



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte



STUDENT HANDBOOK



JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Guading Adasa St., Sta. Cruz
Dapitan City, Zamboanga del Norte
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2020 Edition

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PRESIDENT'S MESSAGE

Welcome to the halls of Jose Rizal Memorial State University, the premiere state university in Zamboanga del Norte!

For the next four or five years, the Jose Rizal Memorial State University will be your second home, a home that you have freely chosen from among the countless higher education institutions.

This new home that you have chosen will provide you with the kind of education that will enable you to possess a multi-faceted view of the world. It will pave an avenue of training for you to make sure that you will look at the world from a number of perspectives. It will equip you with the skills and competencies responding locally and internationally to the present needs of industries and companies. It will train you to take in all possible angles of any issue, including the ones that seem disagreeable and in stark contrast to your principles and beliefs, so that when you finally leave the halls of the University to find your destiny, you will do so with a wider understanding of the world. Those are the privileges the University will accord you.

But as they say, power and privileges always come with responsibilities. As an official student of JRMSU, you are christened as an *Ilustrado*, a youth who is following the footsteps of the great Dr. Jose Rizal. And as an *Ilustrado*, you are expected to adhere to the tenets, principles and policies of the University. These are embodied in the Jose Rizal Memorial State University Student Handbook. Read the handbook, imbibe the policies and adhere to it; it will guide you as you navigate your way through college and towards the fulfillment of your goals.

From the day your documents were stamped as officially enrolled in the University, you have become an *Ilustrado*. You are expected to conduct yourself as such. Put the student handbook close to your mind and heart for it will help you in your transformation to become a full-fledged *Ilustrado*.

Again, welcome to Jose Rizal Memorial State University.

Congratulations, *Ilustrado*!


DAYLINDA LUZ R. LAPUT, Ph.D.
University President

Brief History

Jose Rizal Memorial State University was established by virtue of RA 9852 with Congresswoman Cecilia G. Jalosjos - Carreon as principal author and Congressman Cesar Jalosjos as co-author. It was approved by President Gloria Macapagal-Arroyo on December 15, 2009. It was formerly known as Jose Rizal Memorial State College by virtue of RA 8193 sponsored by Congressman Romeo G. Jalosjos of the 1st District of Zamboanga del Norte which was approved on June 11, 1996 by the President of the Republic, Fidel V. Ramos. It was a consolidation of the Rizal Memorial National Vocational School (RMNVS) in Dapitan City, the Zamboanga del Norte School of Arts and Trades (ZNSAT) in Dipolog City, and the Siocon National Vocational School (SNVS) in the Municipality of Siocon.

In 2002, two higher education institutions (HEIs) within Zamboanga del Norte, namely the Katipunan National Agricultural School (KNAS) in the Municipality of Katipunan and the Zamboanga del Norte Agricultural College (ZNAC) in the Municipality of Tampilisan, were integrated into then JRMSC pursuant to CHED Memorandum Order No. 27 series of 2000 thus comprising the fourth and fifth campuses, respectively of JRMSU. The first President was Dr. Felipe O. Ligan who was appointed in 1997. On June 7, 2002 CHED Special Order No. 35, s. 2002 appointed Dr. Henry A. Sojor as the OIC-President of the JRMSC in concurrent capacity as President of Central Visayas Polytechnic College in Dumaguete City, now Negros Oriental State University.

In the span of two years and eight months, the Board of Trustees then deemed it best for the College to have its permanent leader. Thus, on March 1, 2005, Dr. Edgar S. Balbuena assumed office as second President of JRMSC pursuant to BOT Resolution No. 04, series of 2005 chaired by Fr. Rolando V. Rosa, OP. With the appointment of Dr. Balbuena, the College charted a new course. With his extraordinary leadership, it took only four years and nine months for the College to be elevated to the status of a University. Indeed, the growth of the University means a continuing and growing commitment for academic excellence and quality, research and productivity, community involvement and partnership for national development and global competitiveness. Evidently, he emerged as a dynamo, leading the people of Zamboanga del Norte and adjacent provinces towards improved quality life.

On March 12, 2018, the Board of Regents appointed Dr. Daylinda Luz R. Laput appointed her as the First Woman President of JRMSU by virtue of Board Resolution No. 31 s. 2018.

JOSE RIZAL MEMORIAL STATE UNIVERSITY LOGO

Dr. Jose Rizal – the image of Dr. Jose Rizal at the center of the logo is an homage to our national hero. It is a tribute to him who served as the inspiration in the creation of the University and honors his contribution to the development of Dapitan City, his place of exile.

Color blue refers to the color of the JRMSU Ilustrado spirit; it symbolizes trustworthiness; dependability and committed leadership.

Color yellow refers to the creative thoughts of the JRMSU Ilustrado; it symbolizes the promise of a positive future for the University.

Laurel leaves - symbolizes victory and success of the University's endeavor.

Torch - stands for the light that illumines and guides the University's path; it symbolizes hope, freedom and faith.

Open book - means anyone can infuse knowledge into the University's stock of wisdom.

General Information

PHILOSOPHY

Jose Rizal Memorial State University adheres to the principle of dynamism and cultural diversity in building a just and humane society.

VISION

A dynamic and diverse internationally recognized University

A dynamic, inclusive, and regionally-diverse University in
Southern Philippines (2020-2024)

MISSION

Jose Rizal Memorial State University pledges to deliver effective and efficient services along research, instruction, production and extension.

It commits to provide advanced professional, technical and technopreneurial training with the aim of producing highly competent, innovative and self-renewed individuals.

GOALS

- Globally-competitive educational institution;
- Resilient to internal and external risks and hazards;
- Innovative processes and solutions in research translated to extension engagements;
- Partnerships and collaborations with private enterprise, other HEIs, government agencies, and alumni;
- Sound fiscal management and participatory governance

CORE VALUES

Humane Trust Innovative Excellence Transformational Communication

QUALITY POLICY STATEMENT

Jose Rizal Memorial State University, a believer of holistic human development, excellence and quality service, provides quality training and development to students. It shall commit to provide adequate, suitable and relevant resources and services with continuing quality management system for client and customer satisfaction through an efficient and effective quality system which conforms to national and international statutory and regulatory requirements.

GENERAL PROVISIONS

A) Jose Rizal Memorial State University is a chartered State University established by virtue of Republic Act 9852 signed by President Gloria Macapagal Arroyo on December 15, 2009. It was formerly known as Jose Rizal Memorial State College (JRMSC) by virtue of RA 8193 signed by President Fidel V. Ramos on June 11, 1996 with five (5) campuses: Main Campus in Dapitan City, Dipolog

Campus in Dipolog City, Siocon Campus in Siocon, Zamboanga del Norte, Tampilisan Campus in Tampilisan, Zamboanga del Norte, Katipunan Campus in Katipunan, Zamboanga del Norte.

B) The purpose of the chartered state university is to offer advanced higher professional, technical, special instructions for special purposes and promote research and extension services, advanced studies and progressive leadership in education, agriculture, arts and sciences, engineering and other fields whenever and wherever relevant.

C) Pursuant to Section 5 par. 2. Article XIV of the 1987 Philippine New Constitution, Jose Rizal Memorial State University shall enjoy academic freedom.

D) The powers of the State University in addition to those provided by the 1987 Philippine New Constitution and the Education Act of 1982, shall be those set forth in its charter, RA 9852, RA 8193 and RA 8292, otherwise known as the Higher Education Modernization Act of 1997, those granted corporation in general under the Corporation law, and such other powers as may be provided by Law.

E) The State University color is blue and yellow.

TITLE ONE

THE UNIVERSITY GOVERNANCE AND ADMINISTRATION

Chapter 1

THE BOARD OF REGENTS

Article 1. Membership and Officers

Section 1 The governance of the State University shall be vested in the Board of Regents as constituted by RA 8292. It shall be composed of the Chairperson of the Commission on Higher Education (CHED) as Chairperson; the University President as Vice Chairperson; Chairperson of the Committee on Education, Arts and Culture of the Senate, member; Chairperson of the Committee on Higher and Technical Education of the House of Representatives, member; Regional Director of the National Economic Development Authority (NEDA) of Region IX, member; Regional Director of the Department of Science and Technology (DOST) of Region IX, member; the President of the Federation of Faculty Associations of the University, member; the President of the Federation of Student Councils, member; the President of the Federation of Alumni Associations, member; two (2) prominent citizens from the private sector who have distinguished themselves in their profession or field of specialization of the University, members.

Article 2. Powers and Duties

Section 1 The governance of the University shall be vested upon the Board of Regents, as constituted by R.A. 8292. The administration of the same and the exercise of the general power set forth in the Corporation Law are vested exclusively on the Board of Regents, and the President of the University, insofar, as authorized by the Board.

Section 2 The Board of Regents shall promulgate and implement policies in accordance with the declared state policies on education, agriculture, science and technology, as well as the policies, standards and thrusts of CHED under Republic Act No. 7722, otherwise known as the Higher Education Act of 1994.

Section 3 The Board of Regents shall have the following specific powers and duties in addition to its general powers (R.A. 8292):

(a.) To promulgate rules and regulations not contrary to law, as may be necessary to carry out the purposes and functions of the University;

(b.) To receive and appropriate all sums as may be provided for the support of cultural purposes, in accordance with the provisions of the Tariff and Customs Code of the Philippines, as amended;

(c) To import duty-free economic, technical and cultural books and/or publications, upon certification by the CHED that such imported books and/or publications are for economic, technical, vocational, scientific, philosophical, historical, or cultural purposes, in accordance with the provisions of the Tariff and Customs Code of the Philippines, as amended.

(d.) To receive in trust legacies, gifts and donations of real and personal properties of all kinds and to administer and dispose the same when necessary for the benefit of the University, subject to the limitations, directions and instructions of donors, if any.

Such donations shall be exempt from the donor's tax and the same shall be considered as allowable deductions from the gross income in the computation of the income tax of the donor, in accordance with the provisions of the National Internal Revenue Code (NIRC) of 1997, as amended: provided, that such donations shall not be disposed of, transferred or sold;

(e.) To fix the tuition fees and other necessary school charges, such as, but not limited to matriculation fees, graduation fees, and laboratory fees, as the Board may deem proper to impose after due consultations with the involved sectors.

Such fees and charges, including government subsidies and other income generated by the University, shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interest that shall accrue therefrom shall form part of the same funds for the use of the University.

Any provision of existing laws, rules and regulations to the contrary notwithstanding, any income generated by the University from tuition fees and other charges, as well as from the operation of auxiliary services and land grants, shall be retained by the University, and may be disbursed by the Board for instruction, research, extension, or other programs/projects of the University: Provided, that all fiduciary fees shall be disbursed for the specific purposes for which these are collected.

If, for reasons beyond its control, the University shall not be able to pursue any project for which the funds have been appropriated and allocated under its approved program of expenditures, the Board may authorize the

use of said funds for any reasonable purpose which, in its discretion, may be necessary and urgent for the attainment of the objectives and goals of the University;

(f) To adopt and implement a socialized scheme of tuition and other school fees for greater access to poor but deserving students;

(g) To authorize the construction or repair of its buildings, machinery equipment and other facilities, and the purchase and acquisition of real property, including necessary supplies, materials and equipment;

(h) To appoint, upon the recommendation of the President of the University, Vice Presidents, Dean, Directors, heads of campuses, faculty members, and other officials and employees of the University;

(i) To fix and adjust salaries of faculty members and administrative officials and employees, subject to the provisions of the Revised Compensation and Position Classification System and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper; to grant them, at its discretion, leaves of absence under such regulations as it may promulgate, any provisions of existing law to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;

(j) To approve the curricula, instructional programs, and rules of discipline drawn by the Administrative and Academic Councils herein provided;

(k) To set policies on admission and graduation of students;

(l) To award honorary degrees upon persons in recognition of their outstanding contribution in the fields of education, public service, arts, science and technology, agriculture or in any field of specialization within the academic competence of the University, and to authorize the awarding of certificates of completion of non-degree and non-traditional courses;

(m). To establish and absorb non-chartered tertiary institutions within the Province of Zamboanga del Norte as branches and centers in coordination with the CHED and in consultation with the Department of Budget and Management (DBM), and to offer therein programs or courses, to promote and carry out equal access to educational opportunities as mandated by the Constitution;

(n) To establish research and extension centers of the University where such will promote the development of the latter;

(o) To establish professorial chairs in the University and to provide fellowships for qualified faculty members and scholarships to deserving students;

(p) To delegate any of its powers and duties provided for herein above to the President and/or the other officials of the University, as it may deem appropriate so as to expedite the administration of the affairs of the University;

(q) To authorize an external management audit of the University, to be financed by the CHED, subject to the rules and regulations of the Commission on Audit (COA); and to institute reforms, including academic

and structural changes, on the basis of the audit results and recommendations;

(r) To collaborate with other governing boards of the state colleges and universities within the Province of Zamboanga del Norte or Region IX, under the supervision of the CHED, and in consultation with the Department of Budget and Management, and work towards the restructuring of the University to become more efficient, relevant, productive and competitive;

(s) To enter into joint ventures with businesses and industries for the profitable development and management of the economic assets of the University, the proceeds from which shall be used for the development and strengthening of the University;

(t) To develop consortia and other economic forms of linkages with local government units (LGUs), institutions and agencies, both public and private, local and foreign, in the furtherance of the purposes and objectives of the University;

(u) To develop academic arrangements for institutional capability building with appropriate institutions and agencies, public and private, local and foreign, and to appoint experts/specialists as consultants, part-time or visiting or exchange professors, scholars or researchers, as the case may be;

(v) To set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual learning system, open learning or distance education and community laboratory for the promotion of greater access to education;

(w) To establish policy guidelines and procedures for participative decision-making and transparency within the University;

(x) To privatize, where most advantageous to the University, the management of non-academic services such as health, food, building, or grounds or property maintenance and such other similar activities; and

(y) To extend the term of the President of the University beyond the age of retirement, but not beyond the age of seventy (70), whose performance has been unanimously rated by the Board as outstanding, based on the guidelines, qualifications and/or standards set by the Board, after unanimous recommendation by the search committee.

Article 3. Meetings

- | | |
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| Section 1 | The Board shall regularly convene at least once every quarter. However, the Chairperson of the Board may, upon three (3) days' prior written notice, call a maximum of two (2) special meetings whenever necessary. |
| Section 2 | A quorum of the Board shall consist of majority of all its members holding office at the time of the meeting: <i>Provided, however,</i> That the Chairperson of the Board or the President of the University is among those present in the meeting. |
| Section 3 | In the absence of the Chairperson of the CHED, a Commissioner of the CHED, duly designated by him/her, shall represent him/her in the meeting |

with all the rights and responsibilities of a regular member: *Provided, however;* That during this meeting, the President of the University as Vice Chairperson shall be the Presiding Officer: *Provided, further,* That this proviso notwithstanding, the Chairperson of the CHED is hereby authorized to designate a CHED Commissioner as the regular Chair of the Board, in which case said CHED Commissioner shall act as the Presiding Officer.

- Section 4 In case the Chairpersons of the Congressional Committees on Education shall not be able to attend the Board meeting, they may duly designate their respective representatives to attend the said meeting, who shall have the same rights and responsibilities as a regular member of the Board.
- Section 5 The members of the Board shall not receive any salary but shall be entitled to reimbursements for actual and necessary expenses incurred, either in their attendance to meetings of the Board or in connection with other official business authorized by resolution of the Board, subject to existing laws and regulations.

Chapter 2

OFFICIALS OF THE ADMINISTRATION

Article 1. Composition

- Section 1 The officers of the University administration shall be the President, Vice Presidents, Campus Administrators, Directors, Chief Administrative Officer, Financial Management Officer, and other Heads of offices.

Article 2 The University President

- Section 1 Leadership in the State University is vested in the President who shall be the Chief Executive Officer of the State University. He / she shall be appointed by the Board of Regents for a term of four (4) years and subject for reappointment (RA 8292).
- Section 2 He/she shall be the ex-officio head of the State University to include other campuses of the State University.
- Section 3 He/she shall have general supervision of all transactions and operations of the State University.
- Section 4 All officers, members of the teaching staff and employees shall be responsible to and under the direction of the President of the State University.
- Section 5 The President of the State University shall carry out the general policies laid down by the Board of Regents, and shall have the power to act within the limits of the said general policies.
- Section 6 He/she shall have the power to determine and prepare the agenda of all the meetings of the Board of Regents and of the Academic Council, provided, however, that any member of the Board shall have the right to suggest any matter for inclusion in the agenda.
- Section 7 He/she shall preside at commencement exercises and other public affairs of the State University and confer such degrees and honors as granted by

the Board of Regents. All diplomas and certificates issued by the State University shall be signed by him/her and other authorities.

Article 3. The Vice President for Academic Affairs

- Section 1 The Vice President for Academic Affairs shall be appointed by the Board of Regents upon the recommendation of the University President.
- Section 2 He/she is directly responsible to the University President for carrying out all the educational policies, programs and projects of the University.
- Section 3 He/she shall be responsible for supervising the curriculum development, instructional and other educational activities of the University.
- Section 4 He/she shall preside at meetings of the Academic Council in the absence of the University President.

Article 4. The Vice President for Administration and Finance

- Section 1 The Vice President for Administration shall be appointed by the Board of Regents upon the recommendation of the University President.
- Section 2 He/she shall be directly responsible to the University President for administrative operation and finance.

Article 5. The Vice President for Research, Development and Extension

- Section 1 The Vice President for Research, Development and Extension shall be appointed by the Board of Regents upon the recommendation of the University President.
- Section 2 He/she shall be directly responsible to the President for providing inputs for the development and coordination of programs, systems and standards of the University.
- Section 3 He/she shall conduct system-wide development studies as inputs for the development and implementation of tertiary education programs for the faculty as well as constituents of Zamboanga del Norte, especially its indigenous area.

Article 6. The Board Secretary

- Section 1 The Board Secretary of the State University shall be appointed by the University President and confirmed by the Board of Regents. He/she shall have the following functions:
 - 1.1 provides secretarial services to the Board of Regents and the University President;
 - 1.2 takes charge of the records and communications in the State University.

Article 7. The Campus Administrator

- Section 1 The Campus Administrator shall be designated by the University President duly confirmed by the Board of Regents.

- Section 2 He/she shall be directly responsible to the Vice President for Academic Affairs, Vice President for Administration and Finance, and Vice President for Research, Development and Extension. He/she is responsible for carrying out the educational academic, administrative/research and extension policies, programs and projects in the campus.

Article 8. The Directors

- Section 1 The Directors of the academic, administrative, research, extension, IGP, and in other relevant offices in the University shall be designated by the University President.
- Section 2 He/she shall be directly under the supervision of the Vice Presidents and coordinates with the Campus Administrators.

Article 9. The Chief/ Administrative Officer

- Section 1 He/she shall be appointed by the University President as authorized by the Board of Regents.
- Section 2 He/she shall have the control over the following offices: Supply, Human Resource Management, General Services, and Security Services.

Article 10. The Financial Management Officer

- Section 1 He/she shall be appointed by the University President as authorized by the Board of Regents.
- Section 2 He/she is directly under the supervision of the Vice President for Administration and Finance.
- Section 3 He/she shall manage financial utilization and operations of the University and perform other functions that may be assigned by higher authorities of the University.

Article 11. The Human Resource Management Officer

- Section 1 He/she shall be appointed by the University President as authorized by the Board of Regents.
- Section 2 He/she is directly under the supervision of the Campus Administrator/ Administrative Officer.
- Section 3 He/she shall coordinate and supervise all aspects of human resource management activities and perform other functions that may be assigned by higher authorities of the University.

Article 12. The Planning and Development Officer

- Section 1 The Office shall be headed by the Director designated by the University President. He/she shall be at least a holder of an appropriate Master's Degree, preferably with the special training and/or working experience in planning and development and at least three (3) years of administrative experience. His/her functions shall include the following:

- 1.1Spearhead the planning activities with different units and departments of the University;
- 1.2Consolidate the planning activities with the different units and departments for the overall development strategies of the University.
- 1.3Assess/ Evaluate specific accomplishments;
- 1.4Coordinate with the Unit Head for International Linkages for active linkages with local and international agencies and stakeholders;
- 1.5Coordinate and support Quality Assurance Enhancement Management System across the University;
- 1.6Supervise the offices and personnel in-charge of Data Bank Center, Programming, Monitoring & Evaluation of Physical Plant, Campus Beautification and Land Use.

TITLE TWO

ORGANIZATION OF INSTRUCTION, RESEARCH, AND EXTENSION

Chapter 1

FUNCTIONS OF THE UNIVERSITY

The University is mandated to perform the four-fold functions such as instruction, research, extension and production. However, the function on production is not covered in this handbook, but the details of its operations could be read in the income generating manual of the University.

Article 1. Instruction

- Section 1 Instruction shall be handled by the academic unit under the supervision of the Vice President of Academic Affairs/ Campus Administrators. It commits to provide effective and efficient delivery of relevant and responsive academic programs and services to clientele.
- Section 2 The Academic Unit is composed of the Deans, Associate Deans, Program Chairs and Faculty.

Article 2. Deans

- Section 1. There shall be a Dean in each college designated by the University President upon recommendation of the Campus Administrator.
- Section 2 He/she shall be a holder of at least a master’s degree for undergraduate degree programs, and an appropriate doctoral degree and with published research works for graduate degree programs.

- Section 3 He/she shall be responsible in implementing College policies, rules and regulations approved by the Board of Regents.
- Section 4 He/she shall exercise educational leadership among the faculty of the college.
- Section 5 He/she shall plan programs of curricular development.
- Section 6 He/she shall institute program supervision for quality instruction.
- Section 7 He/she shall supervise admission and evaluation of students in coordination with the Registrar and the Admission and Testing Office.
- Section 8 He/she shall recommend faculty for promotion and professional development.
- Section 9 He/she shall recommend faculty members within his/her College for disciplinary action to the University President.
- Section 10 He/she shall evaluate the performance of the faculty of the college.
- Section 11 He/she shall present and recommend to the Academic Council candidates for graduation and candidates with graduation honors.
- Section 12 He/she shall prepare the Project Procurement Management Plan and other programs and activities of the college.
- Section 13 He/she shall submit reports to the Campus Administrator and other authorities.
- Section 14 He/she shall carry a teaching load as provided in the University Code.
- Section 15 He/she shall perform other functions as may be designated by higher authorities.

Article 3. Associate Deans

- Section 1 There shall be an Associate Dean per College in all campuses who shall be designated by the University President duly recommended by the Campus Administrator.
- Section 2 He/she shall be a holder of a relevant master's degree or doctorate degree.
- Section 3 He/she shall assist the designated College Dean.
- Section 4 He/she shall supervise and monitor faculty and students' performance in the classroom.
- Section 5 He/she shall conduct orientation on the provisions of the University Code to new faculty.
- Section 6 He/she shall prepare the Project Procurement Management Plan and other programs and activities of the college.
- Section 7 He/she shall carry a teaching load as provided in the University Code.

Section 8 He/she shall perform other functions as may be assigned by the Dean and other higher authorities.

Article 4. Program Chair

Section 1 There shall be a Program Chairperson in every program who shall be designated by the Campus Administrator duly recommended by the Dean/Associate Dean.

Section 2 He/she shall be preferably a doctorate degree and/or at least a master’s degree holder.

Section 3 He/she shall hold office coterminous with the Dean/Associate Dean.

Section 4 He/she shall recommend programs and activities to the Associate Dean/Dean.

Section 5 He/she shall assist the Associate Dean/Dean in carrying out the policies, programs and other mandates in the college.

Section 6 He/she shall carry a teaching load as provided in the University Code.

Section 7 He/she shall perform other functions as may be assigned by higher authorities.

Article 5. Faculty

Section 1 The faculty constitutes the following: full-fledged University Professors, Professors, Associate and Assistant Professors, Instructors, and Visiting Lecturers in the University.

Section 2 He/she shall be preferably a doctorate degree and/or at least a master’s degree holder.

Section 3 He/she shall carry a regular teaching load of 21 units per semester. In the exigency of service, he/she shall be given extra load of three (3) units subject to existing provisions in the University Code.

Section 4 He/she shall submit required reports such as grade sheets, syllabi, instructional materials, clearance, SALN, individual Performance Evaluation and the like within the prescribed period as set by the University.

Section 5 He/she shall perform the mandated functions according to his/her academic rank.

Section 6 He/she shall be evaluated and promoted using the NBC 461 criteria.

Section 7 He/she shall uphold the integrity and observe professional ethical standards set forth by the University and the Civil Service Commission.

Section 8 He/she shall perform other functions as may be assigned by higher authorities.

Article 6. Research, Development and Extension Unit

- Section 1 The Research Unit shall be handled by the Vice President for Research, Development and Extension. It is mandated to identify research agenda, promote and optimize research priority areas towards local and national development.
- Section 2 The Unit is composed of the Vice President for Research, Development and Extension, Director for Research, Director for Extension, research and extension unit heads, chairpersons, and faculty researchers and extension implementers.

Article 7. Research Director

- Section 1 There shall be a Research Director to be designated by the University President duly recommended by the VP RDE.
- Section 2 He/she shall be a holder of a doctorate degree in any field.
- Section 3 He/she shall assist the VP RDE in carrying out the agenda, programs and other research undertakings of the University.
- Section 4 He/she shall ensure the development and production of researches in the University.
- Section 5 He/she shall be responsible for the publication of research outputs be it online, ISI, or in a refereed and accredited journal.
- Section 6 He/she shall carry a teaching load as provided in the University Code. In the exigency of service, he/she shall be given extra load subject to existing provisions in the Code.
- Section 7 He/she shall perform other functions as may be assigned by higher authorities.

Article 8. Research Unit Head

- Section 1 There shall be a Research Unit Head to be designated by the Campus Administrator.
- Section 2 He/she shall preferably be a holder of a doctorate degree or at least master's degree in any field.
- Section 3 He/she shall assist the Research Director in carrying out the agenda, programs and other research undertaking in the campus.
- Section 4 He/she shall carry a teaching load as provided in the University Code. In the exigency of service, he/she shall be given extra load subject to existing provisions in the Code.
- Section 5 He/she shall perform other functions as may be assigned by higher authorities.

Article 9. Research Chairperson

- Section 1 There shall be a Research Chairperson in each college to be designated by the Campus Administrator upon recommendation of the Associate Dean/Dean.
- Section 2 He/she shall preferably be a holder of a doctorate degree or at least master's degree in any field.
- Section 3 He/she shall assist the Research Unit Head in carrying out the agenda, programs and other research undertaking in the campus.
- Section 4 He/she shall carry a teaching load as provided in the University Code. In the exigency of service, he/she shall be given extra load subject to existing provisions in the Code.
- Section 5 He/she shall perform other functions as may be assigned by higher authorities.

Article 10. Extension Unit

- Section 1 The Extension Unit shall be handled by the Vice President for Research, Development and Extension. It is mandated to identify extension agenda, promote and optimize extension priority areas towards local and national development.
- Section 2 The unit is composed of the VP RDE, Extension Director, unit heads, chairpersons, and other faculty extension implementers.

Article 11. Extension Director

- Section 1 There shall be an Extension Director to be designated by the University President duly recommended by the VP RDE.
- Section 2 He/she shall preferably be a holder of a doctorate degree or at least a master's degree in any field.
- Section 3 He/she shall assist the VP RDE in carrying out the agenda, programs and other extension activities of the University.
- Section 4 He/she shall ensure the implementation of productive and responsive extension programs in the community.
- Section 5 He/she shall submit reports and other requirements regularly to the VP RDE and other partner agencies/entities.
- Section 6 He/she shall carry a teaching load as provided in the University Code. In the exigency of service, he/she shall be given extra load subject to existing provisions in the Code.
- Section 7 He/she shall perform other functions as may be assigned by higher authorities.

Article 12. Extension Unit Head

- Section 1 There shall be an Extension Unit Head to be designated by the Campus Administrator.

- Section 2 He/she shall preferably be a holder of a doctorate degree or at least a master’s degree in any field.
- Section 3 He/she shall assist the Extension Director in carrying out the agenda, programs and other research undertaking in the campus.
- Section 4 He/she shall carry a teaching load as provided in the University Code. In the exigency of service, he/she shall be given extra load subject to existing provisions in the Code.
- Section 5 He/she shall perform other functions as may be assigned by higher authorities.

Article 13. Extension Chairperson

- Section 1 There shall be an Extension Chairperson in each college to be designated by the Campus Administrator upon recommendation of the Associate Dean/Dean.
- Section 2 He/she shall preferably be a holder of a doctorate degree or at least a master’s degree in any field.
- Section 3 He/she shall assist the Extension Unit Head in carrying out the agenda, programs and other extension activities of the University.
- Section 4 He/she shall carry a teaching load as provided in the University Code. In the exigency of service, he/she shall be given extra load subject to existing provisions in the Code.
- Section 5 He/she shall perform other functions as may be assigned by higher authorities.

Chapter 2

THE ACADEMIC-RELATED SERVICES

There shall be an Academic-Related Services Unit in the University that supports the academic operations and other related higher education services.

Article 1. Composition

- Section 1 This unit is composed of Student Affairs and Services, Quality Assurance, Instructional Materials Development, National Service Training Program, Continuing Education, Registrar, Library, Campus Laboratories.

Article 2. Student Affairs and Services

- Section 1 The Student Affairs and Services shall be handled by the Dean/Associate Dean under the supervision of the Vice President of Academic Affairs/Campus Administrator. It commits to provide the academic support services to the students which include student welfare, student development, and institutional programs and services.
- Section 2 He/she shall be preferably a holder of a relevant doctorate degree or any master’s Degree.

- Section 3 He/she shall have direct supervision of the following offices: Physical Education, Sports and Athletics, Cultural Affairs, and Admission and Testing.
- Section 4 He/she shall be responsible for the formulation and review of policies directly related to students.
- Section 5 He/she shall oversee and coordinate the implementation and conduct of various student programs and activities.
- Section 6 He/she shall carry a teaching load as provided in the University Code. In the exigency of service, he/she shall be given extra load subject to existing provisions in the Code.
- Section 7 He/she shall submit reports and other requirements regularly to the VPAA/Campus Administrator.
- Section 8 He/she shall perform other functions as may be designated by higher authorities.

Article 3. Quality Assurance

- Section 1 The Quality Assurance Office shall be handled by a Director under the supervision of the Vice President of Academic Affairs/Campus Administrators. It commits to support the University in the realization of its vision, mission, goals and objectives.
- Section 2 He/she shall be preferably a holder of a relevant doctorate degree or any master’s degree.
- Section 3 He/she shall be responsible for initiating the submission of all programs for accreditation and certification by recognized accrediting/certifying bodies.
- Section 4 He/she shall monitor and evaluate efficacy of services extended to customers in the external campuses and recommend improvements whenever necessary.
- Section 5 He/she shall closely coordinate with coordinators in other campuses in the implementation of the QA related activities.
- Section 6 He/she shall carry a teaching load as provided in the University Code. In the exigency of service, he/she shall be given extra load subject to existing provisions in the Code.
- Section 7 His/her functions shall include the following:
 - 7.1 Support the university in achieving its goals of quality and excellence in instructions, research, extension and production in conformity with the following quality policy statement and policy objectives and management principles:
 - 7.2 Prepare the academic programs and the institution for accreditation, certification and evaluation purposes locally, nationally and internationally;

7.3 Extend quality service to university customers to meet their needs and expectations through implementing quality assurance programs and activities.

Section 8 He/she shall perform other functions as may be designated by higher authorities.

Article 4. Instructional Materials Development

Section 1 The Instructional Materials Development Office shall be handled by a Director under the supervision of the Vice President of Academic Affairs/Campus Administrator. It commits to lead in the conceptualization, production and development of instructional materials to support higher education activities.

Section 2 He/she shall be preferably a holder of a relevant doctorate degree or any master’s degree.

Section 3 He/she shall be responsible for initiating the production of instructional materials to address the needs in instruction in the University.

Section 4 He/she shall monitor and evaluate efficacy and quality of the instructional materials produced in the University.

Section 5 He/she shall closely coordinate with coordinators in other campuses for the implementation of the IMD-related activities.

Section 6 He/she shall carry a teaching load as provided in the University Code. In the exigency of service, he/she shall be given extra load subject to existing provisions in the Code.

Section 7 He/she shall submit outputs and other requirements regularly to the VPAA/Campus Administrator.

Section 8 He/she shall perform other functions as may be designated by higher authorities.

Article 5. National Service Training Program (NSTP)

Section 1 The NSTP Unit shall be handled by a Director under the supervision of the Vice President of Academic Affairs/Campus Administrator. It aims to enhance the civic consciousness and defense preparedness of the students by developing the ethics of service and patriotism.

Section 2 He/she shall be preferably a holder of a relevant doctorate degree or any master’s degree.

Section 3 He/she shall be responsible to oversee the three (3) program components such as Reserve Officer Training Corps (ROTC), Civic Welfare Training Services (CWTS), and Literacy Training Service (LTS).

Section 4 He/she shall plan and implement the program, trainings and other related activities as stipulated in the NSTP law.

Section 5 He/she shall monitor the implementation of the NSTP in the satellite campuses.

- Section 6 He/she shall carry a teaching load as provided in the University Code. In the exigency of service, he/she shall be given extra load subject to existing provisions in the Code.
- Section 7 He/she shall consolidate and submit reports and other requirements regularly to the VPAA/Campus Administrator.
- Section 8 He/she shall perform other functions as may be designated by higher authorities

Article 6. Registrar

- Section 1 There shall be a Director among the Registrars in the University designated by the University President under the supervision of the Vice President for Academic Affairs/Campus Administrators. He/she shall take charge the records of students in the University.
- Section 2 He/she shall be preferably a holder of a relevant doctorate degree or any master's degree.
- Section 3 He/she shall enforce academic regulations relative to admission, registration, retention, promotion, evaluation, and graduation of students.
- Section 4 He/she shall closely coordinate with the registrars in other satellite campuses for timely submission of required reports.
- Section 5 He/she shall be responsible for the consolidation and submission of reports and other documents as required by the Higher Education Management Information System (HEMIS) and other agencies.
- Section 6 He/she shall perform other functions as may be designated by higher authorities.

Article 7. Library

- Section 1 There shall be a Director of Libraries to be designated by the University President under the supervision of the Vice President of Academic Affairs/Campus Administrators. He/she shall take charge all library holdings, resources and records of the University.
- Section 2 He/she shall be preferably a holder of a relevant doctorate degree or a master's degree in Library Science.
- Section 3 He/she shall enforce rules and regulations relative to the management of the library.
- Section 4 He/she shall establish linkages among international and national libraries for sharing and exchange of resources.
- Section 5 He/she shall perform other functions as may be designated by higher authorities.

TITLE THREE

ACADEMIC AFFAIRS OF THE UNIVERSITY

Chapter 1

THE ACADEMIC CALENDAR

Article 1. Preparation

- Section 1 The Academic Calendar shall be prepared one (1) month before the start of the school year by the Vice President for Academic Affairs subject to the deliberation of the Management Committee and duly approved by the University President.
- Section 2 Each semester shall consist of eighteen (18) weeks with at least fifty-four (54) class hours. Midyear Term classes shall be equivalent to 1 semester class load.
- Section 3 All academic-related activities shall be prepared by the Dean of the College, endorsed by the Dean of Academic Instruction to the Campus Administrator for approval of the University President.
Non-academic related activities shall be reviewed by the Dean of Student Affairs and Services to be endorsed by the Campus Administrator for approval of the University President.
- Section 4 Other educational activities like field trips, and the like, outside the campus during or after school hours shall be in accordance with the needs of the specific course subject to existing rules and regulations of the University.
- Section 5 No educational field trips and other culminating activities as subject requirements shall be held after the end of each semester. The conduct of such activity and the participation of students shall be determined by the Dean of the College duly approved by the University authorities.

Chapter 2

CLASS SIZE

Article 1. Determination of Class Size

- Section 1 The number of students in the class shall be a minimum forty (40) or a maximum of fifty (50) except for major courses where special classes may be formed with at least ten (10) students.
- A laboratory class shall not have more than 30 students or shall be suited to the number of available physical facilities.

Article 2. Limitations or Exemption of Class Size

- Section 1 The preceding articles shall not apply to:
- a) Graduate Course
 - b) Graduating classes with few enrollees;
 - c) National Service Training Program and Physical Education classes;
 - d) Priority Courses; and
 - e) Unsubscribed Courses

Section 2 Classes shall not be divided into sections unless approved by the Dean/Associate Deans and the Campus Administrator in coordination with the Campus Registrar.

Article 3. Enforcement and Control of Class Size

Section 1 The Campus Administrators, Dean of Academic Instruction, College Deans and Associate Deans shall be responsible for the enforcement of these rules.

Section 2 The foregoing rules shall not be initiated or completed by any faculty member unless approved by the Dean/ Associate Dean who shall seek the approval of the Campus Administrator.

TITLE FOUR

ADMISSION OF STUDENTS

Chapter 1

CLASSIFICATION OF STUDENTS

Article 1. Undergraduate Students

Section 1 Undergraduate students shall be classified as regular, irregular, special or temporary.

Section 2 Regular students shall follow the organized program of study subject to the provisions of this Code and the rules and regulations of the University, which lead to the completion of a degree or non-degree course. They shall carry the full semestral load prescribed by their respective curricula.

Section 3 Irregular students are those who are registered for formal credits, but who carry less than the full load prescribed in the curriculum in a given semester and those who shall enroll in subjects offered in other year levels of their curriculum.

Section 4 Special students are those who do not receive formal academic credits for any work done and may be permitted to enroll in the University even if they do not fully satisfy the entrance or admission test requirements.

Section 5 Temporary students are those who are registered for formal credits but have no admission credentials. These students are allowed to register on case-to-case basis, subject to the approval of the registrar. The credentials which they should submit shall be determined by the Dean of the College. Students on temporary status who fail to comply with the requirements will not earn any credit for the subject they enrolled in and any payment they made thereof shall be forfeited.

Section 6 Cross-enrolled students are those who seek enrolment in other institutions when the subject required for graduation is not offered in the University. They shall secure the approval of the Dean/Associate Dean, Registrar and Campus Administrator in writing to be able to cross-enrol in other institutions.

Article 2. Graduate Students

- Section 1 Graduate students are prospective candidates for master’s or doctoral degree programs.
- Section 2 Regular graduate students follow an organized program of study subject to the provisions of this Code and the rules and regulations of the University, which lead to the completion of a degree or non-degree course. They carry the full semestral load prescribed by their respective curricula.
- Section 3 Irregular students are those who are registered for formal credits, but who carry less than the full load prescribed in the curriculum in a given semester and those who shall enroll in subjects offered in other year levels of their curriculum.
- Section 4 Special students are those who do not receive formal academic credits for any work done and may be permitted to enroll in the University even if they do not fully satisfy the entrance or admission test requirements.
- Section 5 Temporary students are those who are registered for formal credits but have no admission credentials. These students are allowed to register on case-to-case basis, subject to the approval of the registrar. The credentials which they should submit shall be determined by the Dean of the College. Students on temporary status who fail to comply with the requirements will not earn any credit for the subject they enrolled in and any payment they made thereof shall be forfeited.
- Section 6 Transferee students who completed the academic requirements from other institutions but plan to take the comprehensive examination in the Graduate School shall first submit their original Transcript of Records for Validation of courses based on the academic requirement of the GS program to the Registrar’s Office. If the academic requirements of the course have been met, they still have to take up at least twelve (12) units load as residency in the Graduate School before taking the integrative paper.
- Section 7 Only students who pass the integrative paper shall be allowed for thesis/dissertation writing.
- Section 8 Graduate students must first satisfy all academic and other requirements prescribed for graduation before they can be recommended for graduation.

Chapter 2

ADMISSION OF STUDENTS AND GENERAL POLICIES

Article 1. Admission of Students

- Section 1. The University shall exercise its academic freedom in the admission of students. All students are subject to the admission policies of the University.

Section 2 All first-year enrollees must pass the University admission test for placement purposes. Those who qualify must submit the general admission requirements.

2.1 Graduates of senior high school curriculum including graduates of senior high school early adopters intending to enroll this SY 2020-2021 are eligible to take the admission test.

2.2 Graduates of the old basic education curriculum are eligible to take the admission test (DepEd Order No. 76, s.2010 & DepEd Order No. 42, s.2015).

2.3 Passers of the previous Alternative Learning System (ALS) Accreditation and Equivalency (A&E) Test HS level, including the November 2017, March 2018 and the 2019 A & E Tests HS Level, who are all high school graduates of the old basic education curriculum for ALS, are eligible to take the admission test (DepEd Order No. 027, s. 2018).

2.3.1 Passers may enroll in any higher education program subject to the admission policies and requirements of HEIs. To ensure college readiness of the students enrolling under the new higher education curricula, the admitting HEIs may require bridging programs for the general education component (DepEd Order No. 027, s. 2018).

2.4 Completers of TESDA short-term courses shall be required to take the admission test.

2.5 Students who have already obtained a bachelor’s degree or comparable undergraduate degree from any public or private HEI shall no longer be required to take the admission test but are subject to the admission policies of the admitting College.

Section 3 **Determination of Program Admission**

3.1 All Grade 12 graduates are eligible to enter college regardless of the track or strand taken in the senior high school.

3.1.1 In the exercise of the HEI’s academic freedom, the applicant Grade 12 graduates may enroll in any higher education program subject to the admission requirements of the admitting higher education institution (CMO No. 105, s. 2017).

3.2 The admission rating obtained by the applicant shall determine the program to be taken in the University subject to prioritization and the absorptive capacity of the admitting College:

75% and above	-	programs with board examination
70% and above	-	programs without board examination
69% and below	-	associate/diploma programs

3.3 The program chair shall be responsible for the monitoring and evaluation of grades every semester.

Section 4 **Provisions for the Transferees**

- 4.1 Transferees with less than 50-unit College work shall take the admission test.
- 4.2 Transferees with less than 50-unit College work but have taken the JRMSU admission test already shall be required to present the admission rating and the provision in 2.2 shall apply. However, probationary status may likewise be applied provided that the Grade Point Average (GPA) from the school previously attended is 88% or higher subject to prioritization and the absorptive capacity of the admitting College.
- 4.2.1 Probationary status may likewise be granted to those with admission rating eligible for board course but have incurred more than two (2) failing grades (5.0) including *unsettled INCs, Dropped, and Unauthorized Withdrawn* from the school previously attended.
- 4.3. Transferees who have earned at least or more than 50-unit College work and have not incurred more than two (2) failing grades (5.0) including *unsettled INCs, Dropped, and Unauthorized Withdrawn* shall not be required to take the admission test. However, the GPA from the school previously attended determines the course to be taken in the University.
- | | |
|------------------------------|----------------------------------|
| 2.0 and above (85 and above) | - program with board examination |
| 2.5 and above (80 and above) | - program w/o board examination |
| 2.6 and below (79 and below) | - associate/diploma program |
- 4.4 Transferees who have earned at least or more than 50-unit College work but have incurred more than two (2) failing grades (5.0) including *unsettled INCs, Dropped, and Unauthorized Withdrawn* and have taken the admission test shall follow the provision in 4.3.
- 4.4.1 Transferees who have earned at least or more than 50-unit College work but have incurred more than two (2) failing grades (5.0) including *unsettled INCs, Dropped, and Unauthorized Withdrawn* and have no admission test record in the University shall be required to take the said test.
- 4.5 Transferees from other JRMSU campuses are subject to the admission and retention policies, prioritization/absorptive capacity of the admitting College where the program belongs.

Section 5 **Provisions for Returning Students**

- 5.1 Returning students who belong to a phased-out curriculum and have no admission test record must have passed at least 50% of the total number of subjects previously taken for exemption in the admission test.
- 5.2 Returning students who have taken the admission test and who desire to transfer to another campus are subject to the admission and retention policies, prioritization/absorptive capacity of the admitting College where the program belongs.

- 5.3 Returning students who have taken the admission test and who desire to continue their studies in the same campus they previously attended are subject to the retention policies of the College.
- 5.4 Returning students who have no admission test record and are classified under the special case category (students seeking enrolment to complete an undergraduate thesis, on-the-job training/practicum/practice teaching, mock board, and the like) shall no longer be required to take the admission test.

Section 6 **Provisions for Shifting Students**

- 6.1 Shifting students are subject to the policies of the admitting College where the program belongs.

Section 7 **Special Provisions**

- 7.1 Graduates of a two (2)-year ladderized program in the University prior to AY 2018-2019 shall not be required to take the admission test if they wish to pursue the bachelor’s degree aligned/relevant to the program previously obtained and without board examination. However, if they desire to shift to other programs with board examination, they must have obtained a cumulative GPA of 88% or higher. If not, they shall take the admission test and the provision in 4.3 shall subsequently be applied.
- 7.2 Graduates of a two (2)-year ladderized program in the University prior to AY 2018-2019 shall not be required to take the admission test if they wish to pursue the bachelor’s degree aligned/relevant to the program previously obtained and without board examination, provided that they have obtained a cumulative GPA of 2.0 (85%) or higher.
- 7.3 Graduates of a two (2)-year ladderized program in the University who obtained a rating of 69% and below during the AY 2018-2019 and AY 2019-2020 examinations may proceed to pursue a bachelor’s degree subject to the cumulative GPA stipulated in 4.3 provision.
- 7.4. Applicants shall only be allowed to take the admission test once.
- 7.5 Upon evaluation, unsettled *INCs, Dropped, and Unauthorized Withdrawn (UW)* Remarks in the Transcript of Records of the applicant shall be computed as equivalent to 5.0 in determining the cumulative GPA.

Article 2. Physical and Medical Examination Requirements

Section 1 **Coverage**

- 1.1 These policies shall be applicable to all first-year students, returning students, and transferees who seek admission to the University.
- 1.2 It shall likewise be enforceable to undergraduate students who shall undergo practice teaching and practicum/on-the-job training.
- 1.3 The results of the medical examination shall not hinder the admission of any student to the University; however, it shall exercise its academic

freedom on who may be admitted in the specific program offerings of the University.

Section 2 **Required physical-medical examination**

2.1 Medical Certificate indicating the baseline data (vital signs, weight & height) issued from a government physician or from a private medical practitioner not related to the student-applicant by affinity and consanguinity shall be required with the laboratory results on the following tests:

- | | | |
|--------|------------------------------------|---|
| 2.1.1 | chest X-ray | |
| 2.1.2 | Hepatitis B | |
| 2.1.3 | blood typing | |
| 2.1.4 | urinalysis | |
| 2.1.5 | complete blood count | |
| 2.1.6 | visual acuity color blindness test | for maritime students only
pursuant to CMO No. 14-
2013 as adopted by the
Board thru Resolution No.
10-2015 |
| 2.1.7 | Audiometry test and hearing test | |
| 2.1.8 | SGPT | |
| 2.1.9 | psychological tests | |
| 2.1.10 | stool examination | |
| 2.1.11 | dental examination | |

2.2 Students may submit for laboratory examination from a government hospital or from a private DOH-accredited medical laboratory/facility. However, students taking maritime programs shall undergo the pre-employment medical examination and secure the ‘Fit for Sea Service Certificate’ from any MARINA and DOH-OFW accredited medical clinic.

2.3 The University shall conduct random drug testing of students pursuant to Section 36 (c) of RA 9165.

2.4 The University shall abide with CMO No. 18, series of 2018 for the conduct of drug testing of students in all higher education institutions and other relevant laws and regulations.

Section 3 **Students with special cases**

3.1 The University shall not deny enrolment to any person with disabilities pursuant to the provisions of RA 7277; however, the former shall determine the course to be taken by the person/s with disabilities pursuant to the admission policies of the admitting/receiving College.

3.2 All female students shall submit themselves to a pregnancy test. Those who test positive shall not be denied enrolment, provided that a medical certificate from an obstetrician-gynecologist is secured indicating that they are fit to work. They shall also be required to present/submit the monthly pre-natal record to the faculty in-charge handling the practicum/OJT.

3.3 Standardized tests (personality test, academic assessment, mental and emotional assessment) shall be administered to students as required in the course or as the need arises. The cost of the test shall be borne out personally by the students. It shall not be covered by the free higher education. The schedule of these tests shall be arranged

by the Dean of the College in coordination with the Guidance Office/Testing Center.

- 3.4 Students with mild/moderate/moderate-severe/severe mental, emotional, and behavioral problems shall be referred to appropriate mental health professionals for further evaluation and management. The cost of examination and treatment shall be shouldered by the parents/guardian of the student concerned.
- 3.5 In case a mental health professional/s diagnoses that a student is not fit to go to school and recommends treatment, the student concerned shall be allowed to take a leave of absence for a duration stipulated in the University Code or is extended as the case may be.

Section 4 **Monitoring**

- 4.1 Students with laboratory results beyond normal limits shall be closely monitored by the school nurse as ordered by the attending physician. They shall submit proof of compliance to treatment upon enrolment in the following year.
- 4.2 Upon return to school, the student who takes the leave of absence shall present a medical certificate from the attending mental health professional that he/she is fit to go back to school. Should the student fail to secure the certificate, he/she shall be denied re-admission in the University.
- 4.3 He/she shall be closely monitored by the school-employed mental health professionals. The latter shall provide school-based interventions.

Section 5 **Confidentiality Clause**

- 5.1 All health records shall be kept with utmost confidentiality pursuant to Data Privacy Act of 2012. Any request for health assessment information about a student is subject to the institutional policy and shall observe the stipulations in the Freedom of Information Manual of the University.

Article 3. Foreign/ International Students

- Section 1 The University shall admit foreign/international students subject to existing laws, rules and regulations of the Philippine Higher Education and the admission policies of the University.
- Section 2 Children of naturalized Filipino citizenship shall submit a copy of identification certificate issued by the Bureau of Immigration and certified by CHED-Regional Office.
- Section 3 Filipino citizens whose family names are of foreign origin shall submit Birth Certificate issued by the Local Civil Registrar. Foreign – born alien students submit a photostatic copy of Alien Certificate of Registration (ACR), which must be certified against the original by the Regional Director of CHED, Region IX.

- Section 4 Aliens, naturalized Filipinos and students with foreign names shall satisfy the entrance requirements and admission policies of the University for new or transfer students.
- Section 5 They shall undergo the required orientation seminar conducted by the Office of the International Affairs upon arrival to the host university.
- Section 6 They shall undergo debriefing conducted by the Office of the International Affairs prior to departure from the host university.

Article 4. JRMSU Exchange Student/s

- Section 1 They shall attend the pre-departure seminar and orientation conducted by the Office of the International Affairs.

Article 5. Pledge as Requirements for Admission

- Section 1 Upon admission, all students shall sign the following pledge: “In consideration of my admission to Jose Rizal Memorial State University and the privileges I will henceforth enjoy, as a student in this University, I hereby pledge to abide by the rules and regulations laid down by the competent authority of the University and the institution where I am enrolled.”
- Section 2 Violation of the provisions contained in this pledge shall be a sufficient ground for denial of admission.

Chapter 3

TUITION, MISCELLANEOUS AND SPECIAL FEES

Article 1 Free Higher Education Benefits/Privileges with Exemptions

- 1.1 Applicants who have complied the admission and/or retention policies of the College are eligible to avail of the free tuition and other school fees for units enrolled in.
- 1.2 Students who have already obtained a bachelor’s degree or comparable undergraduate degree from any public or private HEI are ineligible to avail of the free higher education provision.
- 1.3 Students who fail to complete their bachelor’s degree or comparable undergraduate degree within a year after the period prescribed in their program are ineligible to avail of the free higher education provision.
- 1.4 Students who voluntarily opt out of the free higher education provision are ineligible to avail of the free higher education provision.

Article 2. Tuition Fee

- Section 1 The University shall collect tuition fee from those ineligible to avail of the free higher education provision as provided in RA 10931.
- Section 2 It shall collect tuition fee in accordance with the approved resolutions of the Board of Regents pursuant to existing Philippine Laws.

Article 3. Miscellaneous Fees

- Section 1 The University shall collect miscellaneous fees from those ineligible to avail of the free higher education provision as provided in RA 10931.
- Section 2 It shall collect miscellaneous fees not covered by the free higher education provision as approved by the Board of Regents.

Article 4. Special Fees

- Section 1 The University may allow the student government and other student organizations to collect special fees from the students for extra-curricular activities which could not be funded under RA 10931 and could not be charged against the development fee funds, provided that the student body/organization has complied with the requirements set by the administration subject to the review and approval of the school authorities concerned.
- Section 2 Student officers shall submit a liquidation report for the said fees after the conduct of the activity as basis for clearance of any liability at the end of the semester.
- Section 3 Collection of special fees shall not be done by student officers unless approved by the school authorities concerned. Sanctions shall be imposed on those who violate the preceding provision subject to the application of the due process of law.

Article 5. Refund

- Section 1 Only undergraduate students who are ineligible to avail of the free higher education provision, graduate students and students in the College of Law are entitled to refunds.
- Section 2 Students who withdraw enrolment prior to the official start of classes due to natural death, physical and mental incapacity to pursue their studies as certified by medical authorities/specialists shall be entitled to a full refund.

Chapter 4

OFFICIAL REGISTRATION

Article 1. Enrollment

- Section 1 All students shall be required to complete the enrollment process on a semestral basis.
- Section 2 In order to receive credit for course work, a student must be officially enrolled as supported by a duly stamped enrollment form by the Registrar’s Office.
- Section 3 Attendance in classes by students without any official enrollment during the period shall be invalid.
- Section 4 No student shall be allowed to register officially on a term without completing his/her previous semester requirements including payments for his/her tuition and miscellaneous fees.

Section 5 Any omission of the foregoing shall invalidate the current registration for the semester.

Chapter 5

THE RIGHTS, DUTIES AND RESPONSIBILITIES OF STUDENTS

- Section 1 Every student has the duty and responsibility to:
- a. uphold the academic integrity of the University and endeavor to achieve academic excellence;
 - b. abide by the rules and regulations governing his/her academic responsibilities and of the college where he/she belongs;
 - c. participate actively in all school activities and civic affairs, and in the promotion of the general welfare;
 - d. exert his/her utmost effort to develop his/her potentials for service, particularly by undergoing an education suited to his/her abilities, in order that he/she may become an asset to the society;
 - e. help in the observance and exercise of individual and social rights, in strengthening of freedom everywhere, and in the fostering cooperation among nations in the pursuit of progress, prosperity and world peace;
 - f. respect and cooperate with teachers, fellow students and school authorities in the attainment and preservation of orders in the school and society;
 - g. exercise his/her rights and responsibility with due regard for the right of others and hold himself/herself accountable for any infringement or violation of the public welfare;
 - h. seek peaceful redress of his/her grievance and strive to promote and maintain peace and tranquility in the State University;
 - i. exert effort to attain a harmonious relationship with fellow students, teaching and non-teaching personnel;
 - j. observe strictly all provisions of the Code and all the rules and regulations of the College where he/she belongs;
 - k. acquaint himself/herself with the Charter of the State University, RA 9852 and RA 8292.
 - l. respect the academic freedom of institution of higher learning as embodied in Section 5 (2), Article XIV of the 1987 Constitution.

TITLE FIVE

ACADEMIC POLICIES

Chapter 1

CURRICULAR CHANGES

The University shall adopt and implement policies on curricular changes and pre-requisite.

Article 1. Course Pre-requisite

- Section 1 Pre-requisite courses as indicated in the respective curriculum shall not be waived.
- Section 2 Graduating students on their last term in the University may take pre-requisite courses simultaneously with major courses.

Article 2. Changing of Course/Time/Instructor/Professor

- Section 1 Changing of course/time/instructor/professor shall be made only for valid reasons and with the approval of the Program Chair. These are scheduled only on the first week after the regular class has started.

Article 3. Procedure for Dropping, Adding, Changing of Course, and Requests for Special Class

- Section 1 Students who desire to drop, add, change a course/subject shall follow the curriculum changes procedures and pay the corresponding charges as approved by the Board of Regents.
- Section 2 Students shall be charged P100.00 for every dropping/adding/changing transaction regardless of the number of subjects; however, no payment shall be required from students if such transaction stems from an action or circumstance which is not the fault of the students themselves.

Article 4. Substitution

- Section 1 Substitution may be allowed provided that it does not entail students to enrol in course similar to the ones already taken.

Article 5. Special Classes

- Section 1. Special classes refer to courses not offered on a regular term but requested in writing by students.
- Section 2 Request for special classes shall be allowed only to irregular and graduating students subject to the approval of the Dean/Associate Dean of the College and the Campus Administrator in coordination with the Office of the Registrar.
- Section 3 Payment for faculty holding approved special classes shall be shouldered by the University.

Chapter 2

CURRICULAR POLICIES

Article 1. Academic Standards

- Section 1 All students shall carry the required academic load as specified in the curriculum.

- Section 2 Students shall pass eighty percent (80%) of the enrolled courses in a semester. Students who fail to meet this provision shall be advised to shift to another program except for valid reasons.
- Section 3 All students shall complete the one-year residency requirement of the University before they will be allowed to graduate.
- Section 4 Graduating students may be allowed to carry an overload of two (2) courses regardless of the number of units provided that the weighted average of the courses taken in the preceding semester is 2.5 or better. Students found to be academically deficient shall be unloaded with one or two courses to allow them to cope with the workload and avoid a failing grade.
- Section 5 Students having a grade of 5.0 or failure in two (2) major courses taken during the semester shall be subject to academic advising. Academic advising includes shifting to another program after having retaken the course; and transfer to other Higher Education Institutions (HEIs) unless reconsidered by the Dean/Associate Dean upon the recommendation of the Program Chairperson and approved by the Campus Administrator.
- Section 6 The Dean/ Associate Dean shall have the discretion to limit the load based on the evaluation of the student's capabilities, and peculiar circumstances, or to allow highly exceptional students to carry three (3) or more units beyond the maximum load. Provided, however, that the latter case shall be subject to the approval of the Campus Administrator.

Article 2. Attendance

- Section 1 Attendance in class is governed by the following rules:
- 1.1 Students shall attend all classes. Three (3) successive unexcused absences may be allowed. All absences incurred after the three successive unexcused absences shall be excused only for valid reasons. The faculty concerned will determine the validity of the reasons. The student who is absent for more than 20% of the total number of class hours (54 in a 3-unit course) may be dropped from the course;
 - 1.2 Students who find it necessary to be absent from class/classes must present a letter of excuse to their instructor/professor upon returning to class;
 - 1.3 Permission to leave the campus must be secured from the Dean/Associate Dean. Otherwise, such absence will not be excused. Excuses for absences immediately preceding or following holidays can be secured only from the Dean/Associate Dean. If absences reach ten (10) times, the instructor may recommend to the Dean/Associate Dean that a student be dropped from the course or be given a grade of 5.0;
 - 1.4 Although members of the faculty are expected to begin their classes promptly, various contingencies which are sometimes unavoidable may cause the faculty to be late for class. In such cases, the following guidelines are to be observed:

1.4.1) For 60-minute classes, students should not leave the classroom until after fifteen (15) minutes has passed;

1.4.2) For 90-minute classes, students should wait for (25) minutes;

1.4.3) For 120-minute class, students should wait for thirty (30) minutes.

1.5 Faculty members who miss their classes due to official functions or for other reasons should conduct make-up classes/activities preferably during week days;

1.6 In cases when a faculty who has not sent any prior notice fails to arrive within the prescribed time, a class representative should inform the Dean/Associate Dean before the class leaves the classroom. For students, a 15-minute late is considered an absence; and

1.7 Classes or any activity related to school work which are held outside the campus as previously scheduled/planned by the students and faculty should require permit approved by the authorized signatories and officials of the University subject to the existing policies and guidelines on local off-campus activities.

Section 2 Leave of absence and course withdrawal may be accorded to a student through a petition based on justifiable ground for the leave of absence such as sickness or accident. The petition shall specify the period of absence. It shall be addressed to the guidance counselor of the University. The guidance counselor shall refer the petition to the Dean/Associate Dean of the College who will notify the parents when the absence or withdrawal is granted. A student who withdraws without formal leave of absence shall be dropped or given a grade of 5.0. A maximum of thirty (30) days leave of absence shall be allowed.

Section 3 Absences due to attendance in seminars, leadership training or any training for school participation purposes duly certified and approved by the President of the University or his/her duly authorized representative, shall not be taken against the student. Instead, consideration for the student's outstanding achievement and participation in the activities shall be made. Deductions should not be made on missed examinations. A special test or make-up test may be given by the faculty holding the subject course one week after the scheduled major examination.

Section 4 Absences due to sickness are not automatically approved, unless supported by a medical certificate if absences incurred are more than five (5) days.

Section 5 Students are held responsible for all assignments and other activities of the course/subject they have missed regardless of the reason for their absences. Whether approved, all missed activities or examination shall be coped with.

Chapter 3

Flexible Learning System

Article 1. Online Learning Modality

- Section 1 Classes are conducted online. Students should have a stable internet connection, preferably wired and a laptop/desktop with headset.
- Section 2 Teachers and students shall interact via a Learning Management System (LMS). The LMS allows teachers to upload learning resources, interact with learners, post and grade assignments, and post and grade examinations, among many others. Teachers may schedule a date and time where all students must log in and actively participate in an online discussion.
- Section 3 On a scheduled date and time, students may need to physically come to the campus to submit assessment outputs or conduct laboratory experiments and other learning activities that can only be properly performed in the campus. The notice for this activity is made by teachers through facebook messenger and short messaging service (SMS).

Article 2. Modular Learning Modality

- Section 1 Students shall be encouraged to select this option if they do not have stable internet connection at home. Students who choose this learning modality however are expected to have a smartphone, options for internet access, and at least a 32Gb flash drive or OTG (USB On-the-Go) where they can save the learning resources of their enrolled courses.
- Section 2 In modular learning modality, all learning resources for a course shall be compiled in a learning package (LP). An LP contains what every student needs to study. It also contains the assessment activities, together with the instructions and standards. Learners shall be expected to follow the learning guide that accompanies each learning package.
- Section 3 On a scheduled date and time, students may be asked to come to a particular place, usually in the municipal or city hall, to collect supplementary learning resources or to submit their assessment outputs. Students shall be notified by their teachers through facebook messenger and short messaging service (SMS) of the date and time for this activity.
- Section 4 On a scheduled date and time, students may need to physically come to the campus to collect their learning package and supplementary learning resources, submit assessment outputs, conduct laboratory experiments and other learning activities that can only be properly performed in the campus. Students shall be notified by their teachers through facebook messenger and short messaging service (SMS) of the date and time for this activity.

Chapter 4

EXAMINATIONS AND GRADES

Examinations are integral part of instruction and shall be administered by the faculty, subject to University policies and rules.

Article 1. Examinations

- Section 1

There shall be two major examinations (midterm and final) which is administered every term by the faculty.
- Section 2

Examination permit shall be a requirement in taking the major examinations.
- Section 3

The academic performance of students shall be evaluated at the end of each term. Grades shall be submitted to the Office of the Dean/Associate Dean or posted in the information portal ten (10) days after the major examinations.
- Section 4

The faculty who is officially handling the course has the sole authority to determine and give the grades of his/her students in accordance with the prescribed grading system of the University. The grades shall be released to the students ten (10) days after the major examinations.
- Section 5

The faculty in the University shall have no authority to alter the basis and the prescribed grading system. Any violation thereof shall be ground for disciplinary action.
- Section 6

Students may take a major examination they missed to take on the scheduled date upon request from the Dean of the College and payment of 100.00 at the Cashier's Office.

Article 2. Grading System in the Undergraduate Program

At the beginning of the semester, the faculty shall inform the student on the criteria for grading.

- Section 1

The University shall adopt a uniform grading system which is as follows:

1) Major Examination (Midterm or Final)

30%

2) Quizzes

30%

3) Performance Tasks

40%

(projects/ assignments/activities/recitations, Works, seat works, output)

Total

100%

*Transmutation shall be based on 0=50% grading system.

*Faculty must give credit to attendance. However, the credit to be given is at his/her discretion.

*Violation thereof shall constitute a neglect of duty (Education Act of1982, annotated, section 500).

- Section 2

General Average (G.A.) is the grade that appears in the transcript of records for a certain course which is 50% of the Midterm grade + 50% of the Final grade.

- Section 3

The University shall adopt the numerical grading system as reflected below:

Grades	Equivalent	Meaning
1.0	99-100%	Excellent
1.1	97-98	Very Good
1.2	95-96	

1.3	93-94	
1.4	91-92	
1.5	90	
1.6	89	Good
1.7	88	
1.8	87	
1.9	86	
2.0	85	
2.1	84	
2.2	83	
2.3	82	
2.4	81	
2.5	80	
2.6	79	Fair
2.7	78	
2.8	77	
2.9	76	
3.0	75	
5.0	below 75	Failure
DR	Dropped	
INC	Incomplete	(lacks requirement/ final exam)

Article 3. Grading System for Graduate Programs

Section 1 The University shall adopt the grading system for the Graduate Programs which is as follows:

1) Major Assessment (Midterm or Final)-	30%
2) Quizzes/Evaluation/Formative Assessments	30%
3) Projects/Assignments/Attendance - (Recitations, Works, Seat Works and other Activities)	40%
Total	100%

Professors must give credit to attendance. However, the credit to be given is at his/her discretion. Violation thereof shall constitute a neglect of duty (Education Act of1982).

Section 2 The University shall adopt the numerical grading system as reflected below:

Grades	Equivalent	Meaning
1.0	99-100%	Excellent
1.1	97-98	Very Good
1.2	95-96	
1.3	93-94	
1.4	91-92	Good
1.5	90	
1.6	89	
1.7	88	Satisfactory
1.8	87	

	1.9	86	
	2.0	85	Passing
	2.5	75-84	Conditional
	3.0	below 75	Failure
	DR	Dropped	Failure
	INC	INC	Incomplete (lack of requirements /final exam)
Section 4	INC must be complied within one (1) year only; otherwise, the student shall get a grade of 5.0 and has to re-enroll the subject.		
Section 5	Violation thereof shall be ground for disciplinary action against the faculty.		
Article 4. Grading System of the High School Students			
Section 1	The University shall adopt the grading system of the Department of Education (CMO).		
Article 5. Submission of Grades			
Section 1	Every faculty member shall submit his/her report of grades to the Office of the Registrar and the Dean of the College, ten (10) working days after the last day of examination or as soon as possible every term. Faculty members who fail to submit their report on the scheduled time have to submit an explanation and secure a clearance from the Campus Administrator. Faculty members who fail to cite a valid reason shall be subject to a disciplinary action after the conduct of a due process.		
Article 6. Retention Policies			
Section 1	A grade of 80% or 2.5 and above is required for major/core/professional courses. Any course with a grade below 80% or 2.5 shall be retaken only once; otherwise, the student shall be advised to shift to another program.		
Section 2	A grade of at least 75% or 3.0. shall be obtained by a student for minor courses.		
Section 3	Faculty members do not possess the authority to change any grade in the report filed with the Registrar's Office and the Dean/Associate Dean of the College. In exceptional cases as when an error has been committed (shown in documents), the instructor may request in writing the alteration of the grade and secure approval from the Dean of the College concerned. If the request is granted, the request shall be approved by the Campus Administrator and shall be submitted to the Registrar for correction of record. However, no grade shall be changed after one (1) year after its submission.		
Section 4	Where the faculty cannot justify the grades given to students and complaint is raised against the grade given by the faculty, the Dean shall initiate measures to resolve the complaint. Should the case prosper, the faculty shall be subject to disciplinary action. A fair grade in favor of the student shall be given upon presentation of evidences.		
Section 5	Students of the University shall not directly influence any faculty to give preferred grades or ask another person to influence the faculty. Any		

violation of this provision shall be ground for student/faculty disciplinary action.

- Section 6 A grade of incomplete (INC) is given to students whose class standing throughout the semester is passing, but fail to take the final examination or lack requirements for the course. The mark of Incomplete (INC) shall be changed to a passing mark if the student completes all the requirements within one semester. Any incomplete (INC) grade not removed within one (1) semester will be automatically become a grade 5.0, except for graduate school students who are given a one-year grace period.
- Section 7 Students are marked “DROPPED,” if they have not attended 20% of the total number of hours in the semester.
- Section 8 Students may be allowed to withdraw their enrollment if such withdrawal is made within two (2) weeks after classes have officially started.
- Section 9 Examination for the removal of incomplete grades shall be taken upon payment of duly authorized fee. In no case shall the period for the removal of incomplete (INC) grades be extended beyond one (1) semester for undergraduate students and one (1) year for graduate students.
- Section 10 Deans/Associate Deans may add other retention policies for their College subject to the approval of the Board of Regents.

TITLE SIX

GRADUATION

Chapter 1

REQUIREMENTS FOR GRADUATION

Candidates for graduation shall be mandated to closely follow the requirements set by University.

Article 1. Application for Graduation

- Section 1 Practicum/On-the-Job-Training/Internship/Review Class shall be required for certain degree and non-degree programs for graduation.
- Section 2 Students who shall undergo practicum/On-the-Job training/Internship are subject to the existing medical examination requirements.
- Section 3 Students shall submit for course evaluation prior to their application for graduation at the Office of the Registrar during the first semester of the academic year they are deemed to graduate.
- Section 4 Students who qualify to graduate shall apply for graduation during the first three (3) weeks after the opening of classes in each semester. However, should there be any question regarding a candidate, his/her name shall be deleted from the list. The Dean/Associate Dean/University/Campus Registrar shall publish a complete list of duly qualified candidates for graduation for that semester five (5) weeks before the end of each semester.

- Section 5 Candidates for graduation who enrolled in a program shall not be affected of any revision of the curriculum and shall follow the original curriculum they enrolled in.
- Section 6 The Dean/Associate Dean in coordination with the University/Campus Registrar should not recommended students for graduation unless they have met all academic and other requirements prescribed for graduation.
- Section 7 All candidates for graduation shall have their deficiencies cleared and their records completed not later than four (4) weeks before the end of the last semester.

Article 2. Commencement Rehearsals

- Section 1 Students shall not be allowed to participate in any activity related to commencement unless all academic, administrative and other related documents or requirements for graduation are completed.

Chapter 2

UNIVERSITY HONORS AND AWARDS

The University shall grant honors and awards to deserving students.

Article 1. Graduation Honors for Degree Programs

- Section 1 The following are the grade point average requirements for Latin Honors.
 - 1.0-1.25 -Summa Cum Laude with no grade in any course lower than 1.2;
 - 1.26-1.45 -Magna Cum Laude with no grade in any course lower than 1.5; and
 - 1.46-1.75 -Cum Laude with no grade in any course lower than 1.7.
- Section 2 Graduation honors shall be certified by the Committee on Evaluation of Honor Students and endorsed by the Academic Council for Board of Regents' confirmation.
- Section 3 The University shall award class valedictorian for an honor graduate of a degree program obtaining the highest grade point average (GPA) in the entire University across campuses.
- Section 4 A student who graduates with Latin honors for degree programs shall receive customized institutional medallion and cash incentive chargeable against local funds of the University as follows:

Summa Cum Laude	- Php. 30,000.00
Magna Cum Laude	- Php. 25,000.00
Cum Laude	- Php. 20,000.00

Article 2. Graduation Honors for Non-Degree Programs

- Section 1 The following are the grade point average requirements for non-degree programs.
 - 1.0- 1.5 - With Highest Honors with no grade in any course lower than 1.5;

- 1.51-1.75 - With High Honors with no grade in any course lower than 1.7;
- 1.76-2.0 - With Honors with no grade in any course lower than 2.0

Section 2 A student who graduates with honors for non-degree programs shall receive a customized institutional medallion and a cash incentive chargeable against local funds of the University as follows:

- | | |
|---------------------|-----------------|
| With Highest Honors | - Php 10,000.00 |
| With High Honors | - Php 7,000.00 |
| With Honors | - Php 5,000.00 |

Article 3. Selection Process

Section 1 The following process shall be observed and complied.

- 1.1 The Registrar shall provide all Colleges with the list of candidates for Latin honors for review by the Deans/Associate Deans/Program Chairs.
- 1.2 Once the list is reviewed and ascertained, the Registrar shall submit the list to the Committee on Evaluation for Honor Students with the supporting documents for deliberation.
- 1.3 The candidates for Latin honors shall appear before the committee members for interview.
- 1.4 After the deliberation, the Committee Chair shall present the candidates to the Academic Council for endorsement to the Board of Regents for confirmation.

Article 4 Selection Committee

- | | |
|-------------------------------------|---------------|
| Vice President for Academic Affairs | - Chairperson |
| Campus Administrator | - Vice Chair |
| Dean/Associate Dean of the College | - Member |
| Registrar | - Member |
| Dean/Associate Dean of SAS | - Member |

Article 5. Other Awards

Section 1 Leadership Award shall be conferred to a student with exemplary leadership performance and achievements subject to the evaluation criteria set by the University. An applicant/nominee should obtain the minimum points to qualify for the said award.

Section 2 Loyalty Award shall be given to a candidate for graduation under the following conditions:

- a) Gold Loyalty Award – those who finished secondary, tertiary education and graduate studies in the University;
- b) Silver Loyalty Award – those who finished secondary and tertiary education in the University.

Section 3 Board Examination Topnotchers

Top ten placers in the licensure/ board examination shall be granted cash incentives based on the following categories:

- a) Top 1 to 3 – Php. 100,000.00 and refund of all school fees from 1st year to 4th year/ 5th year. Refund is not applicable to undergraduate students who have availed of free higher education provision.
- b) Top 4 to 6 – Php. 75,000.00
- c) Top 7 to 10 – Php. 50,000.00

Article 6 Honors for Non-graduating Students (Degree Programs)

Section 1 The University shall confer the following honor/title to non-graduating students taking degree programs who have exemplary academic performance as President’s Lister, Administrator’s Lister, and Dean’s Lister.

Section 2 **Grade Requirement.** The honor student shall obtain a grade point average as follows:

- President’s Lister - GPA of 1.0-1.25 (no grade in any subject lower than 1.2)
- Administrator’s Lister - GPA of 1.26-1.45 (no grade in any subject lower than 1.5)
- Dean’s Lister - GPA of 1.46-1.75 (no grade in any subject lower than1.7)

Article 7 Honors for Non-graduating Students (Non-Degree Programs)

Section 1 The University shall confer the following honor/title to non-graduating students taking non-degree programs who have exemplary academic performance as With Highest Honors, With High Honors, and With Honors.

Section 2 **Grade Requirement.** The honor student shall obtain a grade point average as follows:

- 1.25 - With Highest Honors (no grade in any subject lower than 1.2)
- 1.50 - With High Honors (no grade in any subject lower than 1.50)
- 1.75 - With Honors (no grade in any subject lower than 1.7)

Article 8 Requirements/Conditions for Graduation Honors

Section 1 The computation for Graduation Honors is as follows:

Compute the total weighted grades and divide by the total number of units to find the Grade Point Average.

Section 2 Graduating students with the following range of the General Point Average computed to the second decimal places shall be awarded accordingly, provided that all the grades from first year, second year, third year, fourth year and fifth year for degree courses in all subjects prescribed in the curriculum shall be included in the computation of the General Point Average.

Earned NSTP units shall not be included in the computation of Grade Point Average (GPA) grades of the college graduating students pursuant to Rule III Program Implementation, Section 6, paragraph c of the IRR of NSTP Act of 2001 (RA 9163).

Section 3 - For a student to graduate with honors, the following conditions shall be met:

- 3.1 He/she must carry the normal study load, that is, his/ her minimum load shall be according to the curriculum he/she is enrolled in. However, a student may qualify for honors even if he/she has been underloaded in a semester/summer or more, provided the Dean can justify it, and approve it on a case to case basis. His/her underload may also be justified if he/she belongs to the category of working students.
- 3.2 For transferees: He/She must have completed at least 75% of the total number of academic units for graduation in the University and must have been in residence for at least two years immediately prior to graduation. The candidate for graduation with honors should not have any grade lower than 2.5 and/or unremoved INC in any academic or non-academic subject, whether prescribed or not in his/her curriculum taken in the University or in any other higher education institution.
- 3.3 For working students: He/ She must carry a minimum study load of 12 units and a workload of at least six (6) hours provided, that he/she can submit during enrollment the following proofs of his/her gainful employment:
 - 3.3.1 Certification of his/her employment by his/her employer, and;
 - 3.3.2 SSS membership documents or any other pertinent documents acceptable to the Dean.
- 3.4 He/she must be of good moral character;
- 3.5 He/she must have not incurred “DROPPED”, “INCOMPLETE”, retake, or a failing mark in any subject taken while pursuing the course.

Article 9 Requirements/Conditions for Non-graduating Honors

- Section 1** The computation for Non-graduating Honors is as follows:
- Compute the total weighted grades and divide by the total number of units to find the Grade Point Average.
- Section 2** The period covered as basis for computing the weighted average of the non-graduating is as follows:
- 2.1. For first year- 1st semester of the current school year

- 2.2. For 2nd, 3rd, 4th, and 5th years – 2nd semester of the previous school year and the 1st semester of the current school year
- 2.3 Earned NSTP units shall not be included in the computation of Grade Point Average (GPA) grades of the college graduating students pursuant to Rule III Program Implementation, Section 6, paragraph c of the IRR of NSTP Act of 2001 (RA 9163).

Section 3 - For a student to obtain academic honors, the following conditions shall be met:

- 3.1 He/she must carry the normal study load, that is, his/ her minimum load shall be according to the curriculum he/she is enrolled in. However, a student may qualify for honors even if he/she has been underloaded in a semester/summer or more, provided the Dean can justify it, and approve it on a case to case basis. His/her underload may also be justified if he/she belongs to the category of working students.
- 3.2 For working students: He/ She must carry a minimum study load of 12 units and a workload of at least six (6) hours, provided that he/she can submit during enrolment the following proofs of his/her gainful employment:
 - 3.2.1 Certification of his/her employment by his/her employer, and;
 - 3.2.2 SSS membership documents or any other pertinent documents acceptable to the Dean.
- 3.3 He/she must be of good moral character;
- 3.4 He/she must have not incurred “DROPPED”, “INCOMPLETE”, retake, or a failing mark in any subjects taken while pursuing the course.

Article 10 Academic Scholarship

Section 1	The University shall provide monthly allowance to deserving students who have exemplary academic performance.	
	President’s Lister	-P 1,500 monthly allowance (P7,500/semester)
	Administrator’s Lister	-P 1,000 monthly allowance (P5,000/semester)
	Dean’s Lister	-P500 monthly allowance (P 2,500/semester)

Chapter 3

COMMENCEMENT AND BACCALAUREATE EXERCISES/ACADEMIC REGALIA

Article 1. Commencement Exercises

Section 1 All graduating students shall be required to attend the commencement exercises.

- Section 2 Candidates for graduation for a degree or title which require no less than four (4) years of collegiate instruction shall be required to wear the prescribed academic regalia during the baccalaureate service and commencement exercises. Under no circumstances should a graduating student be allowed to make mockery of his/her graduation by wearing an academic gown which is not appropriate or not prescribed for his/her course. The academic regalia should be worn with appropriate formal black footwear.

TITLE SEVEN

STUDENT RECORDS KEEPING AND RELEASE OF RECORDS

The University shall observe the highest standard of keeping, maintaining, and issuing of student records.

Chapter 1

STUDENT RECORDS

Article 1. Records

- Section 1 The academic records of students shall include a range of information about the student that is maintained and kept by the University.
- Section 2 Credentials submitted for enrollment become part of the school records. These may not be withdrawn after registration and the University reserves the right not to admit, or dismiss, at any time any student who submits false credentials.
- Section 3 Disciplinary and counseling records are highly confidential and should not be made available to unauthorized persons in the campus or any off-campus agent, except for the most compelling reasons or upon an order of the court.

Article 2. Authority to Keep Records

- Section 1 The Registrar shall be responsible to keep students' academic records and furnish copy to the Dean/ Associate Dean of the concerned college. However, students' counselling records shall be kept by the Guidance Counselor and students' disciplinary records shall be kept by the Dean/Associate Dean of Student Affairs and Services.
- Section 2 Students shall be enrolled only under their true names. Only names appearing in the authenticated birth certificates, or in the Alien Registration Certificate issued by the Commission on Immigration and Deportation in the case of foreign students shall be entered in the enrollment list or in Form 18 or Form 10. Aliases shall not be allowed without judicial approval.
- Section 3 Request for a change or correction of name shall be supported with an authenticated birth certificate and or photostatic copies of Alien Certificate of Residence (ACR) and the Immigration Certificate Residence (ICR) and Certificate of Identity containing thumb marks and pictures and affidavits of parents and other disinterested party.

Section 4 In the case of married female students, authentic copies of their marriage certificate shall be submitted to the University for record purposes.

Article 3. Release of Student Records

Section 1 Student records, both academic and personal, or confidential records shall be released only to concerned requisitioning party upon the consent of the student or upon an order of the court.

Section 2 Release of student’s scholastic records or certificate of any kind shall be honored provided that the student concerned presents a properly accomplished clearance slip. Academic records shall be released at least five (5) days from the date of request.

Section 3 Students shall pay the corresponding amount as approved by the Board of Regents for the release of his/her honorable dismissal and/or transcript of records and pertinent documents.

Section 4 Succeeding releases of student’s records which are similar in nature shall be allowed after payment of the corresponding fees.

Article 4. Honorable Dismissal

Section 1 Any undergraduate student who desires or voluntarily withdraws connection with the University shall present to the Registrar a petition signed by the student himself/herself or duly authorized representative for the purpose. All indebtedness to the University shall be paid and documentary stamp should be submitted before the honorable dismissal is issued.

Section 2 A student who leaves the University by reason of suspension or expulsion due to disciplinary action shall not be entitled to honorable dismissal. In view of this, only a certification stating the nature of disciplinary action imposed and his/her settlement of the University accountabilities shall be issued.

TITLE EIGHT

STUDENT AFFAIRS AND SERVICES

The University shall deliver services and programs in higher education institutions that are concerned with academic support experiences of students to attain holistic student development. Academic support services are those that relate to student welfare, student development and those that relate to institutional programs and services. The contents of this title are anchored on the provisions of CHED Memorandum No. 09, series 2013, otherwise known as the Enhanced Policies and Guidelines on Student Affairs and Services.

Chapter 1

STUDENT WELFARE SERVICES

These are basic services and programs needed to ensure and promote the well-being of students.

Article 1. Information and Orientation Service

- Section 1 The University shall conduct regular comprehensive orientation program for new and continuing students responsive to their needs, including orientation on the dynamics and nature of persons with disabilities, and relevant laws and policies affecting persons with disabilities.
- Section 2 The attendance of the students to the orientation program is compulsory. It shall be the basis for the release of student identification card. The Dean/Associate Dean of Student Affairs and Services shall spearhead the activity.
- Section 3 The University shall provide organized, updated, and readily available educational, career, and personal/social materials in different accessible formats.

Article 2. Guidance and Counseling Services

- Section 1 **Guidance Service-** The University shall deliver services using an integrated approach to the development of well-functioning individuals primarily by helping them to utilize their potentials to the fullest.
- Section 2 **Counseling-** Gender sensitive individual and group counseling shall be provided by a licensed counselor. The acceptable ratio of counselor to student population is at least 1:1,000. However, teacher and peer facilitators have been trained by the University to augment the services of a licensed counselor. A counseling room shall be provided to ensure the privacy and confidentiality of counseling sessions. The records and/or counseling notes are maintained and kept confidential.
- Section 3 **Appraisal-** The Guidance Office shall maintain student’s cumulative records which contain relevant information about the student through the use of psychological tests and non-psychometric devices.
- Section 4 **Follow-up-** It shall implement a systematic monitoring to determine the effectiveness of guidance activities, in general, and placement in particular.
- Section 5 **Referral-** It shall coordinate with multi-disciplinary team of specialists to ensure that special needs of students are met.

Article 3. Career and Job Placement Services

- Section 1 The University shall provide assistance to the students for vocational and occupational fitness and employment through career seminars and job placement services.
- Section 2 It shall maintain active networking with school, community, alumni, and other relevant agencies for career and job placement of students.

Article 4. Economic Enterprise Development

- Section 1 The University shall establish mechanisms to promote and develop student economic enterprises to cater to other economic needs of students such as but not limited to student cooperatives, entrepreneurial, income generating projects, and savings.

Article 5. Student Handbook Development

- Section 1 The University shall implement mechanisms to develop the student handbook and updates be made into accessible formats for dissemination, information, and guidance of students and other stakeholders.
- Section 2 The revision of the Student Handbook shall be spearheaded by the Dean/Associate Dean of Student Affairs and Services in consultation with the Federation of Supreme Student Governments and other stakeholders of the University if necessary.
- Section 3 Any proposed revision shall be channeled, endorsed, and recommended by proper school authorities to the Board of Regents for approval and implementation.

Chapter 2

STUDENT DEVELOPMENT SERVICES

These are services, programs and activities designed for the exploration, enhancement and development of the student’s full potential for personal development, leadership, and social responsibility needed to ensure and promote the well-being of students.

Article 1. Student Activities

- Section 1 The student activities shall be in accordance with the University Calendar of a specific academic year.
- Section 2 The non-academic related student activities shall be consolidated by the Dean/Associate Dean of Student Affairs and Services subject to the approval of the school authorities prior to implementation. Academic activities shall be prepared by the Dean/Associate Dean of the College to be approved by school authorities.
- Section 3 No academic and non-academic related activities shall be held without complying the requirements prescribed by the University and other existing policies, rules and regulations of the University.

Article 2. Student Organizations and Activities

- Section 1 The University shall institutionalize a system for the recognition, accreditation, supervision and monitoring of academic and non-academic student organizations including the evaluation of their activities.
- Section 2 No student organization, whether academic or non-academic, shall be allowed to utilize student organization funds or seek financial assistance from the university for implementation of programs, projects and activities without due recognition/accreditation.
- Section 3 The student organizations shall be subject to the existing policies, rules and regulations of the University designed to protect individual and collective freedom, and to preserve the right of privacy and to support the educational functions of the institution.

- Section 4 The student organizations shall inform and coordinate with school authorities in the conduct of various activities and shall comply the necessary requirements imposed by the University.
- Section 5 A recognized student organization shall prepare a project procurement management plan with corresponding program of expenditures as basis for fund utilization.
- Section 6 A Federation of Student Organizations shall be formed by campus which shall be manned by SG Vice President under the supervision of the Unit Head for Student Organizations and the Dean/Associate Dean of Student Affairs and Services, respectively.

Article 3. Leadership Training

- Section 1 The University shall design programs and provide opportunities to students to develop and enhance leadership effectiveness in the personal level and student organizations.
- Section 2 It shall ensure that leadership training programs are provided and opportunities for interaction with counterparts from other institutions and agencies.

Article 4. Supreme Student Government

- Section 1 The University shall recognize and authorize the student body to organize and elect student government officers as the students' official representative in matters affecting them.
- Section 2 The student government officers shall be represented in various meetings, conferences and for a where the students need to be consulted.
- Section 3 It shall ensure transparency in the development/revision of guidelines and procedures for the student government.
- Section 4 The student government shall operate within the framework of RA 9852 and RA 8292. The fundamental powers and functions of the student government shall be established, defined and limited by its Constitution and By-laws.
- Section 5. A Federation of Student Government shall be created and shall formulate its Constitution and By-laws.
- Section 6 The student government officers shall receive monthly allowance every semester. The Student Government President shall receive the full amount equal to the assessed tuition fee while the SG Vice President, College Governors and Vice Governors, College Representatives, and the appointed Executive Secretary shall receive 50% of the amount from the assessed tuition fee. Further, the student officers from the College of Maritime Education and the College of Nursing and Allied Health Sciences shall receive the incentive/allowance based on the standardized tuition fee computation.

Article 5. Student Conduct and Discipline

- Section 1 The University shall implement institutional policies, rules and regulations governing student behavior and conduct.

Section 2 There shall be a Board of Discipline in the University which shall convene and initiate the disciplinary proceedings for cases filed by a student (complainant) against another student (respondent) or by a faculty/employee (complainant) against a student (respondent). Cases not covered herein shall be filed before a duly created appropriate committee/body.

Section 3 The offenses are classified as light, less grave and grave offenses with corresponding penalty/sanctions as determined by the Board of Discipline. The Board of Discipline shall render decisions only after formal and proper investigation.

3.1 **Light Offenses shall include:**

3.1.1. Loitering in corridors during classes and making unnecessary noise.

3.1.2. Unauthorized use of school facilities or equipment without damages.

3.1.3. Indiscriminate throwing of, but not limited to, waste paper, candy wrappers, chewing gums, plastic cups, on campus or spitting on floors or walls.

3.1.4. Spitting anywhere in the campus.

3.1.5. Improper Grooming

3.1.5.1. Non-wearing of the prescribed specifications of system/course uniform.

3.1.5.2. Taking off of school uniform and school ID on campus except during school activities that require civilian attire.

3.1.5.3. Wearing of clothes with offensive and lewd prints.

3.1.5.4. Wearing of nose/lip/tongue/eyelid piercings (for male and female students, regardless of sexual orientation and gender identity).

3.1.5.5. During wash and non-uniform days, female students, regardless of gender preferences, are prohibited from wearing the following attire: Blouses with bare back, cropped top, low or plunging neckline, spaghetti straps, haltered sleeveless, distressed/ripped jeans, clothes with offensive and lewd prints, skirts two inches above the knee, tube style, narrow shoulder straps, see-through garments/transparent attire with no proper undergarments, shorts of any style (bicycle shorts, city shorts/tight leggings/tight knee – length pedal pushers, except during intramural games or PE classes), and slippers. If tight leggings/tight knee-length pedal pushers are worn during wash and

non-uniform days, it must be paired with long blouse/shirt.

3.1.5.6. During wash and non-uniform days, male students, regardless of gender preferences, are prohibited from wearing the following attire: Slippers, sando/sleeveless shirts, shorts (except during intramural games, sports fest, PE classes, scheduled practices of varsity players/ sociocultural performers, approved activity of other group of students), distressed/ripped jeans, clothes with offensive and lewd prints.

3.1. 6. Leaving rest rooms without properly observing cleanliness and hygiene standards.

3.1.7. Unauthorized or overstaying inside the office and rooms after allowable time.

3.1.8. Boisterous laughter, excessively loud conversation or argument, shouting or howling offensive to the sensibilities of the school community or causing disruption of classes.

3.1.9. Unauthorized use of cellular phones, beepers, iPods or other communication gadgets inside the classroom while classes, examination or other academic activities are ongoing.

3.1.10. Alteration of prescribed system uniform, course uniform, and PE uniform.

Without prejudice to the filing of appropriate criminal/civil charges,

3.2 **Less Grave Offenses shall include:**

3.2.1. Unauthorized use of school facilities or equipment resulting in damages.

3.2.2. Entering the campus without ID and uniform.

3.2.3. Disturbing ongoing classes.

3.2.4. Stealing personal things from any constituent of the University.

3.2.5. Entering a class or breaking into a school function without permission.

3.2.6. Irresponsible use of school properties with or without damage.

3.2.7. Attempted theft

Without prejudice to the filing of appropriate criminal/civil charges,

3.3 **Grave Offenses shall include:**

3.3.1. Smoking/Vaping in the campus.

- 3.3.2. Smoking/Vaping outside the campus while wearing system/course uniform.
- 3.3.3. Cheating deliberately or looking at a seatmate's examination papers.
- 3.3.4. Cheating/Copying from, or allowing another to copy from one's examination papers.
- 3.3.5. Unauthorized possession of notes or any materials during examination.
- 3.3.6. Talking with one another during exams without permission.
- 3.3.7. Display or distribution of pornographic materials within the University.
- 3.3.8. Uttering offensive words/showing malicious and offensive gestures against any constituent of the University.
- 3.3.9. Use of somebody else's ID Card or allowing others to use his/her ID card.
- 3.3.10. Acts of plagiarism: passing off as one's work or any assigned report, term paper, case analysis, reaction paper and the like which is copied from the work of others without prejudice to the filing of appropriate criminal/civil charges.
- 3.3.11. Having somebody else take the examination.
- 3.3.12. Vandalism or destruction of school property without prejudice to the filing of appropriate criminal/civil charges.
- 3.3.13. Illegal possession of deadly weapon without prejudice to the filing of appropriate criminal/civil charges.
- 3.3.14. Brawls on campus or off-campus school functions and school-related activities that would tarnish the reputation and integrity of the University.
- 3.3.15. Entering or being in school premises in the state of intoxication.
- 3.3.16. Gross acts of disrespect, in word or in deed, which tends to place any member of the faculty, administration or non-teaching staff in ridicule or in contempt.
- 3.3.17. Forging or falsifying and or/tampering of academic/official records or documents of any kind.
- 3.3.18. Drinking alcoholic beverages and gambling in any form inside the school premises and in public places while wearing the system/course uniform or during school-sanctioned activities.

- 3.3.19. Conducting, initiating or joining unofficial or unauthorized field trips under guise or presuming to be a part of the academic requirement or attending seminars, lectures and teach-ins or any similar cases without the approval of school authorities.
- 3.3.20. Acts of harassment: Violation to Republic Act 9262 (VAWC), RA 7877 (Anti-Sexual Harassment Act), RA 11313 (Safe Spaces Act of 2019), RA 10627 (Anti-Bullying Act).
- 3.3.21. Violation to RA 10173 (Data Privacy Act of 2012).
- 3.3.22. Inciting troubles among students that disturb JRMSU family relationship.
- 3.3.23. Misrepresentation of the State University in any activity outside the campus.
- 3.3.24. Inflicting physical injuries upon another person within or outside the campus premises.
- 3.3.25. Possession of and/or being under the influence of liquor or drugs prohibited or regulated by law.
- 3.3.26. Direct assault upon any faculty, administration, personnel/staff or any person vested with authority in the University.
- 3.3.27. Acts that cause dishonor, discredit or contempt to the University.
- 3.3.28. Acts of subversion or insurgency.
- 3.3.29. Having been charged or convicted of a criminal offense before any court.
- 3.3.30. Possession of unauthorized school identification card.
- 3.3.31. Unauthorized access of computer files like hacking and other IT-related violations.
- 3.3.32. Unauthorized solicitation or invitation for sponsorships for fund raising.
- 3.3.33. Unauthorized collection of money, checks or any other instrumentality of monetary value for co-curricular and extracurricular activities and embezzlement of student government and student organization funds.
- 3.3.34. Disrespect to national symbols (e.g. making a mockery of the national anthem) and any other similar infraction.
- 3.3.35. Campus and Public Disturbance that would tarnish the reputation and integrity of the University such as:
 - 3.3.35.1. Deliberate disruption of classes, academic functions or activities within University premises.

- 3.3.35.2. Riots and hooliganism on or off campus.
- 3.3.35.3. Staging /Organizing rallies, strikes, pickets and demonstrations against the University without valid permit which shall be secured from the Office of the Dean/Associate Dean of Student Affairs and Services.
- 3.3.35.4. Instigating or participating in group activities leading to the stoppage of classes, presentations, gatherings, rallies, etc.

3.3.36. Acts of Immorality such as:

- 3.3.36.1. Adultery, concubinage, bigamy and other immoral relationships which are against the laws of the land. Immorality pertains to a course of conduct that offends the morals of the community. It connotes conduct or acts that are willful, flagrant or shameless, and that shows indifference to the moral standards of the upright and respectable members of the community (G.R. No.202621, June 22, 2016 as published by Villanueva, 2017).
- 3.3.36.2. Scandalous sexual acts and/or immoral acts including but not limited to public display of affection committed inside the school campus or outside the school premises when the name of the school will be tarnished.

- 3.3.37. Disrespecting any member of the JRMSU Community and its guests resulting in ridicule, embarrassment or humiliation or besmirched reputation, by and through any means and medium, such as, but not limited to, Facebook, social networking sites, or other sites on the internet.
- 3.3.38. Hazing, as defined in RA No. 8049 or the Anti-Hazing Law, as an initiation rite or pre-requisite for admission or continued membership in a fraternity, sorority or organization by placing the recruit, neophyte or applicant in some embarrassing or humiliating situations such as forcing him/her to do menial, foolish tasks or activities or otherwise subjecting him/her to physical or psychological suffering or injury.

Section 4 The penalty/sanction may be in the form of reprimand, suspension, and dismissal depending on the gravity and frequency of the offense/s without prejudice to the filing of appropriate charges.

- 4.1 **Penalty/Sanction for Light Offense**
 - 1st Offense : Reprimand
 - 2nd Offense : Suspension 2 days
 - 3rd Offense : Suspension 4 days
- 4.2 **Penalty/Sanction for Less Grave Offense**

1 st Offense	:	Suspension 6 days
2 nd Offense	:	Suspension 8 days
3 rd Offense	:	Suspension 10 days

4.3 **Penalty/Sanction for Grave Offense**

1 st Offense	:	Suspension 12 days
2 nd Offense	:	Suspension 15 days
3 rd Offense	:	Dismissal/Expulsion

Section 5 **Definition of Sanctions**

Reprimand. This sanction shall be imposed to any student who commits light offenses for the first time. The Board of Discipline shall determine the intervention to be complied by the student. He/she shall submit a certificate of compliance to the chair of the Board of Discipline.

Suspension. This is a penalty in which the school is allowed to deny or deprive an erring student of attendance in classes for a period not exceeding 20% of the prescribed class days for the term.

Dismissal. This is a penalty in which the school is allowed to exclude or drop the name of the erring student from the school rolls for being undesirable, and transfer credentials shall be immediately issued. This requires the approval of the Board of Regents.

Expulsion. This is an extreme penalty on an erring student consisting of his/her exclusion from any public or private school in the Philippines and which requires the approval of Board of Regents in concurrence with the Commission on Higher Education. The University shall implement preventive suspension on an erring student under investigation in a case carrying the penalty of expulsion. This means that the student will not be allowed to enter the school premises if the evidence of guilt is strong. Furthermore, preventive suspension is not a punishment or a penalty, it is a preventive measure, by which the Board of Discipline, after due deliberation and evaluation of the case filed, strongly believes that the nature of the incident would escalate to a higher level of tension and the student has the capacity to influence or delay the proceedings and or some other cause for which the Board of Discipline may deem necessary for the imposition of such penalty.

Section 6 The Board of Discipline shall render decisions only after investigation. It shall strictly observe the procedure in the filing of complaint and the procedure in the disciplinary proceedings.

Section 7 The Board may reduce the stipulated penalty/sanction with respect to certain circumstances, but they should not exceed the penalty/sanction provided in the Student Handbook.

Section 8 **Board of Discipline**

8.1. There shall be a Board of Discipline in the University which shall convene and initiate the disciplinary proceedings. The Board of Discipline (BOD) is composed of the following:

- a. Dean/Associate Dean of Student Affairs and Services, as Chairperson;
 - b. Dean/Associate Dean or his/her duly authorized representative of the College, where the student belongs, as member;
 - c. One student representative, preferably the President of the Supreme Student Government. (In case the SG President is not available on the scheduled date of investigation, he/she shall be represented by the Governor of the College, where the student belongs.), as member;
 - d. Campus SG Chief Justice. (In case the SG Chief Justice is not available on the scheduled date of investigation, he/she shall be represented by the Associate Justice, where the student belongs.), as member;
 - e. One faculty member, preferably the adviser of the Student Government of the Campus. (In case the chair of the board is the SG Adviser, he/she shall be represented by the SG Adviser of the college where the student belongs.), as member.
- 8.2. The Guidance Counselor of the University shall not be a member of the Board of Discipline; however, he/she shall be present during the investigation so that he/she may have a background on the student's case which shall serve as basis for counseling services, if the Board deems it necessary.
- 8.3. The Board of Discipline shall have the discretion to determine the penalty to be imposed for light, less grave and grave offenses regardless of the frequency of violation with respect to certain circumstances, but they should not exceed the penalty provided in the Code and the Student Handbook
- 8.4. The Board of Discipline shall take cognizance of all complaints and try cases involving offenses committed by students against students, faculty against students.
- 8.5. The Board of Discipline, through its chairperson, may issue preventive suspension to any student with a pending case filed before the Board of Discipline whether for cases under the penalty of expulsion.
- 8.6. The Board of Discipline through its chairperson shall issue an admission slip to any student with pending case for him/her to enter his/her classes after having served the penalty/sanction.

Section 9 **Procedure in the Disciplinary Proceedings**

- 9.1. In initiating disciplinary proceedings, the procedure below shall be observed:
- a. Right to due Process. A student subjected to disciplinary proceedings shall have the right to defend himself/herself, to be heard, to present evidence in his/her behalf before an impartial body. The reprimand, suspension, dismissal/expulsion, and such other disciplinary sanctions that may be taken against the student

shall not be valid unless the rights enumerated hereunder have been observed and accorded to the student.

- b. The right to be informed in writing of the nature and cause of the accusation against him/her.
- c. The right to confront witnesses against him/her and the right to be provided with the pertinent documents informing him/her the nature of the violation/accusation.
- d. The right to personally represent himself/herself, to be defended by a legal guardian or his/her parents, and the right to be given adequate time for the preparation of his/her defense.
- e. The right to a hearing before the Board of Discipline.
- f. The right against self-incrimination.
- g. The right to appeal to the President of the University.
- h. The right to be represented by an independent and competent lawyer of his/her choice at any stage of the proceedings.
- i. The disciplinary proceedings including the role of counsels shall be governed by the University Code and/or the Student Handbook and other rules promulgated by the Board of Discipline.
- j. The Board of Discipline must act on its own independently in all controversial questions, render its decisions only after trial and in such a manner fitting to the issues involved and to clarify to the student/faculty/employee the reasons and basis of decisions made.

Section 10 **Procedure in the Filing of Complaint**

- 10.1. The complainant or aggrieved parties shall put the complaints in writing and sworn to by the complainant. The complaint shall state the full name and address of the complaint – plaintiff and the College to which he/she belongs; the substance of the claim made evidence in support of the complaint if any; grounds of action; the relief sought and the date the claim arose. The complainant shall fill out the institutional form from the Student Affairs and Services Office certifying that he/she has not commenced any action or filed any complaint involving the same issues in any other court and that no such other action is pending therein.
- 10.2. The written complaint shall be filed with the Board of Discipline through the Office of the Dean/Associate Dean of Student Affairs and Services.
 - a. The Board of Discipline shall conduct a preliminary hearing by probing questions to the complainant and the witness he/she may produce;
 - b. Upon probable cause, the Board of Discipline shall issue summon to the respondents.

- 10.3. The respondents upon receipt of the summons shall answer the complaint within three school days (3) days in writing, either denying specifically the material allegations of the complainant, presenting any lawful defense or admitting the allegations raised.
- 10.4. In any action, after receipt of the answer of the defendant, the Chairman of the Board of Discipline shall call upon the parties to appear before him/her for conference in order to consider the following:
 - a. Simplification of issues;
 - b. Possibility of obtaining stipulations or admission of facts and of documents to avoid unnecessary proof;
 - c. Consideration of other matters that may aid in the prompt disposition of the action;
 - d. Possibility of amicable settlement in cases that can be settled.
- 10.5. After the trial is set, the Board of Discipline *en banc* shall follow the following order, in the conduct of the formal investigation:
 - a. The Board of Discipline shall hear first the testimony of the complainant and his/her witnesses;
 - b. Then, listen to the testimony of the defendant and his/her witnesses;
 - c. And, finally hear the rebutting testimony that is offered by the complainant and the defendant.
- 10.6. The Board of Discipline shall render judgment in favor of the complainant or the defendant three (3) days after trial and on the basis of the law and evidence presented.
- 10.7. The decision of the majority constituting a quorum shall be necessary to pass judgment. Provided that, a unanimous vote of the members present during the deliberation of the case shall be necessary for the imposition of the penalty/sanction; provided, further, that failure to obtain a unanimous vote shall automatically call for the imposition of the lesser penalty/sanction. It shall be the duty of all members present to cast their vote. There shall be no abstentions.
- 10.8. Appeal to the adverse decision of the Board of Discipline for grave offenses, except dismissal/expulsion, is appealable to the President of the State University within three days after the promulgation of judgment by the Board of Discipline.

Article 6. School Attire/Decorum

Section 1 System Uniform

- 1.1. Every student must wear the prescribed system uniform during Monday and Wednesday of the week, except Nursing and Allied Health Sciences, Maritime and Criminology students. Wearing of the

course uniform during Tuesday and Thursday shall be at the discretion of the College Dean in coordination with the Dean of Student Affairs and Services.

- 1.2. Male and female students, regardless of sexual orientation and gender identity, shall wear any of the following prescribed designs of the system uniform. (Please refer to the specifications of the system uniform as appended.)

Design A: polo with slacks

Design B: skirt with blouse (skin tone stockings)

Design C: slacks with lady-cut blouse

- 1.3. Students wearing system uniform, regardless of the design, may pair it with plain white undershirt/sando. Failure to observe the preceding provision is considered improper grooming.
- 1.4. Students sporting long hair (except Maritime, Criminology, and those taking Army/Naval ROTC) who opt to wear design A system uniform shall tie their hair.
- 1.5. Male and female system uniform must be paired with formal black closed shoes with no accessories and embellishments.
- 1.6. Alteration of the prescribed system uniform is considered a light offense.

Section 2 Course Uniform

- 2.1. There shall be one agreed course uniform including practice teaching, field study deployment, and on-the-job training/practicum/internship for a respective program to be implemented and adopted in the entire system.

Section 3 Exemptions

- 3.1. Muslim female students are allowed to wear hijab or niqab. However, for security purposes, they shall submit for proper identification with school authorities of the same sex. Students wearing niqabs are allowed to wear long sleeves.
- 3.2. Hijabs or niqabs worn by Muslim female students during academic-related activities and other school-sanctioned functions shall not be removed unless necessary.
- 3.3. Pregnant students shall wear maternity dress as prescribed by the University equivalent to system uniform worn during Monday and Wednesday. Attire equivalent to course uniform shall be at the the discretion of the College Dean/Associate Dean.
- 3.4. Students may be exempted from wearing the school uniform, provided they secure a uniform exemption pass slip from the DSAS.

Section 4 Restrictions

- 4.1. During wash days and non-uniform days, students who wish to enter the campus for whatever transactions shall wear the proper attire,

except during special events/occasions as approved by the concerned authorities.

- 4.2 For female students, regardless of sexual orientation and gender identity, the following are considered improper attire: blouses with bare back, cropped top, low or plunging neckline, spaghetti straps, haltered sleeveless, distressed/ripped jeans, clothes with offensive and lewd prints, skirts two inches above the knee, tube style, narrow shoulder straps, see-through garments/transparent attire with no proper undergarments, shorts of any style (bicycle shorts, city shorts/tight leggings/tight knee – length pedal pushers except during intramural games or PE classes), and slippers. If tight leggings/tight knee-length pedal pushers are worn during wash and non-uniform days, it must be paired with long blouse/shirt.
- 4.3. For male students, regardless of sexual orientation and gender identity, the following are considered improper attire: slippers, sando/sleeveless shirts, shorts (except during intramural games, sports fest, PE classes, scheduled practices of varsity players/ sociocultural performers, approved activity of other group of students), distressed/ripped jeans, clothes with offensive and lewd prints.
- 4.4. Dreadlocks, hair texturing and outrageous hair coloring are strictly prohibited except during approved classroom and campus performances. Male students having beard and mustache exceeding 3cm are considered improperly groomed.
- 4.5. Male and female students, regardless of sexual orientation and gender identity, are prohibited to wear nose rings, lip/tongue/eyelid piercings. Further, students taking program/s that restrict the wearing of earrings shall adhere to the stipulations in their College Manual and shall be dealt with accordingly.
- 4.6 Failure to observe the preceding five (5) provisions is considered improper grooming.

Article 7. Student Publication/Yearbook

- Section 1 The University student publication serves to disseminate information that are important to the interest of the students, and as an avenue of developing journalistic skills and abilities.
- Section 2 The publication adviser/s shall be designated by the University President upon the recommendation of the Dean/Associate Dean of Student Affairs and Services and the Campus Administrator respectively.
- Section 3 Only bona fide college students of the State University are qualified to apply and take the screening process (written examination and interview) handled by the publication advisers in consultation with the Dean/Associate Dean of Student Affairs and Services.
- Section 4 The editorial staff shall be chosen by the publication advisers based on a competitive written examination which includes but not limited to editorial writing, news writing, layout and headline writing, feature writing and editorial writing. The final list of qualified student writers shall be

recommended by the publication adviser/s to the Dean of Student Affairs and Services duly approved by the Campus Administrator.

- Section 5 The writer of any published article shall be held personally liable for any violation of existing laws, policies or regulations governing campus student publication. By the principle of command responsibility, the editor and the publisher shall also be held liable.
- Section 6 The Student publication shall be financed out of the collection from the student publication fees paid by the students to the University.
- Section 7 The editorial staff shall receive monthly cash allowance chargeable against the student publication fund and subject to the availability of funds.
- Section 8 The production of annual yearbook shall form part of the graduation requirements. It shall be handled by the publication office under the supervision of the Dean/Associate Dean of Student Affairs and Services.

Chapter 3

INSTITUTIONAL STUDENT PROGRAMS AND SERVICES

These are programs, services and activities offered by the University to facilitate the delivery of essential services to pro-actively respond to the basic health, food, shelter, and safety concerns of the students including students with special needs and disabilities.

Article 1. Admission Services

- Section 1 The University shall institute mechanisms that take care of the processing of students’ entrance and requirements.
- Section 2 The requirements and procedures for admission shall be put in place with consideration/reasonable accommodation for those applicants and/or persons with disabilities.
- Section 3 It shall disseminate and properly inform stakeholders on admission policies and other entrance requirements and procedure.

Article 2. Student Financial Assistance Programs

- Section 1 Students with exemplary leadership and performing skills and talents, with special needs and disabilities, shall enjoy monthly allowances for those who have availed the free tuition and miscellaneous privileges; however, those ineligible to avail the RA 10931 provision have enjoyed tuition and miscellaneous privileges subject to existing policies, guidelines, rules and regulations of the University.
- Section 2 Dependents of faculty and administrative staff of the University taking undergraduate courses who are not eligible to avail of free higher education provision shall avail 50% discount of the total fees while dependents of administrative employees shall avail 75% discount of the total school fees to be availed within the prescribed years of the program she/he is enrolled in.
- Section 3 Legitimate dependents of regular faculty members in the junior high school shall avail 25% discount on the miscellaneous fees while legitimate

dependents of regular administrative employees shall avail 50% discount on the miscellaneous fees to be availed within the prescribed years of study.

- Section 4 The student assistant shall render a maximum of four (4) hours of service daily during school days and a total of fifty (50) hours per month. They shall be paid pursuant to the existing policies, rules and regulations approved by the Board of Regents. However, during midyear and semestral breaks, they shall be allowed to render a maximum of eight hours per day with the same rate per hour, provided that they were enrolled in the first semester of the current year for the semestral break job and enrolled in the second semester for the mid-year job, and further, they have not graduated from the University.

- Section 5 The corps commanders of the Army ROTC and Naval ROTC Units shall receive semestral cash incentive equal to the full amount of tuition fee sourced out from the income of the University. In case the corps commanders are taking nursing and maritime programs, the standardized tuition fee computation shall be the basis.

- Section 6 No student shall enjoy two or more financial assistance programs granted by the government and from the institution.

- Section 7 Students afforded with financial assistance that requires rendition of hourly service and performance of talent and skill shall pay the unserved hours. The immediate supervisor shall certify on the services rendered outside the scheduled time to offset missed hours.

- Section 8 Application and renewal of scholarships, grants-in-aid and other forms of student financial assistance including submission of documentary requirements shall be done within the prescribed period of time. Failure to do so means forfeiture/cancellation of the privilege and the opportunity to be afforded in a certain semester.

Article 3. Food Services

- Section 1 The University shall ensure available, adequate, safe and healthful food within the campus and immediate vicinity in accordance with the food, safety and sanitation guidelines of the Department of Health.

- Section 2 It shall set a criteria for safety and sanitary conditions and food choices of food outlets within the compound of the institution.

- Section 3 It shall coordinate with local government for the safety of food service outside the school premises and periodically inspect food outlets for sanitation and hygiene.

Article 4. Health Services

- Section 1 The University shall provide primary health care services administered by licensed medical, dental and allied professionals to all students.

- Section 2 It shall provide adequate facility for health care and updated health records including disability records for students with disabilities that are kept and maintained as required by the Department of Health and other related agencies.

Section 3 It shall implement mechanisms to promote healthy lifestyle such as but not limited to healthy diet, physical activities, and avoidance of smoking and drinking of alcoholic beverages and substance abuse; and provide healthy environment not only inside the campus but also outside the school premises.

Section 4 It shall provide policy and environment to enable the practice of healthy lifestyle.

Article 5. Safety and Security Services

Section 1 The University shall ensure safe and secure environment for the members of the academic community.

Section 2 It shall ensure the safe, accessible (for persons with disabilities) and secure environment, buildings and facilities compliant to government standards.

Section 3 Licensed and competent security personnel under the supervision of the designated Coordinator for Safety and Security Services shall ensure the safety and security of students and their belongings.

Section 4 It shall regularly conduct programs and activities to address disaster risk reduction and management concerns, earthquake and fire drills involving majority of students, teaching and non-teaching personnel and persons with disabilities needs in compliance with RA 10121.

Section 5 It shall establish a mechanism for the students to help in crime prevention, safety and security of the University constituents.

Article 6. Safety and Security Policies

Section 1 Any student deemed undesirable shall be barred from entering the campus under the following circumstances but not limited to:

- 1.1. bringing of alcohol beverages and prohibited substances
- 1.2. being under the influence of alcohol and prohibited substances
- 1.3. carrying deadly weapons such as firearms, sharp bladed weapons, firecrackers, etc.

Section 2 All vehicles owned by the students shall be subject to inspection by the security personnel upon entry and exit in the University premises.

Section 3 All students, who have vehicles and wish to gain entry and/or avail of a parking space privilege shall apply for a motor vehicle pass sticker (MVPS) from the Dean/Associate Dean of Student Affairs and Services in coordination with the Safety and Security Services Unit Head.

Section 4 A student applicant is entitled to one sticker privilege only. However, those applicants with special concerns may be issued an additional sticker after being evaluated by the Unit Head, Safety and Security Services.

Section 5 A temporary vehicle pass may be issued to students pursuing master's/doctorate/Juris Doctor degrees and other special programs in the University.

- Section 6 Holders of motor vehicle pass stickers shall follow the guidelines stipulated in the application form, uphold the rules and regulations of the University, and observe traffic rules.
- Section 7 Any violation committed by an MVPS holder (regular or temporary) shall be dealt with accordingly.
- Section 8 Students who wish to enter the school must present their ID cards to the security guards. Those who fail to present their ID shall be denied entry. ID cards must be worn while on campus.
- Section 9 Body searches for students may be done during special school events and during times when there is a threat to safety and security. Male and female security guards shall be stationed and assigned to protect one's privacy.
- Section 10 Inspection of boxes, luggage or any container shall be done upon entry and exit.
- Section 11 If a student has no ID card, the security personnel must determine the reasons for failing to present the document.
- 11.1. If a student has misplaced his/her ID card, he/she shall secure a temporary exemption pass slip from the security guard on duty or from the DSAS Office. This slip shall be used by the student in lieu of his/her misplaced ID card.
- 11.2. If a student can no longer find his/her ID card, he/she shall execute an affidavit of loss to be secured from the DSAS Office as basis for replacement.
- Section 12 **Taking out and returning JRMSU properties**
- 12.1. Any equipment/property owned by the University that will be taken outside the campus must be recorded by the security guard/s on duty.
- 12.2. A gate pass duly accomplished and signed by the department head or any authorized issuing person must be presented to the security guard before such items can be taken outside the campus.
- 12.3. Upon the return of the said items back to the University, the gate pass shall again be checked by the security guard to make sure that the equipment/property brought in by the student matches that which was/were taken out.
- Section 13 **Bringing of personal property/equipment/gadgets inside the school**
- 13.1. Any student, bringing a personal property/equipment/gadget inside the school must present this item to the security guard on duty for recording.
- 13.2. The owner shall be issued a certification form certifying that the item(s) belong(s) to him/her. Only then shall he/she be allowed inside the school with the personal property/equipment/gadget.

13.3. Upon exit, the student owner shall present the certification form to the security guard.

13.4. The security guard shall check the listed items in the certification form if they are the same items brought inside before the student shall be allowed to take the items out of the school.

Section 14 **Other Policies**

14.1. The curfew hour is set at 10:00 p.m. in all campuses. Anyone who needs to stay beyond the curfew hour must secure a permit from the school authorities a day before the planned extension.

14.2. During weekends and holidays, any student who wishes to enter the school must present his/her Campus Entry Request Form and other permits such as Classroom Utilization Form and Facilities Utilization Form to the Security Guards.

14.3. Overnight Parking on JRMSU Campuses – only JRMSU-owned vehicles are allowed to park overnight inside any JRMSU campus. However, vehicles owned by JRMSU students may be allowed to park overnight provided permission is secured from the school authorities. The University shall not be held liable for any loss or damage to the vehicle or its contents while on campus.

Section 15 **Safety and Preventive Consciousness for Fire Hazards and Other Untoward Incidents:**

15.1. For safety purposes, students or whoever is the last user of the room or office facilities during the day should see to it that lights, air conditioning units, etc. are securely switched off before leaving the room or office.

15.2. It is not the primary duty of the security guards to switch off electrical appliances and lights. They shall make sure that all rooms and offices are properly locked.

15.3. An incident report on any violation of the policies will be submitted by the guard on duty to the Unit Head of the Safety and Security Services, who in turn will make an official written report to the school authorities.

Section 16. The University reserves the right to deny entry of anyone in the school premises by reason of refusal to submit to safety and security protocols of the institution.

Article 7. Student Housing and Residential Services

Section 1 The University shall maintain a dormitory which serves students who prefer to stay within the campus. Its purpose is to provide growth in maturity, spiritual development and security from immoral exposure. It is managed by a dormitory in-charge who looks after the welfare and other needs of the resident students.

- Section 2 The dormitory shall be governed and operated in accordance with the existing policies, rules and regulations of the University.
- Section 3 Dormitory occupants must present their Dormitory Identification Card/school ID to the Security Guard at the JRMSU Entrance Gate.
- Section 4 All occupants must strictly observe all policies, house rules and regulations. Violations thereof shall serve as ground for eviction and sanction shall be imposed accordingly.
- Section 5 Campuses with no dormitories shall assist students and, in coordination with the local government, provide list of acceptable boarding houses that are safe, clean, affordable, accessible to students with disabilities, and conducive to learning.

Article 8. Multi-faith Services

- Section 1 The University shall provide an environment conducive to free expression of one’s religious orientation not contrary to institutional principles, policies, rules and regulations.
- Section 2 It shall provide mechanism for the use of facilities.

Article 9. Foreign/International Student Services

- Section 1 The University shall provide assistance to address the socio-psycho-cultural, academic and non-academic needs of foreign students.
- Section 2 It shall provide a liaison officer to assist international students with the government agencies like CHED, Department of Foreign Affairs and Bureau of Immigration.
- Section 3 It shall implement the Code of Conduct that will govern foreign/international students while they are inside the country in compliance with prescribed rules and regulations.
- Section 4 It shall consider at all times the safety and security of foreign/international students.

Article 10. Services for Students with Special Needs and Persons with Disabilities

- Section 1 The University shall design programs and activities to provide equal opportunities to persons with disabilities, indigenous peoples, solo parents, and other learners with special needs.
- Section 2 It shall ensure that academic accommodation is made available to these groups of students with proper consultation and conference with students with disabilities, together with their instructors/professors, parent/guardian/s, personal assistant/s and other concerned professionals, whenever necessary.

Article 11. Cultural and Arts Programs

- Section 1 The University shall implement activities designed to provide opportunities to develop and enhance talents, abilities and values for appreciation, promotion and conservation of national culture and multi-cultural heritage.
- Section 2 It shall promote Philippine culture and the arts in coordination with other government agencies.
- Section 3 The program implementation shall be governed by the internal guidelines for institutional scholars and grantees pursuant to Republic Act No. 10931 which cover the membership and the grant of incentives/privileges.

Article 12. Sports Development Program

- Section 1 The University shall provide opportunities for physical fitness and well-being of students.
- Section 2 It shall regularly conduct sports programs and activities supporting school athletes and the whole student population subject to the availability of funds.
- Section 3 The program implementation shall be governed by the internal guidelines for institutional scholars and grantees pursuant to Republic Act No. 10931 which cover the membership and the grant of incentives/privileges.

Article 13. Social and Community Involvement Programs

- Section 1 The University shall provide programs and opportunities designed to develop social awareness, personal internalization and meaningful contribution to nation building.
- Section 2 It shall encourage students to get involved in social and community involvement programs.
- Section 3 It shall ensure that the students involved are compliant to the requirements of the existing policies, rules and regulations for local off-campus activities.

Chapter 4

OTHER RELATED PROGRAMS AND SERVICES

The Student Affairs and Services Unit shall establish mechanisms to inform the students and stakeholders regarding other related programs and services.

Article 1. Research Program

- Section 1 The University shall encourage the students to get involved in scholarly work by conducting research in their field of specialization/interest through collaboration with their instructors/professors as mentors/advisers.
- Section 2 It shall allocate funds for the conduct of the research, dissemination and utilization subject to the procedural requirements of the Council of Research, Development and Extension (CORDEX) and other existing research policies of the institution.

Article 2 Monitoring and Evaluation

- Section 1

The University, through the Student Affairs and Services Unit, shall regularly conduct monitoring and evaluation on the implementation of student services and submission of reports to the concerned agencies.
- Section 2

It shall disseminate and utilize evaluation results and outputs to improve the delivery of services.
- Article 3

Rewards and Incentives
- Section 1

The University shall recognize supporting institutional entities under the student affairs and services office which properly and excellently deliver and execute the mandated services to the clients.
- Section 2

There shall be an Evaluation and Awards Committee to be created for the purpose. The committee shall set criteria pursuant to the provisions of CMO No. 09, series 2013.
- Section 3

Cash incentives shall be awarded as approved by the Board of Regents subject to the availability of funds.

TITLE NINE

FINAL PROVISIONS

- Article 1.

Amendments or Revisions
- Section 1

Any amendment to, or revision of this handbook may be proposed by:

1.

Student Body/ Supreme Student Government

2.

Dean/Associate Dean of Student Affairs and Services

3.

Student Regent/SG Presidents
- Section 2

Amendments to this Student handbook may likewise be directly proposed by the student body.
- Section 3

No amendments under this Student Handbook shall be authorized within three (3) years following the approval of this Student Handbook. Further, amendments should be made not more often than once every three years thereafter.
- Article 2.

Separability Clause
- Section 1

If, for any reason, any part or provision of this Student Handbook is declared invalid or unconstitutional, the remaining parts or provisions not affected thereby shall remain in full force and effect.
- Article 3.

Effectivity Clause
- Section 1

This Student Handbook shall take effect upon its approval by the Board of Regents.

Appendices

A. JRMSU Hymn

I.

*In the northwestern part of Mindanao
Stands a noble institution
Established through Rizal's vision
That quenched our thirst for education*

II.

*With brilliant and inspiring mentors
Dynamic and vigorous leaders
The source of our inspiration
As they provide the best education*

Chorus:

*JRMS University
Our beloved alma mater
Holistic development we acclaim
In unity we proclaim*

III.

*In the halls of this university
Our mentors shaped our destiny
Their noble teaching, we shall bring
Wherever we may be*

IV.

*JRMS University
In our hearts you will always be
In fame and in glory Forever you will be*

Lyrics: Wilfredo D. Carreon, Jr.

Music: Earl John Lapore

B. PROGRAM OFFERINGS

Graduate Programs

- Doctor of Education (Educational Mgt)
- Doctor in Public Administration (Public Administration)
- Master of Technological Education
- Master of Science in Information Technology
- Master of Arts in Mathematics
- Master of Arts in Physical Education
- Master of Arts in Vocational Education
- Master of Arts in Education (Educational Management)
- Master of Arts in Education (Special Education)
- Master of Arts in Education (Early Childhood Education)
- Master in Public Administration
- Master of Arts in General Science
- Master of Arts in English Language Studies
- Master of Arts in Filipino
- Master of Arts in Biology
- Master of Arts in Social Science
- Master in Business Administration
- Master of Science in Agriculture major in Agronomy and Animal Science
- Master of Science in Criminal Justice major In Criminology
- Master of Arts in Nursing
- Master in Business Administration major in Hotel and Restaurant Management

Baccalaureate Programs

- Bachelor of Science in Computer Engineering
- Bachelor of Science in Electrical Engineering
- Bachelor of Science in Electronics Engineering
- Bachelor of Science in Civil Engineering major in Structural Engineering

Bachelor of Science in Nursing

Bachelor of Science in Computer Science

Bachelor of Secondary Education major in: (English Language Studies,
Filipino, Mathematics, Science, Social Studies)

Bachelor of Elementary Education

Bachelor of Science in Entrepreneurship

Bachelor of Science in Marine Biology

Bachelor of Science in Industrial Technology major in: (Automotive Tech.;
Architectural Drafting Tech.; Electrical Tech.; Electronics Tech.; Food &
Beverage Preparation & Service Management; Heating, Ventilating, Air
Conditioning and Refrigeration Technology (HVACRT); Mechanical Technology;
Food Technology; Graphics Technology)

Bachelor of Science in Criminology

Bachelor of Science in Marine Transportation

Bachelor of Arts major in: (English Language Studies,
Political Science, Journalism)

Bachelor of Science in Marine Engineering

Bachelor of Science in Accountancy

Bachelor of Science in Information Systems

Bachelor of Science in Business Administration
major in: (Financial Management, Marketing Management, Human
Resource Management)

Bachelor of Science in Accounting Information System

Bachelor of Science in Hospitality Management

Bachelor of Science in Internal Auditing

Bachelor of Science in Management Accounting

Bachelor of Science in Tourism Management

Bachelor of Culture & Arts Education

Bachelor of Physical Education

Bachelor of Early Childhood Education

Bachelor of Science in Agriculture

Bachelor of Science in Forestry

- Bachelor of Science in Agribusiness Management
- Bachelor of Agricultural Technology
- Bachelor of Science in Agricultural Education
- Bachelor of Science in Agricultural and Biosystems Engineering

Post-Baccalaureate Program

- Juris Doctor
- Professional Education Certificate

Non-Degree Programs

- Diploma in Midwifery
- Diploma in Agricultural Technology (DAT)
- Certificate in Agricultural Science
- Associate in Computer Technology
- Associate in Industrial Technology major in: (Automotive Tech.; Architectural Drafting Tech.; Electrical Tech.; Electronics Tech.; Food & Beverage Preparation & Service Management; Heating, Ventilating, Air Conditioning and Refrigeration Technology (HVACRT); Mechanical Technology; Food Technology; Graphics Technology

Short-Term Programs

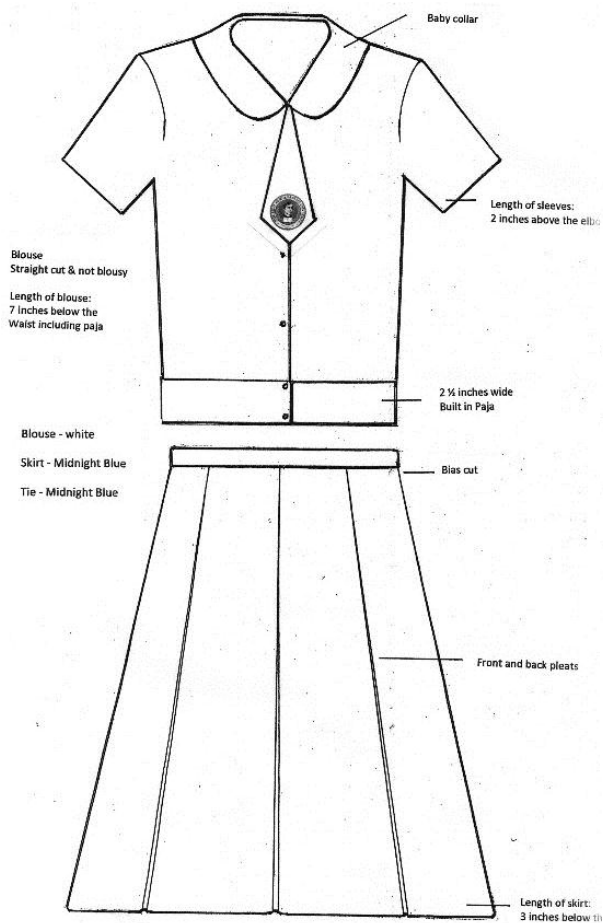
- Refrigeration and Airconditioning
- Health Care Services NC II
- Automotive NC I
- Automotive NC II
- Building Wiring Installation NC II
- Food and Beverage NC II
- Housekeeping NC II
- Horticulture NC II
- Rubber Production NC II
- Shield Metal Arc Welding NC II
- Computer System Servicing NC II
- Machining NC II
- Food Processing and Preservation

Junior High School

C. Specifications of the System Uniform for both College and High School Students and Photos of Improper Attire for Students

Junior High School

Female

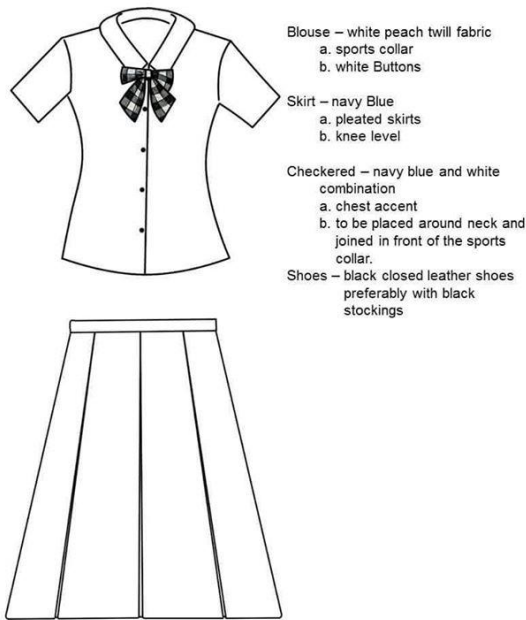


Male

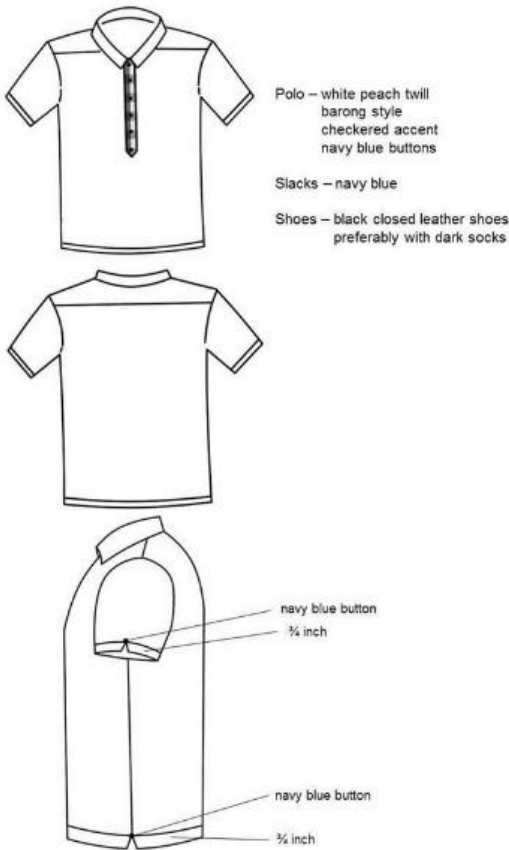


Senior High School

Female

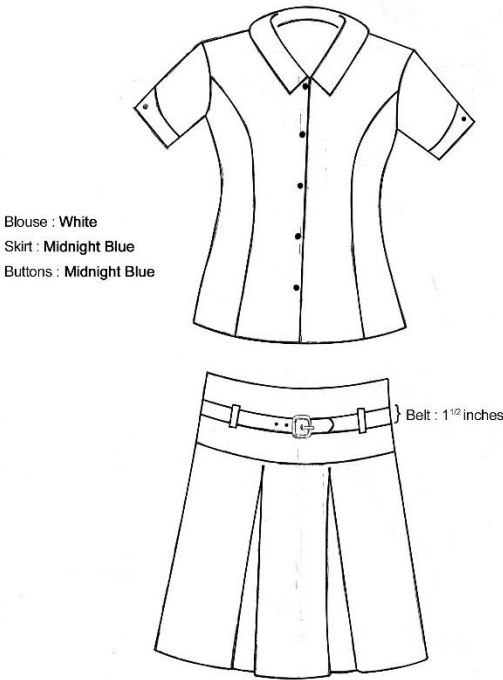


Male

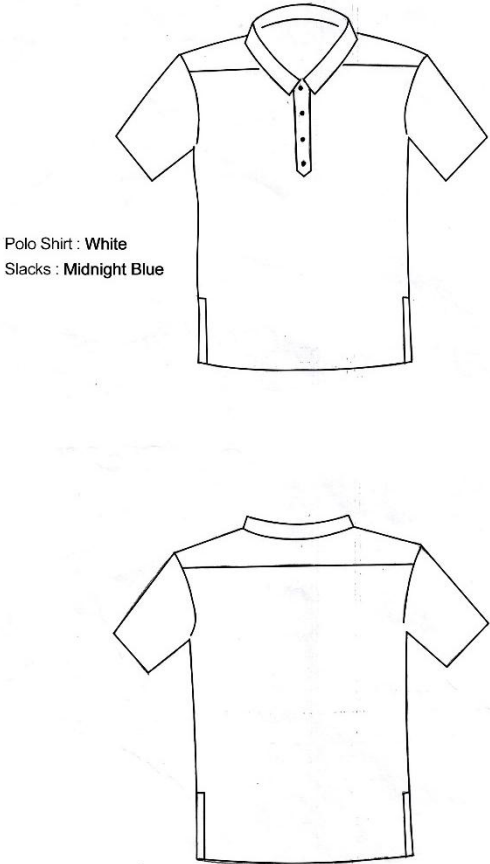


College

Female



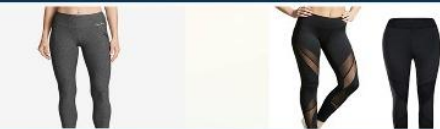
Male



IMPROPER ATTIRE FOR MALE STUDENTS

Slippers	
Sando / Sleeveless Shirts	
Shorts	
Distressed/ Ripped Jeans	
Clothes with Offensive and Lewd Prints	

IMPROPER ATTIRE FOR FEMALE STUDENTS

Slippers/ Sandals	
Blouses with Bare Back	
Cropped Top	
Low or Plunging Neckline	
Sleeveless	
Distressed/ Ripped Jeans	
Clothes with Offensive and Lewd Prints	
Skirt Two Inches above the Knee	
See-Through Garments	
Shorts	
Tight Leggings (if worn, pair it with long blouse/shirt)	
Length Pedal Pusher (if worn, pair it with long blouse/shirt)	

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E. References

CHED Memorandum Order No. 09, series of 2013, Enhanced Policies and Guidelines on Student Affairs and Services

Civil Service Commission 2017 Rules on Administrative Cases in the Civil Service

University of the Philippines 2012 Code of Student Conduct of UP Diliman

University of San Carlos Student Manual 2013 Edition

(This Student Handbook 2020 Edition was approved by the Board of Regents per Board Resolution No. 94-2020 during its Second Quarter Regular Meeting for FY 2020 held on September 11, 2020 via Zoom application.)