



**ROMBLON STATE UNIVERSITY**  
MAIN CAMPUS  
Odiongan, Romblon



# STUDENT HANDBOOK 2022



# ROMBLON STATE UNIVERSITY



## RSU STUDENT'S PLEDGE

I am a STUDENT of Romblon State University, with mind and heart delighted by its philosophy and core values, I commit myself to the pursuit of learning and excellence in all my ways.

Accepting duty to uphold the integrity of the University, I pledge to abide by its policies and regulations, to respect lawful authority and to conduct myself with honor and excellence at all times.

This I commit for a better RSU, better country and a better world.

So help me God.

Signature: \_\_\_\_\_

This handbook belongs to:

Name \_\_\_\_\_

Course, Year \_\_\_\_\_

Home Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Parent or Guardian's Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Number \_\_\_\_\_



# ROMBLON STATE UNIVERSITY



## CONTENTS

	PAGE
Foreword	1
Chapter 1 HISTORY OF ROMBLON STATE UNIVERSITY	2
Chapter 2 VISION, MISSION AND OBJECTIVES	3
Chapter 3 UNIVERSITY CORE VALUES	4
Chapter 4 UNIVERSITY HYMN	4
Chapter 5 CURRICULAR PROGRAMS	5
Chapter 6 STUDENTS' ADMISSION, REGISTRATION, AND RETENTION CODE (SARaR)	7
General Admission/Entrance Examination And Qualification	7
Rules For Registration	7
Rules For Admission/Entrance Examination And Qualification	9
Rules For Retention	10
Curricular Changes	12
Rules On Residency & Scholastic Delinquency	14
Rules For Leave Of Absence And Residency	15
Rules For Enrollment	16
Grading System	17
REQUIREMENTS FOR GRADUATE STUDENTS	17
A. Admission	18
B. Admission Requirements for the Master Programs	18
C. Registration	19
D. Enrollment	20
E. Orientation	20
F. Refresher Course	20
G. Student Fees	20
H. Academic Load of Students	20
I. Class Attendance	20
J. Major examination.	21
K. Grading System	21
L. Request for Final Review and Evaluation of Grade	22
M. Request to Offer Subjects	22
N. Comprehensive Examination & Thesis/Dissertation Writing	22
Chapter 7 GRADUATION REQUIREMENTS	24
Chapter 8 COMMENCEMENT AND BACCALAUREATE EXERCISES	27
A. Procedures	27
B. Academic Costumes	28
C. Granting of Honorary Degree	28



# ROMBLON STATE UNIVERSITY



<b>Chapter 9</b>	<b>GUIDELINES AND STANDARDS FOR MASTERS THESIS AND DISSERTATION</b>	<b>28</b>
<b>Chapter 10</b>	<b>MASTERS THESIS/DISSERTATION DEFENSE</b>	<b>30</b>
	<b>A. Oral Defense</b>	<b>30</b>
	<b>B. Change of Panel Members/s</b>	<b>30</b>
	<b>C. Course Requirement</b>	<b>30</b>
	<b>D. Fees for Final Defense</b>	<b>30</b>
<b>Chapter 11</b>	<b>STUDENT NORMS AND CONDUCTS</b>	<b>31</b>
<b>Chapter 12</b>	<b>DUTIES AND RESPONSIBILITIES OF STUDENTS</b>	<b>32</b>
<b>Chapter 13</b>	<b>LEGAL RIGHTS OF STUDENTS</b>	<b>32</b>
<b>Chapter 14</b>	<b>STUDENTS CONDUCT IN SCHOOL</b>	<b>33</b>
	<b>A. Dress Code</b>	
	<b>B. Wearing of the Official Identification Card</b>	
	<b>C. Procedures for lost ID:</b>	
<b>Chapter 15</b>	<b>STUDENT CONDUCT MANAGEMENT</b>	<b>36</b>
	Types of Misconducts that are Subject for Disciplinary Action	
<b>Chapter 16</b>	<b>THE FREEDOM OF EXPRESSION AND ADVOCACY</b>	<b>35</b>
<b>Chapter 17</b>	<b>GENERAL RULES OF STUDENT CONDUCT MANAGEMENT</b>	<b>35</b>
<b>Chapter 18</b>	<b>MISCONDUCTS, SANCTIONS AND INTERVENTIONS</b>	<b>39</b>
<b>Chapter 19</b>	<b>PROCEDURES IN CASE VERIFICATION INVOLVING STUDENTS</b>	<b>39</b>
	1. Student (s)/Parent Against a Faculty Member	
	2. Faculty Member Against a Student	
<b>Chapter 20</b>	<b>STANDARD PROCEDURES IN THE IMPLEMENTATION OF APPROVED SANCTIONS AND INTERVENTIONS FOR STUDENTS</b>	<b>41</b>
<b>Chapter 21</b>	<b>PREVENTIVE MEASURES AGAINST VIOLENCE AND SANCTIONS ON FRATERNITIES AND OTHER STUDENT ORGANIZATIONS CHED Order No 4, s. 1995</b>	<b>41</b>
<b>Chapter 22</b>	<b>POLICIES ON THE ORGANIZATION OF STUDENT CLUBS AND ORGANIZATIONS</b>	<b>42</b>
	1. Supervision of Organizations Operation and Activities	
	2. Organizations, Applications and Accreditation	
	3. Selection of Student Organization Adviser	
<b>Chapter 23</b>	<b>STANDARD OPERATIONAL PROCEDURES FOR THE CONDUCT OF STUDENT ACTIVITIES</b>	<b>43</b>
	<b>I. Student Activities inside the Campus</b>	
	<b>II. Student Activities outside the Campus</b>	
	<b>III. Educational Tours and Field Trips</b>	
	<b>POLICY ON EDUCATIONAL TOURS AND FIELD TRIPS</b>	<b>44</b>
	<b>I. Educational Tours &amp; Field Trips</b>	<b>44</b>
	<b>II. Other Student's Activities outside the School Campus</b>	<b>46</b>
	<b>III. Student Mobility</b>	<b>48</b>



# ROMBLON STATE UNIVERSITY



<b>Chapter 24</b>	<b>USE OF BULLETIN BOARDS, POSTERS AND ANNOUNCEMENT</b>	<b>50</b>
<b>Chapter 25</b>	<b>FUND RAISING ACTIVITIES</b>	<b>51</b>
<b>Chapter 26</b>	<b>RECOGNIZED STUDENT ORGANIZATION</b>	<b>55</b>
<b>Chapter 27</b>	<b>GUIDELINES ON THE RECOGNITION OF STUDENT ORGANIZATIONS</b>	<b>52</b>
<b>Chapter 28</b>	<b>UNIVERSITY SUPPORT SERVICES</b>	<b>54</b>
	<b>A. Library</b>	
	<b>B. Guidance, Counseling And Placement Services</b>	
	<b>C. Dental &amp; Medical Services</b>	
<b>Appendix A</b>	<b>REFERENCES, ACRONYMS AND DEFINITION OF TERMS</b>	<b>56</b>
	<b>Acronyms And Definition Of Terms</b>	
<b>Appendix B</b>	<b>Flowchart A-Complaint of Student (s)/Parent against a Faculty Member</b>	<b>57</b>
	<b>Flowchart B– Complaint of Faculty Against A Student</b>	<b>58</b>
	<b>Flowchart C- Complaint of Student against another Student</b>	<b>59</b>
	<b>Flow Chart D- Process Diagram for Outbound Students</b>	<b>60</b>
	<b>OFFICIALS OF THE UNIVERSITY</b>	<b>61</b>
	<b>Student Hand Book Development and Review Committee</b>	<b>63</b>
	<b>FSSC and SSC Endorsement of the Student handbook</b>	<b>64</b>



## FOREWORD

Welcome students to your new home away from your home, the Romblon State University! For the next four or five years, you will be spending most of your time in this learning institution being your partner as you prepare to join the manpower needs of the society and pursue to achieve your goals in life. As you thread the portals of Romblon State University, remember that our concern is to mold you into a better and productive person, ready to face the demanding global arena of professionals.

While adjustment in college life is an art, it isn't easy at all. This revised Student Handbook (*BOR Resolution No.15, s.2023, January 19, 2023*) is therefore intended to provide basic information on matters affecting student life. It contains university policies and regulations that could enlighten students to become graduates with skillsets required in today's workplaces, imbued with Filipino values and global perspective.

Students should familiarize themselves on the contents of this hand book and own a copy of it for ready reference and guide. It is hoped and earnestly desired that it will unify the administration, faculty and students in their effort in serving the stakeholders with honor and excellence, towards the glory of God.

The RSU Administration



## Chapter 1

### History of Romblon State University

The Romblon State University started its humble beginnings as a Farm School in 1915 known as the Odiongan Farm School. The following is the brief historical metamorphosis after its founding year:

1930 – The Odiongan Farm School was converted into Odiongan Rural High School (ORHS) offering complete Secondary Course headed by a Principal but under the supervision of the Schools Division Superintendent. Among its former teachers was Mr. Francisco F. Saguiguit, retired Commissioner of the Agricultural Productivity Commission.

1947 – The Odiongan Rural High School was converted into Odiongan High School (OHS), a provincial high school offering the General Type A Curriculum.

Dec. 01, 1956 – Odiongan High School was converted under RA No. 1391 into a Secondary Curriculum and was named Odiongan National Agricultural School (ONAS).

1958 – ONAS remained as a regional school but the name was changed to Romblon National Agricultural School (RONAS) by virtue of the General Appropriation Act of that year.

July 01, 1965 – RONAS was converted into Romblon National Agricultural College (RONAC) under RA No. 4286.

1969 – The name RONAC was incidentally shortened to Romblon Agricultural College (RAC) as carried by the General Appropriation Act (GAA) of that year.

1972 – Partial implementation of college programs by offering the Technical Course leading to Associate in Agricultural Technology (AAT). The opening of this junior college program then was subsidized by the appropriations for the secondary program.

1975 – Full implementation of the college program with the opening of three degree courses. Bachelor of Science in Agriculture (BSA). Bachelor of Science in Agricultural Education (BSAgEd) and Bachelor of Science in Home Technology (BSHT).

May 18, 1983 – Approval of BP 393 converting the Romblon Agricultural College into a State College known as the Romblon State College (RSC) by the late President, His Excellency Ferdinand E. Marcos.

Sept. 30, 1983 – Inauguration of the Romblon State College.

1985 – RSC fully operated as a State College under its own budget.





Jan. 12, 2001 – The former Romblon College of Fisheries and Forestry (RCFF) created under Batas Pambansa Blg. 553 was fully integrated to Romblon State College-Odiongan, Romblon by virtue of BOT Resolution No. 3, S. 2001 date January 12, 2001, and named RSC Tablas Campus which later was renamed as RSC-Tablas Branch through joint resolution of the Administrative and Academic Councils inconformity with IGI-CSI issued under MEMO Order Number 27, S. 2000.

Feb. 28, 2001 – Likewise, the former Sibuyan Polytechnic College (SPC) which was also created by virtue of BP 614, was fully integrated to Romblon State College through BOT Resolution No. 11, S. 2001 on February 28, 2001, and was named and renamed RSC-Sibuyan Campus and RSC-Sibuyan Branch respectively.

Oct. 14, 2009 – The Romblon State College was converted into Romblon State University by virtue of Republic Act 9721 entitled, “AN ACT CONVERTING THE ROMBLON STATE COLLEGE IN THE MUNICIPALITY OF ODIONGAN, PROVINCE OF ROMBLON INTO A STATE UNIVERSITY TO BE KNOWN AS THE ROMBLON STATE UNIVERSITY AND APPROPRIATING FUNDS THEREFORE”. The House Bill No. 5217, authored by Hon. Eleandro Jesus F. Madrona, Congressman, Lone District of Romblon, paved the way for the conversion of Romblon State College into a State University.

## CHAPTER 2

### VISION, MISSION AND OBJECTIVES

The University as a state institution shall administer its affairs in accordance with its Charter, RA 9721 and with the general laws of the country in so far as they are applicable. The University upholds the humanistic philosophy of education. It is therefore committed to:

- a). Enhance the individual’s potentials to the optimum;
- b). Promote physical, intellectual, social, emotional and spiritual well-being of the youth;
- c). Recognize the learner as the center of pedagogical efforts; and
- d). Transform the educated individual to become a man for others.

#### **Vision**

A research-based academic institution committed to excellence and service in nurturing globally competitive workforce towards sustainable development.

#### **Mission**

Romblon State University shall nurture an academic environment that provides advanced education, higher technological and professional instruction and technical expertise in agriculture and fisheries, forestry, engineering and technology, education, humanities, sciences and other relevant fields of study and collaborate with other institutions and communities through responsive, relevant and research-based extension services.

#### **Quality objectives**

1. To ensure that all academic programs and institutional systems are compliant with statutory and regulatory requirements.





2. To ensure that institutional systems are fully certified by national and international system assessment bodies.
3. To ensure that all programs are fully accredited by the national and international academic accreditation bodies.

## CHAPTER 3 UNIVERSITY CORE VALUES

**Stewardship.** Everything that we have today is borrowed. Our influence, our power, our environment and our lives. Let us make use of them responsibly and conscientiously because we will never pass this world again.

**Competence.** An academic institution run by competent people will never go astray. Competence is knowing our job and doing it beyond what is expected of us.

**Resilience.** We must be strong in trying times, never to surrender nor believe in defeat. Let failure be our defining moments.

**Integrity.** To be persuasive, we must be believable; to be believable, must be credible; and to be credible, we must be truthful. This is integrity.

**Balance.** Life is best lived in harmony. Balance then is crucial to a good life. RSU embraces the concept of understanding life and how to keep it best in balance. When there is balance, there is order. This is our holistic approach to the total development of man.

**Excellence.** There is still no substitute for excellence. It is hard to achieve but it can start as a habit.

**Service.** Community service and development is what makes a University, otherwise we become an academic institution for nothing.

## CHAPTER 4 UNIVERSITY HYMN

Onwards Alma Mater dear, Romblon State University  
We are your sons and daughters, and forever we'll cherish thee  
A torch in every endeavor, leads us to the best of our future  
Makes our days and dreams come true  
Long Live, RSU

### CHORUS I

Romblon State University our brightest guiding light.  
As we chart our destiny, as we battle for the right  
The cradle of our dreams, the home where young hearts learn  
Romblon State University Our Alma Mater Dear!

Even we are far away;  
Your thoughts and memories in us remain.  
And in the face of trials we'll raise, your banner high

### CHORUS II

Romblon State University in our lives you reside.  
Your noble cause and legacy our honor and our pride.  
*(Repeat the last 4 lines of Chorus I)*



## CHAPTER 5 CURRICULAR PROGRAMS

### MAIN CAMPUS:

#### 1. COLLEGE OF ARTS AND SCIENCES

Bachelor of Science in Biology major in Microbiology  
Bachelor of Arts in Political Science  
Bachelor of Arts in English Language  
Bachelor in Public Administration

#### 2. COLLEGE OF BUSINESS AND ACCOUNTANCY

Bachelor of Science in Business Administration  
Major in Financial Management  
Major in Operations Management  
Bachelor of Science in Accountancy  
Bachelor of Science in Hospitality Management

#### 3. COLLEGE OF EDUCATION

Bachelor of Elementary Education  
Bachelor of Secondary Education  
Major in Science  
Major in Filipino  
Major in English  
Major in Mathematics

Bachelor of Physical Education

Bachelor of Technology and livelihood Education Major in Home Economics

#### 4. LABORATORY SCIENCE HIGH SCHOOL

Junior High School  
Senior High School

#### 5. COLLEGE OF ENGINEERING AND TECHNOLOGY

Bachelor of Science in Agricultural & Biosystems Engineering  
Bachelor of Science in Civil Engineering  
Bachelor of Science in Mechanical Engineering  
Bachelor of Science in Electrical Engineering

#### 6. COLLEGE OF AGRICULTURE, FISHERY & FORESTRY

Bachelor of Science in Agriculture

#### 7. INSTITUTE OF INFORMATION AND TECHNOLOGY

Bachelor of Science in Information Technology

#### 8. INSTITUTE OF CRIMINAL JUSTICE EDUCATION

Bachelor of Science in Criminology

#### 7. INSTITUTE OF GRADUATE SCHOOL

Master in Educational Management  
Master in Educational Leadership and Management  
Master of Arts in Education  
Major in Mathematics  
Major in Science  
Major in English  
Major Home Economics  
Master in Business Administration



Master in Public Administration  
Master of Science in Agriculture  
    Major in Animal Science  
    Major in Crop Science  
Master of Engineering  
    Major in Civil Engineering  
    Major in Electrical Engineering  
    Major in Mechanical Engineering  
Doctor of Philosophy in Educational Management  
Doctor of Philosophy major in Educational Leadership and Management

## **SATELLITE CAMPUSES:**

### **1. RSU- School of Arts, Science & Technology -Romblon Campus**

Bachelor of Elementary Education  
Bachelor of Secondary Education  
    Major in English  
    Major in Mathematics  
    Major in Filipino  
Bachelor of Science in Business Administration  
    Major in Financial Management  
Bachelor of Science in Information Technology

### **2. RSU-School of Agriculture & Environmental Sciences -Cajidiocan Campus**

Bachelor of Elementary Education  
Bachelor of Secondary Education  
Bachelor of Science in Information Technology  
Bachelor of Science in Agricultural

### **3. RSU- School of Industrial Technology-San Fernando Campus**

Bachelor of Elementary Education  
Bachelor of Secondary Education  
    Major in Filipino  
    Major in English  
    Major in Biological Sciences  
    Major in Mathematics  
Bachelor of Science in Hospitality Management  
Bachelor of Science in Business Administration  
    Major in Financial Management  
    Major in Marketing Management  
Bachelor in Technical-Vocational Teacher Education (BTVTEd)  
    Major in Automotive Technology  
    Major in Electrical technology  
    Major in Food and Services Management  
    Major in Garments, fashion and design Management  
Bachelor of Technology and Livelihood Education (BTLED)  
    Major in Home Economics  
Bachelor of Science in Information and Technology  
Continuing Education Program (CEP)



- Master of Arts in Education
4. **RSU- School of Inland Fisheries- Sta. Fe Campus**  
Bachelor of Elementary Education  
Bachelor of Science in Fisheries  
Major in English  
Major in Mathematics
  5. **RSU- School of Fisheries & Technology- Sta. Maria Campus**  
Bachelor of Elementary Education  
Bachelor of Science in Fisheries
  6. **RSU-School of Fisheries & Technology-San Agustin Campus**  
Bachelor of Science in Fisheries  
Bachelor of Elementary Education  
Bachelor of Secondary Education
  7. **RSU- San Jose Campus**  
Bachelor of Science in Hospitality Management
  8. **RSU– School of Fisheries and Forestry- San Andres Campus**  
Bachelor of Elementary Education  
Bachelor of Science in Fisheries
  9. **RSU– School of Agro-Forestry – Calatrava Campus**  
Bachelor of Elementary Education  
Bachelor of Science in Environmental Science  
Bachelor of Science in Forestry

## CHAPTER 6

### STUDENTS' ADMISSION, REGISTRATION, AND RETENTION CODE (SARaR)

#### GENERAL ADMISSION/ENTRANCE EXAMINATION AND QUALIFICATION

##### **Article 1. Entrance Requirements**

Section 1. The entrance requirements shall be as prescribed by the different colleges/campuses/institutes or units and approved by the BOR.

Section 2. Foreign students shall be required to meet the prescribed entrance requirements.

##### **Article 2. Admission**

Section 1. No qualified applicant shall be denied of admission to the University academic programs because of age, gender, ethnic considerations, or religious beliefs or affiliations.

Section 2. Every applicant for admission to the University degree programs must meet the entrance requirements prescribed by the University and concerned college/campus/institute. Provided, that the number of quota or slots for the classes in the program would allow.

Section 3. Only student who has been duly registered shall be admitted to his/her classes.

#### RULES FOR REGISTRATION

##### **Article 3. Registration**

Section 1. All Applicants must register at the prescribed registration period with the following entrance requirements:



## 1.1 For Graduate School applicants:

- a. Original Transcript of Records;
- b. Honorable dismissal (for transferees);
- c. Recent 2"x2" ID Picture in white background, business attire, without glasses, and with name tag and signature; and
- d. Permit to study;

\*Require industry experience/eligibility for grad students

\*Applicants should be qualified during application

PSA Birth certificate/marriage certificate for married female applicant

## 1.2 For Graduating K-12

1. Senior High School (Form 138) Card with complete grades of FIRST SEMESTER;
2. Scanned Copy of Certification from the Principal that the student is graduating from Senior High School; and
3. Recent 2"x2" ID Picture in white background, business attire, without glasses, and with name tag and signature.
4. PSA Birth Certificate/Marriage Certificate

## 1.3 For BEC (Non-K12) and K-12 Graduate

1. High School (Form 138) Card with complete grades;
2. Honorable Dismissal; and
3. Recent 2"x2" ID Picture in white background, business attire, without glasses, and with name tag and signature.
4. PSA Birth Certificate

## ALS Passers (DITO NA)

1. ALS Certificate of rating of remarks eligible to pursue higher education.
2. Birth Certificate (PSA or NSO)
3. Barangay Clearance / Good moral certificate
4. Recent 2x2 ID picture in white background business attire without eye glasses /with name tag and signature

## 1.4 For College Transferee

1. Transcript;
2. Good Moral certificate;
3. Recent 2"x2" ID Picture in white background, business attire, without glasses, and with name tag and signature.
4. Birth Certificate / Marriage Certificate for married female

## 1.5 For Junior High School

1. Elementary (Form 138) Card with complete grades; at least 85% general average for the semester
2. Certificate of Good Moral Character; and
3. Recent 2"x2" ID Picture in white background, business attire, without glasses, and with name tag and signature.
4. Birth Certificate (PSA)

## 1.6 For Senior High School

1. Junior High (Form 138) Card with complete grades; at least 85% general average



for the last semester

2. Certificate of Good Moral Character; and
3. Recent 2"x2" ID Picture in white background, business attire, without glasses, and with name tag and signature.
4. Birth Certificate (PSA)

Section 2. Applicant who registered after the prescribed period shall not be considered as eligible to take the admission examination.

Section 3. The Applicant who failed to take the entrance examination on the prescribed period will be removed in the system five (5) days after the last day of the admission examination schedule.

Section 4. A first-come-first served basis will be the ruling in the auction courses.

Section 5. Registration on the courses subject for auction will be scheduled two (2) weeks after the release of the entrance examination and qualification results within 15 official working days.

Section 6. Student who wishes to cross-enroll in any other institution must have a written permit from the Dean, Director, and Registrar. The permit shall state the subject title(s) and the total number of units for which the student shall register or vice versa.

Section 7. Cross enrollment in colleges/institutes/campus within RSU is allowed.

## RULES FOR ADMISSION/ENTRANCE EXAMINATION AND QUALIFICATION

### Article 4. The Entrance Examination and Qualification

Section 1. Entrance Examination-----	60%
Qualifying Grades (based on CMO of each program) -----	40%
Total-----	100%

#### Section 2. Result Classification of College Entrance Examination and Qualification

- (a) *Passed*- An applicant who passed the Entrance Examination and Qualification, and ranked as listed qualified in the quota or slots available of the concerned college/institute/campus.
- (b) *Waitlisted* - An applicant who passed the Entrance Examination and Qualification and ranked as listed qualified outside the quota or slots availability of the concerned college/institute/campus, has the privilege or opportunity to apply to be qualified if he/she shall be contacted by the Dean/Director of the concerned college/institute/campus. The applicant shall be contacted if any of the classified Passed applicants are disqualified in the admission and qualification of the concerned college/institute/campus. Applicant on this classification is a continuation of ranking of the classified Passed. The first ranked waiting listed is the priority for substitution of the Passed applicants.
- (c) *Failed*- An applicant who did not pass the Entrance Examination and Qualification. They will not be allowed to apply to any college/institute/campus. They may take another entrance examination after a year subject to the same rules and regulations of the Office of Admission. Names will not be included in the posting of the passers and waitlist of the Entrance Examination and Qualification.





Section 3. Cheating of Any Form during Entrance Examination. Applicants who are proven cheating during entrance examination will be automatically barred and disqualified to apply in any colleges/institute/campuses of the University for one (1) year.

Section 4. The entrance examination result is valid only for two (2) Semesters from the time it was taken provided that there are available slots from the College/Institute/Campus.

**Article 5. Qualification of Grades. All maintaining grade and admission GWA requirements for the new entrants, transferee, and shiftee as stated in CHED Memorandum Circular (CMO) of the respective courses are automatically the qualifying grades of any course in the University.**

**Article 6. Localization. The applicant will be assigned by the admission office to take their courses to the college/institute/campus where the courses he/she is applying for is available and is nearest to his town of residence; provided, that the quota or slots for the number of classes in the program would allow.**

## RULES FOR RETENTION

**Article 7. Retention. Each college/campus/institute shall formulate its retention policy subject to the approval of the President through the Academic Council.**

### **Article 8. Classification of Applicants**

Section 1. Applicant shall be classified as follows:

- a. Regular - A fresh graduate from senior high or certified by the school principal as in the graduating class. They can also be a graduate of the Basic Education Curriculum (BEC) and/or graduate of the Alternative Learning System (ALS). ALS graduates shall have endorsement as eligible to pursue higher education.
- b. Transferees – An applicant which will come from other schools or universities who seeks entry into the university.
- c. Shifter- A student who is within the university who is seeking to change another course subject to the policy of the college/campus/ institute and provided that the quota or slots for the number of classes in the program would allow.
- d. Returnee- A student who applied for Leave of Absence (LOA) who wishes to return to the University.

Section 2. Other classifications of students are as follows:

- a. Freshman – A freshman is a student who is enrolled and is attending class in subjects of the first year of his/her curriculum or is earning 25% of the total number of units required in the entire four-year degree program, or 20% in the case of the five-year degree program.
- b. Sophomore – A sophomore is a student who has satisfactorily completed the prescribed subjects of the first year of curriculum, or is finishing more than 25% but not more than 50% of the total number of units required by his/her entire four-year degree program, or more than 20% but not more than 40% of the total number of units required in the case of a five-year degree program.
- c. Junior – A junior is a student who has completed the prescribed subjects of the first two years of his/her curriculum or is finishing more than 50% but not more than 75% of the total number of units required by his/her entire four-year degree





program, or more than 40% but not more than 60% of the total number of units required in the case of five- year degree program and may have attempted to take Civil Service Examination of any level of whatever results.

- d. Senior – A senior is a student who has completed the prescribed subjects of the first, second, and third year curriculum or is finishing more than 75% of the total number of units required by his/her entire four-year degree program and may have attempted to take Civil Service Examination of any level if he failed while at Junior classification.

In the case of the five-year degree program, one is classified as a pre-senior student if he/she has finished more than 60% but not more than 80% of the total number of units required by his/her five-year program. In the case of a five-year degree, one is classified as a senior student if he/she has completed the prescribed subjects of the first, second, third, and fourth year of his/her curriculum or has finished more than 80% of the total number of units required by his/her curriculum and attempted to take Civil Service Examination of any level if he/she failed while at Junior classification.

## **Article 9. Academic Load**

Section 1. One lecture unit is equivalent to eighteen (18) hours of instruction within a semester or summer term. One laboratory unit is equivalent to three (3) contact hours.

Section 2. An undergraduate student shall carry the prescribed number of units in the program per semester/term. A graduating student, as a special case, may be permitted to carry more than the prescribed number of units on his/her last semester with the recommendation of the dean/director and approval of the registrar.

Section 3. In the mid-year term, the normal load for undergraduate students is six (6) units of technical or laboratory subjects or nine (9) units of non-laboratory subjects. In exceptional cases, a graduating student may be allowed to carry nine (9) units of laboratory subjects or twelve (12) units of non-laboratory subjects.

Section 4. For a graduating student, he/she can take simultaneously the pre-requisite and the succeeding course provided that he/she passes the pre-requisite. Otherwise, both subjects will be considered as failed.

Section 5. Student who is scholastic delinquent is not allowed to have an overload.

Section 6. For transferee, college/institute/campus concerned shall assess the student's credited load vis-à-vis the program's prospectus.

Section 7. Graduate students may carry a maximum of twelve (12) units academic load during the regular semester and nine (9) units during summer.

## **Article 10. Attendance**

Section 1. The rules on attendance laid down herewith shall be followed in all colleges/campuses/institutes. When the absence of a student reaches 20% of the stipulated number of hours of recitation, lecture, laboratory, or any other scheduled work in one course, he/she shall automatically be dropped from the course by the teacher. The teacher is required to report the case to the registrar through the Dean. If 60% or more absences are unexcused, the student shall be given a grade of "5.0" otherwise, he/she shall be merely dropped without a grade.

Section 2. Excuses for absences shall be obtained from the Program Chair, Director of each college/campus/institute concerned to be presented to the teacher concerned not



later than the following session of the class after the date of the student's return to school. Excuses shall be for time missed only. All work covered by the class during absence shall be made up by the student to meet the teacher's required points/grades within a reasonable time.

Section 3. The University Physician may issue a certificate of illness. Medical certificates of duly licensed physicians shall be honored.

Section 4. Whenever the student has been absent from a class for three consecutive class meetings, a report thereof shall be sent immediately by the teacher concerned to the Adviser of the College or Institute. The Adviser shall notify the Director of the OSA, call the student, and correspondingly notify the parents or guardian immediately.

Section 5. Late enrolment shall be considered as time lost by absence.

Section 6. Three tardy arrivals shall be equivalent to a one-hour absence. Tardy arrival is recorded when a student arrives in class after the teacher has called the roll. Absence is the non-appearance of the student in class or class activity for the entire class period.

Section 7. Under flexible learning modality, the college/institute/campus may implement alternative guidelines in lieu of physical attendance of students subject to approval of the Vice President for Academic Affairs.

## **Article 11. Refund of Fees for non-TES/FHE beneficiaries**

Section 1. Students who are granted honorable dismissal or leave of absence, or voluntary withdrawal from the University shall be entitled to a refund of their tuition and other fees only following the schedule:

- a. Within five school days from the opening of classes = 75%
- b. Within twenty school days from the opening of classes = 50%
- c. Beyond twenty school days from the opening of classes = No refund

Section 2. In the case of students who withdraw before the opening of classes, all tuition and other fees except entrance and matriculation fees shall be returned.

Section 3. In case of a student's death or physical incapacity during the semester, all fees shall be refunded upon request of the family.

Section 4. A full refund of the tuition fee for a course may be allowed only in case of the forced dropping of the course by the administration.

Section 5. Any student who is drafted for military training following the National Defense Act may be refunded the proportional part of the total amount paid for his/her tuition and/or other fees for the term during which he/she is drafted.

## **CURRICULAR CHANGES**

### **Article 12. Dropping and/or Adding of Subjects, Changing of Classes**

Section 1. A student may, with the knowledge of the instructor of the subject and with the consent of the adviser and the Program Chair, drop a subject by filling in the prescribed form.

Section 2. A student may add or drop subjects within one week after the opening of classes.

Section 3. The student then passes the forms to the College, Registrar, and Cashiering Unit.

Section 4. A transfer of student to another class/section shall be made only with the consent of the instructor concerned provided, that the quota or slots for the number of classes in the program would allow.



## **Article 13. Request for Unscheduled Subjects/Classes on Special Arrangement**

Section 1. Subjects unscheduled for a given term may be offered upon written request of at least fifteen (15) students, duly endorsed by the Dean/Director and approved by the University Registrar. If the minimum number of students is not met, the requesting students shall cover the expenses for the unscheduled classes.

Section 2. Subjects may be scheduled by the program Chairman upon approved by the Dean to be offered in a term when needed by at least five (5) graduating students provided that written request to the University Registrar is made at least two (2) weeks before the start of the registration.

## **Article 14. Changing of Subjects**

Section 1. Every subject substitution must be based on at least one of the following:

- a. When a student is enrolled in curriculum that has been superseded by a new one
  - a.1. For a returning student under a superseded curriculum, the Program Chair shall evaluate the performance of the student based on his/her compliance with the subject requirements and good standing in terms of his/her grades. If the student has a good standing, the Program Chair shall recommend that the student may still continue with the old curriculum. Otherwise, the Program Chair shall recommend and inform the student that he/she has to follow the new curriculum.
- b. When there is a conflict of schedule between the two subjects;
- c. When the required subject is not offered.

Section 2. Every petition for substitution:

- a. Must be between subjects very similar in content and with the same number of units; and
- b. Must be approved by the Dean/Director and University Registrar upon the recommendation of the adviser.

Section 3. An approved petition for substitution in the mid-year term must be submitted to the Office of Admission within one week in the regular semester, the approved petition must be submitted within two weeks for consideration in the records of students. A petition submitted thereafter shall be considered for the following term.

Section 4. No substitution shall be allowed for any subject prescribed in the curriculum in which the student has failed or received a grade of "5.0" except when, in the opinion of the Dean/Director concerned, the proposed substitute covers substantially the same subject matter as the required subject.

Section 5. All applications for substitution shall be acted upon by the Dean/Director concerned within three (3) days from submission. In case the action of the Dean/Director is adverse to the recommendation of the adviser, the student concerned shall be notified immediately, and he/she may appeal to the Registrar and may be elevated to the Vice President for Academic Affairs if needed.

## **Article 15. Transfer Students**

Section 1. Transfer students may be admitted to the University except for colleges that have special provisions for the transferee. The following conditions should be met:

- a. Must present to the Admission Office, campus/school previous academic records duly signed by the registrar of the school he/she came from;
- b. Shall be on probation until official Transcript of Records from the school last attended is received;



- c. Only subject with grades that meet the requirement of the program PSG shall be credited based on validation.
- d. Shall complete in the University at least 50% of the units required for graduation in his/her courses;
- e. Must submit a certification of honorable dismissal and good moral character;
- f. Must fulfill requisites in Section 2 Article 18 of this code;
- g. Must be among those included to fill up quota/slots set by the College/Institute/Campus and Office of the Admission.

Section 2. A degree holder may be given credits for equivalent courses without validating them, but such credits must not exceed 50% of the total number of units required for graduation. The subjects to be credited shall be assessed by the Admission Office then forwarded to the Registrar, then Dean/Institute concerned and will be forwarded back to Registrar

Section 3. Transferee students who will be classified as Juniors must attempt to take Civil Service Examination of any level of whatever results or for Senior who attempted to take Civil Service Examination of any level if he failed during or did not attempt it before while at Junior classification.

Section 4. Each college or unit may promulgate rules on admission and granting of credits to transfer students consistent with the general rules set by this code.

## RULES ON RESIDENCY & SCHOLASTIC DELINQUENCY

**Article 16. Scholarship. A scholar who at the end of the semester cannot meet the grade requirement of the scholarship other than TES/FHE shall be disqualified.**

### **Article 17. Scholastic Delinquency**

Section 1. The faculty of a college or unit shall approve suitable actions governing undergraduate delinquent students. Unless otherwise specified in the program, these are the following:

- a. Warning – Any student who, at the end of the semester, obtains final grades below "3.0" in 25% to 48% of the enrolled total number of academic units enrolled;
- b. Probation – Any student who, at the end of the semester, obtains final grades below "3.0" in 50% to 75% of the enrolled total academic units of the subjects
- c. Dismissal –A student shall be dropped from the roll or encouraged to shift to other courses within the University, if he/she obtains final grades below "3.0" in more than 75% of the enrolled subjects total academic units of the subjects provided, that the quota or slots for the number of classes in the program would allow.

Section 2. Any student on probation, following the provisions of the preceding Section (b), who again fails in 50% or more of the total number of units in which he/she receives final grades, shall be dropped from the roll of the college subject to the provisions of the preceding Section (c).

Students under Probation shall only be allowed to enroll a maximum of 12 units on the succeeding semester. A student shall not exceed three (3) times under Probation status.



- Section 3. Any student who, at the end of the semester, obtains final grades below "3.0" in 100% of the Academic Units shall be permanently barred from re-admission to the University.
- Section 4. Disqualification from enrolment cited in the above paragraph does not apply in cases where grades of "5.0" were due to students' unauthorized dropping after mid-semester and the student's poor class standing. A grade of "5.0" shall be counted against him/her.
- Section 5. A grade of "Inc" shall be included in the computation to evaluate scholastic standing: when it is replaced with a numerical grade, the latter shall be included in the grades during the semester when the removal is made. The grade shall be given maximum grade of 2.50 upon compliance of incomplete requirement. All Inc. grades shall first be complied with before transferring or shifting to another program.
- Section 6. Students enrolled in any board courses of the university who receive three (3) "Inc" and/or 4.0 in a semester will be advised to shift course to any non-board course provided, that the quota or slots for the number of classes in the program would allow and other requirements of the college/institute where he/she is about to shift has complied.
- Section 7. Students from board courses may shift in any board courses and is allowed for only 2 times within the university provided that the quota or slots for the number of classes in the program would allow and other requirements of the college/institute where he/she is about to shift is complied with and did not reach the MRR in staying in the university.
- Section 8. All students in non-board courses are not allowed to shift to board courses.

## **Article 18. Honorable Dismissal**

- Section 1. Honorable Dismissal is voluntary withdrawal from the university with the consent of the University Registrar or Director of the Admission or his/her authorized representative. All accounts with the University shall be settled before a statement of honorable dismissal can be issued. The statement shall indicate that the student withdraws in good standing as far as character and conduct are concerned. A certification of good moral character may be issued separately by the office of the Guidance counselor.
- Section 2. A student in good standing who desires to serve his/her connection with the University shall present a written petition to this effect, signed by his/her parents or guardian addressed to the University Registrar. If the petition is granted, the student shall be granted honorable dismissal.
- Section 3. A student who leaves the University for the reason of suspension, dropping, or expulsion due to disciplinary action shall not be entitled to honorable dismissal. Should he/she be permitted to receive his/her transcript of records or certification of his/her academic status from the University, it shall contain a statement of the disciplinary action rendered against him/her.

## **RULES FOR LEAVE OF ABSENCE AND RESIDENCY**

### **Article 19. Leave of Absence (LOA)**

- Section 1. Leave of absence from the study must be sought with a written petition signed by the parent or guardian to the University Director of Admission stating the reason





for such request and specifying the period of the leave which must not exceed one academic year fifteen (15) days prior to the absence.

Section 2. Withdrawal from the University without formal leave of absence shall be a ground for the curtailment of registration privileges and continuity of counting his/her residency.

Section 3. Any student who did not apply for LOA at a prescribed time will be subjected to continual residency.

## **Article 20. Maximum Residency Rule (MRR)**

Section 1. All doctoral students must attain candidacy to the degree within five (5) academic years from the date of admission and must have completed all requirements within seven (7) academic years.

Section 2. If student cannot comply with MRR, he/she allowed a maximum of two (2) years extension, provided that they enroll in three (3) refresher course related to their specialization. Students are required to re-enroll in the courses taken more than nine (9) years ago and get new grades for these.

Section 3. All dissertation writing must be finished within three (3) years from the time of title/concept paper defense. Otherwise, the student is required to change his/her research problem and go through the process of title/concept paper defense over again.

Section 4. All master's students must attain candidacy to the degree within three (3) academic years from the date of admission and must have completed all requirements within five (5) academic years.

Section 5. If graduate students cannot comply with MRR, they are allowed a maximum of two-years extension provided they enroll in a three (3) penalty course related to their specialization. Students are required to re-enroll in the courses taken more than seven (7) years ago and get new grades for these.

Section 6. For graduate students, the Dean may recommend a 9-unit bridging program if the students' industry experience or educational background is not aligned with the graduate program he/she is planning to take.

Section 7. All college students scheduled for four (4) years course, must finish the course in a maximum of five (5) years and for five (5) years courses in a maximum of six (6) years.

Section 8. If college students cannot comply with MRR, they are allowed a maximum of a year extension provided they will pay their tuition and miscellaneous fees following the Unified Student Financial Assistance System for Tertiary Education (UniFAST).

Section 9. For new undergraduate students, a bridging program shall be required for students whose strand in senior high school is not aligned with his/her choice of bachelor program. 15 units is required for the bridging program.

## **RULES FOR ENROLLMENT**

### **Article 21. Prescribed Schedule.**

Section 1. For First Semester:

Enrollment for All First Year-First Week

Enrollment for All Second Year-Second Week

Enrollment for All Third Year-Third Week

Enrollment for All Fourth and Fifth Year-Fourth Week



Late Enrollment for All Year Level with Fine-Fifth Week

Section 2. For Second Semester:

Enrollment for All Year Level –Two weeks semestral break

Late Enrollment for All Year Level with Fine-One week from the first day of class.

Section 3. For Mid-Year Term

Enrollment for All Year Level –Two weeks semestral break

Late Enrollment for All Year Level with Fine-One week from the first day of class.

**Article 22. Qualification.** Those who passed or qualified only in the Entrance Examination and Qualification of the Office of the Admission and qualified from the prescribed admission of the concerned college/institute/campus shall be eligible to enroll in the University in compliance with Article 2 and 3 of this code.

**Article 23. Denial of Enrollment.** The student who wishes to enroll beyond the prescribed late enrollment period shall be denied enrollment for the current semester.

**Article 24. Grading System**

**The zero-based grading system shall be used across the main campus including the Science Laboratory High School and the Satellite Campuses. The rating in percent shall be determined using the formula:**

$$\frac{\text{Score Obtained}}{\text{Highest Possible Score}} \times 100 = \text{Percentage Score}$$

**The ratings obtained shall have the corresponding equivalents such as:**

Rating (%)	Grade Equivalent
96 - 100	1.00
91 - 95	1.25
86 - 90	1.50
81 - 85	1.75
76 - 80	2.00
71 - 75	2.25
66 - 70	2.50
61 - 65	2.75
60	3.00
Conditional*	4.00
Below 60	5.00

\*Conditional/Incomplete is not a grade. It is given to student who lacks necessary requirements necessary requirements of the course and must be completed/addressed within a year period after it is incurred, otherwise it will become 5.0.

## REQUIREMENTS FOR GRADUATE STUDENTS

### Section 1. Students

No student shall be denied of admission to GEPS provided she/he passed the physical and mental examinations by the university and shall qualify to the admission requirements of the program.

#### A. Admission

##### a. Admission Requirements for Doctoral Students

The Doctor of Philosophy in Educational Management (Ph.D.) aims to develop the capacities of teachers and other education professionals for developing new knowledge and strategies in specific areas within the broad field of educational science and practice such programs





shall focus on the development and validation of new theories, models, programs, and practices about the different aspects of the educational process (**CHED MEMO NO. 53 s 2007**).

This academic degree program is designed to provide the knowledge, research skills, attitudes and values relevant to the academic development of teachers and school administrators. This course deals with the different aspects of school management that shall develop creative, innovative, dynamic and productive school leaders.

b. Admission Requirements

- a. Applicants for admission to graduate work for the degree of Doctor of Philosophy (PhD) must be holders of a Master's degree with thesis from any recognized institution. The applicant must have an average grade of at least 1.75 in their master's degree.
  - b. An applicant who is not a holder of Bachelor's Degree in Education must earn at least 18 units of education subjects before admission to the program. An applicant whose average grade is below 1.5 may be admitted on probation status after which their performance will be evaluated at the end of the semester. If their average grade is below 1.5, they will not be allowed to pursue their doctoral degree.
  - c. The applicant must submit to the Office of the Graduate Studies the following documents: (2 copies each)
    1. Original Transcript of Records
    2. Honorable Dismissal (for transferees)
    3. PSA Birth Certificate (photocopy)
    4. PSA Marriage Certificate (photocopy) for married female applicants
    5. Recent 2"x2 ID picture
    6. Permit to study (if currently employed)
    7. Two letters of recommendation from the former/current employer.
    8. Interview result with Chair/Dean.
  - d. The Dean of the Graduate Studies will issue an official letter of admission.
  - e. All documents must be in the Graduate School at **least one (1) month** before the start of classes of every semester. Submitted documents pertinent to the application become part of the university files and cannot be returned to the applicant.
- c. Credentials Required for Foreign Students
- a. A photocopy of authentication of records from the Philippine Embassy or relevant countries of schooling.
  - b. Certificate of English Language Proficiency for foreign students from non-English speaking countries.
  - c. Letter of Application
  - d. Notarized Personal History Statement
  - e. Notarized Affidavit of Support
  - f. Authenticated Scholastic records/Transcript of Records
  - g. Authenticated Police Clearance

B. Admission Requirements for the Master Programs

A student who wishes to enroll in the Master Programs should:

- a. Have completed a bachelor's degree in the undergraduate program related to the field of specialization to be undertaken in the graduate program, or if not, they should take 12 units in the undergraduate program as a pre-requisite to the course. *However, in the case*



*of MBA/MPA, if he/she had already work- experience of 6 years and above, he/she may proceed to enroll the program without taking the bridging subjects.*

- b. Have a general weighted average of 2.0 or B or higher. A student with a general average lower than 2.0 may be provisionally admitted until they have satisfied the following requirements:
- c. For full time students, completion of at least 9 units during the first year of enrollment with a general weighted average of 2.0 or better, and
- d. For part time students, completion of at least 9 units during the first year of enrollment with a general average of 2.0 or better.
- e. Submit duly accomplished application form for admission together with the following documents: (2 copies each)

## C. Registration

No student shall be registered in any subject after one (1) week of regular class meetings have been held, unless the Dean, on the basis of their scholastic record, permits their registration, provided that:

- a. If the registration is made outside the regular registration period indicated in the University calendar, the student shall be subject to fine for late registration.
- b. The students may register at any time without the payment of the fine for late registration subject to other regulations of the University. Students may register for particular subjects within a semester when permissible under the system of instruction adapted by the GEPS.
- c. A student shall be accepted in GEPS once he/she has satisfied all the registration documents required in the program upon evaluation of the dean.
- d. A student who shall register late shall still be accepted in any subject a week after the start of the classes upon evaluation of the dean and provided that he/she shall be accepted by the concerned professor.

## D. Enrollment

### **a. Enrollment Procedures (Face-to-face)**

1. All students intending to enroll for a Ph.D. and Masters' degree shall register upon completion of all the requirements for admission and presentation of the letter of admission from the Dean of GEPS.
2. Fill up the Student Information Slip/Enrollment Trial Form at the office of the GEPS.
3. After Personal Information was entered into the system use this URL to login to the system.
4. Pay the Graduate Student Organization (GSO) fee.
5. Proceed to Dean's Office for approval and assessment.
6. Proceed to cashier for payment.
7. After paying your fees you are now officially enrolled.

### **b. How to reserve subjects to the system?**

1. For old student, use your ID number as your user name and your last name (small letters) as your password to login to the system. For new students use the username and password provided during the enrollment of personal data to the system.
2. Update your profile: Ex. Educational background, date of birth, date of registration and etc.



3. Specify your year level and select section/block assigned by the evaluator. Once the required information are completely filled out, a set of tabs (menus) for student will appear automatically.
4. Click on the “Subject Load” tab for the selection or reservation of the approved subjects.
5. Once adding of all subjects are done, wait until the dean approve the reserve subjects.
6. Once the dean has approved the subjects, the system automatically locks it will only be available for viewing to the students.

## E. Orientation

All students shall be required to attend the orientation activity/program to be conducted by the GEPS as scheduled. This should be hosted by the GEPS student organization.

## F. Refresher Course

The graduate students who failed to enroll for 5 years in the Masteral Program, and 7 years for Doctoral program shall refresh 12 subjects (Masters) and 15 subjects (Doctoral).

## G. Student Fees

A student shall pay the GEPSSO fee, determined and approved by the student’s organization.

## H. Academic Load of Students

1. A full time student is allowed a maximum of 4 subjects equivalent to 12 units of study load during the regular semester and 9 units during summer. A full time student is the one who is not employed.
2. Part-time student is allowed to enroll three (3) subjects equivalent to 9 units per semester. A part-time student is the one who is currently employed. The part-time student may be allowed to a maximum of 4 subjects equivalent to 12 units of study load, if he/she is on the last semester of his study before he/she takes the CWEx and COEx.

## I. Class Attendance

- a) ***Presentment of Registration Form.*** The student who attends the class for the first time during the term shall present their Registration Form to their respective Professors who will verify their inclusion in the class list to confirm their enrollment in the course.
- b) ***Checking of Attendance.*** Attendance is checked starting the very first day of classes. Late enrollee who attends class after the first day of classes shall be marked absent for the day missed.
- c) ***Maximum Allowable Absences.*** The student is allowed to incur a maximum of 20% of the required number of hours for that subjects. The student who has incurred absences six (6) hours of absences in a 3-unit course (Masters) or eight (8) hours (Doctorate) during the regular term, shall be dropped from the roll and given a failing grade of 5.00. The professor shall report their absences officially in writing to the Dean of the GEPS and the University Registrar. Time lost by late enrollment shall be considered as time of absence from the class. The student who exceeds the allowable maximum number of absences after the midterm period shall be given a failing grade.
- d) ***Tardiness and Constructive Absences.*** A student who comes late to class shall be marked “tardy”. Three tardiness marks are equivalent to one absence. A student who leaves the classroom and stays out for the duration of the class period without the professor’s permission shall be marked “absent”. The student who wishes to be absent must send a formal letter or information in advance for the professor to be aware or informed.



- e) **Leave of absence.** Prolonged leave of absence must be presented by written request to the Dean of the GEPS. The petition should state the reason(s) for which the leave is requested and must not exceed two years for the whole course. Approved leave of absence shall be included in the limit for finishing the degree. A student who withdraws from the school without formal leave of absence may have their registration curtailed or entirely withdrawn. Any subject which was taken by the student at least five (5) years back (Masterate) and seven (7) years back (Doctorate) is considered as “frozen” and therefore should be re-enrolled.
- f) **Residency.** The time limit for the completion of all masters/doctoral degree requirements shall not be more than five (5) years and not less than one and a half (1 1/2) years. The counting of the period of residence shall start from the student’s first enrollment in a graduate course after admission into the masters/doctoral program and shall include all leaves of absence from the program.
- g) **Student returnee.** An old student returning to the GEPS is required to re-enroll the 12 units or 4 subjects in their major field of specialization. The cognate subjects may not be repeated. After finishing these subjects, they can be allowed to take the comprehensive examination provided however, the average grade they had for the subjects to complete the academic requirements for the degree is not lower than 1.75.
- h) **Honorable Dismissal.** A graduate student who desires to leave the university shall submit a written petition to the Registrar duly noted by the Dean of the GEPS. If the petition is granted, the student shall be given an “Honorable Dismissal”. All indebtedness to the university must be cleared before a statement of Honorable Dismissal is issued. The graduate student may get a certification for the courses taken from the Office of the Registrar to be noted by the Dean of GEPS. The form is available at the Dean’s Office.
- i) **Rule for Transferees.** The regular period for completion for a graduate student transferring from another university shall be reduced by one (1) semester.
  - i.1. If there are courses taken by the student prior to his admission to the program and credited to his course requirements, then the allowed period of completion will be reduced by a number of semesters equivalent to one semester for every nine (9) units of courses credited to his program.
  - i.2. For transferee with Complete Academic Requirements and have already started with their thesis/dissertation writing in the other University, the one-year residence before graduation is applied. This means that the student must be officially enrolled in residence at least one (1) academic year prior to the conferment of the Masteral/Doctoral. The student is required to enroll at least 18 units for the whole year.

## J. Major examination.

Every student, regardless of class standing, is required to take all the scheduled examination, i.e., the midterm and final examinations.

## K. Grading System

a. **Bases of Grades.** In computing the final grade, the following factors shall be considered:

<b>Midterm (A)</b>		<b>Final term (B)</b>	
Research Output	60%	Portfolio (All Checked Outputs)	60%
Midterm Examination	20%	Final term Examination	20%
Participation	20%	Participation	20%
Total	100%	Total	100%

**Final Grade = (A + B) / 2**



b. The performance of the student shall be graded at the end of each term in accordance with the grading system in Article 24.

c. ***Removal of Incomplete Grade (INC).*** A grade of incomplete (INC) indicates that the student did not comply with certain course requirements during the semester or term of their matriculation for the course. They will be given **a year** to remove their incomplete mark with them to pursue by seeing their professor for advise on how they may complete the grade. If not removed within a year, the professor must give the student a failing grade and submit the same to the GEPS and Registrar's office.

#### L. Request for Final Review and Evaluation of Grade

A student who shall request for a review and evaluation of his/her final grade must write a letter to the concerned professor and furnishes a copy to the Dean's office. Such request must be based on any of the following grounds:

The computation of the final grade does not conform to the weighted value of the components as indicated in the course syllabus.

The parameters or conditions set for the course requirements are not observed, like examination time allotment for the course, passing grade requirement to conversion tables, and return of corrected test papers.

#### M. Request to Offer Subjects

The students who wish to catch up on missed courses/subjects may request subjects to be offered subject to the number of the students. The requested subject/s may be offered provided that the required number of enrollees per subject is meet. The required number of enrollees per subject is 17.

The students must fill up the pro-format **request form** in the GEPS Office two (2) months before the offering of the requested subjects.

The Dean shall allow requested course subject/s subject to the following:

- Have met the required number of enrollees,
- Availability and acceptance of the professor, and
- Availability of room/facility

#### N. Comprehensive Examination & Thesis/Dissertation Writing

##### a. **Comprehensive Examination & Title Defense**

The comprehensive examination is divided into two parts. The comprehensive written examination (CWEx) and the comprehensive oral examination (COEx).

The comprehensive written examination (CWEx) is taken by candidate for masterate/doctorate program after completing the degree requirements. Its purpose is to assess the student's intellectual capacity and the adequacy of training and competence in their respective fields of specialization. The examiners exercise comprehensive latitude in the content of the examination. While, the comprehensive oral examination (COEx) is taken by the candidate for masterate/doctorate program two (2) days after the CWEx is taken.

- To qualify for the comprehensive written and oral examination, the student should have an average grade of at least 2.00 for Masterate, and 1.75 for the doctorate programs respectively. However, if the student earned a grade lower than 2.00 for Masterate, and 1.75 for Doctorate in any of the subjects, he/she is advised to retake the subject before re-taking the CWEx and COEx.





- b. A student who is qualified to take the CWEx and COEx should submit to the Office of the GEPS the following requirements:
  - a) Duly accomplished application form (2 copies);
  - b) Clearance;
  - c) Official transcript of records (2 copies);
  - d) Receipt of payment for comprehensive examination fee; and
  - f) 3 titles of the Thesis/Dissertation to be orally defended (5copies).
- c. Names of qualified examinees will be posted on the bulletin board. Examination fees will be used to pay the honoraria of the panel of examiners, and the correctors who check the paper, and expenses of the examination materials.
- d. The comprehensive written and oral examinations are scheduled on the third week of July (Summer), November (1<sup>st</sup> Sem), and April (2<sup>nd</sup> Sem). In special cases where a student happens to be out of the country due to work, he may request for a special examination. This has to be recommended by the program adviser and approved by the Dean. The student must attend the briefing two weeks before the scheduled comprehensive written and oral examination.
- e. The comprehensive written examination (CWEx) is scheduled by subject. The questions are contributed by the professors who taught the subjects in different courses. The CWEx will cover the 5 major subjects, Statistics, Methods of Research, while the questions for the remaining 4 subjects will be combined as one in a test paper.
- f. The Dean shall release the result of the CWEx and the COEx one month after the conduct of the examination.
- g. Passing the comprehensive written and oral examination is a requirement for thesis/dissertation writing. If the student gets a failing grade or a grade below 2.00 per subject (Masterate/Doctorate), he/she will be advised only to re-take the subject/s two (2) weeks after the COMPRE. If the student fails for the second time, he/she will be required to re-enroll the failed subject/s in the said COMPRE. However, if the student passes the Comprehensive Oral Examination (COEx), he/she is no longer required to present the "TITLE" of his study. His/her "TITLE" of the thesis will only be valid for 1 year until he/she successfully passes the re-take subject and proceeds for the thesis/dissertation writing.
- h. If the student fails the re-examination, he/she then shall be advised to re-enroll the subjects where he/she fails twice in CWEx. Re-application for the next CWEx and COEx is advised.
- i. In cases of unavailability of the subject professor, the Dean shall prepare the test questions based on the course syllabus.
- j. The student's performance in the comprehensive examination shall be rated as follows:

**Numerical Rating**

1.00-1.25  
1.50-1.75  
2.00  
Below 2.0

**Adjectival Rating**

High pass  
Pass  
Low pass  
Retake



## **b. Thesis and Dissertation Writing**

1. A student who passed the comprehensive written and oral examination is eligible to enroll in thesis/dissertation writing.
2. A student who may need to consult experts related to thesis/dissertation shall fill in a consultation form in duplicate, indicating among others the nature, purpose, and advice needed. A copy of the accomplished form is submitted to the GEPS Office as a means of monitoring the progress of the research work of the student.
3. Upon enrollment to thesis/dissertation writing, the student must attend the following series of orientations: (a) orientation on thesis proposal writing and defense, and (b) orientation on thesis final defense.
4. The master's thesis shall have equivalent of 6 units. This is distributed as Thesis I (3 units)- Thesis Proposal, and Thesis II (3units) - Full blown Thesis.
5. The doctoral dissertation shall have equivalent of 12 units. This is distributed as Dissertation I (DI)-6 units, and Dissertation II (DII)- 6 units.
6. Graduate student shall submit 3 copies of hardbound thesis/ dissertation to the office of the GEPS two weeks before the date of graduation.

## **c. Guidelines and Standards for Master's Thesis and Dissertation**

### **A. Selection of a Research Problem**

1. The research problem for thesis must be anchored in a theory, while the research problem for the Dissertation writing must be a theory development one.
2. The research problem must be in consistent with the research thrust of Romblon State University, CHED, NEDA, NHERRA, curriculum or courses required of the degree program being pursued by the graduate student.
3. The criteria for selecting a research problem are as follows:
  - a. It must be relevant, timely, and must be of recent one;
  - b. It must be original and with novelty;
  - c. It must be clear;
  - d. It must be feasible
  - e. It must be ethical.
4. The problem must reflect the variables of a problem studied rather than the research method.
5. The research title must reflect the desired output which may help the community as a whole.

## **CHAPTER 7**

### **GRADUATION REQUIREMENTS**

1. Only students who have successfully completed all the courses in their curricula are eligible for graduation. Students may participate in any commencement activity when all curricular requirements are completed and administrative sanctions if any are served.
2. Each graduating student is required to file a prescribed form at the registrar's office.
3. Completion of all the academic requirements of their chosen degree programs qualifies students to earn their respective diplomas.
4. His/her deficiencies must be made up and all the records cleared not later than five (5) weeks before the end of the last semester.





5. A student's diploma and transcript of records are issued after he/she has been cleared of all accountabilities.

## **GUIDELINES IN THE SELECTION OF STUDENTS GRADUATING WITH HONORS**

1. The Grade Point Average (GPA) shall mean the General Weighted Average (GWA) i. e, the sum of the grades multiplied by the required units divided by the total number of academic units required.
2. The term "academic" does not include Physical Education and Military Science/Euthenics (Section 2.2, Chapter 68 of RSU University Code)
3. All units earned in other Colleges or Universities required for graduation shall be evaluated based on grading system in Article 24.
4. Any graduating Student Applying for Academic Honors who was admitted as transferee/shiftee and has previous subjects with **disqualifying grades whether or not required for graduation, whether earned in RSU or not**, shall be considered submitted for the purpose of computing the Candidate's Grade Point Average (GPA) [Section 3, RSU University Code).
5. The moral character, conduct, integrity, and reputation of the candidate shall be beyond reproach. (Section 4, RSU University Code). **No infraction records** in the Guidance Office or Dean's Office or in the community.

**Only two decimal places** shall be used in the computation of the Grade Point Average (Section 5, RSU University Code)

6. Must have taken during each semester not less than the normal load, but taken a lighter load (not lower than 15 units) was due to justifiable causes such as health or due to the fact that the candidate was a working student, which reason must as much as possible be certified by the proper authority (by the Dean, by the University Health Services Director, by his/her Employer or the case applies at the time underload was incurred. (Section 6, Chapter 68 of the RSU University Code)
7. Any student graduating with honors, who will deliver the valedictory address during the commencement exercises, will be screened by a university-wide committee formed by the VPAA.
8. The criteria in the selection of students graduating with Latin Honors include the following:
  - a. **5% for Leadership track record;**  
The candidate has been a student leader or officer in any Student Organization either inside or outside the University, i.e. SSC President, SK President.
  - b. **5% Community service record;**  
The candidate has been a member or officer of any Civic Action Programs or any community involvement activities such as being a Volunteer or Ambassador in any Non-Governmental Organization (NGO).
  - c. **5% Communication skills 5% and**  
  
The Candidate has won in any Speech Communication Contest, Debate or the Committee will require each Candidate to have their own Extemporaneous speech.



d. **85% Determined by grade point average/quality Point Average.**

The Candidate has proven his/her academic excellence based on his Grade Point Average Weight Average (GWA).

9. All grades obtained by the student in **all subjects prescribed in the curriculum shall be included in the computation of the general average grade.**
10. An **Academic Awards Committee** which will be spearheaded by the **Vice President for Academic Affairs** in the selection and deliberations of Candidates for Graduation with Honors together with the Deans of Colleges, Campus Director Faculty Representative of its College, Director of the Student Affairs Services, and Registrar (Main and Satellite Campuses as members of the Academic Awards Committee.

## CLASSIFICATION OF STUDENT GRADUATING WITH HONORS

In adherence to Romblon State University Quality Policy, changes were made to improve the quality of graduates with honors; and focus not only on academic aspects but also on moral and spiritual values. Students graduating with honors shall be classified as follows:

### 1. With Distinction

Awarded to a student who obtains a grade point average of **1.75** or better in all academic subjects provided. However, he/she has no grade lower than 2.00 in any academic subject. Residence for at least four (4) semester immediately preceding graduation is a prerequisite.

### 2. Cum Laude (with Honors)

Awarded to a student who obtains a grade point average (GPA) of **1.50** in all Academic subjects or better but not lower than **1.75** in any academic subjects provided.

### 3. Magna Cum Laude (With High Honors)

Awarded to a student who obtains a grade point average of **1.25** in all academic subjects without a grade lower than **1.50** in any academic subjects. A resident of at least six (6) semesters immediately preceding graduation is a prerequisite.

### 4. Summa Cum Laude (With Highest Honors)

Awarded to a student who obtains a grade point average (GPA) of **1.00** or better in all academic subjects without a grade of lower than **1.25** in any academic subjects, provided however that all units required in the curriculum have been earned in the University.

## Guidelines in the Selection of Students Graduating Honors

1. Any student graduating with honors need not to apply for honors. After the grade evaluation of all graduating students, the Registrar's Office will generate the list of the candidates for Latin Honors.
2. The list shall be forwarded to the Office of Student Affairs and Services for verification.
3. The verified list shall be forwarded by the OSAS to the Registrar and sent to the college/Institute Deans/Directors for confirmation.
4. The confirmed list will be forwarded by the deans/directors to the Registrar for endorsement to the Vice President for Academic Affairs (VPAA).



5. The VPAA shall approve or disapprove the recipients of Latin Honors. This will be the basis of informing the recipients of Latin Honors.

## **Other Awards**

### **a. Leadership Awards**

Leader of a recognized organization in the University/College; instrumental in the implementation of various projects; made some innovative projects and with good moral standing.

### **b. Athletic Excellence**

Medalist in athletic Competition e.g. National PASUC Sports competition

### **c. Athletic Distinction**

PASUC IV Olympic Athlete/Medalist

### **d. Service Award**

Had been active in carrying out work for the students' benefits and willing to be of service to the faculty, during programs, extension activities most of the time.

### **e. Best Thesis**

1. Novelty
2. Timeliness
3. Impact

### **f. Journalism Award**

1. Had been an active staff of recognized school paper.
2. Written various articles.
3. Participated in different seminars workshop inside and outside the campus.

### **g. Loyalty Award**

Loyalty Award is given to graduating students who have studied at the University from First year high school until he/she graduates from college.

## **Selection of Candidates for Graduation with Honors**

### **Academic Awards Committee**

The selection of students for awards shall be done by a committee composed of the following:

Over-all Chair: **Vice President for Academic Affairs**

Members: **Dean/Director of College/Campus**  
**Faculty from the College** (In-charge of Evaluation)  
**Director— Student Affairs**  
**Registrars—** (Main/Satellite campus)  
**Director, Campus**

## **CHAPTER 8**

### **COMMENCEMENT AND BACCALAUREATE EXERCISES**

#### **A. Procedures**

1. The Registrar shall be responsible for the commencement and baccalaureate exercises and may call upon other offices for assistance in the carrying out of the plans. Conferment for the degree and non-degree programs shall be held on the same day and on the dates fixed for graduation in the calendar.
2. The commencement exercises for graduating students of the University, excepting those who are to receive titles and certificates below the Bachelor's degree shall be held on the same day and on the dates fixed for graduation in the calendar.



3. The exercises for the units not included in the general commencement exercises shall be held on such dated in such places and shall be fixed by the President of the University upon by the recommendation of the unit's heads.
4. Attendance at general commencement exercises shall be required. Graduating students who could not participate in the general commencement exercises due to justifiable reasons shall inform their respective Deans at least ten days (10) before the commencement exercises.
5. Graduating students who absent themselves from the commencement exercises without permission shall not give their diplomas and transcript of records from the Office of the Registrar unless they present valid reason/s for being absent.
6. The diploma shall bear only the date which shall be the date of the commencement exercises.

## B. Academic Costumes

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

## C. Granting of Honorary Degree

The University President with the consent of the Board of Regents may confer an honorary degree to any person who has not formally attended the prescribed program of studies but have gained prominence and demonstrated outstanding leadership in the practice of any of the specialization or professions offered by the University.

The Vice President for Academic Affairs, the Deans and three (3) others who may be appointed by the University President shall form a committee for the purpose of granting an honorary degree. The committee shall have the power to promulgate rules and regulations regarding the granting of this degree. The University Vice President for Academic Affairs shall preside on all meetings of the committee.

## CHAPTER 9

### GUIDELINES AND STANDARDS FOR MASTERS THESIS AND DISSERTATION

#### Graduate Level

Students enrolled at the graduate studies shall be required to enroll in the course Master's Thesis and Doctoral levels which shall be conducted following the scientific procedure and approved by the committee created by the Dean of the Colleges and Graduate Studies.

#### A. Selection of a Research Problem

1. The research problem must be theory-oriented and must develop test/validate or modify a theory.
2. The research problem must be consistent with the curriculum or courses required of the degree program being pursued by the graduate student.
3. The criteria for selecting a research problem are as follows:
  - a. It must be relevant, timely, and must be of recent one;
  - b. It must be original and with novelty;
  - c. It must be clear;
  - d. It must be feasible; and
  - e. It must be ethical



4. The problem must reflect the variables of a problem studied rather than the research method.

## B. Selection, Appointment and Role of the Adviser and Panel Members

### 1. Selection, Appointment and Role of Adviser

The thesis adviser should come from the major area of specialization of the Masters student and must be chosen according to the following criteria:

- a. A thesis adviser must be a doctoral degree holder. In case no doctoral degree holder is available in the major area of specialization of the student, a master's degree holder can be an adviser;
- b. He/she must have the expertise in the research area;
- c. A faculty member of the graduate studies can have a maximum of four active master's advisees within the academic year. Active advisee means that he/she is currently enrolled in thesis writing or enrolled in thesis writing or enrolled for residence. He/she must maintain contact with two years. Active adviser and shows evidence of progress within two years. Active status ends upon the submission of approved bound copies of the thesis to the office of the graduate studies.
- d. If after two (2) years the advisee is still inactive and upon the recommendation of the adviser, the Dean communicates with the advisee in writing, concerning his/her timetable. If the advisee fails to answer and does not show the sign of progress and for other reasons that are unacceptable to the adviser, the adviser has the right to give up the advisor ship. If the advisee goes on official leave and finds out upon return that adviser is no longer available, the advisee must put in writing the request for a change of an adviser.

### 2. Role of the Adviser

- a. To guide the advisee in conceptualization and designing the research.
- b. To suggest to the advisee, the available literature on the research topic.
- c. To review the logic and coherence of the research report/interpretation of results as well as its relevance to the conceptualization of the research problem.
- d. To closely supervise and monitor the progress of the advisee's work.
- e. To ensure that the recommendations and suggestions given during the proposal and final defense are implemented by the adviser.
- f. To remind/guide the advisee about procedure and deadlines.
- g. To ensure that the thesis is ready for evaluation by the reader.
- h. To inform the Dean of any advisee who has been inactive for 2 years.

### 3. Role of the Panel Members

- a. To raise substantial questions, during the oral defense, which assess the student's research competence and depth of knowledge.
- b. To suggest ways of improving the thesis.

### 4. Role of the Reader/s

- a. To ascertain that the thesis meets the standard of excellence.
- b. To certify in writing the readiness of the thesis defense with a written assessment.
- c. To provide additional recommendations for the improvement of the thesis.
- d. To complete the assessment of the thesis within 10 working days upon receipt of copy.



## CHAPTER 10

### MASTERS THESIS/DISSERTATION DEFENSE

Before a graduate student can be recommended for graduation he/she must have complied with the following:

#### A. Oral Defense

1. Upon accomplishing all the requirements, the student may apply for title and proposal defense which may be scheduled starting from the third Monday of June to the first Friday of March of the school year.
2. No final oral defense shall be entertained during the second Monday of March to the last Friday of May.
3. The candidate for final defense must submit the following requirements:
  - a. Official receipt of payment for FINAL ORAL DEFENSE FEE of P3, 000.00, or as prescribed by the school.
  - b. Three (3) copies of an edited manuscript.
4. Each member of the panel shall be provided with a copy of the thesis 2 week before the scheduled proposal and final defense.
5. The three (3) members of the panel must select the chairman other than the adviser and reader. If a panel member is absent for justifiable reasons, he/she must submit written comments and action on the thesis before the defense.
6. Provisions must be made for complete and accurate documentation of the proceedings of the defense, the summary of revisions agreed upon by the panel. This summary of revisions agreed upon by the panel should be attached to the approval sheet and the revised manuscript for the panel members to read and find out in the suggestions and recommendations are properly done by the advisee.
7. A concurrence of the panel members is needed for passing the oral defense, if not 75% of the concurrence panel members are required to do the same.
8. The advisee must submit 9 bound copies of his/her thesis with an abstract, in not less than 350 words on the time scheduled provided by the defense committee.

#### B. Change of Panel Members/s

The adviser in consultation with advisee shall recommend the change of reader/panel members to the Dean after which the adviser again in consultation with the advisee nominates his/her choice.

#### C. Course Requirement

Basic Subjects	9 units
Core Subjects	9 units
Major Subjects	15 units
Cognates	6 units
COMPRE	0 units
Thesis Writing	6 units
Total	45 units

#### D. Fees for Final Defense

	Masters Thesis	Dissertation
Adviser	5,000.00	7,000.00
Member	2,500.00	3,000.00
Member	2,500.00	3,000.00
Statistician	2,500.00	3,000.00
English Critic	2,500.00	3,000.00





## CHAPTER 11 STUDENTS NORMS AND CONDUCTS

### Rights of Students

Rights of students in school– Besides the rights and privileges that are subject to the limitations prescribed by laws and regulations, students in the University shall enjoy the following:

1. Right to receive relevant quality education in line with the national goals and conducive to their full developments as persons with honor, dignity and pride;
2. Right to freely choose their field of study, subject to existing curricula and to continue their course therein up to graduation, except in cases of academic deficiency, or violation of disciplinary regulations;
3. Right to university guidance and counseling services for making decisions and selecting alternatives in fields of work suited to their potentialities;
4. Right to the issuance of official certificates, diplomas, transcript of records, grades, transfer credentials and other similar documents within thirty (30) days from request (except as provided for in Article 51 Sec. 4);
5. Right to publish a student newspaper and similar publications, as well as the right to invite resource persons during assemblies, symposium and other activities of similar nature;
6. Right to free expression of opinions and suggestions, and to effective channels of communications with appropriate academic and administrative bodies of the University;
7. Right to form, establish, join and participate in organizations and societies recognized by the university to foster their intellectual, cultural, spiritual, and physical growth and development, or to form, establish, join and maintain organizations and societies for purposes not contrary to law;
8. Right to be free from involuntary contributions, except those approved by their own organizations or societies;
9. Right to participate in the formulation and development of policies affecting the university in relation to the locality/region, and nation through representation in the Academic Council and/or in the Board of Regents of the University.
10. Right or freedom of speech, petition and assembly, so long as the exercise thereof is peaceful and does not interfere with, obstruct or disrupt the operation of the University and does not violate the rights of others.

However, the time, place and manner of exercising speech and advocacy on the campus shall be subject to regulations adopted by the university to minimize any conflict between the exercise of these rights and the rights of others in the effective use of university facilities, as well as the possible interference with the responsibilities of the university as an educational institution.

Accredited student organizations may invite speakers who do not come from the academic community of the university, to address meeting or convocations sponsored by them in the campus. Approval of the invitations does not necessarily require endorsement by the University of the views expressed;

11. Right to receive reasonable protection within the university premises;
12. Right to be informed of the rules and regulations affecting them;
13. Right to participate in curricular and co-curricular activities;
14. Right to due process of law;
15. Right to be assisted by this University through current and adequate information on work opportunities;





16. Right to receive medical and dental services as well as first aid services; however, every student shall be provided limited medical supplies for simple medication and has to provide himself medicine in case of major illness

## CHAPTER 12

### DUTIES AND RESPONSIBILITIES OF STUDENTS

Bonafide students of the university regardless of circumstances of his/her birth, sex, religion, social and economic status (Education Act of 1982) shall enjoy the services of the university. The following are their responsibilities and duties:

1. Uphold the academic integrity of the University and endeavor to achieve academic excellence and abide by the rules and regulations governing his/her academic responsibilities and moral integrity;
2. Exert his utmost efforts to develop his potentialities for self-improvement particularly, by undergoing an education suited to his/her abilities, in order that he may become an asset to his family and to society;
3. Promote and maintain the peace and tranquility of the University by observing the rules on discipline, and by exerting efforts to attain harmonious relationship with fellow students, the teaching and non-teaching staff and other university personnel;
4. Exercise his rights and in the knowledge that he/she is answerable for any infringement or violation of the welfare and of the rights of others;
5. Strive to lead an upright, virtuous and useful life;
6. Love, respect, and obey his parents, and cooperate with them to maintain the family solidarity;
7. Respect the customs and traditions of the people, the duly constituted authorities and the laws of the country and the principles of democracy;
8. Help in the observance and exercise of individual and social rights, the strengthening of freedom everywhere, the fostering of cooperation among nations in the pursuit of progress, prosperity and world peace;
9. Respect and cooperate with instructors/professors, fellow students and University authorities in the attainment and preservation of order in the campus and in the society.

## CHAPTER 13

### LEGAL RIGHTS OF STUDENTS

As citizens, students enjoy these basic rights guaranteed by Article III Bill of Rights of the Philippine Constitution:

1. Due process of Law.
2. Equal protection of the law.
3. Freedom from unreasonable searches and seizures.
4. Privacy of communication
5. Freedom of religion.
6. Liberty of abode and right to travel.
7. Freedom of speech, expression, press, peaceful assembly and petition.
8. Right to access to information on matters of public concern.
9. Right to form associations or societies for purposes not contrary to law.

RSU student must always observe positive values upheld by the university to improve his/her character and attitudes, to promote good behavior and self-discipline.



He/she should respect authority and the rights of fellow students, and protect the good name of the University. Hence, any act tending to cause dishonor to the University or which is inimical to its best interest or image, or prejudicial to good order and discipline, shall be subject to disciplinary measure.

He/she shall at all times observe the rules and regulations of the university. The University reserves the right to impose appropriate sanction against improper conduct in its duties and responsibilities to:

- c. Maintain the standards for academic performance and achievement;
- d. Secure the health and safety of persons in the University community;
- e. Preserve peace, ensure orderly procedures and maintain student morale;
- f. Protect the property of the university;
- g. Protect the University from acts that threaten the exercise of its foundation and responsibility to achieve its educational mission.

## **CHAPTER 14**

### **STUDENTS CONDUCT IN SCHOOL**

#### **A. Dress Code**

Every RSU student is enjoined to come to the university campus in the appropriate/prescribed attire/uniform. From Monday to Friday, except Wednesday all bonafide undergraduate students are required to wear the proper uniform. On Wednesday, non-uniform day, the students can come to school in civilian clothes befitting a university student.

Males are discouraged from wearing earrings. Hair must be no more than one inch below the hairline. Sporting colored or highlighted hair is not allowed for both men and women.

The Physical Education uniform is to be worn only during P.E. classes or games on campus, not during academic classes in the University premises or buildings.

#### **B. Wearing of the Official Identification Card**

The wearing of official ID is part of promoting professionalism and security among the students. Students should abide with the following:

1. Wearing of ID upon entering the University.
2. ID must have the student's picture and signature displayed.
3. IDs should be worn properly;
4. Entrance to the University campus and its premises shall be denied to any student without the Official ID. If he/she is recognized or known personally by the security guards.
5. Lost ID card must be reported immediately to the persons concerned.

#### **C. Procedures for lost ID:**

1. Secure affidavit of loss from the Guidance and Counseling office.
2. Proceed to the Cashiers Office to pay ID replacement.
3. Proceed to the Information and Technology Office and secure application form of new ID.
4. No student will be allowed for replacement of lost ID more than twice (2x) for the duration of his studies in the University except for valid reasons.

## **CHAPTER 15**

### **STUDENT CONDUCT MANAGEMENT**

The student shall enjoy the full protection of all existing laws, rules and regulations except in the following cases:



1. Gambling, drinking liquor, smoking cigarettes or marijuana or using prohibited drugs in the university premises.
2. Extortion - to obtain money by force and deception.
3. Carrying of firearms and/or other deadly weapons (long bladed knives, ice picks, blunt and sharp instruments, etc.)
4. Gross disrespect or discourtesy in any forms towards professors, administrative personnel, students or visitors.
5. Immoral and indecent acts inside and outside the University.
6. Forging of school records or other forms of misrepresentations.
7. Any form of dishonesty, especially cheating during recitation, examination or any class work/activities.
8. Theft and robbery in any form and from any source within the school building and its premises.
9. Any form of hazing, physical initiation or any activity which inflicts harm or physical injury upon the person or fellow students or other university students.
10. Unauthorized presence of students or unauthorized bringing in of outsiders by 9:00 p.m. on campus as maybe approved by the University.
11. Any student suspended from the University for having committed any of the above mentioned acts shall be barred from the privilege of occupying any position of honor or trust in the University such as in organizations, student government, athletic teams etc.
12. In all disciplinary cases, parents or guardians shall be fully informed of the misconduct of their children. Equally, in all cases of suspension a written promise of future exemplary conduct signed by the parents or guardians shall be required as a condition for readmission.
13. A student shall be subjected to disciplinary action for violation of any of the above-mentioned offenses.

## Types of Misconducts that are Subject for Disciplinary Action

1. Dishonesty such as cheating during examinations or plagiarism in connection with an academic work;
2. Falsification of signature, alteration or misuse of school documents, records, or credentials, knowingly furnishing false or fraudulent information to the university in connection with official documents he submits, and making, publishing or circulating false information about the school administration, its officials, faculty members or students.
3. Theft or damage to property of the University or property in the possession of or owned by a member of the university or community;
4. Unauthorized entry to or use of university facilities;
5. Hazing, which is any act that injures, degrades, or disgraces any fellow student or person belonging to the university even in mere conspiracy;
6. Intoxication due to alcoholic beverages or entering the university premises in a drunken state;
7. Unlawful possession, illegal use or distribution of narcotics, prohibited drugs or chemicals such as LSD, marijuana, heroin in any form within the university premises or during university functions;
8. Engaging in low indecent, absence or immoral conduct while in the University premises during university functions;
9. Spitting, littering or throwing waste paper and other rubbish on the premises;
10. Disturbing classes or persons or making excessive noise;



11. Those forms of on-campus protest whose distinctive character is physical obstruction
12. Violation of any penal statute, or rules and regulations promulgated by the Commission on Higher Education and University policies and regulations, or of any valid order or authority of the University;
13. Any other conduct which threatens or endangers the health or safety of any person inside the university premises, or which adversely affects the student's suitability as a member of the academic community.

## CHAPTER 16

### THE FREEDOM OF EXPRESSION AND ADVOCACY

Students have the right or freedom of speech, petition and assembly, as long as the exercise thereof is peaceful and does not interfere with, obstruct or disrupt the operation of the university and does not violate the rights of others.

The time, place and manner of exercising speech and advocacy on the campus shall be subject to regulations adopted by the University to minimize any conflict between the exercise of these rights and the rights of others in the effective use of university facilities as well as the possible interference with the responsibilities of the university as an educational institution.

Registered organizations may invite speakers who do not come from the academic community of the university, to address meetings or convocations sponsored by them in the campus. Approval of the invitations does not necessarily require endorsement by the University of the views expressed.

## CHAPTER 17

### GENERAL RULES OF STUDENT CONDUCT MANAGEMENT

All cases involving conduct of students under the rules prescribed in this section shall be subject to the jurisdiction of the Office of Student Affairs which shall:

1. Conduct a verification of any case referred to the Office;
2. Upon receipt of the complaint or report, determine whether such complaint is sufficient to warrant a formal verification. A written notice shall be sent informing the student-respondent/s of the nature and cause of the issue against him/them within a reasonable time from the receipt of the letter. Attendance of the respondents at the preliminary inquiry may be dispensed with unless the respondent/s himself/themselves signifies/signify in writing his/her desire to do so within one day from the receipt of the notice.
3. Act upon all minor concerns brought to the attention of the office. For this purpose, minor offenses are infractions of school policies or conduct committed by the student and to which appropriate and reasonable intervention measures may not include suspension, exclusion, or expulsion. In this case the student shall be notified in writing and will be given appropriate intervention/s.
4. Issue preventive suspension orders pending verification of the case, to any student or group of students when there are strong grounds to believe that he/she/they is/are responsible of serious misconduct affecting order and discipline or when the continued stay of the respondent student or group of students during the period of case verification constitutes a distraction to the normal operations of the school or poses a risk or danger to the life of persons and property in the university.



5. For conducts criminal in nature, the University reserves the right to turn over a student to police authorities. Administrative charges may also be filed without prejudice to existing penal laws.
6. For major offenses, where the complaint is sufficient to warrant a formal charge, recommend to the president the creation of a fact-finding committee. All decisions arrived at by the committee and forwarded to the President shall be considered final.

Thereafter, the agreement for appropriate intervention shall take effect. For this purpose, major misconducts are serious or grave violations of school rules and regulations where the intervention to the student or group of students found responsible for thereof shall be suspension, exclusion or expulsion.

## CHAPTER 18

### CLASSIFICATION OF MISCONDUCTS, SANCTIONS AND INTERVENTIONS

In addition to the acts considered by law as illegal and those which are contrary to morals, the following are considered misconducts and classified as minor, serious and grave.

MISCONDUCTS	INTERVENTIONS AND SANCTIONS
<b>A. MINOR MISCONDUCTS</b>	
1. Not wearing school ID; not in proper school uniform.	<ul style="list-style-type: none"><li>• Counseling</li><li>• Warning</li><li>• Reprimand</li><li>• Acknowledgement of Misconduct</li><li>• Attendance Relevant Lecture</li><li>• Academic Service/administrative Service (1- 10 hour/s)</li><li>• Reflection</li><li>• Re-orientation</li><li>• Suspension (1-10days)</li></ul>
2. Littering, eating, or spitting in the classrooms, lobbies and hallways.	
3. Loitering in corridors	
4. Improper haircut for men (more than one inch below the hairline).	
5.Unauthorized posting of announcements, posters or streamers in the school premises	
6. Refusal to submit oneself and belongings for lawful inspection and /or other search	
7. Possession, display, or distribution of pornographic material within the school campus.	
8. Public display of affection e.g. kissing, hugging, necking, petting and the like.	
9. Possession and/or drinking of alcoholic beverages within the school campus or entering or being in the school premises under the influence of liquor.	
10. Smoking within the campus.	
<b>B. SERIOUS MISCONDUCTS</b>	<b>INTERVENTIONS AND SANCTIONS</b>
1. Representing the school in off-campus activities without authorization from the Office of Student Affairs.	<ul style="list-style-type: none"><li>• Counseling</li><li>• Lecture</li></ul>
2. Vandalism or malicious destruction of school properties.	



<p>3. Deliberate illegal entry into and disruption of on-going classes or any school activity.</p> <p>4. Abuse of permits to use school facilities, space, building, apparatus, equipment, books, tools and other materials.</p> <p>5. Abuse of permits for bringing in and using electronic gadgets.</p>	<ul style="list-style-type: none"> <li>• Academic/ Administrative Service (11-20 hours)</li> <li>• Re-orientation</li> <li>• Formative Tasks</li> <li>• Replacement of destroyed property</li> <li>• Suspension (1-30 days)</li> </ul>
<p>6. Illegal entry to the school premises, use of another student's ID card or registration card in gaining access to the school campus in borrowing books in the library, in borrowing apparatus in laboratory or for any other purposes.</p>	
<p>7. Acts of subversion and insurgency such as unauthorized demonstration, rallies and boycotting of classes.</p> <p>8. Starting or taking offensive action that clearly provokes violence.</p> <p>9. Preparation, publication, possession and/or distribution of subversive, banned materials or literature.</p>	<ul style="list-style-type: none"> <li>• Acknowledgment of Misconduct</li> <li>• Failing Grades</li> </ul>
<p>10. Acts of disrespect, arrogance in words or deeds which tend to put any school official, faculty member or employee or any person vested with authority in ridicule or contempt.</p>	
<p>11. Acts of selling of tickets (unauthorized).</p> <p>12. Other offenses resulting in not so serious injury and/or damage to property.</p>	
<p>13. Rumor mongering, defamation, (libel and or slander) or public imputation of a crime, vice, defect or act tending to cause dishonor or discredit to a school official, faculty member, employee, another student or visitor.</p>	
<p>14. Wearing of tampered, fake ID Card</p>	
<p>15. Gambling including variation in any form, or taking part in any game of chance for money, or possession of gambling paraphernalia.</p>	
<p>16. Using profane, abusive or indecent language against a school official, another faculty member, employee, student or visitor.</p>	
<p>17. Spreading lies, half-truths or unfounded claims about the University.</p>	
<p>18. Cheating during examinations (quiz, major examinations)</p>	
<p>19. Cheating during submission of class requirements/outputs.</p>	
<b>C. GRAVE MISCONDUCTS</b>	<b>INTERVENTIONS AND SANCTIONS</b>
<p>1. Forced recruitment to fraternities, hazing, and other similar acts.</p> <p>2. Direct assault upon the person of any school official, faculty member, non-teaching, or any person vested with authority</p>	<ul style="list-style-type: none"> <li>• Counseling</li> <li>• Formative Tasks</li> </ul>





3. Possession or use of pyrotechnics, explosives, firearms and/or deadly weapons (knives, lead pipes, ice picks, or any other pointed or bladed objects) within the school premises.	<ul style="list-style-type: none"><li>• Replacement of destroyed school property</li><li>• Suspension (30 days – 1 semester)</li><li>• Expulsion</li></ul>
4. Fighting with, instigating a fight with, infliction of physical injury, coercion, intimidation, and/or use of threat against another student, any school official, faculty member or any member of the non-teaching staff inside or outside the school premises, irrespective as to who started or initiated the fight.	
5. Theft, pilferage of school equipment, materials or supplies, extortion, robbery or an attempt thereof and any form of dishonesty. Unauthorized solicitation of favors, gifts or donations, in cash or in kind from student, faculty members, non-teaching staff or any outside entities using the name of University and/or of for raising funds to be used in school activities.	
6. Unauthorized collection and other forms of illegal exaction.	
7. Spreading lies, half-truths or unfounded claims about the University.	
8. Possession or sale, use of prohibited drugs or chemicals and hallucinogenic drugs or substance in any form within the school premises, or the possession of any regulated drug without the proper prescription.	
9. Refusal to undergo drug testing.	
10. Fabricating charges against a fellow student, a faculty member, or of non-teaching staff or coming up with a complaint proven to be malicious and/or without basis.	
11. Forgery or falsification and/or alteration or misrepresentation of academic or official record or documents of any kind.	
12. Bribery or attempt to bribe a faculty member or member of the non-teaching staff, change of grade or other favors.	
13. Acts of lewdness and indecency, display of immoral conduct and obscenity within the school campus.	
14. Acts that bring the name of RSU into disrepute such as public malicious imputation of crime or a vice.	
15. Conviction before any court for a criminal offense involving moral turpitude against persons or property.	
16. Unauthorized use of RSU software/unlicensed software in school equipment, copying, selling to RSU, unauthorized use of equipment to develop unauthorized programs/systems for a fee or without a fee or spread viruses or use of school equipment such as computer and	



DVDs to view pornographic materials or engage in computer in computer games and other similar acts.

17. Fighting with, inflicting physical injury, coercion, intimidation, and/ or use of threat against another student, school official, inside or outside the school premises, irrespective as to who started or initiated the fight.

Note: **Misconduct** refers to any behavior or action not accepted in the University including violation of school policies and regulations and those acts considered by law as illegal.

**Intervention** refers to any action done to prevent undesirable consequences. **Sanction** refers to punishment for any misconduct.

## CHAPTER 19

### PROCEDURES IN CASE VERIFICATION INVOLVING STUDENTS

An offense, misconduct or violation of laws and of the school rules and regulations shall be dealt with accordingly as provided for in this student manual. The following standards shall be complied with to protect the students' rights to procedural due process:

1. The student shall be informed in writing of the nature of the complaint on any issue against him/her.
2. He/she shall be given the right to answer the charges against him/her.
3. He/she shall be informed of the evidence against him/her.
4. The evidence must be considered by the fact-finding committee designated by the school authority.

Any baseless and/or malicious complaint shall be considered as a grave misconduct and subject to appropriate sanctions and interventions.

In compliance with the above mentioned procedural due process, the following shall be followed in handling complaints. The school however, reserves its right to adopt other useful and practicable ways of imposing school discipline through administrative processes.

#### 1. Student (s)/Parent against a Faculty Member

Steps in handling a complaint of a student/parent against a faculty member:

- 1.1. The Office of the Student Affairs receives and verifies the written complaint from complainant.
- 1.2. The OSA Director records the dialog with the complainant and the faculty-respondent properly signed by both parties.
- 1.3 The OSA Director together with the Dean of the concerned faculty-respondent in a consultation meeting, determine valid and just cause. The Department Chairperson/and Dean issue a notice of complaint informing the concerned faculty of the complaint and asking him/her to explain in writing within three (3) days upon receipt of the notice. The faculty may be placed under preventive suspension if the circumstance so warrants.
- 1.4 If the complaint is found valid to merit suspension or dismissal, the Department Chairperson/Dean recommends to the President through the VPAA the creation of a fact-finding committee to examine the complaint and submit appropriate recommendations.
- 1.5. The composition of the Committee shall be as follows:
  - a. College Dean who shall act as the Chair
  - b. Regular non-Teaching staff/ GAD Director



- c. Regular faculty from a different Department
- d. Representative from the Student Council as observer
- e. Director of the Student Affairs Office

**1.6.** If the complaint is proven to be malicious and/or without basis, the complainant shall be subjected to disciplinary sanctions and interventions.

## 2. Faculty Member against a Student

The following steps shall be followed in handling complaint of a faculty member against a student:

**2.1.** The Office of the Student Affairs receives and verifies the written complaint from the complainant.

**2.2.** The OSA records the dialog between the complainant and the respondent/s properly signed by both parties.

**2.3.** The OSA Director together with the College Dean of the concerned student-respondent in a consultation meeting, determine valid and just cause. The Department Chairpersons/and or College Dean issues a notice of complaint informing the concerned student-respondent of the complaint and asking him/her to explain in writing within three (3) days upon receipt of the notice. The faculty may be placed under preventive suspension if the circumstance so warrants.

**2.4.** If the complaint is found valid to merit suspension or dismissal, the Department Chairperson/Dean recommends to the President through the VPAA the creation of a fact-finding committee to examine the complaint and submit appropriate recommendations.

**2.5.** The composition of the Committee shall be as follows:

- a. The Director of the OSA who shall act as the Chair;
- b. A regular non-teaching staff/GAD Director
- c. A regular faculty from a different department;
- d. President of the Student Government or his/her representative; and
- e. Head of the Guidance Office.

### **Responsibilities of the Fact-finding Committee:**

- 1. Read and study the complaint report;
- 2. Review the sanction and interventions;
- 3. Prepare the schedule, venue and notice of hearings;
- 4. Assign members who will record the entire proceedings during the hearing.

### **The Chairman of the Committee issue notices of the hearing to the following:**

- 1. Complainant/s
- 2. Respondents
- 3. Witnesses
- 4. Parent/Guardians

### **Duties of the Committee during the hearing:**

- 1. Verify the statements of the complainants, respondents and witnesses through series of questions;
- 2. Determine the veracity of the documents presented by the parties;
- 3. Record all questions asked and the responses given. Take note of all behaviors;

If the committee finds the respondent/s responsible for any offense or misconduct, the appropriate interventions/sanctions shall be recommended.



## CHAPTER 20

### STANDARD PROCEDURES IN THE IMPLEMENTATION OF APPROVED SANCTIONS and INTERVENTIONS FOR STUDENTS

1. The office of the President shall send a copy of the approved recommendation of the Fact-finding Committee to the office of student affairs.
2. The Dean/Head of the office of Student Affairs shall prepare a written memorandum for the student stating the misconduct and the corresponding approved sanction and interventions like:
  - 2.1. If the sanction/intervention is one semester suspension, it shall be implemented in the succeeding semester unless the student is graduating on the said semester. If the sanction is non-readmission, the student shall be promptly advised that he shall no longer be admitted in the next semester.
  - 2.2. If the student is graduating, he/she shall be suspended effective immediately.
  - 2.3. If the sanction/intervention is expulsion or dropping from the roll of students, he/she shall be dropped effective immediately.
3. The head of the office of student affairs shall issue to the concerned student the suspension/ expulsion notice preferably in the presence of his parent and guardian and shall furnish the office of the President, VPAA, College Dean, Registrar, Student Accounting, Department Chair, Head of Security staff, Guidance Counselor and the concerned instructors a copy of the suspension/ expulsion notice.
4. The Registrar shall facilitate the issuance of the transfer credentials of the student who has been dropped from the rolls or denied readmission without the Accounting Office requiring him to pay the corresponding fees.
5. The Security office shall automatically not allow the concerned student to enter any of the RSU campuses. Likewise, a suspended student shall not be allowed to enter any of the RSU premises during the period of suspension.
6. The Security Office shall maintain an updated master list of the students who are suspended/dropped from the rolls, (with photos) as ready reference. New and substitute guards shall be provided with all pertinent data in the notice.

## CHAPTER 21

### PREVENTIVE MEASURES AGAINST VIOLENCE AND SANCTIONS ON FRATERNITIES AND OTHER STUDENT ORGANIZATIONS

*CHED Order No. 4, s. 1995*

In order to have an atmosphere of brotherhood among fraternities and other student organizations, all educational institutions of higher learning are encouraged to promote programs and projects that shall produce responsible students and shall instill the value of human life for a productive future. The following measures are therefore suggested:

1. Conduct meetings with heads of fraternities.
2. Encourage regular gathering of fraternities through sports, cultural events and joint community projects where there are cross memberships.
3. Reporting of conflict to the head of the fraternity as a standard procedure, who in turn patch up with the counterpart.
4. Internal policing by fraternities themselves.
5. Long-term orientation of the role of fraternity to move away from the conflicts into a society of brotherhood that stresses studies, productivity, creativity, and sense of community and brotherhood.



6. More interaction between the School Administration and the fraternities.
7. Proper information of parents on their children's involvement in fraternities.
8. Use of fraternity alumni members to counsel resident members.
9. Fraternities are obliged to have an ethical code of their organizational visions and objectives which should include a commitment to solve problems in a peaceful and friendly way.

## CHAPTER 22

### POLICIES ON THE ORGANIZATION OF STUDENT CLUBS AND ORGANIZATIONS

**General Policies:** Pursuant to the rules and regulations established by the Romblon State University, the management and operation of student organizations at this university shall be governed by the following:

#### 1. Supervision of Organizations Operation and Activities

The Office of the Student Affairs shall be responsible to supervise and regulate the established operations and activities of duly recognized student organizations in cooperation with the Supreme Student Council by providing guidance to attain their goals and objectives as embodied in their constitutions and bylaws.

#### 2. Organizations, Applications and Accreditation

Any group of twenty (20) students may apply with the Office of the Student Affairs and Services to form an organization, subject to the following requirements:

- a. Letter of application duly signed by the twenty(20) founding members stating the name of their association, the proposed activity and project, name of faculty adviser, letter of acceptance of advisorship by the faculty member addressed to the University President through the Director of the Student Affairs and Services.
- b. Constitution and bylaws. The organization shall submit in triplicate copies the constitution and bylaws of which, one copy each for the following organizations; Office of the Student Affairs and services, Supreme Student Council, and the founding organization upon approval for review.
- c. Accreditation. Accreditation of certain organizations shall pass through the Supreme Student Council based on a set of criteria and the final approval/decision from the OSAS.

#### 3. Certificate of Recognition.

The recognition and registration of the student college organization shall be pre-condition for its operation in the University. A certification of recognition upon recommendation of the Supreme Student Council shall be issued by the OSAS to a student organization.

It shall be effective for one (1) school year and to be renewed yearly, as long as the organization is in existence and in good standing. The following are required to be submitted.

1. List of officers and their respective positions.
2. Name of faculty adviser and her/his letter of acceptance of her/his advisorship.
3. List of members and corresponding specimen signatures.
4. Other documents which the university may require.
5. Disqualification of Organization Violation of any rules and regulations of the university shall be ground for disqualification of the organization

#### 4. Selecting of Student Organization Adviser

In support of CMO.No.9. s.2013, known as Enhanced Policies and Guidelines on Student Affairs and Services, this Guideline in Selecting Student Organization Adviser is provided for purposes of Accreditation/Re-accreditation.



1. The Student Organization shall select chief adviser or adviser who is a permanent faculty of the university; such that no faculty shall be chief adviser of two Student Organizations.
2. The chief adviser/adviser must be willing to discharge all the duties and responsibilities to the Student Organization in accordance to its Constitution and Bylaws and University policies, most particularly on monitoring and evaluating the activities of the student group.
3. Whenever selected, Acceptance Letter as adviser of such Student Organization shall be made; addressed to the University President thru the OSAS director for confirmation. Such acceptance letter will be part of documents for Accreditation.

## CHAPTER 23

### OPERATIONAL PROCEDURES FOR THE CONDUCT OF STUDENT ACTIVITIES

All letters requesting permit to conduct student activities should state the objectives either on academic or on curricular/ extracurricular aspect of student development as basis for approval.

A copy of the approved permit must be furnished to Student Affairs & Services, SSC, college SAS Coordinator and other concerned offices as maybe required.

#### I. Student Activities inside the Campus

1. President of the Student Organization (SO) presents a request letter for permit for an activity noted by the adviser and Student Affairs Coordinator of the college five (5) days before the activity.
2. The college Dean and SSC President evaluate the merit of the activity and may recommend to the Director of Student Affairs & Services for approval;
3. After review, the Director of SAS acts appropriately on the request.

#### II. Student Activities outside the Campus

1. President of SO presents a request letter for permit for an activity noted by the adviser and Student Affairs Coordinator of the college at least five (5) days before the activity.
2. The college Dean and OSAS Director evaluate the merit of the activity, completeness of the documents and may recommend to the President/VPAA for approval;
3. After review, the President/VPAA acts appropriately on the request.

#### III. Educational Tours and Field Trips

Request of Permit for student tours and field trips including the supporting documents of CMO 63 s. 2017 should be prepared by the faculty concerned addressed to the President/VPAA one month before the activity. Such request should be recommended by the Dean and Student Affairs and Services director who will evaluate the merit of the documents and forward it to the President/VPAA for approval; copy furnished the CHEDRO IV-B Director if necessary.

#### Note:

1. Parents or guardians permit are required of students who join activities outside the RSU and overnight activities.
2. All activities of co-curricular clubs under their respective departments shall be registered with the College Dean/SA Coordinator.
3. A yearly schedule of meetings to be held by the club, indicating its objectives and the date, time and place of each, shall be submitted to the OSA at the start of the semester. Each organization shall furnish the Coordinator of Student Activities with the copy of the minutes of every meeting. A copy shall also be posted on the organizations bulletin board.
4. The faculty adviser or his/her designated substitute representative should be present at every club meeting.





5. Guest lecturers, speakers and outside participants allowed in any program should be favorably endorsed by the faculty adviser of the sponsoring organizations. Communications or invitations shall be prepared by the organization President, by the organization duly noted or endorsed by the faculty adviser, copy furnished the Office of the Student Affairs and the Security Unit.

Any recognized organization of a class may avail itself of the University facilities only after it has conformed to standard operational procedures on permits for activities.

A recognized student organization under the OSA may request authorization from the Office to sponsor, social, cultural, athletics or religious activities and may avail itself of university facilities only after securing a permit/endorsement of the Coordinator of student activities and the approval of the Administrative Office.

Co-curricular activities of organizations as well as class and/or section activities must be approved in advance by the respective Department Head and the College Dean. Also the use of facilities must first be approved by the Administrative Officer of the University.

Facilities on campus are for the use of the RSU academic community in pursuing educational objectives. Reservations for the use of school facilities should be made seven (7) days before the scheduled activity.

## **POLICY ON EDUCATIONAL TOURS AND FIELD TRIPS OF THE STUDENTS**

Pursuant to CHED Memorandum Order No. 63, Series of 2017 and in accordance with the pertinent provisions of Batas Pambansa Bldg. 232, Republic Act (R.A.) 7722, the university is inclined to adopt policies and establish requirements in the conduct of educational tours and field trips and other activities of the students especially if conducted off-campus.

It is a general policy of the university to provide students an avenue to broaden their learning opportunities and experience the real world of work relevant to the necessary knowledge skills and values for their welfare and development. Towards this end, the university deemed it very necessary to establish guidelines/requirements in the conduct of educational tours and field trips and other students activities off-campus.

### **Educational Tours & Field Trips**

#### **Guidelines/Requirements**

##### **1. Submission of Medical Clearance**

All students who will undergo educational tours or field trips must submit a medical clearance issued by a government physician before allowing them to join the educational tours and/or field trips.

##### **2. Provision of Parallel School Activity**

For students who cannot join the educational tours and/or field trips, they shall be given parallel school activity which provides similar acquisition of knowledge of the required practical competencies and achieves other learning objectives. Persons with Disabilities (PWDs) shall be given due considerations.

##### **3. Conduct Briefing and Debriefing Program**

###### **3.1. Briefing**

Briefing program shall be undertaken by the Director of Student Affairs giving emphasis, among others, precautionary measures that will be undertaken from the time, the students leave



the station, on progress on their tour/trip destinations, until they come back to station. Risk Assessment Plan/Procedures should also be discussed in this activity with parents/guardians and other stakeholders. As a general requirement, parents and/or guardians consent should likewise be required.

### 3.2. Debriefing

There shall be a debriefing program to be conducted to be conducted by the accompanying professor/instructor after the educational tour or fieldtrip has concluded. This program shall include among others reflections of the learning experiences and assessment of relevant competencies and learning outcomes following the university policy and/or Observation Guide.

### 4. Learning Journal and/or Observation Guide

Since Educational Tour and/or Field Trip is part of the curriculum or course program, there shall be a learning journal or observation guide that must be required and accomplished that highlights the relevant learning/s and competencies acquired by the students which would be the basis of their grades in the stated trips. The faculty concerned should ensure that the journal/observation guide is thoroughly accomplished based on the format below:

#### Overall Assessment of the Tour/Trip

Date & Time	Destination/Place/ Specific Area Visited	Objectives (Relevant Competencies to be Acquired	Lesson Learned	Degree of relevance to the course

### **Requirements for Educational Tours and Field Trips of College and Graduate Students** (CMO No. 63 Policies and Guidelines)

<b>a.1 Before the off-campus activity</b> The concerned personnel is required to submit the supporting documents based on the following:	
<b>REQUIREMENTS</b>	<b>PROOFS</b>
<b>a.1.1 Curriculum</b> The Curriculum should include the off-campus activity with corresponding unit credit and time-allotment whether lecture or laboratory hours, specifying course title and unit credits.	Course Syllabus which reflects the relevance of requiring an educational tour and field trip.
<b>a.1.2 Destination</b> As much as practicable, destination of off-campus activities should be near the university in order to minimize cost. CMO No. 11, s. 1997 entitled, <i>Enjoining All Higher Education Institutions (HEIs) in the Country to Make, Insofar as Practicable, All Registered Museums and Cultural Sites and Landmarks as Venues for Educational Tours and Field Trips and Subjects for Studies and Researches</i> may serve as guide for the places that may be visited among others, registered museums, cultural sites and landmarks that should be in line with the objectives of the off-campus activity.	
The destination and schedule should be relevant to the subject matter.	Appropriate report



<b>a.1.3 Handbook or Manual</b>	
The Requirements and guidelines of the conduct of local off-campus activities should be updated and be included in the students' handbook or manual.	Student Handbook
<b>a.1.4 Consent of the Parents or Students' Guardian</b>	Duly notarized/ subscribed consent
<b>a.1.5 Medical Clearance of the Students</b>	Medical clearance of the students, if appropriate duly signed by the RSU or government Physician
<b>a.1.6 Personnel-In-Charge</b>	
The designated personnel-in-charge must be an employee of the institution and must have the appropriate qualifications and experiences related to off-campus activities. When necessary, identify overall leader from among the personnel-in-charge. With appropriate first-aid and medical emergency training.	<ul style="list-style-type: none"> <li>○ Designation or order from the Administration indicating personnel-in-charge's role and responsibilities before, during and after the off-campus activities.</li> <li>○ Relevant certificate on first-aid training.</li> </ul>
<b>a.1.7 First Aid Kit</b>	
The RSU should provide a complete first-aid kit.	First-aid Kit
<b>a.1.8 Fees/ Found Source</b>	
The fees to be collected from the students must be duly approved and disseminated to concerned stakeholders.	Duly approved schedule of fees
There should be a breakdown of fund sources and other resources properly secured and accounted for.	Appropriate report
<b>a.1.9 Insurance</b>	
If possible, the RSU should provide insurance (individual or group) provision for students, faculty and other concerned stakeholders, for the purpose of the activity.	Proof of insurance provision
<b>a.1.10 Mobility of Students</b>	
a.1.10.1 Owned by the RSU	Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, among others.
a.1.10.2 Third party or sub-contracting	
a.1.10.2.1 Franchisee	<ul style="list-style-type: none"> <li>○ Certification from LTFRB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up-to-date), if applicable.</li> <li>○ Special Permit from LTFRB if transportation is out-of-line</li> <li>○ Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, etc.</li> </ul>

## IV. Other Student Activities outside the School Campus

Various student local activities are held outside the campus like acquaintance party, Christmas party, valentines party, local field trips, visitation of projects, extension programs, etc. While these activities develop them socially and educationally, students may be at risk in conducting them. In as much as the university gives utmost importance in the security and welfare of the students, the following requirements should be submitted to the Office of Student Affairs five days the conduct of such activity:



<p>a.1.10.2.2 Travel and Tour Operator</p> <p>In cases where the service of Travel and Tour Operator is used, it should be duly accredited by the DOT.</p> <p>If applicable, the HEI must engage an accredited tourist transport vehicle and/or tourist guide with the appropriate permits.</p>	<ul style="list-style-type: none"> <li>○ Copy of Travel and Tour Operator Accreditation Certificate by the DOT</li> <li>○ Duly approved Plan/ Itinerary of travel by the HEI</li> <li>○ Certification from the LTFRB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up-to-date), if applicable.</li> <li>○ Vehicles' updated/valid documents pertaining to registration, assurance of roadworthiness, etc.</li> </ul>
<b>a.1.11 LGUs/NGOs</b>	
<p>The HEI should duly coordinate with appropriate LGUs/NGOs. Whenever necessary for the safety and convenience of the touring party, advance and proper coordination with the local government units with acknowledged letter from the concerned government agency shall be secured before the scheduled dates of the activity.</p>	<ul style="list-style-type: none"> <li>○ Copy of the letter sent to the LGUs</li> <li>○ Copy of acknowledgement letter from the LGUs</li> </ul>
<b>a.1.12 Activities</b>	
a.1.12.1 General orientation to students	Minutes and attendance of the briefing and consultation conducted to concerned students, faculty and stakeholders
a.1.12.2 Consultation to concerned students, faculty and stakeholders with attached minutes of consultation and attendee's signature	
a.1.12.3 Announcement to students, faculty and parents of the activity one (1) or two (2) months before the scheduled date of the conduct of off-campus activities	<ul style="list-style-type: none"> <li>○ Letter to parents, students and adult companion preferably faculty</li> <li>○ Appointment with conformed of Personnel-in-charge</li> </ul>
a.1.12.4 Briefing to concerned faculty and students and provide the needed into materials before the trip	<ul style="list-style-type: none"> <li>○ Itinerary</li> <li>○ Handy information materials for students</li> </ul>
a.1.12.5 Learning journals for students	Standard format of learning journals given to students
a.1.12.6 Emergency Preparedness Plan to be given to students and stakeholders	Appropriate report
<b>a.2 During the off campus activity</b>	
a.2.1 Personnel-in-charge, identify overall leader (when necessary) with the following tasks:	List of personnel of attendance
a.2.1.1 Accompany the students from the time they assemble for the off-campus activity up to debriefing.	List of students and/or attendance
a.2.1.3 Ensure the provision of the allowable seating capacity of the vehicle/s used. (No student shall be allowed to ride on the roof of motor vehicle or on the boarding platform)	Contract of service with the third party
<b>a.3. After the off-campus activity</b>	
a.3.1 Learning journals of students	Appropriate report/grades
a.3.2 Assessment report/ Evaluation Report	Assessment report by faculty including the breakdown of expenses.
a.3.3 Expenditure report	Breakdown of expenses
a.3.4 Debriefing of concerned faculty to students to be able to assess acquisition of learning	Report on debriefing program conducted



1. Risk Assessment Program;
2. Photo-copied appropriate driver's license;
3. Photo-copied appropriate certificate of registration of the vehicle/s to be used;
4. Notarized Parent's consent; and
5. List of responsibilities of the authorized faculty- adviser faculty or staff.

In all of these activities, briefing and debriefing programs are expectedly undertaken to further ensure all stakeholders that the activity is undertaken accordingly.

## **V. STUDENT MOBILITY**

In consonance with the university vision of producing globally competitive graduates with skillsets needed by today's workplaces, the RSU provides a program for outbound students who would like to study abroad, conduct research and perform their on the job training. Likewise, the university accepts inbound students who wish to study at the university and experience the unique Filipino culture. These student exchanges are in line with the internationalization program of the university. Guidelines for inbound and outbound students as specified by the International linkages and Affiliations office (ILAO) follow.

### **INBOUND INTERNATIONAL STUDENTS**

#### **Inbound Mobility**

The Romblon State University (RSU) accepts international exchange students from partner universities around the world. RSU through the International Linkages and Affiliations Office (ILAO) accepts the endorsement and the application documents of the international student for review and appropriate action. ILAO sends the Notice of Acceptance along with the other necessary documents and information for exchange student to their university's International Office.

#### **Academic Calendar**

First Semester: 1st week of August-2nd week of December  
Second Semester: 1st week of January-4th week of May

#### **Requirements**

- Must be endorsed by the International Relations Office of the home university
- Language requirement: Sufficient English language proficiency to cope with the requirements of the courses. Students enrolling in an English Language learning course may waive this requirement.
- GPA: preferably 3.0 or better

### **Application Procedure for Inbound Exchange Student**

#### **(1) Deadline and Requirements for Student Nomination**

##### **Nomination requirements:**

- Nomination letter from the Home University



- Official Transcript of Records with GPA computation
- Accomplished RSU Inbound Student Exchange Application Form
- Proof of English language proficiency (if available)

Nominations must be submitted by the home university International Relations Officer (IRO) via e-mail to [rsuinternationalaffairs2020@gmail.com](mailto:rsuinternationalaffairs2020@gmail.com). Nomination deadline for the first semester is 15 May, while the nomination deadline for the second semester is 15 October.

After receiving the nomination documents, ILAO will do an initial evaluation then forward the documents to the preferred campus, institute or college. ILAO will wait for the reply from the campus, institute or college if the nominees will be accepted.

## **(2) Deadline and Requirement for Student Application**

ILAO will e-mail the following information to the home university IRO after the nomination period: the list of qualified students and required application documents from the respective RSU campuses, institutes or colleges. The application documents must be accomplished by the student. Scanned copies of the student's application documents must be submitted by the home university IRO to [rsuinternationalaffairs2020@gmail.com](mailto:rsuinternationalaffairs2020@gmail.com) for review. Once the forms were found in order by RSU, the hard copies of the application documents must be sent by post (unless otherwise stated) to the address below.

### **Mailing address:**

International Linkages and Affiliations Office  
Romblon State University  
3rd floor, West Wing, Administration Building  
RSU Main Campus, Liwanag, Odiongan, Romblon  
5505 Philippines

Application deadline for the first semester is 30 June, while the application deadline for the second semester is on 30 November. ILAO will send the hard copies to the campuses, institutes or colleges (if hard copy is required) for the processing of the Letter of Acceptance.

### **Issuance of Letter of Acceptance**

ILAO will send the Letter of Acceptance to the accepted students via email as soon as it is available.

## **OUTBOUND INTERNATIONAL STUDENTS**

The call for application for Student Exchange Program with international universities and list of available scholarships are usually released to the academic units during the last quarter of the year. Generally, all RSU students who are sophomore or junior standing during the time of application and with very good scholastic record are eligible to apply. Additional qualifications may be imposed depending on the requirement of the foreign university.

The International Linkages and Affiliations Office conducts a selection process to determine who among the applicants shall be endorsed as official exchange student/s to a particular foreign university.





Once accepted at the foreign university, the student must prepare the necessary requirements to obtain the required visa. The official exchange student may enroll at the host university for one semester to two academic years only. For the process diagram for outbound students refer to Appendix B.

Tuition at the host university is waived for official exchange student. However, not all universities offer scholarship programs that will cover the cost living of the exchange students. Students are encouraged to visit the respective website of the university where they wish to apply to determine whether their desired university offers a scholarship program.

## CHAPTER 24

### USE OF BULLETIN BOARDS, POSTERS AND ANNOUNCEMENT

All posters or written announcements on campus shall bear the stamp of approval of the class adviser and Student Government, and for final approval of the OSA provided the approved pursuit of activities is presented together with the expiration date, otherwise no posting is allowed. Staple wire shall be prohibited in postings written announcements.

Posting of advertisements of companies and outside institutions may be approved by OSA, if they have direct bearing on the welfare of the student population and are not contrary to the university policies.

#### Guidelines:

1. Posters/written announcements shall bear the stamp of approval by class adviser.
2. Posting includes notice of meetings, announcement of activities, and message to members of organization.
3. Expiration dates of posting must be observed.
4. Posters without approval by OSA are not allowed.
5. Staple wires should not be used to attach posters.
6. Posting advertisements of companies and outside institutions must be approved by the Office of the Student Affairs.
7. Posters /notices and other advertisement must have some bearing.
8. Messages/communication must have direct bearing on the welfare of the student's population and shall not be contrary to the university policies.
9. Every organization has to remove its own postings after the effect has lapsed.
10. Anybody caught removing the posters within their valid effectivity period shall be liable to disciplinary action.
11. The maintenance/utility unit of the university is empowered to remove summarily any poster or communication improperly stamped and not posted in designated place.

## CHAPTER 25

### FUND RAISING ACTIVITIES

Fund raising projects may be allowed subject to the following rules:

- Only accredited student organization are allowed to sponsor only one major fund raising activity per school year, provided that no fund raising activity shall be scheduled two weeks before the final examinations of each semester.
- Application to hold a fund-raising activity should be filed with the OSA.



It should be duly signed by the president and faculty adviser of the student organization, endorsed by the Dean of the College and submitted to the office of the OSA and the Vice President for Academic Affairs at least 15 days before the scheduled date. Such application shall include the following:

1. Objective of the fund-raising activity.
  - 1.2. Nature of the proposed fund raising, whether or not it involves sale of tickets, etc.
2. Date, time, and place.
3. Manner of disbursing funds raised
4. Names of students directly in charge of fund raising.
5. All tickets, solicitation forms and other materials for fund raising shall bear approval of the Office of the Student Services aside from that of DSWD.
6. Solicitation of funds or merchandise from individuals should be endorsed by the Office of the Student Services.
7. 8. Financial report of the fund raising activities shall be submitted and noted by Office of the Student Services one month after the activity.
8. Failure to do so shall be ground for withdrawal of recognition of the Organization.

## CHAPTER 26

### RECOGNIZED STUDENT ORGANIZATIONS

The University Federated Supreme Student Council is the highest student organization in the university. It has jurisdiction over the entire student body of the school. It is under the supervision of the Office of the Student Affairs and Services. The FSSC is composed of President, Vice President, Secretary, Treasurer, and Business Managers who were elected from among the RSU campus-wide SSC Presidents.

#### List of Accredited Organizations

1. Federated Supreme Student Council (FSSC)
2. Supreme Student Council (SSC) (All Campuses)
3. Public Campus Ministry (PCM)
4. Alpha Phi Omega International (APO)
5. Association Of Civil Engineering Students Organization (ACES)
6. Association Of Stidents In Mechanical Engineering (ASME)
7. Bachelor Of Arts In English Society (ABES)
8. Beta Sigma Fraternity
9. Biology Students Society (Bioss)
10. College Of Agriculture, Fishery And Forestry Students Organization (Caffso)
11. College Of Arts & Sciences Student Organization (Casso)
12. College Of Business And Accountancy Student Organization (Cbaso)
13. College Of Education Student Organization (Cedso)
14. College Of Engineering And Technology Student Organization (Cetso)
15. Company Of Educated Lecturers And Learners In Science (Cells)
16. Entrepreneurial Actions In Us (Enactus)
17. Future English Mentors Organization (Femo)
18. Home Economics And Technology Major (Het)
19. Iglesia Filipina Independiente Student Association (Ifisa)
20. Institute Of Criminal Justice Education Student Organization (Icjeso)



21. Institute Of Information Technology (Iitso)
  22. Institute Of Integrated Electrical Engineers Council Of Student Chapter (Iiee- Csc-Rsu)
  23. Junior Financial Executive (Jfinex)
  24. Junior Philippine Institute Of Accountants (Jpia)
  25. Junoir Leadership Organization & Training Inc.(Junleado-Collegiate)
  26. Philippine Institute Of Civil Engineers Rsu Student Chapter (Pice-Rsu Sc)
  27. Philippine Student Alliance Lay Movement (Psalm)
  28. Probers Science And Math Organization
  29. Samahan Ng Mga Mag-Aaral Sa Filipino (Samafil)
  30. Samahang Visaya Organization
  31. Sigma Beta Sorority
  32. Society Of Agricultural Engineering Students/Phil Society Of Agricultural Engineers  
Pre-Prof. Group (Sages/ Psae)
  33. Culinary Hoteliers Executives And Frontliners Society (Chefs)
  34. Society Of Public Administration Students (Spas)
  35. Supreme Student Government-Junior High School ( Ssg )
  36. Supreme Student Government-Senior High School ( Ssg )
  37. Tau Gamma Phi Triskelion Grand Freaternity
  38. The Educators' Chronicle (Tec)
  39. The Harrow- Science High School
  40. The Harrow- Collegiate Chapter
  41. The Itechzone- Info Tech. Publication
  42. United Students Of Banton In Odiongan Romblon (Usbor)
  43. Science And Technology Scholars Organization
  44. Chi Alpha Student Ministry
  45. Mapeh Organization
  46. Future Farmers Of The Phil. (FFPCC) Science High School
  47. Future Agriculturists & Homemakers Of The Philippines Organization
  48. Environmental Awareness Club
  49. Political Science Student Society (Polissoc)
  50. Odiongan Riders Club (ORC)
  51. Business Letter
  52. Kautoran Organization (RSU Chapter)
- NOTE: The list may vary according to the accreditation rate per term.

## CHAPTER 27

### GUIDELINES ON THE RECOGNITION OF STUDENT ORGANIZATIONS

#### A. New Organizations:

1. Any organization (academic or non-academic) which wishes to be recognized must accomplish the application form available at the Office of Student Affairs. The Application shall include the following information:
  - a. Name of organization
  - b. Name of Student Representative
  - c. Position, Year, Course
  - d. Date Filed



- e. List of Current Officers with their pictures, address, and specimen signature
  - f. List of Registered members with Pictures,
  - g. Faculty Advisers with pictures and specimen signature
  - h. Plan of Activities for the Current School Year
  - i. Original Cope of Constitution and by Laws
  - j. Recommending Approval of the Faculty Adviser and Department Officer, and Security Officer for Non–Academic Organization.
2. Should observe the deadline set for submission of application. Only organizations that followed the set dealing will be subjected to verification by the Office of the Student Affairs staff and submitted to the Director of OSAS.
  3. The Director of OSAS shall review the application if it merits acknowledgement, and if such acknowledgement shall serve as proof that the application for recognition has been received and recognized by the office.
  4. The new organization shall be placed on a probationary status for one year and will be subjected to strict evaluation.
  5. A major violation of university rules and regulations by an officer or member of the new organization may lead to revocation of the application and opportunity to be recognized.
  6. A new organization may avail of the use of school facilities subject to existing university rules and regulations.

## **B. Renewal of Recognition of Student Organizations**

1. Any organization (academic or non-academic) which wishes to renew its recognition must accomplish the application form available at the OSAS once the application for recognition has started. The application form must include the following information and attachments:
  - a. Name of the organization
  - b. Name of student representative
  - c. Position/course/year of the student representative
  - d. Date of filing
  - e. Project activities accomplished by the organization in the previous school year (at least 3 major activities conducted inside the school campus)
  - f. List of new officers for the current school year, including the pictures, addresses and specimen signatures
  - g. List of registered members with pictures
  - h. Photo of Certificate of Recognition for the previous year
  - i. List of faculty advisers. With specimen signatures and pictures
  - j. Operational plan for the current school year
  - k. Photo of certificate of attendance/ participation in Seminar of at least one (1) student officer
  - l. Financial statement for the previous school Year
  - m. Original code or constitution and bylaws Recommendation for approval by the faculty Adviser and Department Officer/Chair for Academic Organizations, faculty adviser and Secretary for non-academic organizations.
2. The OSAS Director shall set the deadline for the application of recognition for new organizations. Only organizations that submitted their documents on or before the specified deadline be subjected to verification.



3. The OSAS Staff shall evaluate the application and endorses it to the Director of the Student Affairs and Services.
4. The OSAS shall again review the documents before final approval is granted.
5. Only recognized student organizations may avail themselves of the use of Bulletin boards on a first come first basis policy.

## CHAPTER 28 UNIVERSITY SUPPORT SERVICES

### A. LIBRARY

#### **a. Services Policies and Regulations:**

1. A library card is required in borrowing of books.
2. Students wearing sando, blouses with spaghetti strap, shorts, and rubber slippers are not allowed to enter the library premises.
3. A Library Card is issued to all students upon presentation of their registration Form. This card is non-transferable.
4. A library card shall bear the name, picture and signature of the holder.
5. A lost library card can be replaced upon submission of a duly notarized affidavit of loss, official receipt of payment of P50.00 from the Cashier's Office.

#### **b. Borrowing of Books**

1. RSU students may borrow a maximum of two books at a time.
2. Reference books, periodicals, theses and materials in the special collections of Filipiniana section are restricted for room use.

#### **c. Borrowing Schedules**

##### **1. Fines**

Materials returned late are subjected to overdue fines of 10.00 per day. Borrowers with overdue books or with standing obligations to the library shall not be allowed to borrow books unless all library accounts are settled.

##### **2. Lost Books**

A lost book must be reported immediately to the Librarian and must be paid according to the value determined by the library authorities, plus the processing for which is equivalent to 10% of the cost of the book and or maybe replaced with the same title.

#### **d. Conduct inside the Library**

Library staff/personnel shall conduct themselves in a manner that will not disturb the peace and order of the library. Readers are reminded that the library is primarily for serious study and research. Smoking, eating, and drinking hard liquor is prohibited. Littering and loitering are not permitted. Loud conversation is prohibited.

### B. GUIDANCE, COUNSELING AND PLACEMENT SERVICES

The Guidance Center offers the following services:

#### **1. Counseling Service**

Counseling services are offered both individually and in groups. Counseling includes the following areas: personal, vocational, educational, crises intervention, chemical dependency, and sexual harassment.

#### **2. Testing Service**



The center administers a battery of test for the first year students and transferees to assess their personality and aptitudes.

### **3. Individual Inventory**

The guidance center updates student's cumulative records. The records include the personal, educational, health and other data about the student.

### **4. Research and Extension services**

The guidance counselor is encouraged to do action researches. Areas identified as common problems of students such as boarding houses, campus, academic concerns, sexual harassment are explored.

### **5. Placement, Career and Occupational Services**

Guidance counselor coordinates with the Deans of different colleges for educational placement of students. It also establishes linkages with educational, industrial, and commercial institutions for industrial and commercial Institutions for job placement of students.

### **6. Orientation/Information Services**

Annual orientation programs for new students prior to enrollment for the academic year are conducted. The Office of the Student Affairs likewise provides on-going guidance, Faculty & Staff of the University, Vice Presidents and others. Activities for students by college/unit. Orientation Activities shall be conducted two weeks after the opening of classes to be attended by new freshmen students; the Guidance Counselor; Faculty & Staff of the University, Vice Presidents and others.

## **C. DENTAL & MEDICAL SERVICES**

The University maintains a medical-dental center to serve the health needs of the student, faculty and personnel. It has a Retainer Physician, and Dentist and a Public Health Nurse.

The following services are extended by the unit:

#### **A. Dental Services**

1. Examinations of Patients
2. Dental Prophylaxis
3. Oral Surgery
4. Dental Restoration
5. Dental Consultation
6. Referrals

#### **B. Health Services Center**

1. First Aid Treatment
2. Taking of Blood Pressure
3. Referral to and from the Hospital
4. Confinement
5. Maintenance of Functional School Clinic
6. Follow-up cases of confined patients
7. Home Visit to patients (student, faculty staff)
8. Maintenance of Campus Cleanliness
9. Visitation of Faculty/Staff Cottages
10. Attends Seminars/Training related to Health Services.





## Appendix A REFERENCES, ACRONYMS AND DEFINITIONS OF TERMS

### REFERENCES

Education Act of 1982  
Local Government Code  
Romblon State University Code  
CHED Order No 4, s. 1995 Preventive measures against violence and sanctions on fraternities and other student organizations  
CHED Memo No. 17, S. 2012 **Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students**  
CHED MEMO Order 63,s. 2017 Policies and Guidelines on Local Off-Campus Activities  
CMO No. 9, s. 2013 known as Enhanced Policies and Guidelines on Student Affairs and services  
Republic Act 7722 known as **Higher Education Act of 1994**  
Republic Act 10173 - Data Privacy Act of 2012, an act protecting individual personal information and communications systems in the government and private sector, creating for this purpose a National Privacy Commission, and for other purposes.  
Students' Admission, Registration and Retention Code (SARaR)  
GEPS Operations Manual  
OSAS Operations Manual

### ACRONYMS

**OSAS-** Office of Student Affairs and Services  
**UW-** Unauthorized withdrawal  
**AW-** Authorized withdrawal  
**INC-** Incomplete  
**FSSC-** Federated Supreme Student Council  
**SO-** Student Organization

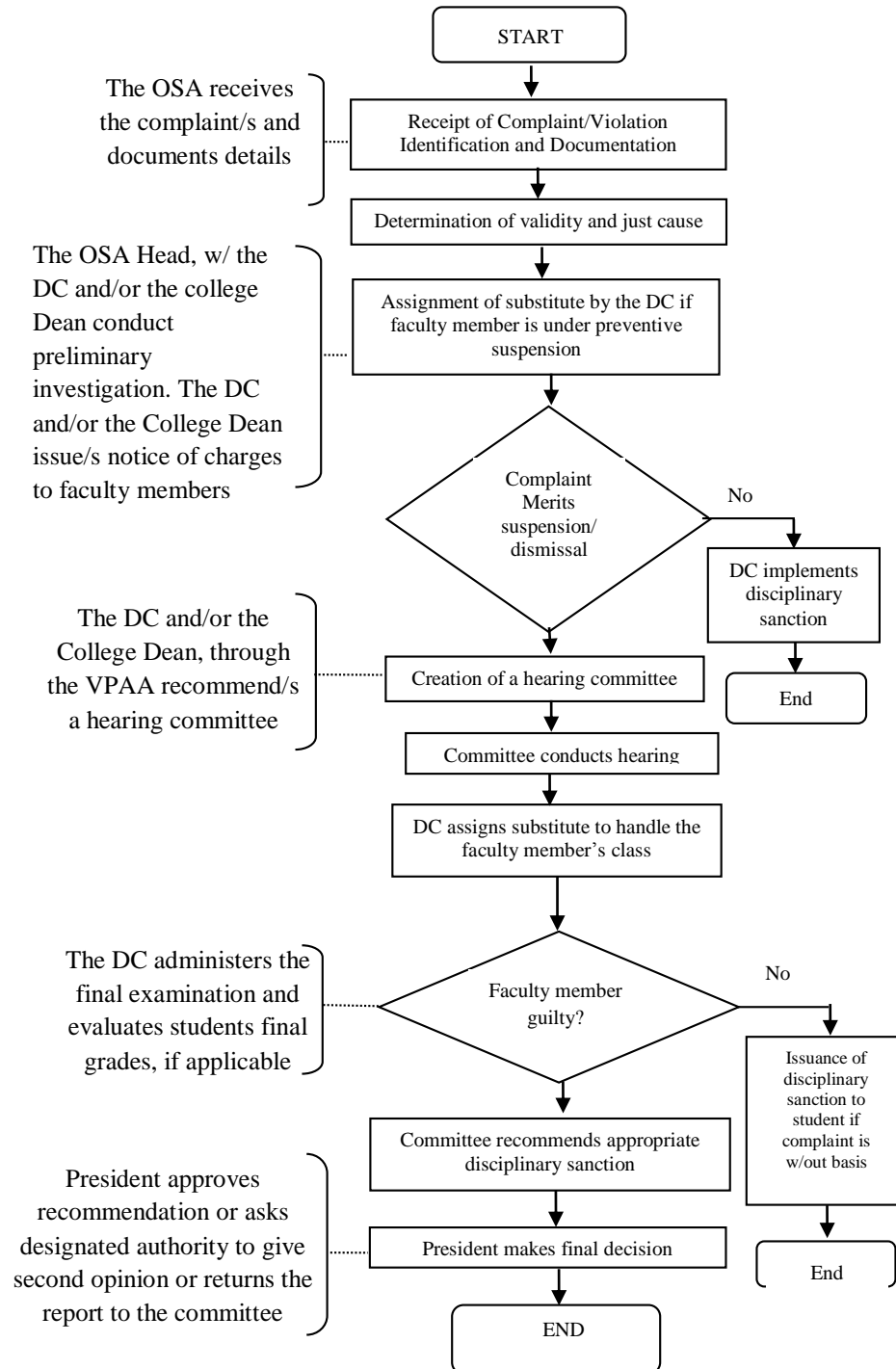
### DEFINITION OF TERMS

*Admission-* refers to the process and being allowed to enter the Romblon State University Student Sector  
*Applicant-* is an individual seeking a privilege to enroll in the University subject to processes of the office of Admission and the concerned college/institute/campus.  
*Auction Courses-* were least or no applicants applied to take the entrance examination and qualification.  
*Carrying capacity/ Absorptive Capacity-* refers to the number of slots or quota available in every course provided by the dean director based the number of classrooms and organic faculty.  
*Class-*is also termed as block or section with a maximum of 40 students  
*Enrollment-* is an action seeking to be officially listed as a member of the university student sector that passed the Admission/Entrance Examination and Qualification.  
*Enrollment capacity-*refers to the optimal number of students that can be enrolled in a degree program offered by Romblon State University in a given semester or term, as determined by the learning objectives and outcomes and the current carrying capacity of the RSU and by the policies and standards of academic programs and other such quality safeguards formulated by the Commission on Higher Education (CHED).  
*Intervention-* refers to an action done to prevent undesirable consequences.  
*Misconduct-* refers to any behavior and action not accepted in the University including violation of school policies and regulations and acts considered by law as illegal.  
*Overload-* refers to the subjects taken by the students more than the required given subjects.  
*Registration-* is an act to be listed to take the admission/entrance examination and/or enrollment.  
*Retention-* is the continued admission/position of being a student in the University.  
*Sanction-* refers to any form of penalty for any misconduct  
*Scholastic Delinquency-* is an academic conduct that is out of accord with given behavior or policy of the course, admission, registrar, and college /institute.  
*Student Applicant-* is an individual who is previously a student of the University seeking re-admission.



## Appendix B

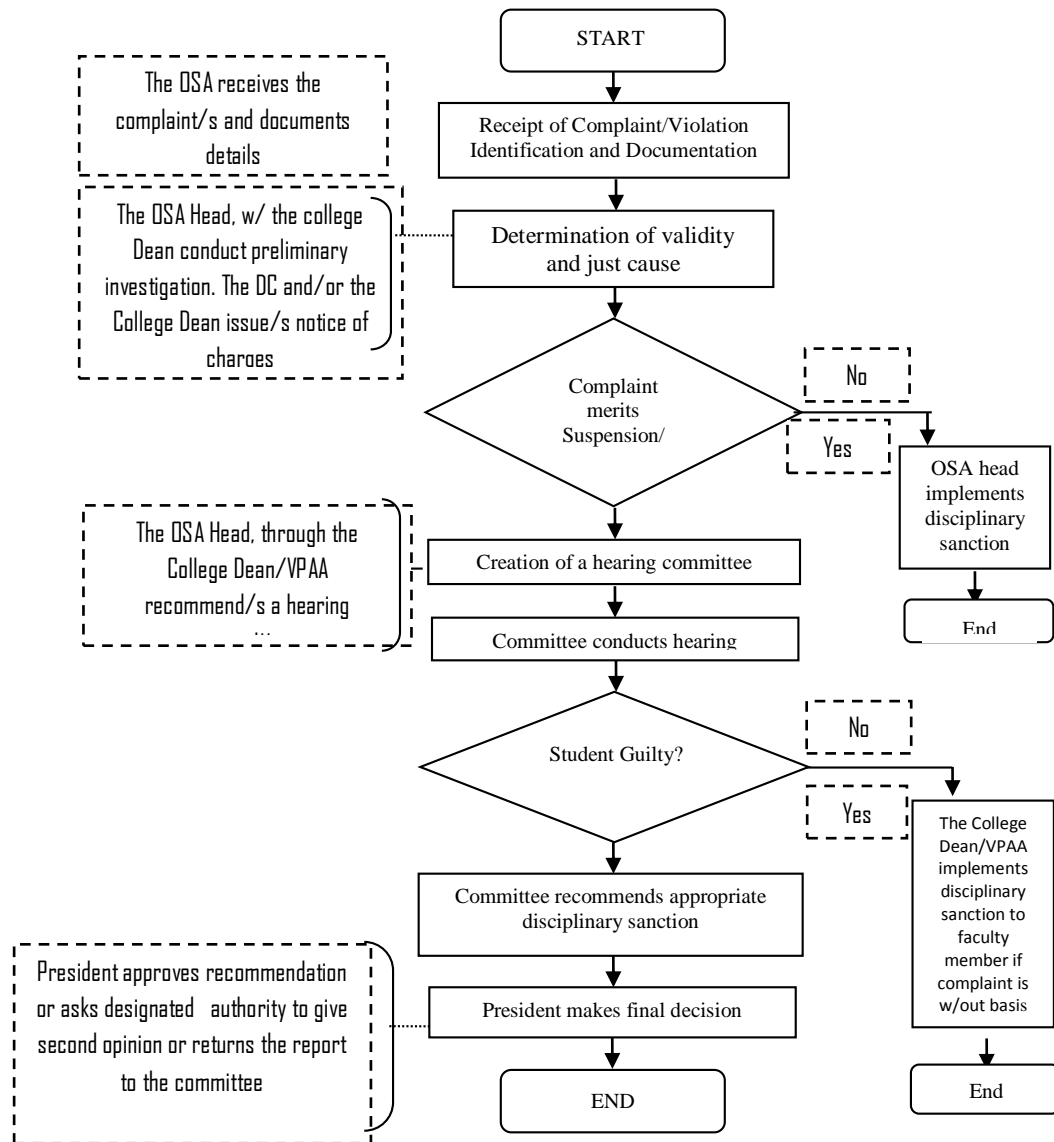
### Flowchart A-Complaint of Student (s)/Parent against a Faculty Member



N.B. This flowchart is used when complain is not settled within the College.



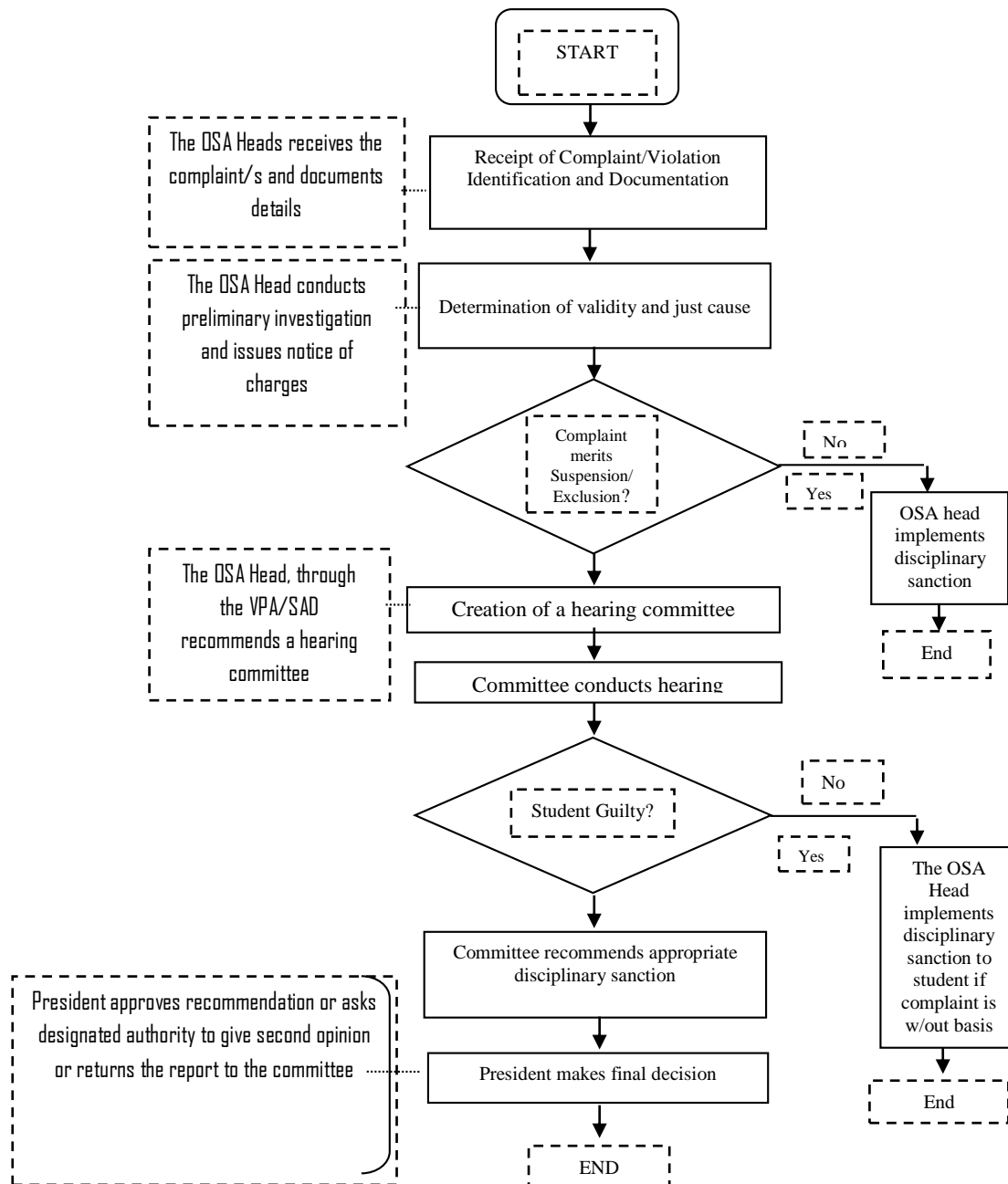
## Flowchart B– Complaint of Faculty Against A Student



N.B. This flowchart is used when complain is not settled within the College.

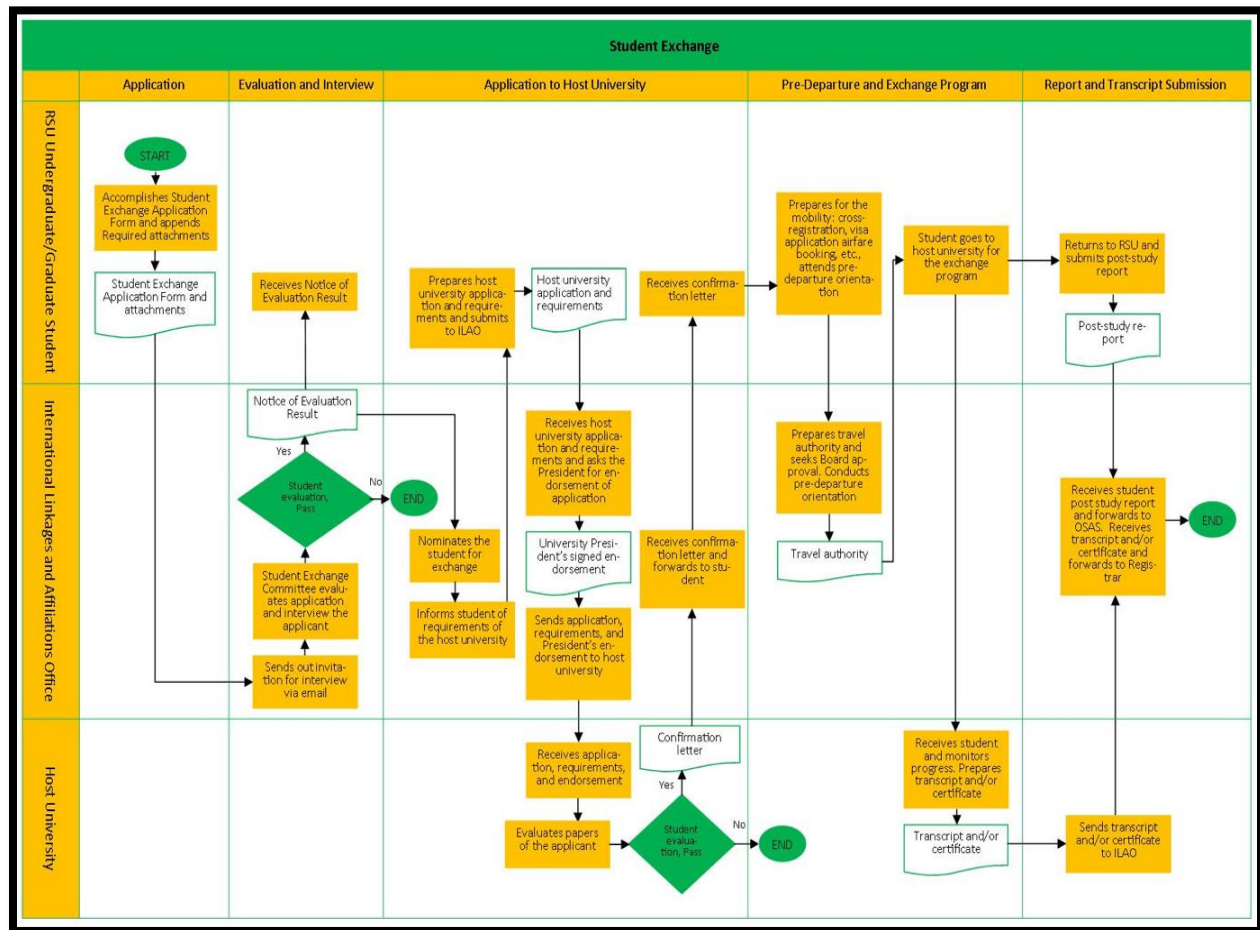


**Flowchart C- Complaint of Student against another Student**



N.B. This flowchart is used when complain is not settled within the College.

## Flowchart D- Process Diagram for Outbound Students



Source: International Linkages and Affairs Office



## OFFICIALS OF THE UNIVERSITY

Dr. Merian P. Catajay-Mani	University President
Dr. Emelyn R. Villanueva	Vice President for Academic Affairs
Dr. Tomas T. Faminial	Vice President for Administration and Finance
Dr. Emelyn F. Montonya	Vice President for Research, Extension, Development and Innovation
Atty. Glenn Niño M. Sartillo	University Legal Counsel Chair, Bids and Awards Committee
Ms. Sarah Jane F. Fallaria	Director, Quality Assurance Office
Mr. Juniel G. Lucidos	Director, Planning and Development Office
Dr. Cristina Marie J. Balderama	Assistant Director, Planning and Development Office
Dr. Bilshan F. Servanez	Officer-in-charge, International Linkages and External Affairs Office
Ms. Carolyn D. Fetalver	Director, Gender and Development Office
Ms. Feve D. Faeldan	Director, Internal Audit Services Office
Capt. Armando Mapola (Ret)	Officer-in-charge, Security Services Office
Mr. Edgardo F. Fadallan	Director, Special Projects/Advocacy Officer
Ms. Charevel F. Ferranco	Director, Office of Media and Public Affairs
Dr. Carlwin V. Dayagdag	Director, Management Information System
Dr. Mark G. Calimbo	Dean for Instructions
Ms. Maria Charmaine R. Gaa	Director, Human Resource and Development Office
Dr. Philip R. Baldera	Dean, Graduate Education and Professional Studies
Dr. Julio Romeo T. Chavez	Dean, College of Agriculture, Fisheries, and Forestry
Ms. Mary Jane A. Fadri	Dean, College of Arts and Sciences
Mr. Ray Joseph G. Inocencio	Dean, College of Business and Accountancy
Dr. Jun P. Dalisay	Dean, College of Education
Ms. Maria Charmaine R. Gaa	Director, Human Resource and Development Office
Dr. Alfredo F. Furto, Jr.	Dean, College of Engineering and Technology
Mr. Poly D. Banagan	Director, Institute of Criminal Justice Education
Dr. Catherine Bhel B. Aguila	Director, Institute of Information and Technology
Dr. Alfredo J. Fronda, Jr.	Director, Basic Education (Senior High & Laboratory High School)
Mr. Melchor S. Rufon	Asst. Director, Basic Education (Senior High & Laboratory High School)
DR. Carmelinda M. Juanzo	Campus Director, RSU Cajidiocan
DR. Leila R. Fabella	Campus Director, RSU Calatrava
DR. Ruel Virgil M. Adriguez	Campus Director, RSU Romblon
DR. Borromeo B. Motin	Campus Director, RSU San Agustin
PROF. Mario A. Fetalver, Jr.	Campus Director, RSU San Andres
DR. Emelia B. Ramos	Campus Director, RSU San Fernando
DR. Rey P. Rasgo	Campus Director, RSU Santa Fe and San Jose
DR. Joemar F. Manzo	Campus Director, RSU Santa Maria
DR. Elvin Gaac	Director, Center for Alumni Relations and Employment Services
MR. Edgar V. Andalecio	Director, National Service Training Program Office, and Head, Disaster Risk Reduction Management Unit
MS. Mary Jane R. Arboleda	Director, Social and Cultural Affairs Services
MR. Jhon Joseph G. Aguila	Officer-in-Charge, Sport Development Program Office
DR. Ester L. Forlales	Director, Office of Student Affairs Services
MR. Carlo Joseph Juanzo	Director, Admission Unit/TES
MS. Annabelle F. Ida	Head, Office of the University Registrar
MS. Hedy F. Fontamillas	Director, Guidance and Counseling Services Unit
MS. Abegail F. Madali	Director, Health Services Unit
MS. Nadie Joy F. Masangcay	Director, Learning Resource Center
MS. Maria Charmaine R. Gaa	Director, Human Resource Development Office
ENGR. Julie F. Fallaria	Director, Information and Communication Technology Services Center
ENGR. Jason F. Rufon	Director, Physical Plant and Facilities Office
MR. Jerome Adolfo F. Fajarito	Director, General Services Office
MR. Rommel H. Glori	Acting Head, Budget Office
MS. Analyn Pearl N. Lopez	Acting Head, Cashiering Office
MS. Irene I. Fadera	Head, Procurement Management Office
MS. Cita C. Ylagan	Head, University Catering Services
MR. Zaldy F. Montoya	Head, Transportation and Motor Pool Unit, and





# ROMBLON STATE UNIVERSITY



	Head, Internal Audit for Infrastructure and Physical Facilities
MS. Charito M. Gascon	Acting Head, Human Resource Management Office
MS. Cynthia R. Laynesa	Director, Business Affairs and Income Generating Office
MS. Shiela Buen F. Servanez	Head, Accounting Office
MR. Reno U. Solidum	Head, Central Records Management Office
MS. Cheryl M. Maulion	Head, Supply and Property Management Office
PROF. Eddie G. Fetalvero	Director, Research, Development and Innovation Office
DR. Orfelina I. Manzo	Director, Extension and Technical Advisory Services Office
DR. Sherwin M. Perlas	Direktor, Sentro ng Wika at Kultura
MR. Jewelle V. Olarte	Head, Publication Services
MR. Garry Vanz V. Blancia	Head, Research Monitoring and Evaluation Office
ENGR. Jane Faith F. Falceso	Head, Knowledge Management and Technology Transfer Office
MS. Jacel Ruz F. Gan	Head, Extension Monitoring and Evaluation Office & Community Linkages
MR. Gregorio A. Florendo, Jr.	Head, Extension and Technical Advisory Support Services



## Student Handbook Development and Review Committee

*Chairperson:* Dr. Ester L. Forlaes

Director, Student Affairs and Services

*Members:*

Dr. Joefel T. Libo-on

Director, Admission

Ms. Hedy F. Fontamillas

Director, Guidance and Placement Services

Ms. Annabelle F. Ida

Head, Office of the University Registrar

Ms. Grace F. Firmalo

Director, Health Services Unit

Ms. Nadie Joy F. Masangkay

Director, Learning Resource Center

Ma. Charmaine R. Gaa- Director, GAD

Ms. Lily B. Tiaga- Guidance Counselor, RSU Sta Fe

Hon. Jimwel Soriano – FSSC President

### **Reviewers:**

Dr. Philip R. Baldera

Dr. Julio Romeo T. Chavez

Ms. Mary Jane A. Fadri

Mr. Ray Joseph G. Inocencio

Dr. Jun P. Dalisay

Dr. Alfredo F. Furto, Jr.

Mr. Poly D. Banagan

Dr. Catherine Bhel B. Aguila

DR. Carmelinda M. Juanzo

DR. Leila R. Fabella

DR. Ruel Virgil M. Adriguez

DR. Borromeo B. Motin

PROF. Mario A. Fetalver, Jr.

DR. Emelia B. Ramos

DR. Rey P. Rasgo

DR. Joemar F. Manzo

Dr. Mark G. Calimbo

Dean, Graduate Education and Professional Studies

Dean, College of Agriculture, Fisheries, and Forestry

Dean, College of Arts and Sciences

Dean, College of Business and Accountancy

Dean, College of Education

Dean, College of Engineering and Technology

Director, Institute of Criminal Justice Education

Director, Institute of Information and Technology

Campus Director, RSU Cajidiocan

Campus Director, RSU Calatrava

Campus Director, RSU Romblon

Campus Director, RSU San Agustin

Campus Director, RSU San Andres

Campus Director, RSU San Fernando

Campus Director, RSU Santa Fe and San Jose

Campus Director, RSU Santa Maria

Dean of Instructions

### **Consultants:**

Emelyn R. Villanueva, Ph.D.

Vice President for Academic Affairs

Merian P. Catajay-Mani, Ed.D., CESE

University President



# ROMBLON STATE UNIVERSITY



## FSSC and SSC Endorsement (Revised in 2022 but approved by BOR in January 19, 2023)



Republic of the Philippines  
ROMBLON STATE UNIVERSITY  
Odiongan, Romblon

### ENDORSEMENT

This is to certify that the **Revised Student Handbook 2022** was by us reviewed and found enhanced in terms of content, scope, applicability and relevance towards providing essential school services for students' welfare and development; thereby **ENDORSED** for approval and implementation.

#### FEDERATED SSC AND SSC REPRESENTATIVES

Hon. SAVANNA GUILENE F. MERANO  
Federated SSC President

Hon. JEMUEL STEVEN M. MAGO  
SSC Vice President, Main Campus

Hon. KRIZZA M. RAREZA  
SSC Secretary

Hon. MARLO M. NEPOMUCENO  
SSC Treasurer

Hon. JOEM RECK M. RIVAS  
SSC Auditor

Hon. CARL JHN M. FALCUNIT  
SSC P.I.O.

Hon. ALVIN F. JICULAY  
Chief Sentinel

Hon. KEAVEN ROLD D. FORMILOS  
Governor, CETSO