

**BOOK III  
THE ACADEMIC AFFAIRS**

**TITLE EIGHT  
ACADEMIC POLICIES**

**CHAPTER 43  
COVERAGE**

**Article 169 . General Provisions**

**Section 1.** The academic policies and guidelines prescribed in this Title shall apply to all academic units of the University of Southern Mindanao (USM).

**Section 2.** The provision hereof shall be liberally construed in favor of the students.

**CHAPTER 48  
ORGANIZATIONAL STRUCTURE**

**Article 170. Organizational Structure of the University**

**Section 1.** There shall be as many colleges or institutes as necessary in the University for the pursuance of its mandate.

**CHAPTER 49  
ACADEMIC CALENDAR**

**Article 171. Academic Calendar**

**Section 1.** The annual academic calendar shall be prepared by the Office of the Vice President for Academic Affairs (VPAA) in consultation with the College/Institute Deans and Department Chairs.

**Section 2.** The Academic Year (AY) shall be divided into two (2) semesters of at least 18 weeks each or 54 contact hours per semester per three (3) unit non-laboratory course and 2.25 laboratory subjects, excluding enrollment and final examination periods. A summer session of six (6) weeks, equivalent to 54 hours per three-unit lecture subject shall be observed.

**Section 3.** All academic units of the University shall operate under the semestral system, unless provided in special programs. The first semester shall commence in June, the second semester in November, and the summer session in April.

**Section 4.** The University shall observe the regular and special holidays. It shall also celebrate its Foundation Anniversary, Recognition Day, Teacher’s Day, among others, subject to the compulsory attendance in all duly authorized activities thereof of all concerned officials, faculty, non-teaching personnel and students of the University.

**Article 172. Class Size**

**Section 1.** The prescribed class size in tertiary and graduate levels shall be as follows:

Curricular Level	Numbers of Students/Classes	
	Minimum	Maximum
(1) Graduate level		
(a) Lecture class	10 students	27 students
(b) Laboratory class	10 students	27 students
(2) Undergraduate level		
(a) Lecture class		
(b) Laboratory class		
(Social)	15 students	50 students
(Technical)	15 students	Depending on the
	15 students	size of the
	15 students	laboratory room

**Section 2.** The minimum size to warrant the opening of a requested class for a particular subject shall not be less than fifteen (15) students, but not to exceed 50 students per lecture class and for the laboratory class, the maximum size shall depend on the size of the laboratory room for the undergraduate level and ten (10) students but not to exceed 25 students for both lecture and laboratory classes for the graduate level. Any deviation from the above prescriptions shall be subject to the approval of the VPAA provided that the requesting student(s) shall pay the prescribed total amount of tuition and other fees required for the purpose.

**CHAPTER 50  
SCHEDULE, DISMISSAL, AND SUSPENSION OF CLASSES**

**Article 173. Schedule of Classes**

**Section 1.** Schedule of classes shall be prepared by the Director for Instruction in consultation with the deans of academic units. The same shall be finalized thirty (30) days before the first day of enrolment for distribution to all academic units and for the finance approved of the VPAA. However, new schedules may be inserted as the need arises.

## **Article 174. Dismissal of Classes**

**Section 1.** As much as practicable, classes of a section shall be scheduled in one (1) building. However, classes that are scheduled in another building may be dismissed ten (10) minutes before the end of the period to give ample time for students to transfer from one (1) room or building to another.

**Section 2.** After fifteen (15) minutes of waiting the students may leave the classroom if their subject instructor or professor does not appear.

## **Article 175. Suspension of Classes**

**Section 1.** When deemed necessary and appropriate, classes may be suspended upon orders of the University President, or his duly authorized representative.

## **Article 176. Changes of Class Schedule**

**Section 1.** No class schedule may be changed without the approval of the VPAA through the recommendations of academic deans and department chairs.

## **Article 177. Make up Classes**

**Section 1.** Make up classes shall be held for class hours lost due to fortuitous events such as typhoons or other unavoidable circumstances or University activities. Similar make up schemes may be given to concerned students upon their return from athletic or other competitions, as official delegates of the University. The schedule (and place) of the make-up class may be mutually agreed upon by both the concerned faculty and students, subject to approval of the Dean of the academic unit.

**Section 2.** Faculty members whose absences are justifiable can also avail of make up classes provided, they have secured the necessary approval from the Dean of their college.

## **CHAPTER 51 ADMISSION AND ENROLLMENT**

## **Article 178. Entrance Requirements**

**Section 1.** Following are the requirements for student admission to the University:

### Incoming college freshmen

- a. USMCEE
- b. High School Card (DepEd Form 138)/TOR
- c. NSO authenticated Birth Certificate
- d. 3 pieces (2X2) I.D. pictures
- e. Medical/Dental Certificate

### Transferees

- a. USMCEE
- b. NSO authenticated Birth Certificate
- c. Honorable Dismissal/Certificate of Transfer
- d. Transcript of Records
- e. Certificate of AACUP, PAASCU, ACSC-AA, PACUCOA or ISO accreditation of the last school attended, if any.
- f. Medical/Dental Certificate

### Second Degree Seekers

- a. Transcript of Records
- b. NSO authenticated Birth Certificate
- c. Certification, Authentication and Verification (CAV) of CHED
- d. Medical/Dental Certificate

### Foreign Students

- a. USMCEE
- b. Authenticated Birth Certificate
- c. Honorable Dismissal/Certificate of Transfer
- d. Transcript of Records
- e. Medical/Dental Certificate
- f. Alien Certificate of Registration (ACR)
- g. Permit to Study

### Graduate Students

- a. Graduate Level Test (GLT)
- b. NSO authenticated Birth Certificate
- c. Transcript of Records
- d. At least three (3) Letters of Recommendation from former Professors
- e. Application letter

**Section 2.** The entrance requirements for each program shall be determined by the academic unit offering it.

### **Article 179. Admission**

**Section 1.** The University considers applicants for admission on the basis of individual merit. No student shall be denied admission to the University by reason of age, sex, nationality, ethnic origin, religious belief, political affiliation, socio-economic status, conviction, ideology, sexual orientation, or physical disability.

**Section 2.** Transferees shall be admitted on temporary basis pending receipt of the required documents for admission.

**Section 3.** Returning student shall be subjected to re-admission process by the academic unit concerned.

**Section 4.** Every applicant for admission shall undergo a medical examination to be conducted by physicians from the University Hospital. No student shall be admitted to the University who is found to be suffering from dangerous, communicable, contagious or infectious disease.

**Section 5.** An applicant for admission to the University shall be considered a student of the University upon passing the final screening of his/her enrollment papers.

**Section 6.** A government employee seeking admission to the University shall be required to meet the conditions prescribed for enrolment by the college concerned. He/she shall also submit a Permit to Study duly signed by the head of the agency or his/her authorized representative.

**Section 7.** Every student shall, before final admission, affix his/her signature to the following pledge: "In consideration of my admission as student of the University of Southern Mindanao, I hereby pledge to abide by and comply with all the rules and regulations laid down by the University and the College where I am enrolled." Refusal to take this pledge or violation of its terms shall be sufficient ground for denial of admission or dismissal from the University.

#### **Article 180. Registration**

**Section 1.** Enrollment of students shall be done only during the regular enrolment period indicated in the academic calendar.

**Section 2.** No student shall be registered in any subject after one (1) week of regular meetings, unless the Dean, on the basis of his/her scholastic records, warrants his registration, provided that 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.

**Section 3.** The rules on sequencing of subject in the curriculum of the program being taken must be observed and followed in enrollment. Enrolling in and attending a subject without passing its prerequisite shall earn the student no academic credit on the same. However, graduating student shall be allowed to take the prerequisite and the higher subjects simultaneously upon the endorsement of the Department Chair, the Dean and approval of the VPAA. However, if a student fail in the prerequisite subject, the higher subject shall not be given credit.

#### **Article 181. Cross-enrollment**

**Section 1.** Cross-enrollment may be permitted under the following conditions:

- a. The cross-enrollment is done within the regular enrollment period and approved by the deans of the college who are owners and receivers of the enrollees.
- b. The student is expecting to graduate during the term.

- c. The course/s required for graduation is/are in conflict with his/her other schedule or is/are not offered.
- d. The subjects involved are not offered by the University at the time, and have the same course description and number of units.
- e. The allowance of thirty (30) minutes to one (1) hour to commute between schools is observed.
- f. The student shall be enrolled only in a school with accredited programs or courses approved by the College Deans/Department Chairpersons.

**Section 2.** Cross-enrollment of subjects outside the University shall be approved by the VPAA through the recommendation of the dean and authorized by the University Registrar for the subjects enrolled to be given credits, provided, that no student shall be allowed to cross-enroll in more than one (1) school outside the University.

**Section 3.** Transfer credits shall be given to course enrolled by a student in another recognized institution upon the recommendation of an authorized official from the other school, subject to the approval of the concerned dean of the academic unit and the mandates of existing rules and regulations.

**Section 4.** The University reserves the right to deny admission to a student who seeks to cross-enroll in the institution.

**Section 5.** The University shall give no credit for any course taken by any of its students in any other university, college, or school unless authorized by the VPAA, upon the recommendation of the concerned Dean/Director. The authorization shall be in writing. The University Registrar or by his/her representative.

## **CHAPTER 47 STUDENTS AND THEIR CLASSIFICATION**

### **Article 182. Classification of Student**

**Section 1.** Students shall be classified generally as follows:

1. A **graduate student** is one who pursues either a Master's degree or Doctorate degree on a full-time or part-time basis.
2. A **regular undergraduate student** is one who registers for formal academic credits and who carries the full load for a given semester under the curricular program in which he/she is enrolled.
3. An **irregular undergraduate student** is one who is officially enrolled and carries less than the normal load for a given semester.
4. A **transfer student** is one who comes from another institution where he/she started studying for a course and is officially enrolled in the University.

5. A **working student** is one who is enrolled in the University and is employed in or outside the University.
6. A **foreign student** is one who is officially enrolled in the University and is a citizen of a foreign country.
7. A **shifter** is one who changes his/her course/program for another program within the College/University.
8. A **second courser** is one who is a degree holder, but pursues another degree program in the University.
9. A **returning student** is one who has sought re-admission after quitting from the University for sometime.
10. **Cross-enrollees** with credits are students enrolled in a unit in the University for a specific period of time, but are primarily enrolled in their units in the University or in another institution of higher learning, such enrollment is subject to the approval of the concerned dean of the college, who is the owner and receiver of the enrollees.

**Section 2.** Students shall be categorized as follows:

1. A **freshman** is a student who has not finished the prescribed subjects of the first year of his/her curriculum or has earned less than 25% of the total number of units required in his/her program.
2. A **sophomore** is a student who has finished the first year of his/her curriculum or has earned not less than 25% but not more than 50% of the total number of units required in his/her **program**.
3. A **junior** is a student who has completed the prescribed subjects of the first two (2) years of his/her curricular or has earned not less than 50% nor more than 75% of the total number of units required in his/her program.
4. A **senior** is a student who has completed the first, second, and third years of his/her curriculum or has finished not less than 75% of the total number of units required in his/her **program**.
5. A graduating student is one who is in the last year of finishing his/her degree.

## CHAPTER 48 STUDENT ACADEMIC LOAD

### **Article 183. Number of Hours per Unit of Credit**

**Section 1.** One unit of credit is equivalent to at least eighteen (18) hours of instruction per semester in the form of lectures, discussions, seminars, tutorials, or equivalent field/laboratory work, or any combination of the foregoing within a semester.

**Section 2.** The standard number of hours for every unit of credit per class session shall be as follows:

- |                       |         |
|-----------------------|---------|
| 1) Lecture class      | 1 hour  |
| 2) Laboratory class   | 3 hours |
| 3) Physical Education | 1 hour  |
| 4) NSTP (ROTC/CWTS)   | 1 hour  |

**Section 3.** Section 2 does not apply to BS-Nursing and BS-Midwifery.

#### **Article 184. Normal Load of Students**

**Section 1.** The normal academic load for undergraduate students per semester shall be based on the number of units as prescribed in their curricular program, including laboratory work, unless otherwise prescribed; provided the student shall not have more than 33 units in a semester.

**Section 2.** During the summer term, a student shall be allowed to enroll in nine (9) units, except for graduating students who shall be finishing the program that summer they shall be allowed a load not exceeding 12 units.

**Section 3.** The academic load of transfer students shall be limited only to those subjects without prerequisites, until such time when these subjects shall have already been validated, accredited or substituted. Transferee may be given a waiver to enroll advance subjects with prerequisites.

**Section 4.** On the graduate level, full-time students shall be allowed twelve (12) units. During the Summer session, the normal load shall be six (6) units except for meritorious cases involving graduating students.

### **CHAPTER 49 CLASS ATTENDANCE**

#### **Article 185. Rules on Attendance of Students**

**Section 1.** All the colleges and units of the University, including the NSTP, shall observe the rules on attendance prescribed herein. In the case of the Graduate School, the unit may modify the rules on attendance, subject to approval by the VPAA.

Regular and punctual attendance in all scheduled classes and activities is expected of all students and is regarded as integral to course credit. Students are responsible for attending classes where they are enrolled in and are responsible for work covered. At the discretion of the instructor, the student's grade may be lowered because of class absence. Expectations for attendance should be established in the course syllabus.

1. Any student who, for unavoidable circumstances, has been absent from class must obtain an excuse slip from the College Dean, to be presented to the faculty concerned not later than the second class session following the date of the student's return. These circumstances include, but are not limited to, the official representation of the school, death of immediate member of the family, sickness, calamities, and other valid reasons.
2. Whenever a student has been absent for three (3) consecutive class meetings, a report thereof shall be sent by the concerned faculty member to the College Guidance Counselor. The Guidance Counselor shall call the student and notify his/her parents or guardian.



3. An excused absence shall apply only for the time missed. The concerned student shall be responsible for all the lessons covered by the classes during his/her absence. All works assigned to be accomplished during such absence, such as quizzes, projects, midterm and final examination shall be made up by him/her within a reasonable time.
4. A medical certificate shall be secured from the Hospital/Clinic, in case the absence is due to illness or injury. The certificate must be presented to the instructor within three (3) days after the absences have been incurred.
5. In the absence of a medical certificate, the student may present a proof or a written notice from his/her parents or guardian to his/her instructors or professors.

**Section 2.** When the number of hours lost due to absences of a student reaches twenty percent (20%) of the hours for recitation, lecture, laboratory or any other scheduled work in one (1) subject, such student shall be dropped from the subject.

**Section 3.** A student who is absent from class and missed a scheduled test and/or major presentation is entitled to a make-up after presenting to the instruction to that absence was due to serious illness or death in the immediate family. Absences authorized by the VPAA for official purposes (athletics, performing groups, student government groups, etc.) shall also entitle a student to a make-up a test or class presentation. However, absences due to any reason are counted in the total number of absences during a semester.

## **CHAPTER 50 SCHOOL FEES**

### **Article 186. Classification of School Fees**

**Section 1.** School fees shall be classified as follows:

1. **Regular school fees** include tuition, entrance, registration, medical-dental, athletics, diploma, library, laboratory and identification card;
2. **Student fund fees** include fees for student publication, student government, insurance, guidance, charity, student manual.
3. **Local fees** include society fees, workbook, local publications, alumni, practicum/OJT.
4. **Administrative fees** include fines for late enrolment and other authorized fines, fees for changing, adding or dropping of subjects, special service fees for validation, completion, official transcript of records, certifications, and testing services; and
5. **Special fees** are levied on foreign students who are qualified to enroll in the University.

**Section 2. Excessive fees** shall not be allowed. No administrative fee shall be collected in excess of ten (10) pesos.

**Section 3.** All published tuition fee and other fees are subject to change by action of the Board of Regents at any time. In the event of any increase in the tuition fee or other fees, payments already made shall be treated as partial payment. Notification shall be given on the additional amount due and the required date of payment.

#### **Article 187. Schedule of Allowable Refunds**

**Section 1.** Students who have paid their tuitions and other fees but wish to withdraw their enrolment or are granted honorable dismissal or leave of absence, shall be entitled to a refund of their matriculation fees, except entrance and registration fees, in accordance with the following schedule:

1) Before opening of classes	100%
2) Within one week from opening of classes	80%
3) Within the second up to fourth week from opening of classes	50%
4) After the fourth week	No refund

**Section 2.** Refund of tuition and laboratory fees for a subject may be allowed in case of forced dropping due to sequencing, overload or for other valid reason(s).

### **CHAPTER 51 CURRICULAR CHANGES**

#### **Article 188. Dropping of Subject**

**Section 1.** Dropping of subjects may be allowed seven (7) working days before the first day of the final examinations schedule.

**Section 2.** After the period prescribed in the preceding section, a student may be allowed to drop a course only by reason of illness, duly certified by a physician, and other valid or justifiable reasons, such, as transfer of residence or going abroad, etc.

#### **Article 189. Withdrawal from the Program**

**Section 1.** Withdrawal of registration in the University may be allowed, provided, that a student who drops out entirely from his/her program before three-fourths (3/4) of the total number of hours prescribed for his/her course shall have lapsed with valid reasons as those enumerated in Section 2 of the preceding Article, and with the approval of the Unit/College Dean, shall be classified as "WITHDRAWAL" and shall be duly recorded by the University Registrar.

**Section 2.** A student who withdraws his/her enrolment shall be entitled to withdraw the credentials he/she has claim back submitted as requirements for enrolment and to refund of school fees, subject to existing pertinent rules and regulations of the University.

**Section 3.** No withdrawal of enrolment shall be allowed after 75% of the total number of hours prescribed for the course shall have lapsed.

#### **Article 190. Substitution of Subjects**

**Section 1.** Substitution of subjects may be allowed on the following grounds:

- a. when a student is pursuing a curriculum that has been superseded by a new one;
- b. when a student needs a required subject not offered in the major department and/or when a required subject is not offered as scheduled; and
- c. when the petition for substitution involves subjects allied to each other and with the same number of units or greater than the units of the required subject.

**Section 2.** Substitution may be allowed in non-prescribed requirement of the course provided that, the subjects to be substituted have equal credit units or more.

**Section 3.** Any request for substitution shall be checked by the faculty of the discipline, recommended by the department chair approved by the Dean, and recorded by the University Registrar.

#### **Article 191. Changing/Adding of Subjects**

**Section 1.** Adding of subjects shall be allowed when the student is graduating or underloaded. Such is done upon the recommendation of the Department Chair and upon approval by the college dean not later than one (1) week after the start of regular classes.

**Section 2.** The adding of subjects shall be made through the prescribed form upon recommendation of the adviser and the department chair and to be approved by the Dean. The "Adding" form shall be submitted to the University Registrar for recording purposes.

**Section 3.** The total load carried by a student including the additional subject(s), shall not exceed the maximum total load prescribed under the rules on academic load or that which is prescribed for his/her curriculum year during the semester.

#### **Article 192. Shifting of Course/Enforcing a New Curriculum**

**Section 1.** Shifting from one (1) program or major field of specialization to another may be allowed by the University.

**Section 2.** A student may shift from one (1) program to another by accomplishing the prescribed shifting form from the Office of the University Registrar.

**Section 3.** Only freshmen students shall be affected by a new program or curriculum.

**Section 4.** A student shall follow the same curriculum that he/she has started not to exceed 1.5 times the number of the prescribed years to finish the program exclusive of leave of absence.

**Section 5.** If a student fails to finish a program under an old curriculum within the prescribed maximum number of years of residence, he/she shall be advised to follow the new curriculum.

**Section 6.** If the student has finished more than 75% of the curriculum he/she started he/she may be allowed to request the remaining subjects of the curriculum if such subject is not offered.

**Section 7.** A student's leave of absence shall not be longer than one (1) year.

## **CHAPTER 52 TRANSFER OF STUDENTS AND VALIDATION OF SUBJECTS**

### **Article 193. Transfer of Students**

**Section 1.** Only students from PASUC and duly accredited by PAASCU or CHED recognized Institutions of Higher Learning may be allowed to transfer to the University, subject to compliance with its admission requirements.

**Section 2.** It shall be the responsibility of the Registrar's Office to secure the transfer documents of transferees within one (1) year. Failure to produce such transfer documents within one (1) year shall be a valid ground for the non-admission of the student to the University except for meritorious cases, such as, burned buildings where records are stored/kept.

### **Article 194. Validation of Subjects**

**Section 1.** The records of a transferee from a non-PASUC member school shall be subjected to validation process.

**Section 2.** A transferee must apply for validation within one (1) year from the date of his/her admission provided, that a third year transferee shall validate all transfer credits within his/her first two (2) semesters in the University. Failure to comply with the one (1) year period for validation shall be ground for the transferee to re-enroll the required course(s).

**Section 3.** A transfer student may apply for validation by filling out the prescribed form for advance credits corresponding to the subjects taken in another institution of higher learning upon compliance of the following requirements: (a) presentation of credentials showing that he/she has attended and passed in the courses equivalent to those given by the University for which advanced credits are sought; and (b) passing the validation test given by the concerned College.

**Section 4.** A transferee must take the validation examination for every subject he/she would like to have accredited for credits in any such regular periods for validating examinations without fees as: (a) within the first three (3) weeks after the last day of registration for any term, as scheduled by the University Registrar's Office; and (b) during the final examinations in any term.

**Section 5.** Transferees with subjects taken from non-PAASCU accredited institutions having a rating lower than "2.25" shall be required to take the validation examination.

**Section 6.** All subjects taken from any PAASCU and AACCU-accredited schools may be credited provided, that these are prescribed in the curriculum and have the same course content and number of units as offered in the University.

**Section 7.** If the number of units in a certain subject earned outside the University is less than the prescribed units for the course, the student shall be required to enroll the course as offered in the University.

**Section 8.** Subjects taken in universities or colleges outside the Philippines shall be given credits provided they have the same course content and units. Units earned in vocational courses and in high school shall not be credited towards a degree program.

**Section 9.** Graduates of non-education degrees from the University or any PASUC-member/FAAP-accredited schools, after teaching for two (2) years, may apply for accreditation of practice teaching equivalent to 12 units of credit in education upon submission of a service record and a performance rating in teaching of, at least, "Very Satisfactory" duly certified by the Head of the School. This shall be accomplished by enrolling and paying the required fees corresponding to the number of units involved.

**Section 10.** A returning student may apply for program unit equivalence accreditation in OJT/ In Firm Training/ Practicum/ Apprenticeship/ Major Field Practice upon presentation of a service record (at least 2 years work experience) and a certification from the employer stating his/her job description and at least a very satisfactory performance rating.

**Section 11.** All academic units leading to the master's and doctorate degrees earned in consortium with the USM Graduate School shall be accredited pursuant to Article 9, Section 22 of GS Policies.

## **Article 195. Examination**

**Section 1.** Examinations shall be administered on schedule by the faculty for the purpose of evaluating student performance.

**Section 2.** A midterm and final examinations schedule shall be prepared by the Office of the Vice President for Academic Affairs, in coordination with the Deans of the academic units.

**Section 3.** Giving of any examination earlier or later than the prescribed schedules may be allowed upon written request, subject to the recommendation of the concerned dean and approval of the Vice President for Academic Affairs.

**Section 4.** A student given permission to sit in or attend a course in audit shall not be allowed to take the final examinations for credit in said course unless for validation purposes only.

**Section 5.** A student advised to drop a course due to unauthorized overload or for not taking the prerequisite(s) shall not be allowed to take the final examination for the said course.

**Article 196. Grading System and Removal of Grades of “INC” and “4”**

**Section 1.** The academic performance of students shall be evaluated and graded at the end of each term in accordance with the grading system.

**Section 2.** The grading system shall be uniform, using number grades in multiples of 0.25 from 1 to 5, where “1” is the highest and “3” is the lowest passing grade. The grading system of the University shall be as follows:

Numerical Value	% Equivalent	Letter Equivalent	Description
1.00	99-100	A	Excellent
1.25	96-98		
1.50	93-95	A-	Very Good
1.75	90-92		
2.00	87-89	B	Above Average
2.25	84-86		
2.50	81-83	B-	Average
2.75	78-80		
3.00	75-77	C	Passed
4.00	Conditional (to be removed within 10 days after the final examination)		
5.00	-	-	Failed
INC	-	-	Incomplete
Drp	-	-	Dropped
IP	In Progress (For Thesis Outline/ Manuscript & OJT only)		

**Section 3.** The faculty shall determine the grades of his/her students following the grading system of the University.

**Section 4.** Every faculty member shall submit his/her Report of Grades ten (10) days after the conduct of final examinations, inclusive of holidays and weekends.

**Section 5.** Failure on the part of the faculty to submit the grade as stipulated in the preceding section shall be a ground for reprimand. Faculty members who fail to meet deadlines for the submission of grades shall be required to show cause of the delay and explain why he should not be penalized.

**Section 6.** As a general rule, no grades shall be changed once filed with the University Registrar. In exceptional cases, where an error in computation, wrong entry, or omission of names/grades has been committed, the faculty may request authority from the Vice President for Academic Affairs, through the Department Chairperson and concerned dean to make the necessary change and/or rectification. If the request is granted, a copy of the endorsement authorizing the change and/or rectification shall be forwarded to the University Registrar for recording and filing purposes.

**Section 7.** In case an error in the entry of grades is committed by any personnel of the Registrar's Office, he/she shall also be subject to reprimand. Rectification must be done with the knowledge of the concerned faculty.

**Section 8.** No grade shall be issued beyond one (1) year after taking the course by a faculty member, who, at that time of submission, is no longer employed in the University. When the cause of his/her separation is death or permanent incapacity, the grade shall be given by a faculty to be determined by the Department Chairperson and to be approved by the Dean.

**Section 9.** The grade of "INC" is given to a student, whose class standing throughout the semester is passing but fails to take the final examination, or fails to complete other requirements for the course due to illness or other valid reasons.

**Section 10.** Completion of the "INC" shall be within the prescribed time of one (1) academic year by passing an examination or meeting all the requirements for the course. After one year the INC remains INC if not completed, but the student shall be required to re-enrol the subject.

**Section 11.** Only the Instructor who gave the "INC" could issue a completion grade. If the faculty cannot give the grade, another faculty handling the same subject as the one involved may administer the completion of the said INC grade, provided, that said Instructor is duly authorized by the Dean through the Department Chairperson.

**Section 12.** For unfinished thesis/OJT, a notation of "IP" (In Progress) shall be given, provided, that after its completion within one (1) year, a numerical grade shall be indicated in the Report of Grades to be submitted to the University Registrar. If not completed within the prescribed period, the student shall re-enroll it.

**Section 13.** In case of a suspended student, completion of thesis/OJT during the period of suspension shall not be honored. Re-enrolment may be required later after the termination of the suspension.

**CHAPTER 54**  
**SCHOLARSHIPS, GRANT-IN-AID, AND SPECIAL ENROLMENT PRIVILEGES**

**Article 197. Scholarship Program**

**Section 1.** The University shall provide an academic scholarship program for deserving students excluding self liquidating programs. The scholarship awards under the program shall be classified as follows: (a) entrance scholarship, and (b) institutional scholarship.

**Section 2.** Entrance scholarship. This scholarship award shall be enjoyed by: (1) “valedictorian” and “salutatorian” of recognized public and private secondary schools; and (2) USM secondary graduates who obtained a grade point average (GPA) of 87% or better, categorized as follows:

- a. Full entrance scholarship – awarded to a student who graduated “valedictorian” in a class of at least 60 high school students, as certified by the Principal, and to USM secondary graduates who obtained a GPA of 90% or better. The scholarship awardees are exempted from payment of all regular school fees.
- b. Half entrance scholarship – awarded to a student who graduated “salutatorian” in a class of at least 60 high school students, as certified by the Principal, and to USM secondary graduates who obtained a GPA of 87 - 89%. The scholarship awardees are exempted from payment of one-half (1/2) of all regular school fees.

**Section 3.** Institutional scholarship. This scholarship award may be categorized as follows:

- a. University scholarship – awarded to an undergraduate student who obtains a GPA of 1.5 or better at the end of the semester. The scholarship awardees are exempted from payment of all regular school fees (entrance fee, tuition fee, registration fee) in the following semester.
- b. College scholarship – awarded to an undergraduate student who obtains a GPA of “1.51” to “1.75,” at the end of the semester. The scholarship awardees are exempted from payment of one-half (1/2) of all regular school fees.

**Section 4.** To qualify for any of the scholarships, the student must carry a minimum load of 18 units or as prescribed in his/her curricular program for the semester.

**Section 5.** A student who incurs an INC may qualify for scholarship provided that said INC be completed before enrolment period, and the student meets the required GPA.

**Section 6.** The institutional scholarship shall be valid only for a period of one (1) semester and shall continue to the succeeding semesters, provided, that the student satisfies the prescribed GPA and other requirements.



## **Article 198. Grant-In-Aid and Other Enrolment Privileges**

**Section 1.** The University shall extend free school fees as grant-in-aid to poor and deserving college students belonging to the Cultural/Indigenous People's Communities, subject to renewal every semester, provided, that the grantee has passed all his/her subjects and/or other requirements in the preceding semester. They shall be required to present the Income Tax Return (ITR) of their parents, indicating their names as tax-exempt individuals.

**Section 2.** The following students shall be granted free regular school fees privilege as stipulated in Section 1, Article 179 of Chapter 50, namely:

- a. Members of the USM Band, Combo, Dance Troupe, Dramatics, Chorale and Art Groups;
- b. Children, 21 years and below, of USM permanent employees;
- c. Natural and adopted children, 21 years and below, and spouse of USM permanent employees who died while in the service of the University;
- d. Members of the USM varsity as certified by the Dean of ISPEAR;
- e. Holders of educational benefits under the Armed Forces of the Philippines – Presidential Decree (AFP-PD) 557, Batas Pambansa (BP) 337 and Sangguniang Kabataan (SK), provided that LGUs where they come from must enter into a MOA with the University and must qualify the requirements of USM;
- f. President of the University Student Government (USG), Governors of the Local Student Government (LSG) and the Editor-in-Chief of the Mindanao Tech during their tenure of office and Corp Commander of ROTC; and
- g. Other enrolment privileges, such as, but not limited to, the President Asinas Scholarship Award (PASA), to be established by the University. The same shall be governed by a contract entered into by the USM and the sponsoring body stipulating the scholarship purposes.

**Section 3.** Other scholarships sponsored by external donors shall be governed by MOA between USM and the sponsor.

## **CHAPTER 55 ACADEMIC DELINQUENCY AND RESIDENCY**

### **Article 199. Academic Delinquency**

**Section 1.** Categories of academic delinquencies:

**Warning.** Any student who, at the end of the semester, obtains final grades below “3” in 25 percent to 49 percent of the total number of academic units for which he is registered, shall receive a warning from the University Registrar and be subjected to appropriate academic follow-up by the College Guidance Counselor. However, he/she may enroll the normal load as specified in his/her curriculum except for prerequisite subjects where he/she has failed.

**Probation.** The academic status of a student, who is under PROBATION for a particular Semester, can be improved by enrolling and earning passing marks during summer, provided, that he/she shall not exceed nine (9) units load during the summer term.

**Debarred.** Any student who obtains failing grades in more than 75 percent (75%) of his/her academic load shall be debarred from the University and be advised to rest for one (1) year. Any student debarred for the second time shall not be eligible for readmission to the University.

**Section 2.** Units earned by debarred students from other school during the period of their debarment shall not be credited. However, enrolment in a non-degree program in the University shall be allowed.

### **Article 200. Residency**

**Section 1.** Residency shall mean the maximum number of years required of a student to finish his/her program.

**Section 2.** Residency shall be computed by multiplying the required curricular years for a given course by 1.5 years. However, a student may choose to remain in school beyond his/her residency by applying for re-admission.

**Section 3.** The residency period for the master's degree program shall be five (5) academic years excluding leave of absence of not more than two (2) years. However, a student may choose to remain in the Graduate School beyond his/her residency by applying for re-admission. The student shall be required to take three (3) additional units for every year of extension or a fraction thereof.

**Section 4.** The residency period for the doctorate degree program shall be seven (7) academic years excluding leave of absence of not more than two (2) years. However, a student may choose to remain in the Graduate School beyond his/her residency by applying for re-admission. The student shall be required to take six (6) additional units for every year of extension or a fraction thereof.

## **CHAPTER 56 LEAVE OF ABSENCE AND HONORABLE DISMISSAL**

### **Article 201. Leave of Absence**

**Section 1.** Leave of Absence (LOA) refers an official deferment of study, which shall be excluded from the computation of the student's residency.

**Section 2.** The University Registrar shall furnish the parents/guardians of every student granted the LOA about the leave and the reason for such.

## **Article 202. Issuance of Honorable Dismissal**

**Section 1.** A student who desires to leave the University shall accomplish and submit the prescribed Separation Clearance to the University Registrar for the issuance of Honorable Dismissal / Certificate of Transfer.

**Section 2.** The University Registrar shall not issue Honorable Dismissal/Certificate of Transfer and Transcript of Records to those students who are still undergoing disciplinary action.

## **CHAPTER 57 GRADUATION**

### **Article 203. Graduation Requirements**

**Section 1.** No student shall be recommended for graduation unless he/she has complied with all academic and other requirements for graduation.

**Section 2.** Candidates for graduation who have completed all the requirements of a curriculum but failed to apply shall have their graduation approved on the date they should have originally graduated.

**Section 3.** The University Registrar shall post the tentative list of candidates for graduation before the enrolment for the second semester of the school year. In consultation with the program evaluator, the Registrar shall examine the academic record of each candidate to ascertain if any listed candidate has any deficiency or whether all other requirements for graduation have been satisfactorily or not fulfilled. The Registrar shall bring to attention of the concerned deans the deficiencies of their students.

**Section 4.** All candidates for graduation shall clear all their deficiencies and records not later than five (5) weeks before the end of their last semester, except for their currently enrolled subjects for the last semester.

**Section 5.** No student shall be graduated from the University unless he/she has completed at least two (2) years of residence work.

**Section 6.** The University Registrar and academic unit evaluators shall examine the academic records and other requirements of each candidate for graduation to ascertain completion of the requirements for graduation.

**Section 7.** The University Registrar shall publish the complete list of prospective candidates for graduation a semester before graduation.

**Section 8.** All candidates for graduation must have their deficiencies made up and their records cleared, not later than the scheduled College Academic Council Meeting.

**Section 9.** A pre-academic council meeting shall be conducted to assess, evaluate, and approve candidates for graduation in the academic units prior to the University Academic Council Meeting.

**Section 10.** No student shall be graduated from the University unless his/her name shall have been approved as a candidate for graduation by the University Academic Council and confirmed by the USM Board of Regents.

**Section 11.** No student shall be issued his/her Certificate, Transcript of Records, and diploma unless he/she has paid all school fees including graduation fees.

#### **Article 204. Graduation with Honors**

**Section 1.** Students who complete their courses with the following range of weighted average, computed to the third decimal places without rounding off the final grades, shall be graduated with honors:

Summa Cum Laude	1.249 or better in all academic subjects
Magna Cum Laude	1.250 – 1.499
Cum Laude	1.500 – 1.750

The student who has garnered the highest GPA shall be declared the class valedictorian and shall, therefore, be honored to deliver the Valedictory Address.

Provided, that only final grades shall be considered and that the grades in all academic subjects prescribed in the curriculum shall be included in the computation of the final average; that the candidates for graduation with honors shall not have any failing grades or unresolved “INC” in any academic or non-academic subject, whether prescribed or not, in his/her curriculum taken in the University, or in any other educational institutions; and provided, further, that students who are candidates for graduation with honors must not have repeated a subject in another school.

**Section 2.** For students who are candidates for graduation with honors in courses/program with prescribed length of less than four (4) years, the English equivalent: “With Highest Honors”, “With High Honors”, and “With Honors”, respectively, shall be used; provided, that all students who are candidates for graduation with honors must not have been found guilty of any violation of moral turpitude.

**Section 3.** Students who are candidates for graduation with honors must have completed in the University, at least, 75 per cent of the total number of academic units required for graduation and must have been in residence for, at least, two (2) years immediately prior to graduation.

**Section 4.** Students who are candidates for graduation with honors must finish their courses/program within the prescribed period in the curriculum.

## **Article 205. Commencement and Baccalaureate Exercises**

**Section 1.** Unless otherwise provided, the University may have two (2) commencement exercises for the tertiary level: a regular graduation at the end of the school year and a mid-year graduation at the end of the first semester as may be deemed appropriate by the Administrative Council, provided there are at least 250 candidates for graduation.

**Section 2.** The University Registrar shall be in charge of the management of the commencement and baccalaureate exercises and may request other offices for assistance.

**Section 3.** The baccalaureate and commencement exercises for graduating students of the University shall be determined by the Academic Council.

**Section 4.** The commencement exercises for graduating students of the University, except those from the laboratory schools, shall be held on the same day and on the date fixed for graduation in the University Academic Calendar.

**Section 5.** The commencement exercises for the units not included in the general commencement exercises will be held on such dates and in such places as shall be fixed by the President of the University upon the recommendation of the concerned heads unit.

**Section 6.** Graduating students, who cannot attend the commencement exercises for valid reasons must apply with the University Registrar for graduation in absentia at least two (2) days before the commencement exercises.

**Section 7.** The diploma shall bear the actual date of the commencement exercises and the signatures of the President and the Dean of the College.

## **Article 206. Conferment of Doctoral Degree (Honoris Causa) and Other Honorary Titles**

**Section 1.** Upon the recommendation of the University President, through the Academic Council and duly approved by the Board of Regents, the University may confer a Doctoral Degree (Honoris Causa) to a personality who has demonstrated distinguished achievements in the furtherance of peace, progress and development.

**Section 2.** Upon the recommendation of the University President, other honorary titles within the program offerings of the University may be conferred upon individuals who manifested exemplary achievements and contributions to the University and the country, subject to the approval of the USM Board of Regents.

## **Article 207. Academic Attire**

**Section 1.** Candidates for graduation shall be required to wear prescribed academic attire during the baccalaureate service and commencement exercises of the University.

**Section 2.** All members of the Board of Regents and the Academic Council must attend the Commencement exercises in their academic attire.

**Section 3.** Candidates for graduation shall wear their prescribed academic attires during the commencement exercises:

- a. Bachelor of Arts/Science – black gown, black cap with tassel, and a cape with tassel for 4 year courses and hood for 5 and 6-year courses. The color of the cape, tassel and hood shall depend on the degree earned.
- b. Master of Arts/Science – black gown, black cap with tassel and hood. The color of the cape, tassel and hood shall depend on the degree earned.
- c. Doctoral Degree – black gown with 3 stripes on both sleeves, a cap and a hood. The color of the cape, tassel and hood shall depend on the degree earned.

**Section 4.** Candidates for graduation in the non-degree programs of the University shall wear their appropriate attire.

**Section 5.** Officers of the administration and faculty members who have part in the general commencement ceremony shall wear academic attire of the institution where they obtained their degrees.