



UNDERGRADUATE STUDENT HANDBOOK



Mindanao State University
Fatima, General Santos City

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Foreword

Welcome to Mindanao State University-General Santos!

This Student Handbook is an official publication of the Office of Student Affairs under the Office of the Vice-Chancellor for Academic Affairs. This Handbook is designed to provide information on various academic and non-academic policies, guidelines, procedures, and rules and regulations to assist you in your academic and extracurricular endeavors. Most importantly, this Handbook describes the expectations for behavior and conduct, to enable you to enjoy your campus life while on course to finishing your degree.

Moreover, this Handbook is not a means of restriction but a source of knowledge for the students to ensure the proper exercise and protection of student rights, as enshrined in the University Code and applicable laws of the country.

1. MSU-GSC: Vision and Mission

1.1 Vision

To be a globally competitive university in Southern Philippines.

1.2 Mission

To provide competent human resources for the development of Southern Mindanao and to help improve the living conditions of the Muslims and indigenous people.

2. General Overview

2.1 The Mindanao State University System

The Mindanao State University, created by Republic Act No. 1387 as amended by RA No. 1893, RA No. 3791, and RA No. 3868, and formally established on September 1, 1961, started as a one-campus University in Marawi City. Since then, it has evolved into a University System with satellite units located across strategic areas of Mindanao in Southern Philippines. The Mindanao State University is a public, non-sectarian, non-profit institution of higher learning (Art. 2, MSU-Code).

The purpose of the University shall be:

To provide instruction for undergraduate and graduate levels in literature, philosophy, law, the arts and sciences, engineering, agriculture, fisheries; to give professional and technical training; to encourage and undertake research; to contribute to the growth and dissemination of knowledge; to better implement the policy of the government in the intensification of the education of the Filipino youth, especially among the Muslims and others belonging to the cultural minorities, with the aim and view of integrating the latter into our body politic. More emphasis, however, shall be given to the teaching of Filipino native culture, arts, sciences, law, philosophy and literature. Research along these areas shall be undertaken by the University.

The University, through the Board of Regents, is authorized to invest its resources not otherwise appropriated in the capital stocks of corporations engaged in the promotion and development of tourism, which include but are not limited to corporations operating and managing hotels, research and the like. The University, through the Board of Regents, is further empowered to convey idle lands and dispose of its idle assets in order to effectuate the foregoing authority (Art. 3, MSU-Code).

2.2 Constitutional and Legal Bases

- RA 1387, as amended by RA 1893, RA 3791, and RA 3868, otherwise known as the Charter of MSU, providing for the establishment of the Mindanao State University on September 1, 1961 in Marawi City. The original charter was approved on June 18, 1955.
- PD 250, entitled “Amending Certain Provisions of RA 1387, as amended by RA 3868, Relating to the Corporate Powers of the Mindanao State University,” was issued by Executive Secretary Alejandro Melchor on July 21, 1973.
- Memorandum Order No. 3, S. 1986, dated March 18, 1986, authorizing the Secretary of Education, Culture and Sports to reorganize the Board of Regents and subsequently the University System.
- Memorandum Order No. 45, S. 1986, entitled “Modifying R.A No. 1387, as amended”, issued on November 7, 1986 by Executive Secretary Joker Arroyo and later confirmed by President Aquino on March 19, 1987, increasing the members of the Board of Regents to 15, to include among others the Chancellors of MSU-IIT, MSU General Santos, and MSU Tawi-tawi College as ex-officio members.

- BOR Resolution NO. 92, S. 1988, or Code of Governance of the MSU System, approved on July 21, 1988, defining the composition of the seven autonomous campuses of the MSU System.

2.3 History and Official Seal

2.3.1 History

Mindanao State University-General Santos (MSU-GSC) started as a community high school in 1967, six (6) years after the creation of MSU-Marawi main campus. The high school was hosted inside Dadiangas West Elementary School, a school located in the middle of General Santos City. To accommodate the growing number of students, the administration facilitated the approval of 3.3 hectare land donation of General Santos City Local Government Located at the heart of General Santos City for the MSU-High School. By virtue of the Board of Regents Resolution No. 822, it became a full pledged collegiate campus of the MSU system on October 10, 1973, offering two-year degree courses.

Through Presidential Proclamation 2029 in 1983, a 156-hectare land located at Fatima (previously called Bgry. Tambler) was acquired. This led to the growth of MSU in offering various degree programs. Since then, MSU General Santos has been characterized by its continuing commitment and dedication to the communities it serves through its three

functions of instruction, research and extension. The Fatima campus houses administrative offices, the various colleges- Agriculture, Education, Fisheries, Arts and Sciences, Engineering, Business Administration and Accountancy, and all other academic units other facilities. Aside from undergraduate courses, post-Baccalaureate degrees in Education, Public Administration, Business Management, and Law are being offered in response to the demand and needs of the teachers, government workers and other professionals in the locality. These are all offered in the High School Department as evening or weekend classes. Another campus is located in Bawing, General Santos City as field laboratory of the College of Fisheries Laboratory.

2.3.2 Official Seal



The name Mindanao State University-General Santos City encircling the logo identifies that the University Seal is for MSU-GSC, while the map of Mindanao focusing on SOCKSARGEN is used as background to indicate Mindanao State University Campus in the area. The Okir symbol around the lamp along with the color scheme represents the unique culture of the Maranaos. The three rays stand for Mindanao, Sulu, and Palawan (MINSUPALA) region which are the main thrust areas of Mindanao State University. The lamp in the middle is a symbol of the Maguindanoan culture and signifies

the light with which to guide the people in their quest for knowledge.

2.4 Organizational Structure

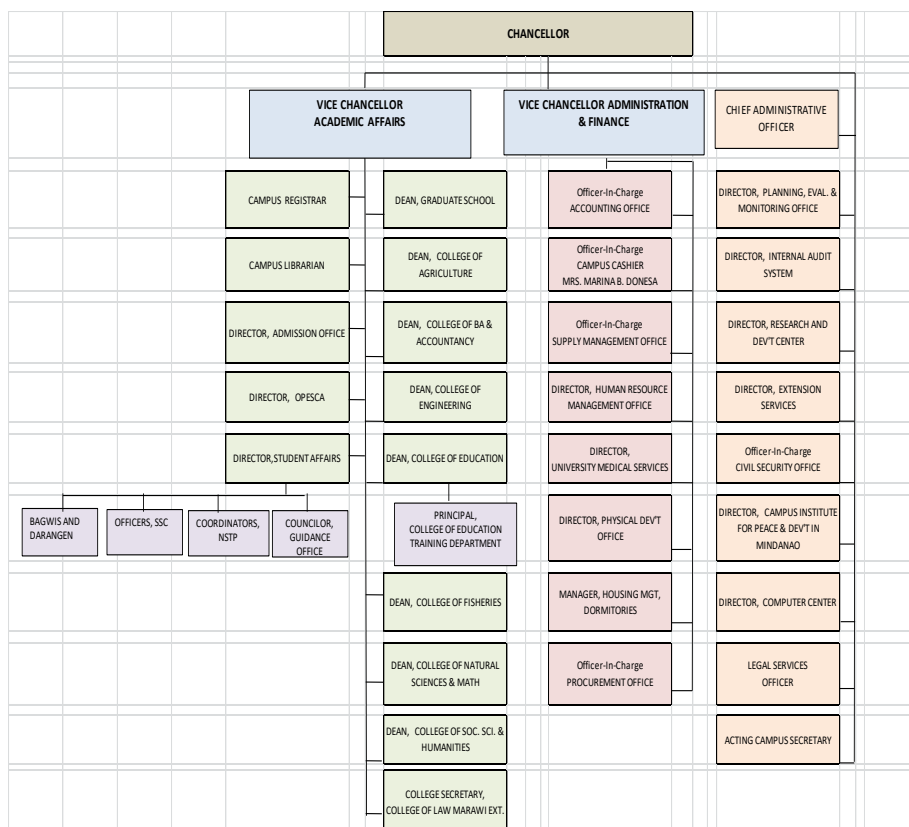


Figure 1. Organizational Structure of MSU-General Santos

Chancellor

The Chancellor is the head of this autonomous campus. He discharges powers and duties in accordance with the policies and rules prescribed by the MSU System Board of Regents and the University President.

Vice Chancellor for Academic Affairs

The Vice-Chancellor for Academic Affairs (VCAA) performs functions and duties pertaining to instructional, curricular, research, extension, student, academic personnel and library matters of the campus. His areas of responsibility aside from the supervision of the various Colleges, College of Education Training Department, and Academic Support Services include the Office of the Registrar, the University Library, and the Office of the Student Affairs.

Vice-Chancellor for Administration and Finance

The Vice-Chancellor for Administration and Finance (VCAF) is responsible for the formulation and recommendation, planning and implementation, monitoring and review and coordination of campus-oriented policies, programs, system and standards pertaining to resource administration.

The following offices that fall under the area of responsibility of the Vice Chancellor for Administration and Finance are the

Human Resource Development Office, Finance Office, General Administration, and Health Service Office.

Registrar

The Registrar shall take charge of the registration and assessment of fees, schedule of classes and examinations, scholastic records, commencement, and such autonomous campus publications like university catalogues.

Librarian

As the archivist and administrator of the campus library, the Librarian also takes charge of formulating development programs for the Library, enforce library rules and regulations consistent with campus policies and instituting disciplinary action against any person who violates library rules and regulations.

Director of Admission Office

The Director of Admissions Office is responsible for the implementation of existing policies and procedures governing admission of students to the University. He administers and supervises the MSU – System Admission and Scholarship Examination (SASE) and oversees the implementation of the existing programs of the office.

Director of Office of Physical Education Sports and Cultural Affairs

The Director of the Office of the Physical Education, Sports and Cultural Affairs promotes physical fitness and cultural awareness through the development of sports, athletics, and aesthetic skills of the University constituency.

Director for Student Affairs

The Director for Student Affairs is responsible for the promotion of Student Welfare, Development and implementation of Institutional Student Programs. The four (4) main sections under this office are - Student Services, Guidance Counselor, the Student Disciplinary Board, and the National Service Training Program.

- **Guidance Counselor**

The Guidance Counselor provides counseling and assistance to student on social, personal, emotional, psychological, education, career and other related matters through Peer Counseling.

- **National Service Training Program (NSTP) Coordinator**

The NSTP Coordinator coordinates the operations, activities and training of units in charge of the three (3) components of NSTP (Civic Welfare Training Services, Literacy Training Services, and Reserve Officer Training Corps).

- **Civic Welfare Training Services Coordinator**

The CWTS coordinator heads the CWTS Unit, which motivates and trains students to perform activities that are contributory to the general welfare and the betterment of life for the members of the community or the enhancement of its facilities, especially those devoted to imploring health, education, environment, entrepreneurship, safety, recreation and morale of the citizenry and other social welfare services.

- **Literacy Training Services Coordinator**

The LTS coordinator heads the LTS Unit which handles and train students to teach literacy and numeracy skills to school children, out-of-school youth and other segments of society in need of their services.

- **ROTC Commandant**

The Commandant heads the ROTC Unit, which provides basic and advanced military training to male students as well as to interested female students.

- **Supreme Student Council**

The Supreme Student Council shall be the highest student government in the University. It shall serve as the primary student body that shall be responsible in representing the students in internal and external affairs. Moreover, it will be responsible and accountable to the students for its decision and actions on matters involving finances and the general welfare of the studentry.

- **Student Activity Coordinator**

The Student Activity Coordinator oversees and coordinates the conduct of activities of student organizations, evaluates the status of every organization for recognition and submits corresponding recommendation to the Director for Student Affairs.

Dean

The Dean, who is elected from among the members of the faculty of the college, provides leadership in the special discipline of his college and assumes responsibility for the initiation, development and improvement of appropriate academic programs and for the maintenance of the academic standard of his college.

Department Chairperson

The Department Chairperson, who comes from the members of the faculty of the department, assumes responsibility in the academic affairs of the department.

College Secretary

The College Secretary performs duties that are customarily related to secretarial work and administrative services as may be required. He keeps permanent records of the work of the faculty of the college and receives suggestions from faculty members for transmission to the Dean.

Physician

The University Physician provides medical and other health services to the constituents of the campus and establishes and maintains good public relations and linkages with allied

medical agencies in the immediate communities of the campus. Falling under his section are the Infirmary, Dental Clinic, Pharmacy and Nursing and Midwifery unit.

Dentist

The Campus Dentist, under the Medical Health Service Section, provides dental services to the constituents of the campus.

Legal Service Officer

The Legal Service Officer shall provide legal assistance to the Chancellor and shall handle all legal/administrative cases filed with the Office of the Chancellor. Findings and decisions made at the campus level may be appealed to the Office of the University Legal Counsel.

Dormitory Manager

The Residence Halls (Men's Dorm, Ladies Dorm, Men's Dorm Annex, and Ladies' Dorm Annex) are headed by Dormitory Managers. The Managers exercise close supervision over the physical needs as well as the social and moral behavior of students in the dormitories.

Cafeteria Manager

The University Food Services (UFS) is headed by the Cafeteria Manager who ensures that safe and healthful foods are available at a reasonable prices.

3. Academic Information, Rules and Regulations

3.1 Colleges and Program Offerings

3.1.1 College of Agriculture

- BSA Agronomy
- BSA Animal Science
- BS Agricultural Business Management
- BS Agricultural Engineering

3.1.2 College of Business Administration

- BS Accountancy
- BSBA Business Economics
- BSBA Management
- BSBA Entrepreneurial Marketing

3.1.3 College of Education

- BSEd Biology
- BSEd English
- BSEd Filipino
- BSEd Mathematics
- BEEd General Education

3.1.4 College of Engineering

BS Civil Engineering
BS Electrical Engineering
BS Mechanical Engineering
BS Electronics Engineering
Diploma in Automotive Technology
Diploma in Building Construction Technology
Diploma in Electrical Technology
Diploma in Machine Shop Technology

3.1.5 College of Fisheries

BS Fisheries Major in Aquaculture
BS Fisheries Major in Fish Processing and Preservation
BS Marine Biology
Diploma in Fisheries Technology- Fish Processing and Preservation
Diploma in Fisheries Technology- Aquaculture

3.1.6 College of Natural Sciences and Mathematics

BS Biology
BS Information Technology
BS Mathematics

3.1.7 College of Social Sciences and Humanities

AB English
AB Filipino
AB History
AB Islamic Studies
AB Political Science
AB Sociology

3.2 Registration Rules and Procedures

3.2.1 Registration

At the start of every academic year, registration procedure and enrollment flow are prepared and distributed to students to serve as guidelines.

A student must be officially registered in order to earn credits for course work. No student shall be registered in any subject after 12% of regular meetings have been conducted.

Late registration is allowed only upon permission from the Dean and is subject to a late registration fee of Php50.00 on the first day and Php10.00 on succeeding days but not to exceed Php100.00.

Before final validation, a new student applies for his University ID which is countersigned by the Registrar and is expected to be worn by the student anywhere inside the campus.

Loss of ID card should be reported immediately to the Registrar's Office. Replacement may be obtained by reapplying, payment of Php100.00 and submission of Affidavit of Loss.

3.2.2 Cross-Registration

3.2.2.1 Within the University

No student shall be registered in any College, School or Department of the University without the permission of the Dean of the College in which the student is primarily enrolled.

The unit load a student may register in two or more Colleges or school in the University shall not exceed the maximum load allowed by the rules on academic loading.

3.2.2.2 To another Institution

Mindanao State University shall give no credit for any course taken by its student in any other University, College or Schools unless the Vice-Chancellor for Academic Affairs authorizes the taking of such course, upon the recommendation of the Dean.

3.2.2.3 From another Institution

No student registered in any other institution shall be admitted to the University without the written permit from his Dean, Director or Registrar. The permit shall state the number of units for which the student is registered and the subject of units he is authorized to take in the University.

3.3 Academic Policies

3.3.1 Academic Load

No undergraduate student shall be allowed to enroll in one semester more than 18 non-laboratory units or 20 units including laboratory work, except in courses where the formal semestral load is more than 18 units.

However, a student with a general point average (GPA) of “1.5” or better in the previous regular term may be permitted by the Dean or the Department Chairperson to carry not more than 21 non-laboratory units or 23 units including laboratory work, provided, that this rule shall not affect or alter any existing course duly approved by the University Council and the BOR in which the normal load per term is more than 18 units.

A graduating student (one who needs only 42 units to satisfy the requirement of his course) maybe permitted 21 non-laboratory units or 23 units with laboratory work in either regular term provided that his grade point average (GPA) is “2.0” or better, and provided, further, that his maximum load during the third term shall not be more than 9 units.

3.3.2 Attendance

Any student who, for an unavoidable cause, absent himself from class, must obtain an excuse slip from his dean to be presented to the instructor concerned not later than the second class session following the student return.

Absence due to illness must be reported by the student concerned to the infirmary within three (3) days after his absence in which case a certificate of illness must be secured from the university Infirmary.

Excuses are for time missed only. All class work missed must be made for the satisfaction of the concerned faculty within a reasonable time from the date of absence.

A student shall be dropped from his classes when his absences reach 20% of the scheduled hours of the particular subject.

3.3.3 Leave of Absence

A student who is unable to continue with his classes due to illness or a similar justifiable cause can request for a Leave of Absence.

Prolonged leave of absence must be requested from the Dean stating the reasons for the leave and the period of the leave, which must not exceed one academic year. For a leave of absence availed during the second half of the semester, the faculty member concerned shall indicate the class standing of the student as either “passing” or “failing” at the time of the application of leave.

3.3.4 Changing Classes

Transfer to other classes after registration shall be made only for valid reason. No change of matriculation involving the taking of a new subject shall be allowed after 12% of regular class meeting have been held. Change in matriculation shall

be effected by means of the change of matriculation form and must be recommended by the adviser, approved by the Dean and submitted to the registrar for assessment and notation.

3.3.5 Dropping of Courses

A student may, with the consent of his instructor and his Dean, drop a subject by accomplishing the prescribed form. If the dropping takes place after three-fourth of the hours prescribed for the course has elapsed, the instructor concerned shall be requested to state whether or not the student shall be given a grade of “5.0” for the course.

3.3.6 Scholastic Delinquency

Any student whose scholastic performance in class is below the grade of “3.0, INC, DRP” or “Passing” shall be subject to the following rules:

1. **Warning** – Any student who at the end of the term obtains a final grade of below “3.0” in 25% to 49% of the total number of academic units for which he is registered shall be warned by the Dean to improve his work.
2. **Probation** – Any student who obtains at the end of the term a final grade of below “3.0” in 50% to 75% of the total number of academic units in which he has final grades shall be placed on probation for the succeeding term and his load shall be limited to the extent to be determined by the Dean; provided, that

this shall not apply to students who received final grades in less than 6 academic units.

Probation may be removed: (a) by raising the number of units passed over 50% of the total number of units in which the student has final grades by removal examinations, or waiver examinations, or by removing the “Inc.” grades before the close of the registration of the next succeeding term, or (b) by passing in 100% of the units in which he has final grade in the succeeding term.

3. **Dismissal** – (a) Any student, who at the end of the term, obtains final grades below “3.0” in at least 76% of the total number of academic units in which he receives final grades shall be dropped from the roll of his college of school, provided that this shall not apply to students who received final grades in less than 9 academic units; (b) Any student on probation in accordance with Rule 2 above who once again fails in 50% or more shall be dropped from the roll of his college or school.
4. **Permanent Disqualification** – (a) Any student who, at the end of the term, obtains final grades below “3.0” in 100% of the academic units in which he is given final grades shall be permanently barred from readmission at any college or school of the university provided, further that this shall not apply to students who received final grades in less than 12 academic units; (b) likewise, any student who was dropped in accordance with Rule 3 (a) and (b) and once again

fails shall not be eligible for readmission to any college or school of the university; (c) The Scholarship rule regarding permanent disqualification (Rule 4), does not apply to cases where the instructor concerned has certified that the grades of “5.0” were due to the student’s authorized dropping of the subject, and not to poor scholastic performance. However, if the dropping takes place after the midterm and the student’s class standing is poor, his grades of “5.0” be counted against him for the purpose of this scholarship rule.

The Committee on Scholarship and Delinquency shall recommend to the Chancellor that the student be dismissed and be allowed to transfer to another department or college, or placed on probation, but in no case of re-admission shall the action be higher than probation.

3.3.7 Grading System

The academic performance of students is graded at the end of each term in accordance with the following grading system:

1.00 and 1.25	Excellent
1.50 and 1.75	Very Good
2.00 and 2.25	Good
2.50 and 2.75	Satisfactory
3.00	Passing
5.00	Failure
INC	Incomplete
W	Withdrawn
INP	In Progress

A mark of “INC” shall be given to a student who fails to appear during the final examination or to comply with other prescribed requirements due to illness or other valid reasons. If in the opinion of the Dean or Director the absence from the examination is justified, the student may be given examination. In case the class standing is not passing and the student fails to take the final examination for any reason, a grade of “5.00” is given. “INC” is also given for work that is unfinished. The deficiency indicated by the grade of “INC” must be removed within the prescribed time; otherwise, the grade becomes “5.00”. The period for the removal of grades of “INC”, must not extend beyond one academic year from the time the grade was received. The one-year academic period is allowed for the removal shall be interpreted as extending to the regular semestral removal period immediately following the one-year period. If a student passes an examination for the removal of an “INC”, he shall be given a final grade of “3.00” or better; if he fails, the final grade shall be “5.00” (Art. 364, MSU-Code).

Re-examination shall be permitted only for the purpose of removing the grade “INC”. A student is not allowed re-examination for the purpose of improving his grade (Art. 366).

3.3.8 National Service Training Program (NSTP)

The National Service Training Program (NSTP) Law or RA 9163 also known as “An Act Establishing the National Service Training Program (NSTP) for tertiary level students, amending for the purpose Republic Act No. 7077 and Presidential Decree No. 1706, and for other purposes.” This

program aims to enhance civic consciousness and defense preparedness in the youth by developing the ethics of service and patriotism while undergoing training in any of its three (3) program components, specifically designed to enhance the youth's active contribution to the general welfare of the community, namely:

1. Reserve Officer Training Corps (*ROTC*)
2. Civic Welfare Training Service (*CWTS*)
3. Literacy Training Service (*LTS*)

All incoming freshmen students, male and female, starting school year (SY) 2002-2003, enrolled in any baccalaureate and in at least two-year technical-vocational or associate courses, are required to complete one (1) NSTP component of their choice, as a graduation requirement.

3.3.9 Shifting of Technology Students to other Courses

The shifting of student in the technology program to other course or program in the University is strictly not allowed. Even if they have passed the SASE, the technology students have to finish first the program they started before they are allowed to start another program in the University. This restriction applies to all the year levels in the technology programs. The policy is instituted to discourage students from enrolling in the technology programs without the sincere intention of finishing the course. This shifting of the technology students not only defeats the purpose of the technology program but also entails a waste of effort and resources on the part of the University. The application of these rules shall be under the supervision of the Registrar.

3.3.10 Graduation Policies

3.3.10.1 Graduation Requirements

No student shall be recommended for graduation unless he has satisfied all academic and other requirements prescribed for graduation.

3.3.10.2 Graduation with Honors

Students who complete their courses with the following grade point averages, computed on the basis of required units shall graduate with honors:

Cum Laude	1.46 to 1.75
Magna Cum Laude	1.21 to 1.45
Summa Cum Laude	1.00 to 1.20

Provided, that all the grades in all academic subjects prescribed in the curriculum shall be included in the computation of the grade point average (GPA) (Art. 427, MSU-Code).

Students who are candidates for graduation with honors must have completed in the University at least 76% of the total number of academic units required for graduation and must have been in residence therein for at least two years prior to graduation (Art. 428, MSU-Code).

In the computation of the final grade average of students who are candidates for graduation with honors, only resident credits shall be included (Art. 429, MSU-Code).

Students who are candidates for graduation with honors must have taken during each term not less than fifteen units (Art. 430, MSU-Code).

4. Scholastic and Grant Programs

4.1 Academic Scholarship

Academic Scholarship is awarded to those who passed the System Admission and Scholarship Examination (SASE) given for the purpose, categorized and accepted as such, or to those who earned a general point average (GPA) of “1.50 “or better in two successive semesters with the required semestral load prescribed in the curriculum.

The scholarship provides for a monthly stipend of ₱1,000.00, ₱ 1,000.00 book allowance per semester, free tuition, free dormitory accommodation and a reimbursement of yearly transportation expenses, maximum of ₱ 1,000.00 from residence to MSU-GSC. Grade Point Average (GPA) requirement is “2.00” or better with no failure and INC allowed per semester.

4.2 Special Muslim Grant (SMG)

Special Muslim grant is awarded to Muslim students who passed the System Admission and Scholarship Examination (SASE) given for the purpose, categorized and accepted as such. It provides a monthly stipend of ₱700.00, ₱700.00 book allowance, free tuition, free dormitory accommodation, and reimbursement of yearly transportation expenses, maximum of ₱1,000.00 from residence to MSU-GSC. Grade Point

Average (GPA) requirement is 2.75 or better with no failure and INC allowed per semester.

4.3 Special Tribal Grant (STG)

Special Tribal Grant is awarded to Lumad students who have passed the screening process. It provides a monthly stipend of ₱700.00, ₱700.00 book allowance, free tuition, free dormitory accommodation, and reimbursement of yearly transportation expenses, maximum of ₱1,000.00 from residence to MSU-GSC. Grade Point Average (GPA) requirement is 2.75 or better with no failure and INC allowed per semester.

4.4 Cultural Community Grant (CCG)

Cultural Community Grant is awarded to students who are bonafide members of the cultural communities of Mindanao, Sulu, and Palawan. CCG privileges are monthly stipend of ₱600.00, book allowance of ₱600.00, free tuition, free dormitory accommodation and reimbursement of yearly transportation allowance, maximum of ₱1,000.00 from residence to MSU-GSC. Grade Point Average (GPA) requirement is 3.0 or better with one failure allowed per semester, provided it is not more than 3 units.

4.5 Entrance Scholarship Grant (ESG)

Entrance Scholarship Grant, providing for free tuition fees, is awarded to valedictorians and salutatorians of public or

recognized private high schools of graduating class of at least 30 graduates.

A certificate to this effect, signed by the principal or director of the high school from which the applicant has graduated must accompany the application for the scholarship grant. Students on entrance scholarship must have a general point average (GPA) of 2.75 or better in a load prescribed by his curriculum in a given semester to maintain his entrance scholarship grant.

4.6 Special Skills Grant

The grant is extended to deserving and skillful students in the performing arts and sports. Grade Point Average (GPA) requirement is 3.0 or better with only one failure allowed per semester, provided it is not more than 3 units.

4.6.1 The MSU Chorale

The Privileges under this grant are:

- a. Senior's category- monthly stipend of ₱450.00, free tuition and dormitory accommodation.
- b. Junior's category- monthly stipend of ₱300.00, free tuition and dormitory accommodation.
- c. Apprentice's category- free tuition.

4.6.2 Kabpapagariya Ensemble (KE)

The Privileges under this grant are:

- a. Senior's category- monthly stipend of P450.00, free tuition and dormitory accommodation.
- b. Junior's category- monthly stipend of P300.00, free tuition and dormitory accommodation,
- c. Apprentice's category- free tuition.

4.6.3 Sports Development Grant (SDG)

The sports Development Grant (SDG) is open to bonafide college level students. Each grantee under this program must be in good physical condition, of good moral character and must pass the screening administered by the Sports Development Council.

This grant is awarded as a privilege to the grantee, hence, he must follow strictly the prescribed physical conditioning and practice schedules required for him or his team. Violation of any of the rules that maybe prescribed for the physical conditioning or exercise of the grantee could be a ground for the forfeiture of this privilege.

Every grantee is entitled to a free dormitory accommodation, and an allowance based on the following category;

- a. Class A- P500.00 per month and free tuition
- b. Class B –Free tuition only

To maintain this grant, the grantee must satisfactorily pass at least 75% of the minimum required load of 18 units prescribed in the university per semester. Further, the grantee in a four-year course must finish the same within five years.

4.6.4 Other Scholarship Grants and Programs

Other scholarship grants with various privileges such as free tuition, stipend and transportation allowance are sponsored by the following agencies:

- AFPEB Scholarship Program
- AKLAT City Government of GSC
- ALSONS ABU Foundation Inc. Program
- Andy Ong Foundation Program
- Barangay Scholarship Program
- BobSlor Scholarship
- Bureau of Fisheries and Aquatic Resources (BFAR)
- CHED-Full Scholarship Program
- CHED-Partial Scholarship Program
- CHED-Study Now Pay Later Program (SNLP)
- CHED-OPPAP
- CHED-Tulong Dunong Program
- CHED-VP Jejomar Binay
- CHED-DSWD-ESGPPA
- Darlene Antonino-Custodio Scholarship Grant
- Department of Agriculture(ACEF)
- Department of Science and Technology (DOST)
- DOLEFIL
- Emmanuel Pacquiao Foundation
- Kabugwason-Paglaum Scholarship Program
- Government Service Insurance System (GSIS)
- Local Government Unit Scholarship Program
- Malandag Extension
- National Commission on Indigenous Peoples
- NGCSP
- OWWA-Overseas Workers Welfare Association

- Pedro B. Acharon Congressional Scholarship Program
- RD Foundation
- SM Foundation Scholarship Program
- Sagittarius Mines Inc. (SMI)
- Santeeh Scholarship Program
- Sigay Kauyagan
- SMART-PLDT GABAY GURO Scholarship Program
- Trillanes Scholarship Program

4.6.5 College Bound Program (CBP)

To achieve the mandate of the University to integrate the Muslims, the Christians, and the Lumads, the College Bound Program is designed to augment and upgrade the academic preparations of High School graduates from among the cultural communities (Muslims and Lumads) seeking admission to the university. Qualifiers of this program are Muslims and Lumads identified by the Admission office. The CBP is a one summer training in English, Math and Values Education. Passing these subjects will qualify them to enroll in their preferred Bachelor courses corresponding to their earned grades during the 1st semester of the current school year. Privileges under this program are free dormitory accommodation and school fees.

4.6.6 Pre-University Program (PUP)

The Pre-University Program is for Muslims, Lumads and direct dependents of MSU employees, designed to extend and upgrade the academic preparation of high school graduates from among the above mentioned recipients seeking

admission to the university. Qualifiers of this program are identified by the Admission office.

This is a one semester intensive training and those who will pass both English and Math will be qualified to enroll in degree programs during the 2nd semester. Privileges under this program are free dormitory accommodation and school fees.

5. Student Services

5.1 Office of the Student Affairs

The Student Affairs Office was created in order to provide an effective channel of communication between the student body and the administration, faculty and employees.

The functions of the Office of the Student Affairs per BOR Resolution No. 496 are:

1. Supervises the general plans and polices for all students organization, services and activities;
2. Promotes and coordinates activities for cultural, social, physical and moral development of students;
3. Stimulates and creates an environment conducive to both cultural and academic growth.
4. Endeavors to explain the policies of the university.
5. Receives from the students and student organizations suggestions and recommendations for improvements of the university, as well as complaints and grievances of students.
6. Endeavors to solve student problems provided that those that cannot be solved or beyond its competence,

shall be transmitted to the higher authorities of the University as information, guidance or for appropriate action.

7. Coordinates the operations of units in charge of student services such as: University Infirmary, Motor Pool, and Student Dormitories.

5.2 Guidance and Counseling Office

The guidance and counseling office under the Office of the Student Affairs provides counseling and assistance to student's social, personal, emotional, psychological, educational, career and other related problems. The personnel are available to the students with or without appointment.

The Peer Counseling Training Program develops student capacity to guide themselves as well as others along various areas of concern - social, educational, vocational, and personal.

Guidance services include information on different areas, individual inventory, testing, counseling individual and group counseling, career development, referral and consultation and research and evaluation.

Psychological tests on aptitude, interest, personality and adjustment inventories can be availed of by the students upon notice.

5.3 Supreme Student Council

The student council shall serve as the primary student body that shall advance the interests, welfare, and aspirations of the students.

5.4 University Infirmary

The Infirmary provides medical services to constituents twenty-four hours daily throughout the academic year. Students are enjoined to avail of the service of its trained staff: Physician, Nurse and Dentist.

5.5 University Library

The University Library is a repository of knowledge. It has a role as the heart of the University. It is a center of information and research. It functions as a supporting facility for academic programs, research and learning activities for students and teachers.

For the services offered, rules and regulations of the library, refer to the university library user's handbook.

5.6 Residence Halls

The University provides four (4) residence halls for students who desire to live within the campus. These are the Men's' Dormitory, Men's' Dormitory Annex, Ladies' Dormitory and Ladies' Dormitory Annex. These Dormitories are under the management of the Dorm Manager who exercise close

supervision over the physical needs as well as social and moral behaviors of the students in the Halls.

5.7 Sports Development Program

The university supports the Sports Development Program for students. It provides scholarship opportunities to students who possess athletic abilities in various areas of sports.

5.8 Campus Student Organizations

Campus organizations are classified into academic and non-academic (civic group, religious, club, fraternities, sororities and dormitory associations) whose members are drawn from the students and alumni in accordance with the rules promulgated by the BOR.

Academic student organizations shall be under the jurisdiction of the Dean or Director of the corresponding college or school. Non-academic, civic group, religious, club, fraternities, sororities and dormitory associations shall be directly under the control, supervision and coordination of the Director of Student Affairs.

While students are encouraged to join organizations to enhance their academic and social growth, they are nevertheless expected to maintain satisfactory academic status.

Pursuant to the University policy on integration, organizations which are sectarian, provincial, sectoral or sectionalistic in name and in nature are not allowed in the University. Any

organization which identifies itself with any cultural, religious or linguistic groups which may tend to promote division instead of unification of student is not allowed.

5.8.1 Recognition

No university student organization shall be allowed to function without the recognition and registration of the Office of the Student Affairs. Recognition is upon compliance with specific requirements defined by the Office of the Student Affairs.

5.8.2 Recognition Renewal

A university student organization shall renew its recognition every year through the Office of the Student Affairs. Renewal of recognition is upon compliance with specific requirements described in Section 5.8.3.

5.8.3 Requirements for Recognition of Student Organizations

5.8.3.1 New Organizations

- Cover Letter or Letter of Transmittal (with signature of the Secretary noted by the President & Two Advisers)
- Letter of consent from the two (2) Advisers, one of which must be a faculty member
- CBL & Approved Additional Resolution.
- List of Officers w/ the following:
 - a. Full name, name of college, Year level &

course, address and contact number

b. Photocopy of COR

- List of Members (at least 15 members for civic, Religious Org, & Fraternity) w/ the following:
 - a. Full name, name of college, Year level & course
 - b. Photocopy of COR (except for the College & Department Organization)
- Action Plan for the next SY including a one sponsored seminar for each semester.

5.8.3.2 Existing Organizations

- Cover Letter or Letter of Transmittal (with signature of the Secretary noted by the President & Two Advisers)
- Letter of consent from the two (2) Advisers, one of which must be a faculty member
- CBL & Approved Additional Resolution.
- Updated List of Officers w/ the following:
 - a. Full name, name of college, Year level & course, address and contact number
 - b. Photocopy of COR
- Updated List of Members (at least 15 members for civic, Religious Org, & Fraternity) w/ the following:
 - a. Full name, name of college, Year level & course
 - b. Photocopy of COR (except for the College & Department Organization)
- Report of previous year's activities with proper documentation (Pictures/Videos)
- Summary of financial Report of all Activities for the previous year (Income statement, cash flow &

balance sheet). It must be signed by the Treasurer, Auditor, President and their Two Advisers.

- Action Plan for the next SY including a one sponsored seminar for each semester.
- Maintenance cleaning of the assigned Park
- Signage of the assigned Park (2ft X 5ft). Fraternities' Greek symbols/signs must be translated into English.
- Picture of the assigned Park/Office

The soft copy of the requirements must be submitted to msugscosa16@gmail.com. While the hard copy of the requirements must be submitted in a two long folder & envelope. It must be in accordance with the color coding: Green for the College & Department Organization; Red for the Religious Organization; Yellow for Civic Organization; and Blue for the Fraternity/Sorority.

5.8.4 Policies and Procedures on Extra-Curricular Activities

5.8.4.1 Permit

Application forms for extra-curricular activities are available at the OSA and must be accomplished and submitted to the concerned offices at least three (3) days before the scheduled activity.

Along with the application form is the accomplishment report which must be submitted not later than three (3) days after the conduct of the activity. Copy of the activity program, photocopy of the attendance sheet and accomplished

evaluation form for the activity must be attached to the accomplishment report.

Every Wednesday is a student activity day. Student organizations can conduct their meetings at the Student Center or at their respective kiosks/parks.

Night activities on school days are allowed only from 6:00 – 9:00 P.M. However, activities, which fall on Friday or on days where in the next day is a holiday or no class day, may be allowed to go beyond 9:00 P.M.

Student activities have to give way to University activities (such as those sponsored by the Administration) in case of conflicts, especially when the entire studentry is required to attend the University activities.

5.8.4.2 Requirements for the Use of MSU Facilities

5.8.4.2.1 Light and Sound System, Gym and Others

Application form is available at the Office of the Student Affairs. The booking-in-charge will certify as to the availability of the facility. No reservation will be granted unless all requirements have been accomplished.

5.8.4.2.2 Buildings and Premises

Student organizations may have the privilege of using a building or a portion of a building or any other property belonging to the University.

5.8.5 Student Activities

5.8.5.1 Student Publication

The BAGWIS is the official campus student publication. It devotes itself mainly to news, poems and opinions, comments and critiques about the student and other sectors of the University. It serves as the students' voice in objective journalism and responsible leadership.

The editorial staff is carefully chosen on the basis of an examination given during the early part of the first semester of each school year. The colleges may come up with their own Newsletters which serve as outlet for the literary talents of their students. Students in all levels are enjoined to send their literary outputs for the publication.

5.8.5.2 Cultural /Social Activities

The University as well as the different student organizations provides opportunities to hold social gatherings on a semestral basis.

5.8.5.3 Convocation

University convocations shall be held under the auspices of the different Colleges, Units of the University, Office of the Student Affairs, or University or college Organizations, upon approval of the Chancellor (Art. 472, MSU-Code).

Any priest, imam, preacher or minister of gospel of any religious denomination may be invited to speak before student

group or organizations of the University. Provided, that in every case, the written permission of the Chancellor shall have been previously secured, and provided further, that speakers do not discuss question which might provoke discussion in the university and /or tend to undermine the faith of the people over the government and the duly constituted authorities (Art. 473, MSU-Code).

5.8.5.4 Religious Services

The Muslim constituents observe daily prayers at the Mosque located d near the tennis court at the back of the University GYM.

Catholics attend Mass every Wednesday at 5:00-6:00 P.M. in the university GYM.

Inter-denominational groups may hold their fellowship and prayer meetings every afternoon after classes from Mondays to Fridays at a place requested by the group and approved by the university management.

6. Student Participation in Certain Activities and Press Releases

Any Student of the University who publishes an Article or writes a letter to the press must secure clearance with the Chancellor. If he desires to be known as a student of Mindanao State University, he shall prefix the name of the college or school in which he registered, with the word “student” (Art. 474, MSU-Code).

The participation of students in controversial activities shall be governed by the following principles:

The University has for one of its aims the training of thought and action of its studentry. For this purpose, the students of this institution are and have always been encouraged to take an intelligent interest in public discourses. Many of these discourses could be controversial in nature, but to place them beyond the inquiry and consideration by the students would be to defeat this objective. Therefore, students of this institution are and should be free to express their views and sympathies on any public discourse or question, subject however, to certain self-evident and well-established limitations, among which are (Art. 475, MSU-Code):

1. The participation of students in parades, demonstrations, mass-meetings and the like, organized or promoted by interested parties not authorized by the other activities of the University.
2. Students who take part in any of the above-mentioned activities shall not exhibit any signs of any kind giving the impression that they represent the University, their participation to be clearly indicated as on their own individual responsibility.
3. Students at all times shall observe the pertinent laws, regulations and shall act always with

fairness, tolerance, moderation and respect for the opinions and feelings of others, bearing in mind that education stands for broadness of views and for appreciation and understanding of principle.

4. Students are expected to be courteous and considerate on occasions as befitting men and women of refinement and good breeding.

7. Students Insurance/Welfare Fund

BOR Res. No. 96, s. 1989 approved the establishment of Student Welfare Fund which shall be used for the purchase of library materials, laboratory equipment/chemical and other facilities needed by the students. It also extends this further by way of extending other services like – Emergency loan, Hospitalization, Student loan fund, Mortuary assistance, Representation assistance and Project fund.

The University in protecting the life, security and well-being of the students during their stay with the University encourages all students to take or buy accident insurance. The OSA takes charge in arranging the accident insurance with a well - established insurance company

8. Revised Rules on Student Disciplinary Action

8.1 Applicability and Construction

8.1.1 This rule shall be known as the Student Disciplinary Action Revised Rules (SDARR).

8.1.2 Coverage – This rule shall apply to all disciplinary action and cases brought before the Student Disciplinary Board (SDB) of Mindanao State University-General Santos City (MSU-GSC).

8.1.3 Construction – This rule shall be liberally construed to obtain just, speedy and inexpensive disposition of the cases.

8.1.4 Definition of Terms – For purposes of this rule the following terms are defined as follows:

- a. Agency – refers to MSU-GSC as chartered.
- b. Board – refers to the Student Disciplinary Board (SDB).
- c. Censure- means severe disapproval, criticism or condemnation of the action or conduct of a student.
- d. Disciplining Authority – refers to the person or body duly authorized to impose the penalty provided for by the law or rules.
- e. Dishonesty – refers to concealment of truth in a matter of fact.
- f. Due process – is that which hears before it condemns, which proceeds upon inquiry and renders judgment only after trial. It requires notice and opportunity to be heard before judgment is rendered.
- g. Forum Shopping – refers to the filing of several actions or complaints either simultaneously or successively before another agency or tribunal having jurisdiction over the case against the same party involving the same essential facts, circumstances, acts, causes of action or relief and all raising

substantially the same issues either pending in or already resolved adversely by some other tribunal or agency.

- h. Party Adversely Affected – refers to the respondent against whom a decision in his case has been rendered by the disciplining authority.
- i. Person Complained of – refers to the person subject of a complaint which is not yet issued a notice of charge/s or formal charge by the disciplining authority through the SDB.
- j. Quantum of Evidence – The quantum (amount) of evidence to sustain culpability of the respondent shall be substantial.
- k. Reprimand – is almost synonymous with censure. It is a formal and public censure or severe reproof, administered to a respondent by the disciplining authority.
- l. Respondent refers to the person who is issued a notice of charge/s or formal charge by the disciplining authority through the SDB.
- m. Student – refers to a person enrolled or admitted or taking any course in any college of MSU-GSC.
- n. Verified Complaint – refers to a written statement under oath by a person who has a personal knowledge of the facts complained of therein, alleging the complainants cause of action against the respondent and shall include the names and addresses of the parties to the case.

8. 2 Jurisdiction, Venue of Actions and Composition of the Student Disciplinary Board

8.2.1 Jurisdiction –the SDB shall hear and decide cases or actions intuited or brought before it and recommends to the Disciplining Authority the result thereof including the proper penalty to be imposed in case of adverse decision.

8.2.2 Venue – the place of investigation shall be conducted only in MSU-GSC, Fatima Campus.

8.2.3 Composition of the SDB – the SDB shall be composed of the following:

- | | | |
|--|---|------------------|
| a. Director of Student Affairs | - | Chairman |
| b. Faculty Member, preferably
LIB | - | Member |
| c. Senior Faculty Member | - | Member |
| d. Dean of the College where the
erring Student is enrolled | - | Member |
| e. Chairman of the Supreme
Student Council | - | Member |
| f. Stenographer | - | Minutes Recorder |

8.2.4. Cases or Actions Cognizable by the SDB – the following cases or actions are cognizable by SDB:

- a. Student *vs.* student
- b. Faculty *vs.* student

- c. Parents of a student *vs.* student
- d. Disciplining Authority *vs.* student
- e. Other analogous cases

8.3 Complaint

8.3.1 Who may initiate – an action or proceeding may be initiated by the disciplining authority *mutuo proprio* or upon complaint of any other person.

8.3.2 Valid Complaint – Except when initiated by the disciplining authority or its authorized representative, no complaint shall be given due course unless the same:

- 1) Is in writing, in five (5) copies, under oath by the complainant.
- 2) In cases initiated by the disciplining authority or its authorized representative, a show cause order is sufficient.
- 3) Be written in a clear, simple and concise language alleging the ultimate facts thereof.
- 4) Shall contain the following:
 - a. Full names and addresses of the complainant/s and respondent/s and their positions or year level.
 - b. A narration of the relevant and material facts (ultimate facts) which shows the acts or omissions allegedly committed.

- c. Certified true copies of the documentary evidences and affidavits of witnesses, if there be any.
- d. Certification of Non-Forum Shopping.

NO anonymous complaint shall be entertained. The absence of any of the above said requirements may cause the dismissal of the complaint without prejudice to its refiling upon compliance thereof.

8.3.3 When and where to file a complaint – Except when otherwise provided by law, a complaint maybe filed at any time before the SDB.

8.3.4 Withdrawal of the Complaint – the withdrawal of complaint neither result in its outright dismissal nor discharge the respondent from liability when there is obvious truth or merit thereto, and the same should be given due course.

8.4 Preliminary Investigation

8.4.1 Preliminary Investigation (PI), defined – It is an *ex parte* proceeding by examining the available records and documents submitted to determine whether or not there exist a *prima facie* case to warrant the issuance of a Formal or Notice of Charge.

8.4.2 How conducted– Within five (5) days from receipt by the SDB of the complaint, sufficient in form and substance, the person complained of shall be required to submit his/her

Answer with affidavits of his witnesses, if there be any. The latter's failure to submit his/her Answer shall be considered a waiver thereof on his/her part and the PI shall proceed.

8.4.3 Duration –the PI shall commence not later than five (5) days from receipt of the complaint and shall be terminated within 20 days thereafter.

8.4.4 Investigation Report – Within five (5) days from the termination of the PI, an investigation report shall be submitted, including the complete records of the case, by the SDB to the Disciplining Authority, with a recommendation on whether or not a Formal or **Notice of Charge** shall be issued by the SDB.

8.4.5. Resolution after PI –If a prima facie case is established during the investigation the disciplining authority may direct the SDB to issue either Formal or Notice of Charge to the person/s complained of.

8. 5 Charges

8.5.1 Issuance of Charge – after finding a prima facie case on action initiated by the disciplining authority or its authorized representative, a Formal Charge, may be issued by the SDB, if the complaint is otherwise initiated by other persons, a Notice of Charge may be issued.

8.5.2 Contents of the Charge – The Formal or Notice of Charge shall contain specification of the charges against the person complained of with a statement that a prima facie case exist, a brief statement of the ultimate relevant facts. It shall also include directive to answer the charges in writing under oath in not less than three (3) days thereof and a notice that he/she may opt to be assisted by a counsel of his/her own choice.

8.5.3 Prohibited Pleadings – the SDB shall not entertain request for clarifications, bill of particulars, motion to dismiss or motion to quash, or motion for reconsideration. If any of the pleadings are interposed by the respondent, the same shall be considered as Answer and shall be evaluated as such.

8.6 Answer

8.6.1 Contents – The Answer, which is in writing and under oath, shall be specific and shall contain material facts and applicable laws, if any, including documentary evidence, sworn statements covering the testimonies of witnesses, if there be any, in support of one's case.

8.6.2 Failure to File Answer – If the respondent fails or refuses to file his/her Answer to the Formal or Notice of Charge within the period provided therein which shall not be less than three (3) days from receipt thereof, he/she shall be considered to have waived his/her right to submit the same and the case may be decided based on available records.

8.7 Formal Investigation

8.7.1 Conduct of Formal Investigation – A formal investigation shall be conducted by the SDB, in which case, the investigation shall be held not earlier than five (5) days nor later than ten (10) days from receipt of the respondent's Answer or upon the expiration of the period to answer. Said investigation shall be finished within thirty (30) days from the issuance of the charge unless the period is extended by the SDB in meritorious cases.

8.7.2 Submission of Position Paper/Memorandum – At any stage of the proceedings, the parties may, based on their mutual consent, submit position paper/memorandum and submit the case for resolution without any need for further hearings.

8.7.3 Pre-hearing Conference – The SDB shall conduct pre-hearing conference for the parties to appear, consider and agree on the following:

- a. Stipulation of facts
- b. Simplification of issues
- c. Identification and marking of evidence of the parties
- d. Waiver of Objections to admissibility of evidence
- e. Limiting the number of witnesses and their names
- f. Dates of Subsequent hearings, and
- g. Such other matters as may aid in the prompt and just resolution of the case

The conduct of pre-hearing conference is mandatory. The failure of the respondent to attend the pre-hearing conference constitutes a waiver to participate therein but may still participate in the formal investigation upon appropriate motion.

8.7.4 Continuous hearing; Postponement – Hearing shall be conducted on dates set by the SDB upon agreement of the parties. Only one postponement with valid reason is allowed upon oral or written request.

If respondent is absent or without counsel during the scheduled hearings despite due notice, the investigation shall proceed and the respondent shall be deemed to have waive his/her right to present evidence in his/her favor.

8.7.5 Preliminary Matters – When hearing commences, the SDB shall note the appearances of both parties and their counsels. Respondent is apprised in his right to counsel and if he appears without counsel it is a waiver on his part. For a counsel to appear he must state his name, roll number, IBP receipt, MCLE Compliance, and his complete address where he/she can be served with processes.

8.7.6 Order of Hearing – The complainant shall present his evidence subject to cross examination followed by the respondent, also subject to cross examination. Rebuttal or Sur-rebuttal may be allowed. After presentation of their

witnesses both parties shall make a formal offer of their documentary evidences, subject to objections by the adverse party, while testimonial evidence should have been offered during the time that the witness has testified. After which both parties may be given five (5) days after the termination of the investigation to submit their respective memorandum. Failure to submit memorandum constitute a waiver thereof.

8.7.7 Issuance of Subpoena – SDB may issue subpoena ad testificandum to compel the attendance of a witness and subpoena duces tecum for the production of documents or things. Request for the issuance of subpoena should be done at least seven (7) days before the scheduled hearing.

8.7.8 Record of Proceedings – During the Formal Investigation, the record of proceedings may be taken in shorthand or stenotype or any other means of recording.

8.7.9 Filing of Pleadings – A party who files his pleading shall furnish a copy thereof to the adverse party which may be done by personal service or registered mail.

8.7.10 Formal Investigation Report – Within fifteen (15) days after the conclusion of the formal investigation, a report containing a narration of material facts established, the findings, the evidence supporting as such, as well as the recommendations, attaching the complete records of the case shall be submitted by the SDB to the disciplining authority.

8.8 Decision

8.8.1 When Case is decided – The disciplining authority shall decide the case within thirty (30) days from the receipt of the formal investigation report. Such decision shall be executory and not appealable if the penalty is suspension for not more than thirty (30) days unless a motion for reconsideration is seasonably filed. However the respondent may file an appeal when the issue raised is violation of due process. If the suspension exceeds thirty (30) days, the same shall be final and executory after the lapse of the fifteen (15) day period to file a motion for reconsideration or appeal

8.9 Schedule of Penalties

8.9.1 Classification of Offenses – Offenses are classified into grave, less grave, or light depending on their gravity or depravity and effects to the injured party.

8.9.2 Grave Offenses – The following are grave offenses with the penalty of suspension of thirty (30) days for the first offense, suspension for one semester for the second offense and dismissal for the third offense:

- a. Cheating in any form in any examination or any act of dishonesty in relation to his studies.
- b. Forging of signature and falsification of documents
- c. Robbery
- d. Theft
- e. Malversation of student funds

- f. Fighting or influencing physical injuries as a way to settle disputes
- g. Act of bribery to gain favor in violation of standards of instruction
- h. Selling, use or illegal possession of prohibited drugs
- i. Creating disorder, tumult, breach of peace or any form of disturbance within the University premises
- j. Gross and deliberate discourtesy
- k. Intentionally making false statement of any material fact or attempting to practice any deception, fraud, or concealment in connection with his admission, registration or graduation from the university.

8.9.3 Less Grave Offenses – The following are less grave offenses with the penalty of disqualification from holding any position of any organization either by election or appointment for the first offense, withholding of graduation and other privileges for second offense and dismissal for the third offense:

- a. Carrying within the University premises any firearm, bladed and dangerous or deadly weapon.
- b. Bringing, selling, keeping or drinking any alcoholic beverages within the campus of the University, or such student coming to the University in drunken state and/or conducting himself in a scandalous manner.
- c. Indulging in lewd, indecent, obscene or immoral conduct inside or outside the campus.
- d. Smoking and selling cigarette inside the campus.

- e. Any other misconduct which is not expressly enumerated herein.

8.9.4 Light Offenses – The following are light offenses with the penalty of reprimand or censure for the first offense, suspension for thirty (30) days for the second offense and dismissal for the third offense:

- a. Illegal posting of posters, announcement and buntings.
- b. Gambling within University premises.
- c. Any student who threatens to harm a person's honor or property.
- d. Vandalism of textbook, reference or other reading materials; unauthorized and/or destruction of any property, and unauthorized wring, engraving or marking any property of the University.
- e. Violation of curfew hours duly prescribed by competent authorities
- f. Non-wearing of student ID inside/outside the classrooms.

8.9.5 Other Disciplinary Actions and Remedies – Disciplinary proceedings shall be instituted against any student for the conduct committed or omitted against the law or by rules and regulations promulgated by duly constituted authority of the University.

The party adversely affected may avail of any remedies provided by the law. An appeal shall not prevent the decision from becoming final and executory.

References: Relevant Provisions of the SDARR were lifted from the Revised Rules on Administrative Cases in the Civil Service of the Civil Service Commission and from some Ordinance and related laws.

APPENDICES

A-Laws Pertinent to Students

Republic Act no. 7877-An Act Declaring Sexual Harassment Unlawful in the Employment, Education or Training Environment, and for Other Purpose. (<http://pcw.gov.ph/law/republic-act-7877>)

Republic Act no. 7079-An Act Providing for the Development and Promotion of Campus Journalism and for Other Purposes. (<http://www.congress.gov.ph>)

Republic Act no. 8049 An Act Regulating Hazing and Other forms of Initiation Rites in Fraternities, Sororities and Organizations and Providing Penalties therefore. (<http://www.chanrobles.com>)

Republic Act no. 9442-An act known as the Magna Carta for Persons with Disability as amended, and for other purposes. Granting additional privileges and incentives and prohibitions on verbal, non-verbal ridicule and vilification against persons with disability. (<http://www.ncda.gov.ph>)

Republic Act no. 9262-An act known as the Anti-violence against women and their children. It seeks to address the prevalence of violence against women and children. (VAWC), abuses on women and their children by their intimate partners. (<http://www.pcw.gov.ph>)

Republic Act No. 10627- An act requiring all elementary and secondary schools to adopt policies to prevent and address the acts of bullying in their institution. (<http://www.gov.ph>)

Republic Act No. 8504-An act promulgating policies and prescribing measures for the prevention and control of HIV/aids in the Philippines, instituting a nationwide HIV/aids information and educational program, establishing a comprehensive HIV/aids monitoring system, strengthening the Philippine national aids council, and for other purposes. (<http://www.lawphil.net>)

City Ordinance No.6-2015- An ordinance prescribing the comprehensive guidelines in the prohibition of smoking in the city of General Santos City and providing penalties for violations.

B-University Dress Code Policy

B.1 Men

Allowed	Not Allowed
Top to Bottom Wears	Top to Bottom Wears
T-shirts	Tank top
Polo shirts	Transparent (see through)
Long sleeves	Shorts
Jeans	Tattered jeans
Slacks	Pajamas
Shoes	Sandals

B.2 Women

Allowed	Not Allowed
Blouse	Sleeveless
T-shirts	Tube
Dress (on knee or below)	Transparent (see through)
Jeans	Crop top
Pencil skirts	Tattered skirts
Long skirts	Mini skirts
Shoes	Transparent leggings
Doll shoes	Slippers
Rubber shoes	Step-in sandals
Leather shoes	Flip-flops
Black shoes	shorts
High-cut shoes	Micro-skirts
Tennis shoes	

Notes:

1. Students must wear their Identification Card anywhere and everywhere in the campus that corresponds to the implementing policy of **NO ID, NO ENTRY**.
2. Students must not expose your midriff, chest, upper thigh or show visible cleavage or undergarment.
3. Students wearing clothes that shows derogatory, offensive and/or lewd messages either in words or pictures is strictly prohibited.
4. Students are allowed to wear headgear as an expression of religious or cultural dress.
5. Student's pants that show underwear is strictly prohibited.
6. Students wearing sagging pants, shorts, or any clothing that reveals undergarments or large sections of skin through factory

or self-made holes (inside and outside of all campus buildings and residence halls) is strictly prohibited.

7. Students wearing halter tops, tank tops, or bustier revealing excessive midriffs and/or cleavage (outside of the residence hall at any time) are strictly prohibited.
8. Students wearing pajamas and bedroom attire, including slippers and shower shoes may be worn in the privacy of the residential hall bedrooms or suites only.
9. Students with foot wounds will be considered to wear sandals or step-in sandals for their ease and convenience.

The following are the sanctions for the violation of the University Dress Code:

1. First Offense Five (5) hours community service inside the university.
2. Second Offense Ten (10) hours community service inside the university.
3. Third Offense Disciplinary action by the Office of the Guidance Counselor

Dress Code Exemptions

1. Students are allowed to wear sandals and slippers during rainy days.
2. Students with plot and laboratory activities are allowed to wear their appropriate attire provided that it is done during the allowed schedule.