INC grade is given to a student whose class standing throughout the semester or term is passing but fails to take the final examination or fails to complete other course requirements due to illness or valid reasons. Thereupon, a special examination or completion requirements shall be given to him/her by the faculty concerned or by the Department Chair upon payment of a required fee per course.

In case the class standing is not passing, and the student fails to take the final examination for any reason, a grade of "5" is given.

INC is also given for a work that is of passing quality but some part of which for good reason is unfinished.

The deficiency indicated by the grade of "INC" must be removed within the prescribed period of one year; otherwise it will be converted to a grade of 5.0 by the faculty concerned. In case of unavailability of the concerned faculty, the department chair/program head is authorized to take charge in the completion of the INC.

For scholarship grantees, such deficiency should be completed or removed within a period before the opening of classes of the following semester.

Students not in residence shall pay the registration fee on top of the removal fee in order to be entitled to remove his/her INC grade

Change of Grades

A student who has received a passing grade in a given course is not allowed re-examination for the purpose of improving his grades. Notwithstanding the foregoing provision and to avoid any injustice, the grade on a final examination paper may be revised by a committee constituted by the Dean of the College if it should clearly appear, on the basis of the quality of the scholastic record of the student, that such grade is the result of an erroneous appreciation of the answers or of an arbitrary or careless decision by the faculty member concerned. Should the change of the grade on said paper affect the final grade of the student, the committee may request authority from the College Council to make the necessary change in the final grade. The request for reconsideration shall be made within 30 days after the receipt of the final grade by the student concerned.

In no case shall a grade be changed beyond one (1) year after initial filing; nor shall any change operate to the prejudice of the student.

Submission of Grades

Non-graduating students can expect to receive their grades on the following schedule:

- 1st semester and summer - Five (5) days after the last day of final examination.
- 2nd semester - Ten (10) days after the last day of the final examination.

For graduating students, however, they can receive their grades ahead of the schedule for the non-graduating students. The dates for submission of grading sheets by faculty members are posted on the University calendar.

A clear copy of class records and the report of ratings is available at the College/Department for reference in cases of inquiries regarding computations and incomplete grades.

Release of Grades

A student copy of semestral grade can be obtained from the college/department/school for free upon request or print a copy via the university website's online grade copies. Furthermore, students can get a certificate of grades with documentary stamp at the registrar's office upon request.

RECOGNITION OF HIGH SCHOLASTIC ACHIEVEMENT

Dean's List

At the end of every semester, all colleges/academic units prepare a "Dean's List" which recognizes students in their respective colleges/academic units who achieved outstanding performance in academics. The criteria for inclusion in the "Dean's List" are to be determined by each college/academic unit. A student must have an academic load of at least eighteen (18) units or the normal load prescribed in the curriculum in that semester for him/her to qualify for the recognition. The "Dean's list" is published in the school publication or posted in any conspicuous place in the college/campus immediately after a semester ends. The college/academic unit may give a certificate indicating academic excellence to students who received this recognition.

Graduation with Honors

- a) Undergraduate students who completed their courses with the following range of general weighted average computed to the second decimal place will graduate with honors:

<i>Summa Cum Laude</i>	1.00 - 1.20
<i>Magna Cum Laude</i>	1.21 - 1.45
<i>Cum Laude</i>	1.46 - 1.75

- b) In the case of candidates for graduation with honors, the following special rules shall apply:

- 1) Candidates had enrolled no less than the normal load prescribed in the curriculum during all the semesters of stay in the university;
- 2) Candidates had completed the required academic units within the approved prescribed period of study in continuous enrollment except when his/her absence is caused by serious illness or accident as certified by government physician. An LOA for one year maybe granted to student to qualify him/her for honors.
- 3) Candidates had not incurred dropped, incomplete or failed subjects;
- 4) The General Weighted Average (GWA) computation includes all grades obtained in all academic subjects under the curriculum pursued by the candidate except NSTP;
- 5) For transferees, the following additional conditions apply:
 - i. That fifty (50) percent or more of the total number of academic units required for graduation had been completed in the University;
 - ii. That candidate had acquired residence work in the University for a period of at least two years for four-year courses and three years for five-year courses immediately prior to graduation;
 - iii. That candidate had not incurred dropped or failed subjects from any of the schools previously attended;
 - iv. That in the computation of the GWA, the rating system of previous institution will be applied in all accredited/validated subjects required in the curriculum pursued by the candidate.

Formula for Computing General Weighted Average (GWA)

$$\frac{\sum (\text{Course grade} \times \text{number of units})}{\text{Total number of units}} = \textbf{\textit{GWA}}$$

(rounded off to two decimal places)

GRADUATION MATTERS

A student shall be recommended for graduation only after he/she has satisfied all academic and other requirements prescribed thereto and has completed at least one (1) year of residence work immediately prior to graduation. Residence work may be extended to a longer period by the Dean of the College through their respective department chair.

Graduation of students who began their studies under previous curricula shall be governed by the following rules:

- a) Those who have completed all the requirements of the curriculum but did not apply for, nor were granted the corresponding degree or title shall have their graduation approved as of the date they should have originally graduated.
- b) Students who have completed all but two (2) or three (3) courses required by the curriculum shall be made to follow either the revised curriculum or the curriculum enforced from the time they first enrolled in the University to the present.

Guidelines in Connection with Graduation

All candidates for graduation must have their deficiencies made up and their records cleared at least one week before the end of their last semester/term in the program, with the exception of those courses in which the student is currently enrolled during that semester.

The requirements for graduation include the completion of all academic as well as non-academic requirements such as submission of bound copies of the dissertation/thesis/project study and the like, if required, on or before the deadline prescribed hereinafter. Otherwise, students concerned should not be included in the final list of candidates for graduation as of the end of the semester/term.

If however, some graduation requirements are completed beyond the deadline, the student must register during the succeeding semester or summer in order to be considered a candidate for graduation as of the end of that semester/summer. The deadlines for

completion, specific dates of which shall be stipulated in the University Academic Calendar, of the requirements for graduation are:

- a) For those graduating as of the end of summer, the deadline is the day before the first day of regular registration for the first semester.
- b) For those graduating as of the end of the first semester, the deadline is the day before the first day of regular registration for the second semester.
- c) For those graduating as of the end of the second semester, the deadline is one week before the date of graduation.

Formal Application for Graduation

A graduating student must file formal application with the Office of the University Registrar as candidate for graduation upon enrolment or within three (3) weeks after enrolment on his/her last semester/term in College. This information shall serve as the basis for identifying candidates for graduation so that their records can be checked early enough.

Requirements for Graduation

Students who have completed all the academic requirements for their respective degrees may be recommended for graduation even if they have not processed their clearance. However, the granting of honorable dismissal and the issuance of the transcript of records, diploma and other documents shall be withheld pending submission of clearance by the student.

Presentation of Candidates for Graduation to the Academic Council

After the filing of application for graduation, the Office of the University Registrar shall conduct a faculty meeting in all colleges/campuses to present and scrutinize the academic records of all their graduating students. After that, the Office of the University Registrar must submit the complete list of candidates for graduation, including the list of candidates for academic honors to the Vice President for Academic Affairs for presentation to the University Academic Council.

COMMENCEMENT AND BACCALAUREATE SERVICES

Attendance of graduating students in the general commencement exercises is optional. Graduating students who choose not to participate in the general commencement exercises must so inform their respective Deans or their duly designated representatives at least ten (10) days before the commencement exercise.

Graduating students who are absent from the general commencement exercises will obtain their diplomas, or certificates and transcripts or records from the Office of the University Registrar provided that they comply with all other requirements and present the receipt of payment of the graduation fees and student's clearance.

Attendance at the commencement exercises is not compulsory for the awarding of corresponding undergraduate certificate or diploma.

Academic Costumes

Candidates for graduation with degrees or titles, which require no less than four years of collegiate instruction, are required to wear academic costumes during the baccalaureate mass/services and commencement exercises in accordance with the rules and regulations of the University.

Only graduates of Baccalaureate, Masters and Doctorate programs are installed with their respective "Hoods" during the commencement exercises. The system of hooding depends upon the plan of the graduation program committee in accordance with existing rules approved by the University Council. Graduates of diploma, undergraduate certificate and graduate certificate courses may also wear academic gown during the commencement exercises provided they are in unison. They may be allowed to install something but strictly not of a hood type.

POLICY ON STUDENT RECORDS

The University maintains various records of students to document their academic progress as well as to record their interaction with University staff and officials. Students' records are generally considered confidential except for the directory of currently registered students. It is open to the public. The directory provides information

of each student's name, I.D. number, college, program/course, classification and college address.

Transcript of Records

Student records are confidential and information is released only at the request of the student or of appropriate institutions. "Partial" transcripts are not issued. Official transcript of records obtained from other institutions and submitted to the University for admission and/or transfer of credit become part of the student's permanent record and are issued as true copies with the USEP transcript.

Application for transcript of records is filed at the OUR upon presentation of the student clearance. A certain fee for transcript preparation will be charged to the concerned party. Graduates are encouraged to request for their transcripts as early as possible to avoid unnecessary delay.

Withholding of Records

When a student has pending financial obligations to the University, or when he/she has been charged with an official disciplinary action, the appropriate university official may request that the student's record, e.g., transcripts, diploma, registration forms, be withheld. Departments and offices for example, should submit before the end of every semester/term the names of students with financial accountabilities to the OUR so that action may be taken. If the student has already settled his/her obligations, the OUR must receive written authorization from the official who originally requested the action, indicating that the student has already settled the obligation.

SCHOLASTIC DELINQUENCY

Students are expected to make satisfactory progress towards a degree, certificate or other approved program of study. To ensure that students are making progress, the University shall impose suitable and effective provisions governing delinquent undergraduate students. These provisions are subject to the minimum standards:

Warning

Any student who, at the end of the semester, fails by twenty five percent (25%) of the total number of academic units for which he/she is enrolled will be officially warned by the adviser, through a written notice, to improve his/her work. In the succeeding semester he/she can still carry a normal academic load.

Probation

If a student fails again by 25% of the total number of academic units enrolled after the warning, he/she will be placed on probation.

Any student who, at the end of the semester, obtains passing grades in less than 50% of the total number of academic units for which he/she is enrolled will be placed on probation in the succeeding semester.

A student on probation status will be allowed to carry only a limited load of not more than seventy five percent (75%) of the regular load for the semester.

Dismissal from the College/Academic Unit

- a) Any student on probation who fails more than 50% of the total number of units in which he/she is enrolled will be dropped from the rolls of the College/Academic Unit.
- b) Any student who obtains three (3) failures in two (2) consecutive semesters will be dropped from the rolls of the College/Academic Unit.
- c) Any student who, at the end of the semester, fails more than 75% of the total number of academic units enrolled will be dropped from the rolls of the College/Academic Unit.
- d) Any student dropped from one College/Academic Unit will not ordinarily be considered for admission to another unit of the University unless, in the recommendation of the Guidance Counselor, his/her natural aptitude and interest may qualify him/her in another field of study. In this case he/she may be allowed to enroll in the proper College/Academic Unit or Department.

Permanent Disqualification

Any student will be permanently barred from re-enrolment in any college/academic unit of the University on the following bases:

- a) Any student who, at the end of the semester or term, obtains failure in 100 percent of the academic units in which he/she enrolled.
- b) Any student who was dropped in accordance with Item (iv) above of the rules on dismissal and again fails which make it necessary to drop him again, is no longer eligible for readmission.
- c) Dismissal due to violation of the rules and regulations of the University.

Permanent disqualification will not apply to cases in which failing grades of the student are due to his/her unauthorized dropping of the courses and not to poor scholarship, as certified by the Department Head concerned. However, if the unauthorized withdrawal takes place after the mid-term examinations and the mid-term grades obtained by the student were poor, the grade of 5.0 (failure) will be credited against him/her for the purpose of this scholarship rule. The Dean will deal with these cases on their individual merits provided that in no case of readmission to the same or another college/academic unit will the action be lighter than probation.

A grade of INC (incomplete) is not to be included in the computation. When it is replaced by a final grade, the latter is to be included in the grades during the semester when the removal or completion is made.

No readmission of dismissed student or disqualified students will be considered by the College Deans without the favorable recommendation of the Director of the Office of Student Services. Cases in which the action of the College Dean conflicts with the recommendation of the Director of the Office of the Student Services may be elevated to the VP for Academic Affairs for his/her final decision.

A student who fails a course three times will be advised to transfer to another academic institution. The same rules apply to a student who drops at least one (1) course for three (3) consecutive terms.

Enrollment of Failed Courses

A student will be advised to enroll first in required courses that he/she failed. Required courses will take precedence over other courses in his/her succeeding enrollment.

HONORABLE DISMISSAL

A student who desires to leave the University shall present a written petition to this effect to the University Registrar, signed by his parent or guardian. If the petition is granted, the student shall be given Certificate of Honorable Dismissal upon presentation of his/her clearance and receipt of payment. The certificate indicates that the student withdrew in good standing as far as character and conduct are concerned. If the student has been dropped from the rolls because of poor scholarship, a statement to that effect may be added to the honorable dismissal.

After the release of the Certificate of Honorable Dismissal, incomplete grades obtained by the student can no longer be removed even if those grades are still within the reglementary period. This rule likewise applies to students who have already registered in another school before being officially granted honorable dismissal by the University.

DISMISSAL

A student who leaves the University for reasons of suspension, dropping or expulsion due to misconduct is entitled, or permitted to receive the transcript of records or certification of his/her academic status in the University. The document will contain a statement about the disciplinary action rendered against him/her. All debts to the University must be settled before such documents will be issued to him/her.

**NON-
ACADEMIC
POLICIES

And

REGULATIONS**

SCHOOL TUITION AND MISCELLANEOUS FEES

Tuition fees and other fees must be reflected upon the receipt and certificate of registration and billing (CORB) issued by the University Finance Department. Furthermore, as stipulated by the financial code of the university, all refundable fees must be returned to the students.

REFUND OF FEES

Only fully-paid tuition and miscellaneous fees shall be refunded in accordance with the prescribed schedule and regulation:

- i. Within one week from the opening of classes..... 70%
- ii. Within two weeks from the opening of classes..... 50%
- iii. Within three weeks from the opening of classes..... 30%
- iv. Within four weeks from the opening of classes.....20%

After the fourth week or 30 days after the opening of classes, refund of tuition and other fees is no longer allowed.

SCHOOL UNIFORMS

Regular Uniforms

School uniforms identify the students as belonging to the USeP community thus it must be worn with respect and dignity.

Regular uniform for men consists of white polo, white undershirt/sando, slacks or in considerable case, any dark pants. Uniform for women, consist of maroon chequered skirt (1 inch below the knee) and white blouse with a necktie.

Only students wearing proper uniforms will be allowed to enter the university premises.

All students are required to wear proper school uniforms except on Wednesdays and Summer Classes.

Exemption of wearing the school uniforms are only given to those students with valid reasons (e.g pregnant, working students). Request for exemption for the said reasons is made at the Office of the Student Services.

Physical Education (PE) Uniforms

PE uniform for both men and women consists of maroon jogging pants with yellow vertical lines on the side with USeP print/patch and white shirt with the USeP logo print on the front left chest and “Physical Education” print at the back. Physical Education (P.E) uniforms should be worn only during PE classes.

On-the-Job Training (OJT) Uniforms

All OJT uniforms must be approved by the Local Academic Council, Academic Council. The Office of Student Services will be informed regarding this matter. Students are allowed to enter the university premises wearing their complete OJT uniforms with either school ID or nameplate prominently displayed.

Regular Uniforms for Male and Female Students



PE Uniforms for Male and Female Students



SCHOOL IDENTIFICATION CARD

- a) The University issues Identification Cards (ID) to all bonafide students of the university and must be validated at the beginning of every semester.
- b) Students are expected to wear their IDs all the time except during physical fitness activities.
- c) Lost IDs may be replaced after submitting a letter of request and an affidavit of loss to the Office of the Student Services (OSS). Furthermore, damaged IDs must be surrendered and replaced right away for it will not be honoured for any transaction.
- d) Security guards are instructed to check student IDs. All IDs confiscated with justifiable reasons may be claimed from the Chief of Security.
- e) The university ID is nontransferable and must be surrendered to the Office of the University Registrar (OUR) after graduation or upon withdrawal from the university.

CURFEW

To ensure the safety and protection of students, a curfew hour must be observed. Students will no longer be allowed to stay in the university premises after the following hours:

Bislig Campus - 6:00 PM

Mintal Campus - 8:00 PM

Mabini Campus - 9:00 PM

Obrero Campus - 10:00 PM

Tagum Campus - 6:00 PM

For special events and occasions, an approved letter requesting for an extension of time beyond the curfew hours must be submitted to the chief of security at least two (2) days

before the event. It should duly signed by the Office of the Student Services Director, the Vice-President for Academic Affairs and the University President.

FIELD AND EDUCATIONAL TRIPS

Ensuring that the Commission on Higher Education (CHED) memo on field trips is diligently complied, bonafide faculty members may organize relevant educational/field trips which students can join. However, these policies and guidelines should be considered and followed:

- a) The faculty member has written a formal request to hold educational/field trips, stating clearly the objectives and the significance of the trip to the course or program. The letter must include the planned travel itinerary. This must be filed at the Office of the Dean at least one (1) month before the proposed schedule of the trip. Students must secure a certificate of insurance from the local Campus Student Council.
- b) Local trips that are beneficial to the training of students are given priority over long distance trips. This is to minimize time and financial expenses.
- c) Educational field trips are limited to only one (1) per semester per class. Consideration may be made within programs, thus recommendation from the Department Chairman or Program Head is necessary.
- d) Students participating in the trip should secure a waiver duly signed by the parent/guardian at least one (1) week before the scheduled departure.
- e) Students are expected to shoulder all expenses of the trip.
- f) Educational field trips are not compulsory. Students may opt not to join. In its place, the faculty member should give an alternative activity or homework to those who will not be joining the trip.
- g) The faculty member who organized the trip will accompany the students all throughout the trip.

The University may impose additional requirements on educational/field trips to ensure the utmost safety of the participating students and faculty.

STUDENT CONDUCT

Every student is at all times expected to observe the law of the land, the rules and regulations of the University and all standards of good society. In addition to these minimum requirements, every good student always acts with fairness, tolerance and moderation with due regard for the opinions and feelings of others. He/She should bear in mind that education stands for broadness of views, appreciation of principles, consideration of the feelings of others, and a sympathetic understanding of the needs of others.

NORMS OF CONDUCT

Moral Character

A student is imbued with moral character when:

- He/She has learned to act, live and think as a person whose values, attitudes and convictions are in accord with the Universal Ethical Norms of Right Reason and the accepted values and approved levels of conduct in the society where he/she lives;
- He/She is honest to himself, accepts his shortcomings, and strives to improve and change;
- He/She is fair and just in his/her dealings with his/her fellowmen;
- He/She lives by the precepts of love, justice, compassion, and concern for others; and,
- He/She respects the rights of others, as he/she would want his/her rights to be respected.

Personal Discipline

A student is imbued with personal discipline when:

- He/She devotes himself/herself to the fulfillment of his/her obligations and considers rights as means to or rewards for the same;
- He/She learns to forego the enjoyment of certain rights and privileges that others more needy may benefit more for the greater good of society;
- He/She resolves his/her problems and conflicts without prejudicing others;
- He/She is tolerant of others, and humble to accept what is better than his/her;
- He/She has developed temperance and propriety in words and action, especially against vices, e.g. gambling, drinking liquor, drugs, sexual excesses and aberrations, etc. and,
- He/She endeavors that right reason guides and controls his/her life, actions and emotions.

Civic Conscience and Patriotism

A student is imbued with civic conscience and patriotism when:

- He/She devotes himself to the growth and development of the Philippines;
- He/She puts the welfare of the entire country above his personal, family and religious interest;
- He/She respects and obeys all duly constituted authorities and laws, rules and regulations;
- He/She settles all disputes, problems and conflicts through peaceful means;
- He/She respects the Philippine Flag as the symbol of our country.

BASIS OF DISCIPLINE

At all times, every student must observe/follow/abide by all the laws of the land, and all the policies and regulations adopted by the University/College. The investigation,

disposition and the corresponding sanction on student disciplinary cases shall follow the procedures set in his Handbook.

Every student shall observe at all times the Pledge of Loyalty and Discipline to the institution.

The maintenance of student conduct and discipline is anchored on the willful acceptance by the student of all policies, rules and regulations prescribed by the University/College as signified by the enrolment pledge and the guidance and counseling provided by the faculty who shall be exercising substitute authority. All school personnel and the duly elected officers of the Student Government are mandated to enforce and supervise overall compliance to this Handbook and the Code of the University in their respective areas of responsibility.

For the purpose of implementing University/College policies, rules and regulations and the provision of the Code of the University, the president, deans, directors, members of the faculty and staff and duly elected officers of the Student Government are persons in authority.

A student shall be subject to disciplinary action after due process for any of the following offenses:

- Any form of cheating in examinations or any act of dishonesty during the period of enrolment in the University;
- Creating and/or participating in disorders, tumult, breach of peace, or other serious disturbances in the University premises;
- Connecting electrical wires without permission from proper authorities;
- Climbing or jumping over the boundary fence of the University;
- Acts of bribery to gain favor in violation of the Standards of Instructions;
- Littering or scattering of garbage in public places;
- Insulting, uttering derogatory remarks or flagrant indecent language against the teachers and persons in authority, or students of the University inside the campus;
- Intentionally making a false statement of any material fact, or practicing or attempting to practice any deception or fraud in connection with his/her

admission to or registration in, or graduation from the University;

- Preventing or threatening students, faculty and administrators from discharging their duties or from attending their classes or entering school premises;
- Tampering with and/or lending I.D. card to students or outsiders;
- Vandalism or destruction of public property, such as destruction of building parts/fixtures/walls, tearing of pages of library books, magazines;
- Fighting or influencing physical injuries as a way to settle disputes;
- Illegal posting of posters and buntings;
- Failure to wear the prescribed uniform required by the University;
- Smoking while in the campus premises;
- Drinking alcoholic beverages, or exhibiting drunken behavior, within the University premises;
- Gambling within the University premises;
- Any form of public immorality (lascivious, malicious acts, etc.) on campus or during university function;
- Forging of signatures and falsification of documents;
- Robbery (attempted, frustrated and consummated);
- Theft (attempted, frustrated and consummated);
- Unauthorized possession of firearms, explosives such as grenades, and ammunitions in one's person or custody, and/or other deadly weapons;
- Ingestion, use, possession and/or peddling of dangerous regulated drugs or paraphernalia;
- Malversation of student funds; and,
- All other disciplinary cases not mentioned therein.

SANCTIONS

1. Disciplinary action may take any of the following forms:
 - a. Warning
 - b. Reprimand

- c. Demand for apology by the student concerned
 - d. Payment of actual damage inflicted
 - e. Automatic failure of the subject or test
 - f. Exclusion from attending recognized clubs
 - g. Disqualification from holding any position in any organization either by election or appointment
 - h. Withholding of graduation and other privileges
 - i. Cancellation of scholarship
 - j. Suspension
 - k. Dismissal
 - l. Expulsion
2. The gravity of the offense committed and the circumstances attending its commission determines the nature of the disciplinary action or penalty to be imposed.
 3. No student is disciplined through suspension, dismissal, or reduction of his/her privileges until an investigation is held wherein the respondent is given the opportunity to be heard.
 4. Any disciplinary action taken against a student is immediately reported to his or her parents or guardians.
 5. A student not enrolled in the University who refuses to submit to the jurisdiction of the University at the time a charge against him is filed or has pending litigation prejudices his/her future enrolment in any unit of the University.
 6. Where the suspension is for one semester or more, the student should move out of the University jurisdiction within 72 hours after the suspension order takes effect. Any student whose suspension covers the final examination period will have to miss the final examination. In all cases of suspension, a written promise of future exemplary conduct by the student, which is countersigned by his parents or guardians, is required as a condition for readmission.
 7. When a penalty of expulsion is meted, the student cannot enroll in any course in the University. He/She cannot get his Transfer Credentials within one semester.

COMMITTEE ON STUDENT DISCIPLINE

There shall be a Committee on Student Discipline composed of a Chairman, who shall be a member of the bar or with some legal background, two (2) members to be appointed for a period of one (1) year from among the Faculty of the University and two (2) students who shall be chosen by the respondent in a raffle from among the pool of Student Government officers in coordination with the Director of Student Services.

The committee shall be under the general supervision of the Director of Student Services.

Colleges/Units and Student Governments in the University shall set up a Sub-committee on Student Discipline to attend to cases within their jurisdiction.

Jurisdiction

All cases involving discipline of students shall be subject to the jurisdiction of the Committee on Student Discipline, except in cases, which shall fall under the jurisdiction of appropriate college/unit or sub-committee.

Procedures of Disciplinary Actions

Filing of Charges

Disciplinary proceedings will be instituted as determined by the appropriate authority upon the filing of a written charge which specifies the acts or commissions constituting the misconduct. The written charges have to be subscribed to by the student/complainant including his/her parents or guardian. In the absence of a written charge, disciplinary proceedings may also be instituted upon submission of an official report of any violation of existing rules and regulations committed by a student/respondent. The said charges or report is filed with the Office of the Student Services (OSS) where an entry will be made in an official entry book kept for the purpose with the following details: the student/person charged; the complaint(s); witnesses, if any; the date of filing; and the substances of the charge.

Preliminary Inquiry

Upon receipt of the complaint or report, the Director of the OSS will determine whether such complaint or report is sufficient to warrant formal investigations. The Director then will give a copy of the complaint or report to each student/respondent, and his/her parent/guardian. The respondents in turn will be required to answer the charges in writing. Notice to the respondent(s) during the preliminary investigation may be waived. In cases where the complaint or report is found sufficient, formal charges will be filed with the appropriate body.

Answer

Each student/respondent is required to answer in writing, three (3) school days after they have received notice of the charge(s). A formal investigation will then be held on notice as provided below.

Notice of Hearing

All parties concerned will be notified of the time and date set for the hearing at least two (2) school days after the receipt of the notice. Notice to counsel of record or duly authorized representative of a party will be considered sufficient notice to such party for the purpose of this article.

Hearing

A hearing will begin not later than one (1) week after the respondent's answer is received or after expiration of the period with which the student/respondent is given to answer.

Duration of Hearing

No hearing of any case shall last beyond two calendar months.

Failure to Appear at Hearing

The non-appearance of either the complainant or respondent at the designated place for the initial hearing after due notice - with or without sufficient justifications -

will be noted and the hearing will proceed without prejudice to the party's right of appearance in subsequent hearings.

Postponement

Either party may apply for hearing postponement and may be granted for good cause for a period provided that the ends of justice and the rights of parties to a speedy hearing are respected. Each party to the litigation is allowed only a maximum of three postponements.

Sub-Committee Report

The College/Unit Investigating Sub-Committee shall forward the complete record of the case with its report and recommendations to the Dean/Unit Head concerned within fifteen (15) school days after the hearing is terminated. The report signed by a majority of the Members of the Committee shall state the findings of fact, conclusions and recommendations of the regulations of which the decision is based.

Decision by the Dean/Unit Head

The Dean/Unit Head shall transmit the report and the decision to the President of the University within ten (10) school days after receipt of the committee report.

Decision by the Committee of Student Discipline

The Chairman of the committee will decide each case within fifteen (15) school days after the final submission of the written decision and signed statement of the findings of the fact, conclusions and recommendations by the Committee and its Members. The report shall contain, in a brief statement, the findings of fact, conclusions and recommendations of the regulations from which the decision is based.

Finality of Decision

The decision of the Committee on Student Discipline or the Dean – i.e. sanctions other than expulsion, permanent disqualification from enrollment, or suspension for more than thirty (30) calendar school days - shall become final and executory after fifteen (15) school days it was received unless a Motion for

Reconsideration of the same is filed. In which case, the decision shall be final fifteen (15) school days after receipt of the denial of the Motion for Reconsideration.

Appeal to the President

In all cases in which a final decision is rendered by the Sub-Committee or the Committee on Student Discipline, the student/respondent may file an appeal with the Office of the President (OP) within ten (10) school days after receipt of the decision. The OP in turn will decide within ten (10) school days from receipt of the appeal. In cases concerning expulsion and suspension of one semester or more, the President shall consult the University Council. The President's decision in these cases may be appealed to the Board of Regents within ten (10) school days after student/respondent receives a copy of such decision.

Decisions by the Board of Regents

The Board of Regents shall review appeals made against decisions of the President of the University that involve sanctions such as expulsion, suspension of one semester or more, or any penalty of equivalent severity and shall render final judgment thereof.

Rights of the Respondents

Every student/respondent shall enjoy the following rights:

- a) Not to be subjected to any discipline/penalty before the requirements of due process are fully completed and complied with;
- b) Not to be convicted unless there is evidence, of which the burden of proof being on the person filing the charge;
- c) Not to be convicted without any basis of evidence introduced at the proceedings or of which the student/respondent has been properly apprised and given the opportunity to rebut the same;
- d) To enjoy - pending final decision and the charge - all his/her rights and privileges as a student, subject to the power of the preventive suspension of

the President for not more than fifteen (15) school days where suspension is necessary to maintain the security of the institution and;

- e) To defend himself/herself personally or by Counsel, or by a representative of his/her own choice. If the respondent desires but is unable to secure the services of a Counsel, he/she can request the Investigating Committee on Student Discipline or the Investigating Committee to designate a Counsel for him/her among the faculty members and staff of the institution at least two (2) school days before the hearing.

Summary Investigation by Dean

Notwithstanding provisions of the foregoing articles, the Dean may proceed summarily against a student of his/her college for any of these acts:

- a) Violation of Rules and Regulations issued by the Dean of the College/unit; and
- b) Misconduct committed in the presence of a faculty member or of any official of the University within the classroom premises of the college/units or in the course of an official function sponsored by the college/unit.

The respondent will be called to appear before the Dean of the College, be informed of the charges against him/her and be given the opportunity to present his/her side.

Every decision made will be issued in writing stating the facts of the case and the basis of the penalty imposed. Such decision will be final and executed immediately after the written order is issued. The penalty of suspension, if imposed, will not exceed thirty (30) school days. The Office of the Student Services will be provided with a copy of the decision.

Effectivity

Decision(s) shall take effect as stipulated in these rules. Final decisions of suspensions or dismissal that are to be rendered within thirty (30) days prior to any final examination will take effect on the semester following the semester/summer in which such decision was rendered. However, in the case that the respondent is a graduating student, the penalty shall take effect immediately.

Records

All proceedings before any Sub-Committee or Committee on Student Discipline will be recorded in writing. Original records pertaining to student discipline shall be under the custody of the Director of the Office of Student Services. Such records are confidential and no person shall have access to these documents either for inspection or copying unless he/she is officially involved in the case. Any official or employee of the University who shall violate the confidential nature of such records shall be subject to disciplinary action.

Note: Offenses and Penalties for Non-Faculty and Non-Students and where the provisions of this Handbook and the Code of the University cannot be applied, the case shall be brought to the appropriate Court of Justice.

Fact-Finding Committee

When necessary, the University President may create a Fact-Finding Committee to investigate cases/complaints affecting students.

STUDENT SERVICES

University Guidance and Testing Office (UGTO)

With the concerted efforts of the administration, faculty, staff, and the guidance personnel, the program's objectives will be achieved through the effectiveness and efficiency of the following services:

Counseling Service

This service provides opportunity for the individual students to be assisted in areas of personal, vocational, social and academic concerns through personal and confidential relationship with qualified counselors. These could be availed through walk-in, call-in, or referrals.

Testing

This involves the administration and interpretation of standardized tests for the purpose of assessing individual strengths and weaknesses in the areas of personality, aptitude, interest and motivation. Tests include mental ability, interest, aptitude, personality and other assessments and survey materials.

Included in testing service is the USEP Admission test which is given to all incoming students months before the school year starts for the purpose of screening and evaluation.

Information

The Office secures information and makes these available to students in response to their educational, occupational and socio-personal needs. These are in the form of brochures or articles from published reading materials. Bulletin boards for information are also provided in each college. Likewise, orientations, seminars, workshops and symposia are being conducted.

Group Guidance Sessions

These are group activities which tackle issues and concerns common to students, such as boy-girl relationships, adjustment to college life, how to study effectively, enhancing self-esteem, personality development, etc. Sessions like these are conducted in a non-threatening atmosphere.

Career Development

This is concerned with helping students make intelligent decisions regarding their goals in life, as well as planning and charting their career goals.

Placement and Follow-up

Through this service, assistance is given to students to gain admission to certain colleges within the University and other schools for further education. Alumni members are also given assistance in seeking employment by posting job opportunities to meet several employers, undergo interviews at the same venue.

Peer Facilitating

This service aims to train selected students to develop their helping skills to effectively respond to the needs of their fellow students.

Individual Inventory

This involves continuous process of gathering pertinent data about students as basis for helping them understand themselves better and also for better responding to their needs.

Research and Evaluation

This carries out the systematic evaluation of the guidance services, the purpose of which is to find out if the program goals and objectives have been met. Furthermore, the result of these could be the basis for modifying or improving the delivery of the office's services.

STATEMENT OF COUNSELING CONFIDENTIALITY

Counseling session, the guidance counselor requires the counselee to sign a counseling contract indicating terms of agreement between the counselor and the counselee in working towards the resolutions of the latter's concerns. It is imperative for the counselor to preserve and safeguard the confidentiality of the clients except in cases wherein disclosure is required to prevent clear and imminent danger to the client or others, or when legal requirements demand that confidentiality matter be revealed.

(PGCA Code of Ethics, Chapter 2.)

All students are required to take a psychological test within the school year.

University Clinic

The University Health Service envisions itself to be the leader in health maintenance in providing basic health care to all its constituents by meeting the needs of each and every patient not only in the primary treatment of ailments and injuries but also in the prevention of illness through easy access of health care and education for each one in the realm of good health practices and behavior. Furthermore it aims to be the provider of holistic health care for all University constituents by:

- 1) Providing basic health care services in both medical and dental fields in cases of immediate and intermediate needs of the clients.
- 2) Promoting fitness and well being through health education on diseases and illnesses and health maintenance values aimed towards prevention rather than treatment.

The University Health Service Division is composed of the medical and dental sections. The Medical Section is manned by a licensed physician and two (2) public health nurses. It offers free consultation, emergency medications and first-aid treatment of injuries and minor cuts. The patient/clientele of the division includes the faculty, staff and all students of the University. The student/patient is entitled to a free initial dose of medicine depending on his illness and availability of supply. The Medical Officer or the Physician examines all first year enrollees and issues medical clearance for enrolment. The Physician also issues medical clearances for other purposes e.g. to join various clubs of the University, for on-the-job-training of Technology and Engineering students and for new employees of the University, including the leave of absences of all employees and faculty. The dependents of a University employee can have free consultation but are not entitled to the free initial medication given to each constituent.

The Dental Section is composed of a licensed dentist and a dental aide. It offers free tooth extraction and dental filling for all faculty, staff and students, excluding the

dependents. A student, however, is limited only to a once-every-semester dental treatment in order to accommodate as many students as possible.

The Health Service Division derives its budget from the University Allotment (Fund 101) and from the income (Fund 164) of the medical fee of all students for its supplies and equipment. The Health Team travels to the different campuses of the University specifically the CDM-Mintal, Apokon, Mabini and Bislig Campus once a month or as the need arise to perform medical and dental treatment to the constituents of each campus. The University Clinic is only open from Mondays to Saturdays from 8:00 a.m. to 5:00 p.m.

Medical Services

1. Free consultation and treatment.
2. Treatment of emergency cases whenever necessary.
3. Sustaining of minor cuts and wound.
4. Referral to hospitals for severe cases.

Dental Services

1. Dental Check-up
2. Tooth extraction
3. Tooth Filling

University Learning Resource Center (ULRC)

Service Hours

The Learning Resource Center is open 9 to 12 hours a day from Monday to Saturday, NO NOON BREAK.

SITE	Monday to Friday	Saturday
University Learning Resource Center (ULRC)	8:00 A.M to 8:00 P.M	8:00 A.M to 5:00 P.M
College of Education Library	8:00 A.M to 5:00 P.M	8:00 A.M to 5:00 P.M
College of Governance & Business Library	8:00 A.M to 5:00 P.M	8:00 A.M to 5:00 P.M
College of Technology Library	10:00 A.M to 7:00 P.M	10:00 A.M to 7:00 P.M
College of Arts & Sciences Library	8:00 A.M to 5:00 P.M	8:00 A.M to 5:00 P.M
Knowledge for Development Center (KDC)	8:00 A.M to 5:00 P.M	8:00 A.M to 5:00 P.M
Science & Technology Learning Resource Center (STLRC)	8:00 A.M to 5:00 P.M	8:00 A.M to 5:00 P.M
Mintal – CGB Library	7:30 A.M to 6:00 P.M	
Tagum Library	7:00 A.M to 5:00 P.M	7:00 A.M to 5:00 P.M
Mabini Library	8:00 A.M to 5:00 P.M	
Bislig Library	8:00 A.M to 5:00 P.M	

Library Services

- a) References Services – The Librarian renders guidance and assistance to the readers in locating the information.
- b) Circulation Services – The Library provides assistance in the issuance and retrieval of library resources loaned by the users.
- c) Periodical Services – It provides the researchers current issues of newspaper, journals and magazines, in print and online.
- d) Library Orientation and Instruction Services – It provides orientation and instruction to all freshmen and transferee students in the graduate and undergraduate programs.

- e) Internet Services – It provides access to online resources (Wi-Fi and wired).
- f) Online Resources - It provides access to e-books and e-journals. The University Library is a recipient of the Philippine E-Library project. It is a collaborative project of the National Library of the Philippines (NLP), University of the Philippines (UP), Department of Science and Technology (DOST), Department of Agriculture (DA), and the Commission on Higher Education (CHED). Available resources include:
 - g) Union catalog of the five partners;
 - h) Digitized Filipiniana materials including theses and dissertations;
 - i) Special collection/researches of the five partners; and,
 - j) Online resources/subscription to electronic databases.
- k) Audio-Visual Services – It provides assistance in the use of multimedia materials such as; CD-ROMs, slides, facilities and equipment.
- l) Academic Writing Services– It assists undergraduate and graduate students working on research papers.
- m) Information Dissemination – It provides information on its resources and services through its website, bulletin boards, announcements, user's guide, brochures, newsletter, etc.
- n) The University's On-Line Public Access Catalog (OPAC) - This is an online database or bibliography of a library collection held by the University of Southeastern Philippines (USEP) Libraries. Users may search for books, journals, thesis & dissertations, movies, music, or anything that is in the library.

To use the OPAC:

1. Access www.opac.usep.edu.ph
2. Type in the topic and start searching the database.
3. Locate the book in the shelves and inform the library staff in case you want to borrow the book for home use.

Library Users

The library may be used by:

1. The members of the University of Southeastern Philippines constitutes the following:
 - a. Members of the Administrative Council
 - b. Members of the Academic Council
 - c. Faculty
 - d. Non-teaching staff
 - e. Student
2. Council members of the Davao Colleges and Universities' Network (DACUN) have access to print collections free of charge but should follow the library's existing policy.
3. Non-members of USEP community may be allowed, for a fee, to use the library. They are expected to follow the library's rules and regulations.

USEP E-Library Card

New Students are required to pass the following to the University Library:

- 2 pieces of 1x1 picture (identical with plain background)
- Certificate of Registration (C.O.R)

Lost E-Library Card

Students are asked to secure the following requirements in the case of a lost E-Library Card:

- Affidavit of Loss
- 2 pieces of 1x1 picture (identical with plain background)
- Php30.00 replacement fee

Rules in Borrowing Books from the Library

Students are asked to observe and respect the following rules of borrowing books presented by the library:

- Periodicals – For library use only and may be loaned for 15 minutes for photocopying purposes.

- Undergraduate Books – Two (2) books may be loaned for three (3) days only excluding Saturdays, Sundays and Holidays.
- Reserved Books – One (1) book for library use and may be loaned for 15 minutes for photocopying purposes.
- General Reference - One (1) book for library use and may be loaned for 15 minutes for photocopying purposes.
- Filipiniana Books - One (1) book for library use and may be loaned for 15 minutes for photocopying purposes.
- Graduate Books - Two (2) books may be loaned for three (3) days only excluding Saturdays, Sundays and Holidays.

Overdue Books

Students are asked to be aware that upon borrowing the University Library books they are subject to the following fines and penalties if they fail to return the books on due dates:

- Circulation Books (graduate and undergraduate) – P 1.00 per day (excluding holidays, Sundays, and Saturdays FOR UNDERGRADUATE ONLY)
- Reserved Books / General References / Filipiniana - P 1.50 after 15 mins and P 0.50 every hour (including holidays, Sundays, and Saturdays FOR UNDERGRADUATE ONLY)

Lost Borrowed Book

Students who lose borrowed books are asked to do the following:

1. Report the incident immediately to the librarian.
2. Replace the lost material with:
 - a. The same title or if not available in the market, replace with related title with a recommendation from the librarian.
 - b. Latest edition of the lost material

Policy Concerning Signing of Clearance

The University Librarian schedules the signing of library clearance after the final

examination period every semester including summer classes. This is per scheduled by USeP-LRC and approved by the Vice President for Academic Affairs. The signing of clearance is scheduled per college to accommodate the student in an orderly manner.

The following requirements are needed:

- Individual clearance form
- Library card with 1 x 1 attached ID picture as required.

A sanction, determined by the University Librarian, is imposed for late submission of clearance. The schedule for the signing of clearance should be strictly followed to make way for inventory of library books and other materials as well as the equipment, processing and cataloging of books, and distribution. The Commission On Audit (COA) strictly requires the library to submit the said documents before the summer period ends.

Policy for Non-USeP Researchers

Researchers from other schools can avail of the USeP library collections after paying an amount of fifty pesos (Php50.00) per day as per Board Resolution #2437 s. 1995.

Non-USeP researchers are not allowed to borrow library materials and should only use these library materials within the library premises. They should follow the control procedures by leaving their bag, attaché case, envelopes at the baggage counter. They should submit these for inspection before leaving the library. The member institutions of the Davao Colleges and Universities' Network (DACUN) are given free access to the library resources. Lastly, non-USeP researchers are only allowed to photocopy the materials after seeking permission from the librarian.

Office of the University Registrar (OUR)

Enrollment (New, Transferees, and Old Students)

Schedule of Availability of Service: Enrollment period

Who May Avail of the Service: New, old and transfer students

Requirements: Please refer to the “Admission” on the academic policies for the requirements.

Duration: 5-10 minutes

How to avail of the service:

1. Submit all the requirements at the designated counters.
2. Affix signature on the COR (Registrar’s & Student’s Copy).

Application for New Copy of Diploma

Schedule of Availability of Service: Monday to Saturday, 8:00 am - 5:00 pm

Who May Avail of the Service: Alumni Students

Requirements:

1. Request letter addressed to:

DR. LOURDES C. GENERALAO
SUC President IV
USeP-Davao City

Thru: VIC JEAN A. SOLLER
Registrar III
USeP-Davao City

2. Affidavit of Loss in case of lost diploma
3. Proof of destroyed or damaged diploma
4. Official Receipt (OR) of payment of fees

Php 134.00 – Higher Education courses

Php 200.00 – Advanced Studies

Duration: 5-10 working days (depends on the availability of the signatories)

How to avail of the service:

1. Present all the requirements at the Receiving Counter.
2. Proceed to the Cashier and secure Official Receipt (OR).

3. Submit the OR together with all the required documents at the Receiving Counter.
4. Present claim slip on the scheduled date of release at the Releasing Counter
5. Sign in the logbook and indicate type of document/s received.

Application for Completion of INC Grades

Schedule of Availability of Service: Monday to Saturday, 8:00 am - 5:00 pm

Who may avail of the Service: Students with INC grades (earned not later than 1 year upon completion)

Requirements:

1. INC Form
2. Official Receipt (OR)

Php 14.00 per subject – Higher education courses

Php 50.00 per subject – Advanced studies courses

Duration: 2 minutes

How to avail of the service:

1. Present all the requirements at the Receiving Counter.
2. Proceed to the Cashier and secure Official Receipt (OR).
3. Submit the OR together with all the required documents at the Receiving Counter.
4. Present claim slip on the scheduled date of release at the Releasing Counter
5. Sign in the logbook and indicate type of document/s received.

Authentication of Documents

Schedule of Availability of Service: Monday to Saturday, 8:00 am - 5:00 pm

Who May Avail of the Service: Students

Requirements:

1. Original Copy of documents

2. Photocopies of documents
3. Official Receipt (OR) of payment of fees

Php 14.00 per page

4. Documentary Stamps (1 pc. documentary stamp per document)

Duration: 15 minutes

How to avail of the service:

1. Present all the original and photocopies of documents at the Receiving Counter.
2. Proceed to the Cashier and secure Official Receipt (OR).
3. Submit the OR together with all the required documents at the Receiving Counter.
4. Wait for name to be called at the Releasing Counter.
5. Sign in the logbook and indicate type of document/s received.

Application for Correction of Name and Date and Place of Birth

Schedule of Availability of Service: Monday to Saturday, 8:00 am - 5:00 pm

Who May Avail of the Service: Students with erroneous entries as to name, date and place of birth in their academic credentials.

Requirements:

1. Request Letter addressed to:

DR. LOURDES C. GENERALAO
SUC President IV
USeP-Davao City

Thru: VIC JEAN A. SOLLER
Registrar III
USeP-Davao City

2. Clear copy of the NSO Birth Certificate
3. Personal Affidavit/ Parent's Affidavit for underaged students
4. Joint Affidavit of Two (2) Disinterested Persons
5. Fee – Php70.00

6. Documentary Stamps

Duration: 3 - 5 working days

How to avail of the service:

1. Present all the requirements at the Receiving Counter.
2. Proceed to the Cashier and secure Official Receipt (OR).
3. Submit the OR together with all the required documents at the Receiving Counter.
4. Present claim slip on the scheduled date of release at the Releasing Counter
5. Sign in the logbook and indicate type of document/s received.

Application for Request of Documents (Transcript of Records, Honorable Dismissal, Diploma & Certifications)

Schedule of Availability of Service: Monday to Saturday, 8:00am-5:00 pm

Who May Avail of the Service: All students and Alumni

Requirements:

For Honorable Dismissal

University Clearance & ID
Official Receipt (OR)
Mailing Stamps
Documentary Stamps
Valid ID

For Transcript of Records, Diploma and Certification

University Clearance
Official Receipt (OR)
Documentary stamps
Valid ID

Duration: 15-20 minutes

How to avail of the service:

1. Present a valid ID at the Receiving Counter and state what documents to request and the purpose of requesting.
2. Fill up the request form and comply the additional requirements before submitting it at the Receiving Counter.
3. Present the accomplished request form with the complete requirements at the Receiving Counter.

4. Proceed to the Cashier and secure an Official Receipt (OR).
5. Submit the OR together with all the required documents at the Receiving Counter.
6. Receive the Claim Slip

Claiming of Requested Documents (Transcript of Records, Honorable Dismissal, Diploma & Certifications)

Schedule of Availability of Service: Monday to Saturday, 8:00 am - 5:00 pm

Who May Avail of the Service: Requesting Students with claim slip

Requirements:

1. Claim Slip
2. Valid ID & Authorization Letter for representatives

Duration: 5 minutes

How to avail of the service:

1. Present claim slip at the Releasing Counter.
2. Acknowledge receipt of document/s by affixing name and signature on the duplicate copy.
3. Sign in the logbook and indicates type of document/s received.

OFFICE OF STUDENT SERVICES

Affidavit for Lost ID Cards, Receipts, Printouts and Study Loads

Schedule of Availability: Monday – Friday, 8:00am - 5:00pm

Who may avail of the service: Students

Requirements: Affidavit of Loss

Duration: 5-6 minutes

The Clerk In-charge assesses and verifies authenticity of said document. After which, the OSS Director/Clerk In-charge records and issues the Temporary Exemption Slip.

Filing of Complaint Against a Student or a Teacher

Schedule of Availability:	Monday – Friday, 8:00 am - 5:00 pm
Key Persons:	Dean, Office of Student Affairs & Services
Who may avail of the service:	Anyone aggrieved or offended by a student/s
Requirements:	
1.	Accomplished Incident Report Form also referred to as complaint form.
2.	Full name of the student complained of and full name of person complaining.
3.	A narration of relevant facts that show the offense allegedly committed by the student
4.	complained of.
5.	Evidence and testimonies of a witness/es
Duration:	15 minutes

Once the requirements are done, the complainant orally reports and discusses with the OSS Counselor/s the situation. The OSS Counselor/s then documents complaint in a logbook. After which, the OSS Counselor/s receives the accomplished Incident Report Form. Finally, the OSASS/Dean informs complainant on the venue, date and time of dialogue/hearing and issues an official notice regarding the same.

Issuance of Certificate of Acceptance (Graduate Students)

Schedule of Availability:	Monday – Friday, 8:00 am - 5:00 pm
Key Persons:	Clerk, Director
Who may avail of the service:	Students

What are the requirements:

1. Filled-up Certificate of Acceptance Form
2. Scholarship Card
3. Student ID
4. TOR

Duration: 5 minutes

Fee/Charge: Free

The student goes to the Dean/Program Head of the Department/College for the evaluation and signature of TOR. After which, the Director/Clerk In-charge assesses and verifies authenticity of said documents. Finally, the Director/Clerk In-charge signs and issues the Certificate of Acceptance to the student.

Issuance of Certificate of Acceptance (Undergraduate Students)

Schedule of Availability: Monday – Friday, 8:00 am - 5:00 pm

Key Person: Clerk, Director

Who may avail of the service: Students

What are the requirements:

1. Filled-up Certificate Acceptance Form
2. Scholarship Card
3. Student ID

Duration: 5 minutes

Fee/Charge: Free

The Clerk In-charge assesses and verifies authenticity of said documents. After which, the Director/Clerk In-charge signs and issues the Certificate of Acceptance to the student.

Issuance of Certificate of Good Standing

Schedule of Availability: Monday – Friday, 8:00 am - 5:00 pm

Key Person: Clerk

Who may avail of the service: Students

What are the requirements:

1. Previous Semester Grades
2. Scholarship Card
3. Filled-up Form of Certificate of Good Standing
4. Student ID

Duration: 8 minutes

Fee/Charge: Free

The Clerk In-charge assesses and verifies authenticity of said documents. After which, the Director/Clerk In-charge signs and issues the Certificate of Good Standing to the student.

Issuance of Scholarship / Grantee Card (For Externally Funded/Paid By Sponsor)

Schedule of Availability: Monday – Friday, 8:00 am - 5:00 pm

Key Person: Clerk, Director

Who may avail of the service: Students

What are the requirements:

1. Filled-up Scholarship Application Form
2. Letter of Endorsement from the student's sponsoring agency
3. Student Handbook

4. Photocopy of grades
5. Admission Slip

Duration: 7 minutes

Fee/Charge: Free

The Clerk In-charge assesses and verifies authenticity of said documents. After which, the Director/Clerk In-charge signs and issues the Scholarship/Grantee Card to the student.

Issuance of Scholarship / Grantee Card (For Internally/USEP Funded)

Schedule of Availability: Monday – Friday, 8:00 am - 5:00 pm

Key Persons: Clerk, Director

Who may avail of the service: Students

What are the requirements:

1. Filled-up Scholarship Application Form
2. College Admission Slip
3. Endorsement for Scholarship
4. Student Handbook; and
5. Photocopy of grades

Duration: 5 minutes

Fee/Charge:

The Clerk In-charge assesses and verifies authenticity of said documents. After which, the Director/Clerk In-charge signs and issues the Scholarship/Grantee Card to the student.

Issuance of Certificate of Scholarship

Schedule of Availability: Monday – Friday, 8:00 am - 5:00 pm

Key Person: Clerk

Who may avail of the service: Students who availed the scholarship

What are the requirements:

1. Written Request for Certificate of Scholarship
2. Scholarship Card
3. School ID

Duration: 12 minutes

Fee/Charge: Free

The Clerk In-charge assesses and verifies authenticity of said documents. After which, the Director/Clerk In-charge signs and issues the Certificate of Scholarship to the student.

Processing of Application of Scholarship / Grantee Card

Schedule of Availability: Monday – Friday, 8:00 am - 5:00 pm

Who may avail of the service: Scholars / Grantees

What are the requirements:

1. Certification from the Sponsor of Scholarship/Proof of Entitlement to Scholarship/Grant and
2. Supporting Documents
3. Sponsor ID
4. School ID

Duration: 10 minutes

The Clerk In-charge assesses and verifies authenticity of said documents. Verification of financial component is then conducted by the OSS Director/Finance Director. After which, the OSS Director/Finance Director secures the signature of the Scholarship In-charge. Finally, the OSS Director then recommends to the President the approval or disapproval of Scholarship.

Request for Temporary Exemption from Wearing the School Uniform

Schedule of Availability: Monday – Saturday, 8:00 am - 5:00 pm

Who may avail of the service: Students

What are the requirements:

1. School ID
2. Excuse Letter on Non-wearing of School Uniform

Duration: 3 minutes

The OSS Director/Clerk In-charge evaluates the excuse letter and issues Temporary Exemption Slip.

FINANCIAL AID

Policy Statement

In line with the constitutional mandate to establish and maintain a system of scholarship grants and other incentives which shall be available to deserving students, especially to the under-privileged, the University has consistently implemented one of its major functions enunciated in B.P. Bilang 12 which is to offer scholarship/or part-time job opportunities to deserving students from low-income families. Consequently, the university shall , likewise, implement state-supported scholarship under CHED, DOST, CSC, and other agencies.

Coverage

These guidelines apply to students enrolled in regular/day classes only.

Definitions of Terms

1. Acknowledged Children - Refer to children so certified by a faculty/staff in the University as his/her own;
2. Division - Refers to an administrative unit headed by a director.
3. Elected-at-large - Applies to student government officials who are elected to perform campus-wide duties/responsibilities.
4. Immediate environs - Refer to places situated in city/provincial boundaries including Samal Island.
5. Public school - Refers to DECS schools, TESDA and CHED supervised schools.
6. Matriculation fee - Refers to amount as registration fee paid by the student
7. Miscellaneous fees - Refer to the amount paid for laboratory fee, medical dental fee, guidance fee, library fee and others
8. Non-permanent employee - Refers to faculty/staff whose appointment is either temporary, substitute, part-time or contractual.
9. Sanctionable acts - Refers to any offences enumerated in the Student Handbook.
10. Tuition fee - Refers to amount paid for total units enrolled in the semester.

Academic Scholarships

a. University Scholarship

1. This scholarship shall be granted to any student who obtains a grade weighted average (GWA) of 1.25 or better at the end of the semester in academic subjects in which he/she has enrolled the full academic load required in his/her curriculum.
2. Students in University Scholarship shall enjoy the following benefits:
 - a. Exemption from payment of tuition and miscellaneous fees except those assessment made by the student government and the school organ.
 - b. Book allowance of Php 500.00 per semester
 - c. Monthly stipend of Php 1,000.00 except during summer session
3. Students in the University Scholarship must not have any failing grade.
4. Failure on the part of the scholar to maintain the required GWA automatically terminates his/her scholarship in the succeeding semester.

b. College Scholarship

1. College Scholarship shall be granted of 1.45 or better at the end of the semester in the subjects in which he/she has enrolled provided he/she has enrolled the full academic load required in the curriculum
2. Recipients of College Scholarship shall enjoy the following benefit
 - a. Exemption from payment of tuition and miscellaneous fees except those assessment made by the student government and school organ.
 - b. Book allowance of Php 500.00 per semester.
 - c. Monthly stipend of Php 700.00 except during summer session.

3. Tuition Privilege

This scholarship exempts a student who passes all subjects in the academic load with a minimum of 18 units or regular load prescribed in the curriculum provided the student obtains GWA of 1.75 or better.

4. Failure on the part of the scholar to maintain the required GWA automatically terminates his/her scholarship in the succeeding semester.

c. Entrance Scholarship

1. This scholarship is awarded to any high school valedictorian and salutatorian who are admitted to the university. Entrance scholars shall be exempted from payment of tuition.
2. This scholarship is maintained with a GWA of 1.75 or better of the regularly credited academic load in the previous semester as prescribed in the curriculum.
3. Failure on the part of the scholar to maintain the required GWA automatically terminates his/her scholarship in the succeeding semester.

Grants

Grants are awarded to deserving students who passed the USePAT and are not enjoying any scholarship or privilege at the time of application. Recipients of these grants are entitled to free tuition.

A. Special Skills

1. Music

a. Band Members

Awarded to students who are regular members of the band and recommended by the band master.

b. University choir members

- c. Candidates for University choir shall undergo audition before an appropriate committee created by the University President.

2. University Dance Troupe

Recommended by the audition committee, membership is awarded to those who qualified in the selection process. Regular members have their main counterpart of promoting cultural shows in the University and shall provide free choreographic services to any college in need and to the duly recognized club/organizations.

3. Athletics

Awarded to the following students:

- a. Incoming freshmen who are medalists in at least regional level athletic competitions as certified by the athletic manager or head of school.
- b. Those who are already in the University who have qualified as varsity players as recommended by an appropriate selection committee created by the University President.

Recipients can maintain these grants subject to the following conditions: a) they must carry an academic load of at least 18 units. B) that the students major concern in the University must be the pursuit of his academic program.

Privileges

Granted in free tuition, these privileges include:

A. Dependent Privilege

The privilege is extended to the spouse and to acknowledgement children of tenured faculty and staff members of the University provided that, the number of dependents shall not exceed four, and such privileges in only valid within

the specified number of years in the curriculum. This privilege applies to dependents enrolled in the undergraduate courses only.

B. USeP Employee Privilege

This applies to a permanent employee who is enrolled in the graduate or undergraduate program of the university. However, a non-permanent employee who has served the University for at least one year shall be entitled to 50% discount. A graduate student employed in full time basis may not be allowed an academic load of more than nine units in formal courses except in thesis/dissertation writing. Undergraduate students are allowed a load of 12 units only.

C. *Editor-in-chief, associate editor and managing editor* of the editorial staff of the official campus publication.

D. All *student Council officers* elected-at-large of the four campuses including the governors in the local student councils of the colleges in Obrero campus.

E. Cultural Minority Privilege.

This privilege shall be awarded to a high school graduate belongings to a cultural minority groups such as Manobo, Kalagan, Davaoeño, Tgacaolo, B'laan, Mandaya, Matigsalog and such other minorities duly certified by the Office for the Southern Cultural Minorities provided, they qualify in the entrance requirements.

F. USeP RPTC/WATC Unit Officers Tuition Discount Privilege:

- | | | |
|----|--|------------|
| 1. | 1 st Class Officer | |
| | Corps Commander | ----- 100% |
| | Corps Ex-O | ----- 80% |
| | Corps SI-S4 | -----80% |
| 2. | 2 nd Class Officer | -----75% |
| 3. | 3 rd Class & Fourth Class Officer | -----50% |

G. Legitimate Dependents of Barangay Officials and Sangguniang Kabataang Officials Privilege.

1. Barangay Official Dependents

This privilege shall be limited to a maximum of two (2) qualified and deserving children of barangay officials, including barangay tanods and members of the lupong tagamapayapa who shall be beneficiaries during the incumbency of the aforesaid officials. Provided that a candidate for the privilege must: a) not more than 21 years of age at the time of his application. b) be a high school graduate whose average is 80% or better c) be financially incapable to pursue college education, d) whose parents annual income does not exceed Php 72,000.00 and e) has passed the USEPAT.

2. Sangguniang Kabataan Officials

During their incumbency Sangguniang Kabataan officials shall be exempt from tuition and matriculation fees, provided that, in order to qualify for the privilege, the said officials are coming from Davao City and its immediate environs. Provided further that, the candidate for the privilege shall pass the USEPAT.

H. Cooperating/Critic Teacher Privilege and Training Supervisor Privilege

1. To encourage better rapport between the school and the community, cooperating/critic teachers in the public schools involved in the student-teaching program of the University shall be entitled to 50% tuition discount during the semester they enrolled in the graduate courses of the University. Provided that a certification of said services shall be done by the school/principal concerned and attested by the student-teaching supervisor.

2. To enhance better working relationship between the training college and training station, those involved in the on-job-training (OJT) as training supervisors shall be entitled to 50% tuition discount during the semester they enrolled in the graduate course of the University. Provided that a certification of said services shall be done by the employer and attested by the linkage officer.

Student Labor

Each College and/or division is entitled to not more than 5 and 3 student laborers, respectively except the University library and OUR which may have more slots and approval of which shall be sought with the Office of the President of the University. External campuses may be allotted a number of student labors to be determined by the dean, subject to approval of the President. Each student laborer is paid Php10.00 per hour.

Termination of Benefits

1. The University reserves its right to terminate any scholarship/grant/or privilege with any recipient on the basis of sanctionable acts committed by him/her as may be determined by an appropriate committee created by the University President. As a matter of rule, due process must be observed.
2. The University can terminate any scholarship/grants/privilege for non-availability of funds.

Other Rules

1. Only one scholarship of the University can be enjoyed by a student at time.
2. Scholarship/privileges and grants are strictly in accordance with the existing rules established by the scholarship committee and that of the sponsoring agency for private scholarship grants.

3. Applicants must not have an incomplete grades shall, 15 days from date of enrollment, be completed before filing an application subject to the rules of the scholarship committee.
4. Sponsors of private scholarship shall execute a memorandum of agreement with the University.
5. Scholarship/grantees and beneficiaries including student assistants shall be entitled for full refund of their tuition, matriculation, or miscellaneous fees, as the case maybe, should they incur advance payments.

STUDENT GOVERNMENT, CAMPUS ORGANIZATIONS and PUBLICATION

Supreme Student Government (SSG)

This is the confederation of all student councils from five campuses of USEP. This aims to develop closer relationship, camaraderie and advancement in terms of leadership as a form of social responsibility.

The Student Representative to the Board of Regents will also come from this confederation, through an election, among the student council presidents of all campuses.

Student Council

All campuses are free to create their own student government structure as long as it is in line with the university policies and provided that it should have its own principles and policies set in a constitution and by-laws (CBL). Furthermore, it should cater the needs of the students in terms of development, interest and activities that will hone them to become useful citizens in the future.

Student Publication

Student publication of all USEP campuses must circulate newspapers, magazines, and any other related releases concerning students' activities, interests and information

that would be beneficial. These releases must be produce through the efforts of the students who have undergone screening, interviews and trainings on campus journalism.

Publication should uphold press freedom and a catalyst of change may it be in thoughts, in words and in deeds for positive maturity. It also develops students' skills in writing and critical thinking in terms of perusing issues and opinions.

University Clubs and Organizations

The university gives freedom to all students to create their own club or organization as long as it is in line with the university policies and uphold student rights. It should also be recognized through the Office of Student Services (OSS) for them to enjoy club privileges.

STUDENT DUTIES AND RESPONSIBILITIES

Every student of the University, regardless of circumstances of his/her birth, sex, religion, social status and other factors shall:

- Strive to live an upright, virtuous and useful life.
- Love, respect and obey his/her parents and cooperate with them to keep the family harmonious and united.
- Exert his utmost effort to develop his/her potential for service, particularly by underlying an education suited to his/her abilities in order that he/she may become an asset to himself and to the society.
- Respect the customs and traditions of our people, the duly constituted authorities, the laws of the country and the principles of democracy.
- Participate actively in civic affairs for the promotion of general welfare.
- Help in the observance and exercise of individual and social rights, the strengthening of freedom everywhere, the fostering of cooperation among nations in the pursuit of progress and prosperity and world peace.

- Respect and cooperate with teachers, fellow students and school authorities in the attainment and preservation of order in school and in the society.
- Exercise his/her rights and responsibility with due regard to the rights of others.

STUDENT RIGHTS

Students of the university shall enjoy the following rights:

- Students have the right to organize autonomous, democratic and representative student government. Student government has the right to determine its policies and programs on student activities, subject to the provisions of this handbook and the policies and regulations of the university.
- Students have the right to participate in the governance of the university by having representatives to the policy-making bodies with voting powers coming from their ranks. Leading officer/s best represent the student body in these policy-making bodies.
- Students have the right to establish clubs, organizations, alliances, and other association among themselves based on their general and particular interests like academic, religious, cultural and political organizations.
- Students shall not be compelled to join or not to join any particular organization. Each student's choice must be totally respected and no form of intimidation or harassment shall be tolerated.
- Students have the right to publish regular student-controlled publication. No individual that is not a member or staff shall determine the content of the student publication. The editor shall take full responsibility for consequences arising from publication articles. The role of the faculty adviser if there is any shall be limited only to technical guidance.
- Students have the right to print, circulate and/or mount leaflets, newsletters, posters, wall news petitions, and similar materials.

- Students have the right to peaceful assembly and to petition for redress of grievances. No student shall be banned for participating an assembly. No student shall be arrested or detained for doing so.
- No student shall be held to answer for any offense without due process. Students have the freedom from arbitrary arrest, from arbitrary seizures, and the right to resort to the writ of habeas corpus and to speedy, impartial and public justice.
- Students have the right to reasonable bail and the freedom from double jeopardy, excessive fines and cruel or unusual punishment.
- Students have the right to freedom from torture, threats, harassment, manhandling combined with interrogation, acts of terror and other means which vitiate free will.
- Students have the right to freedom from unwarranted interference. No military detachments shall be installed inside the campus. Military elements shall not interfere with student activities.
- Students have the right to procedural fairness in disciplinary proceedings.
- Students have the right to accurate information.
- Students have the right to hear any opinion or any subject of public concern, whether or not related to any subject they may be currently studying, which they believe is of worthy consideration.
- Students have the right to free access of information on matters of public concerns.
- Students have the right to free research in connection with academic work and the publication, discussion and exchange of findings and recommendations.
- Students have the right to complete instruction and adequate welfare services and curricular facilities.
- Every student has the right to receive relevant quality education in line with national goals, educational objectives and standards of the University.
- Every student is entitled to guidance and counseling services to enable him to know himself, to make decisions and to select from the alternative in the fields of work in line with his potentialities.

- Students have the right to receive reasonable protection inside the school premises.
- Students have the right to be informed of the Rules and Regulations of the University.
- Students have the right to participate in curricular and co-curricular activities.
- Every student is entitled to be respected as a person with human dignity, to full physical, social, moral and intellectual development, to humane and healthy conditions of learning.
- Students have the right to academic freedom as provided in the Constitution.
- Every student has the right to access to class and other records for the purpose of determining his class standing and the University shall maintain and preserve such records.
- Every student officially admitted in the University has the right to continue and pursue his/her course of study therein up to graduation, except in the cases of academic delinquency and violation of disciplinary regulations.
- Students have the right to be assisted by the University through current and adequate information on work opportunities.
- Students shall be entitled to expeditious issuance of certificates, diplomas, Transcript of Records, grades and Transfer Credentials.
- Students have the right to receive medical and dental services as well as first-aid services. Students shall be provided with medical supplies for simple medication and have to provide for themselves medicines in cases of major illness.
- Students shall enjoy other rights not mentioned herein.

APPENDICES

Appendix A : COMPOSITION OF THE BOARD OF REGENTS

Hon. Patricia B. Licuanan

Chair, Commission on Higher Education

Chair, USeP Board of Regents

Hon. Lourdes C. Generalao

President, University of Southeastern Philippines

Vice Chair, USeP Board of Regents

MEMBER

Hon. Pia S. Cayetano

Chair, Senate Committee On Education, Culture and the Arts,

Hon. Roman T. Romulo

Chair, House of the Representative Committee on Education, Culture and the Arts

Hon. Maria Lourdes D. Lim

Regional Director, National Economic & Development Authority (NEDA) RO XI

Hon. Anthony C. Sales

Regional Director, Department of Science and Technology (DOST) RO XI

Hon. Ma. Fe B. Pepito

President, USeP Faculty Federation

Hon. Darwin O. Dolog

President, Supreme Student Government

Hon. Rogelio G. Largo

Private Sector Representative

Hon. Isidro V. Albano

Private Sector Representative

Dr. Joan D. Gervacio

Secretary to the Board of Regents

Appendix B: USEP Telephone Directory

Administration	Local No.	Centers	Local No.
Office of the President	225	ETEEAP	304
Presidential Secretary 1	394	KDC	313
Presidential Secretary 2	306	MCTESD	390
VP for Administration	220	MCPS	399
VP for Administration Secretary	218	RTCTPC	208
VP for Academic Affairs	222	Zonal	228
VP for Academic Affairs Secretary	217	Colleges	
Executive Assistant (Ms. Melanie Pagkaliwagan)	307	BIO Stock Room	360
University BOR Secretary (Dr. Joan D. Gervacio)	221	CAS Dean's Office	235
Ms. Gina C. Mallo	219	CAS Laboratory	247
Alumni	320	CAS Language	300
Budget Officer	244	CAS LRC	301
Cashier's Office	249	CAS Natural Science	302
University Doctor	224	CED Evening Program	236
University Clinic	212	CED Staff and Dean's Office	237
COA Auditor	245	CED Faculty	319
COA Staff	242	CED Library	315
COA KDC Building	229	CED Accreditation	318
Cultural Affairs	310	CED Research	292
CWTS	243	CED Coordinator	290
Dormitory	255	CED Special Project	264
Extension Division	205	Chemical Laboratory	262

Finance (Mr. Rolando B. Enriquez)	317	CGB Staff	238/261
Finance	256/257	CT Dean's Office	230
Facilities and Services Unit	209	College of Technology	232
Guidance Office	316	Engineering Dean's Office	309
Guard House Console	392	Engineering Faculty	211
Guard House Propriety Phone	398	IC Staff and Dean's Office	259
Human Resource and Development (Dr. Emilia P. Pacoy)	311	IC Technician	258
HRD Staff	234	International Language	210
OSIS	214	MAPEH	216
Office of Student Services (OSS)	314	SGM Dean	239
PDPO	213	SGM Faculty Room 1	240
PMU	334	SGM Faculty Room	252
Record's Office	312	SAEC	231
Registrar (Ms. Vic Jean Soller)	250	External Campuses	
Registrar Staff	248	Bislig Campus	(082)216-3814
RDE	206	Tagum Campus	
Research Director	215	Admin/Chancellor's Office	(084)216-9163
Research Staff	204	Dean's Office-CARS	(084)216-9159
ROTC	305	Dean's Office-CTET	(084)216-9179
RTCTPC	208	OSA/Guidance Office	(084)216-9183
Security Office	303		
STLRC Library	260	Batacan Law Office	294-4904
Supply Office (Ms. Judith Dela Rosa)	253	DBM	296-9562 / 299-2344
Supply Office (Mr. Apollo Pamatian)	254		

Supply Office Console	396	Trunklines	
Supply Office Propriety Phone	397	227-8192	
ULRC	207	227-8192	
Virtual Library	308	227-8557	
		224-4480	

Appendix C: ANTI-SEXUAL HARASSMENT ACT OF THE PHILIPPINES

[REPUBLIC ACT NO. 7877]

AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE
EMPLOYMENT,
EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES
*Be it enacted by the Senate and House of Representatives of the Philippines in
Congress assembled:*

SECTION 1. *Title.* — This Act shall be known as the “Anti-Sexual Harassment Act of 1995.”

SEC. 2. *Declaration of Policy.* — The State shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

SEC. 3. *Work, Education or Training-related Sexual Harassment Defined.*—

Work, education or training-related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainor, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said Act.

(a) In a work-related or employment environment, sexual harassment is committed when:

(1) The sexual favor is made as a condition in the hiring or in the employment re-employment or continued employment of said individual or in granting said individual favorable compensation, terms, conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in Republic Act No. 7877 page 2 any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;

(2) The above acts would impair the employee’s rights or privileges under existing labor laws; or

(3) The above acts would result in an intimidating, hostile, or offensive environment for the employee.

(b) In an education or training environment, sexual harassment is committed:

(1) Against one who is under the care, custody or supervision of the offender;

(2) Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;

(3) When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a

stipend, allowance or other benefits, privileges, or considerations; or

(4) When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice. Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed, shall also be held liable under this Act.

SEC. 4. Duty of the Employer or Head of Office in a Work-related, Education or Training Environment.— It shall be the duty of the employer or the head of the work related, educational or training environment or institution, to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment. Towards this end, the employer or head of office shall:

(a) Promulgate appropriate rules and regulations in consultation with and jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedure for the investigation of sexual harassment cases and the administrative sanctions therefor. Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment. The said rules and regulations issued pursuant to this subsection (a) shall include, among others, guidelines on proper decorum in the workplace and educational or training institutions. Republic Act No. 7877 page 3

(b) Create a committee on decorum and investigation of cases on sexual harassment. The committee shall conduct meetings, as the case may be, with officers and employees, teachers, instructors, professors, coaches, trainers and students or trainees to increase understanding and prevent incidents of sexual harassment. It shall also conduct the investigation of alleged cases constituting sexual harassment. In the case of a work-related environment, the committee shall be composed of at least one (1) representative each from the management, the union, if any, the employees from the supervisory rank, and from the rank and file employees. In the case of the educational or training institution, the committee shall be composed of at least one (1) representative from the administration, the trainers, teachers, instructors, professors or coaches and students or trainees, as the case may be. The employer or head of office, educational or training institution shall disseminate or post a copy of this Act for the information of all concerned.

SEC. 5. Liability of the Employer, Head of Office, Educational or Training Institution.— The employer or head of office, educational or training institution shall be solidarily liable for damages arising from the acts of sexual harassment committed in the employment, education or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party and no immediate action is taken thereon.

SEC. 6. Independent Action for Damages.— Nothing in this Act shall preclude the victim of work, education or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

SEC. 7.*Penalties.* — Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than Ten thousand pesos (P10,000) nor more than Twenty thousand pesos (P20,000), or both such fine and imprisonment at the discretion of the court. Any action arising from the violation of the provisions of this Act shall prescribe in three (3) years.

SEC. 8.*Separability Clause.* — If any portion or provision of this Act is declared void or unconstitutional, the remaining portions or provisions hereof shall not be affected by such declaration.

SEC. 9.*Repealing Clause.* — All laws, decrees, orders, rules and regulations, other issuances, or parts thereof inconsistent with provisions of this Act are hereby repealed or modified accordingly. Republic Act No. 7877 page 4

SEC. 10.*Effectivity Clause.* — This Act shall take effect fifteen (15) days after its complete publication in at least two (2) national newspapers of general circulation.



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