



*The Charter and
The Code of
University of
Southeastern
Philippines*

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PART I

The University Charter

BATAS PAMBANSA BLG. 12

AN ACT ESTABLISHING THE UNIVERSITY OF SOUTHEASTERN PHILIPPINES

Be it enacted by the Batasang Pambansa in Session assembled:

SECTION 1. There is hereby established in Region XI, a university to be known as the University of Southeastern Philippines, hereinafter referred to in this Act as the University. The main campus of the University shall be located at the site presently occupied by the Mindanao State University branch in Davao City.

SECTION 2. The University shall have a minimum of six degree-granting courses and one graduate school and such degree courses, post-graduate courses and special courses as the Board of Regents may deem necessary to support national objectives in Mindanao.

SECTION 3. The University shall have the following functions:

- a) To provide programs of instruction and professional training primarily in the fields of science and technology, especially in medicine, agriculture, forestry, fisheries, engineering and industrial fields;
- b) To promote advanced studies, research and extension services and progressive leadership in science, agriculture, forestry, fisheries, engineering and industrial fields and other courses needed in the socio-economic development in Mindanao;
- c) To develop courses at the graduate level along its fields of specialization to respond to the needs of development workers in the academic community in the region;
- d) To provide non-formal education and undertake vigorous extension and research programs in food production, nutrition, health and sports development; and
- e) To offer scholarship and/or part-time job opportunities to deserving students from low-income families.

SECTION 4. The University shall have the general powers of a corporation set forth in the Corporation Law, as amended, and the administration of such University and the exercise of its corporate powers are vested exclusively in the Board of Regents and in the President of the University insofar as authorized by said Board.

SECTION 5. The head of the University shall be known as the President of the University of Southeastern Philippines. He shall be appointed by the President of the Philippines upon recommendation of the Board of Regents for a term of six years with compensation to be determined under the provisions of Presidential Decree Numbered Nine hundred eighty-five. The powers and duties of the President of the University, in addition to those specifically provided for in this Act, shall be those usually pertaining to the office of a president of a university.

SECTION 6. The governing body of the University shall be the Board of Regents of the University of Southeastern Philippines, hereinafter referred to as the Board, whose composition shall be in accordance with Presidential Decree Numbered Fourteen hundred and thirty-seven.

The members of the Board shall serve without compensation other than actual and necessary expenses incurred either in attendance upon meetings of the Board, or upon other official business related to his position as regent as authorized by the Board.

SECTION 7. In addition to its general powers of administration, the Board shall have the following powers and duties:

- a) To appoint, upon the recommendation of the President, the following:
 - (1) The Secretary of the University, and administrative officers
 - (2) The deans, directors, or heads of colleges, schools, institutes and other principal units of the University, academic or non-academic, which are not supervised by or attached to such units;
 - (3) Faculty members with the rank of associate professor or higher, professorial lecturers, visiting or exchange faculty; and other officers and employees whose starting salaries are at least equal to that of associate professor, insofar as the following personnel actions are involved: original appointments; re-appointments/ renewal /transfer with change in rank or salaries; and promotion or salary increases, subject to Presidential Decree Numbered Nine hundred eighty-five and other pertinent budget and compensation laws.
- b) To plan and provide for the establishment of schools, colleges, and departments for the professional degrees in science, agriculture, engineering, home economics, education, industrial education, forestry, fishery, animal and veterinary medicine sciences, architecture and other such schools, colleges, and departments as deemed necessary; and advanced or graduate degrees along the foregoing fields.

- c) To manage funds for the operation and management of all University income-producing projects and to promulgate rules and regulations for the operation and management of the same and for the accounting and auditing of their funds, income and expenses, subject to Presidential Decree Numbered Eleven hundred and seventy-seven and to the rules and regulations implementing Section three (h) of Presidential Decree Numbered Fourteen Hundred and thirty-seven.
- d) To admit to the University, public institutions of learning in Region XI which may desire to affiliate as schools or colleges or branches of the University, subject to the approval of the President of the Philippines upon recommendation of the Minister of the Budget and the Chairman, Presidential Commission on Reorganization.
- e) To authorize the construction and repair of all university buildings and other permanent improvements under the direct and administration and supervision of the University, upon recommendation of the President.
- f) To enter into a consortium agreement with the University of the Philippine System for the program, staff and physical development of the University.
- g) To promulgate policies, rules and regulations necessary for the effective and efficient governance of the University, delegate certain authorities and responsibilities to the President as deemed appropriate, and prescribe rules under which the President can enter into contracts without prior approval of the Board, for the acquisition of properties and services, and purchase of equipment and supplies not exceeding certain cost or value: Provided, That all such contracts shall be reported to the Board.

SECTION 8. The President shall be the chief executive of the University and shall have the following powers and responsibilities:

- a) To provide leadership for the University and preserve and protect its academic integrity and ensure the observance and implementation of the policies laid down by the Board.
- b) To exercise within the framework of University policies primary authority and responsibility over the following areas: development planning and resource allocations; grants, endowments and fund raising; external relations and public affairs; and University policy relating to regional development programs, curricula, and matters affecting the rights, privileges, responsibilities and welfare of the University constituency.
- c) To formulate integrated and comprehensive plans for the University, including academic, research, extension, physical development, and fiscal plans.

- d) To coordinate the activities and programs of the University with the other component units and institutions, appraise their performance in relation to goals, and recommend appropriate action by the Board.
- e) To appoint officers, faculty members, and other employees in the University, subject to Section seven of this Act, and to designate officers-in-charge of the units therein for a period of not exceeding two months, without prejudice to the authority granted deans and directors to designate officers-in-charge in their respective units.
- f) To appoint, transfer or promote personnel of the University as herein below provided: fix their work schedules; grant leaves of absence; and approve their special detail, additional assignments, additional compensation, designation and retirement in accordance with the policies approved by the Board, subject to Presidential Decree No. 985 and other pertinent budget and compensation laws.
- g) To set up machinery for review of all disciplinary actions appealable to the Office of the President, and for the consideration of position for redress of grievances.
- h) To submit to the Board the courses of study and academic programs, rules of discipline, and conferment of degrees and diplomas as recommended by the University Council.
- i) To award fellowships, assistantships and scholarships to students, faculty members and other personnel, in accordance with the policies prescribed by the Board.
- j) To plan, prepare and implement a University program for training and education of adult citizens and out-of-school youth.
- k) To negotiate and obtain grants for specific projects, gifts and donations of real or personal property of all kinds, subject to the confirmation of the Board and to administer the same for the benefit of the University, its units, departments, or students in accordance with the directions and instructions of the donor, and in default thereof, in such manner as the Board may in its discretion determine.
- l) To maintain links with other academic and research institutions so as to ensure fruitful academic and technical interchange and maximize the use of human and physical resources.
- m) To prepare for approval of the board the budget of the University.
- n) To submit to the Board annual reports on the operation of the University, and such other reports as the latter may require.

- o) To prescribe rules and regulations not contrary to law for the governance of the University consistent with its purpose and the policies laid down by the Board.
- p) To exercise such other powers and discharge such other responsibilities as maybe delegated to him by the Board: Provided, that he shall institute or effect an appropriate and efficient exercise or discharge of such powers or responsibilities as maybe necessary for the expeditious administration of the University.

SECTION 9. A quorum of the Board shall consist of a majority of all the members holding office at the time the meeting is called. All processes against the Board shall be served on the President or Secretary thereof.

SECTION 10. There shall be a Secretary of the University, who shall serve concurrently as the Secretary of the Board.

SECTION 11. There shall be a University Council consisting of the President, Vice President/s, Deans, Heads of Academic Departments, Assistant Professors, Associate Professors, and Professors. The President shall be the Chairman of the Council.

Subject to the approval of the Board, upon the recommendation of the President in accordance with the policies and standards established by the Board, the University Council shall:

- a) Prescribe the course of study, curricula and rules of discipline of students;
- b) Fix the requirements for admission to any College or unit of the University and for graduation and the conferring degrees;
- c) Recommend recipients of degrees or diplomas;
- d) Exercise disciplinary powers over the students through the President or its appropriate committees pursuant to the rules of discipline prescribed by the Board; and
- e) Create committees as it may deem necessary for the performance of its functions.

SECTION 12. The instructors and professors of each College shall constitute its faculty to be presided by a Dean who shall be selected from among the members of such faculty for a term fixed by the University Council and confirmed by the Board, upon recommendation of the President of the University.

SECTION 13. In the appointment of instructors or professors to the University, religious opinions or affiliations shall not be made a matter of inquiry or explanation.

SECTION 14. Professors or instructors seeking appointments in the University shall be exempt from Civil Service Examinations or regulations: Provided, however, that copies of their appointments shall be furnished the Civil Service Commission for notation and record purposes.

SECTION 15. A student shall not be denied admission to the University by reason of sex, ethnic consideration, religious belief or affiliation.

SECTION 16. On or before the fifteenth day of January of each calendar year, the Board shall file with the Prime Minister of the Philippines a detailed report setting forth the progress, condition and needs of the University.

SECTION 17. Heads of bureaus and offices of the national government are hereby authorized to loan or transfer, upon request of the President of the University, such apparatus, equipment or supplies as may be needed by the University and to detail employees for duty therein, when in the judgment of the head of the Bureau of Office, such apparatus, equipment, supplies or services of such employees can be spared without serious detriment to the public service. Employees so detailed shall perform such duties as requires under such detail; the time so employed shall be counted as part of their official service.

SECTION 18. The branches of the Mindanao State University and of the University of the Philippines in Region XI, the Davao School of Arts and Trades, and the Mampising National Agricultural School are hereby transferred to the University of Southeastern Philippines together with their functions, appropriations, records, equipment, property and personnel.

SECTION 19. This Act shall take effect upon its approval.
Enacted without Executive approval, December 15, 1978.

PART II

The Code of the University of Southeastern Philippines

**THE CODE OF THE
UNIVERSITY OF SOUTHEASTERN PHILIPPINES**

I. SHORT TITLE

Article 1. This code shall be known as “The Code of the University of Southeastern Philippines”.

II. STATEMENT OF PRINCIPLES

Article 2. The University shall have the following functions:

- a) To provide programs of instruction and professional training primarily in the fields of science and technology, especially in medicine, agriculture, forestry, fisheries, engineering and industrial fields;
- b) To promote advanced studies, research and extension services and progressive leadership in science, agriculture, forestry, fisheries, engineering and industrial fields and other courses needed in the socio-economic development of Mindanao;
- c) To develop courses at the graduate level along its fields of specialization to respond to the needs of development workers in the academic community in the region;
- d) To provide non-formal education and undertake vigorous extension and research programs in food production, nutrition, health and sports development; and
- e) To offer scholarship and/or part-time job opportunities to deserving students from low-income families.

Article 3. Every member of the faculty shall enjoy academic freedom, which is the right of professor to teach the subject of his specialization according to his best lights; to hold in other subjects, such ideas as he believes sincerely to be right; and to express his opinions on public questions in a manner that shall not interfere with his duties as a member of the faculty. No limitation shall be imposed on the professor’s freedom in the exposition of his own subject in the classroom or in his addresses and publications, nor shall any restraint be placed upon him in the choice of subjects for research and investigation. Academic freedom also lies in the right of a scholar to engage in the advancement of knowledge, or a student to learn to express his views, free from external pressures or interferences.

Article 4. The University in its essence is a community of scholars, and members of the faculty, regardless of rank, are not superiors and subordinates to one another. Deans and directors and other academic officers are mere colleagues who, for the time being, have been assigned administrative responsibilities.

Article 5. As a state institution, the University affirms its adherence to the Constitutional guarantee of freedom of religion. No property or funds of the University shall be used, directly or, indirectly, for the benefit or advantage of any sect, church or religious denomination or of any priest, minister or other person of religious calling subject to the constitutionally recognized exceptions. In the appointment of members of the faculty shall, no religious test shall be applied, nor shall religious opinions or affiliations be a matter of inquiry. No member of the faculty shall inculcate sectarian tenets in the course of his teaching, nor shall influence or attempt to influence, directly or indirectly, students or attendants at the University for or against any particular church or religious sect.

Article 6. The University is without commitment to any political party or creed. No person in the service of the University shall engage directly or indirectly in partisan political activities, or take part in any election, except to vote and to express his views on current political problems or issues including mentioning the names of the candidates whom he supports, which are allowed by law.

III. GENERAL PROVISIONS

Article 7. The University as a public institution shall administer its affairs in accordance with its charter B.P. Bilang 12; P.D. 1437; and with the general laws of the land insofar as they may be applicable.

Article 8. The powers of the University as a legal entity shall include the general corporate powers set forth in section thirteen of the Corporation Law, the powers provided in the University charter and such power as are expressly or implied granted under other statutes.

Article 9. The funds of the University include the sums appropriated for the University under the Appropriations Act, the sums appropriated for the University under the special laws, the incidental income and receipts derived by the University from its operations, and the sums received from all other sources whether

by grant, donation, or otherwise. No amount shall be disbursed from such funds except in pursuance of a specific appropriation approved or authorized by the Board of Regents.

Article 10. University property includes lands, buildings, equipment and other kinds of property acquired by purchase, grants, or otherwise. The administration, care, custody, maintenance, use, sale or other modes of disposal of University property shall be governed by the provisions of controlling statutes supplemented by regulations promulgated by or under the authority of the Board of Regents.

Article 11. The academic unit of the University includes divisions and units authorized to offer courses leading to collegiate degrees whether established by special law or by resolution of the Board of Regents.

Article 12. The academic staff of the University except those in Engineering, Agricultural Engineering and other such courses that require board/bar examinations shall be as such from any civil service examination or regulation as a requisite to appointment or promotion.

Article 13. No student shall be denied admission in the University by reason of age, sex, nationality, religious belief or political affiliation.

Article 14. Conditions of employment of the administrative or non-academic staff shall be guided by Civil Service rules and regulations subject to special provisions as may be promulgated by the Board of Regents.

Article 15. In the operation of its auxiliary enterprises, the furtherance of the academic program of the University by way of academic and efficient service shall be given primordial consideration.

Article 16. The University color shall be gold and maroon.

Article 17. The seal of the University shall be the design approved by the Board.

CHAPTER I

THE BOARD OF REGENTS

SECTION 1. Powers and Duties

Article 18. The government of the University and exercise of the corporate powers pertain exclusively to the Board of Regents and the President insofar as authorized by the Board.

SECTION 2. Officers and Members

Article 19. The Board shall be composed of the Chairman and Members as provided by B.P. Bilang 12 P.D. 1437.

Article 20. The Chairman shall preside over all meetings of the Board of Regents. In his absence, he shall authorize a representative, preferably the Deputy Minister and at least a Director to sit in the meetings of the Board. Provided, however, that during these meetings the President of the University shall preside as Chairman.

Article 21. The Secretary of the University shall be the ex-officio Secretary of the Board. He shall notify the Regents of all meetings of the Board, keep a full and accurate record of the proceedings and furnish each regent with a copy of the minutes. He is the custodian of all University records and such other duties as enumerated in the linear responsibilities of USP personnel.

SECTION 3. Meetings

Article 22. Regular meetings of the Board shall be held once a month during the academic year. Special meetings of the Board may be called by the Chairman or the President or by three members of the Board.

Article 23. A quorum shall consist of a majority of all the members holding office at the same time of the meeting of the Board.

Article 24. Meetings of the Board shall be held within the campus of the University and/or the Ministry of Education, Culture and Sports, unless otherwise specified.

SECTION 4. Committees

Article 25. The Board may create such committees, standing or special, as it may deem necessary or convenient for the proper performance of its functions.

Article 26. The President shall be the ex-officio member of all standing committees of the Board.

CHAPTER 2 THE UNIVERSITY COUNCIL

SECTION 1. The University Council and Composition

Article 27. There shall be a University Council consisting of the President, Vice President/s, Deans, Heads of Academic Departments, Assistant Professors, Associate Professors, and Professors. The President shall be the Chairman of the Council.

SECTION 2. Powers and Functions

Article 28. Subject to the approval of the Board, upon the recommendation of the President in accordance with the policies and standards established by the Board, the University Council shall:

- a) Prescribe the course of study, curricula and rules of discipline of students;
- b) Fix the requirements for admission to any College or unit of the University and for graduation and the conferring of degrees;
- c) Recommend recipients of degrees or diplomas;
- d) Exercise disciplinary powers over the students through the President or its appropriate committees pursuant to the rules of discipline prescribed by the Board; and
- e) Create committees as it may deem necessary for the performance of its functions.

SECTION 3. Officers

Article 29. The President shall be the presiding officer of the Council. In his absence, the Vice President of the University shall preside, unless another shall have been specifically designated by the President for the purpose.

Article 30. The secretary of the Council shall be appointed by the President from among the members of the Council for a specific term to be determined by him.

SECTION 4. Meetings

Article 31. The Council shall meet on call of the President. Such a call shall also be issued when requested by a majority of the members of the University Council or upon the written request of one-third of the members of the Council.

Article 32. Every member of the Council shall attend all the Council meetings. Absence from any Council meeting shall be considered absence from duty to be reflected on the time card unless the same is due to just and reasonable grounds certified by the dean/director concerned.

Article 33. Whenever meetings of the Council are held during class hours, members affected prescribe library work or an equivalent assignment to their classes.

Article 34. A quorum of the Council shall consist of a majority of all members.

SECTION 5. The Administrative Council and Composition.

Article 35. The Administrative Council shall consist of the President as Chairman ex-officio, the deans, directors, chairmen, administrative officers and coordinators of the various academic units of the University.

SECTION 6. Power and Functions

Article 36. The Administrative Council shall:

- a) Consider matters of policy and report on the state of the University in the meetings of the Council;
- b) Decide cases of discipline in accordance with the rules and regulations promulgated by the Council on this subject;
- c) Act for and on behalf of the Academic Council in matters expressly delegated to it by that body and in such other matters requiring immediate action; and

- d) Act as a committee in all matters not falling within the jurisdiction of the other committees of the Council.

Article 37. The Council shall meet at the call of the President or on the written request of a majority of the members. Meetings shall be at the USP campus, unless another place is specified.

Article 38. The Council may create such other committees, standing or special, as it may deem necessary and convenient for the proper performance of its functions. The President shall be ex-officio member of every standing or special committee of the Council.

CHAPTER 3 OFFICERS OF THE ADMINISTRATION

Article 39. The officers of the administration of the University shall be the President, the Secretary, the Treasurer, and such other officers as the Board may provide.

SECTION 1. The President of the University

Article 40. Leadership in the University is vested in the President who shall be the chief executive officer of the University. He shall be appointed by the President of the Philippines upon recommendation of the Board of Regents which shall also fix his compensation.

Article 41. The President shall exercise the following powers and functions:

- a) Those expressly conferred upon him by Law:
 - 1. To provide leadership for the University and preserve and protect its academic integrity and ensure the observance and implementation of the policies laid down by the Board.
 - 2. To exercise within the framework of University policies, primary authority and responsibility over the following areas: development planning and resource allocations; grants, endowments and fund raising; external relations and public affairs; and University policy relating to regional development programs, curricula and matters affecting the rights, privileges, responsibilities and welfare of the University constituency.

3. To formulate integrated and comprehensive plans for the University, including academic, research, extension, physical development, and fiscal plans.
4. To coordinate the activities and programs of the University with the other component units and institutions, appraise their performance in relation to goals, and recommend appropriate action to the Board.
5. To appoint officers, faculty members, and other employees in the University, subject to Section seven of this Act; and to designate officers-in-charge of the units therein for a period not exceeding two months, without prejudice to the authority granted to deans and directors to designate officer-in-charge in their respective units.
6. To appoint, transfer or promote personnel of the University as herein, below provided: fix their work schedules; grant leaves of absence; and approve their special detail additional assignments, additional compensation, designation and retirement, in accordance with the policies approved by the Board, subject to Presidential Decree Numbered Nine hundred eighty-five and other pertinent budget and compensation laws.
7. To set up machinery for review of all disciplinary actions appealable to the Office of the President, and for the consideration of position for redress of grievances.
8. To submit to the Board the courses of study and academic programs, rules of discipline, and conferment of degrees and diplomas as recommended by the University Council.
9. To award fellowships, assistantships and scholarships to students, faculty members and other personnel, in accordance with the policies prescribed by the Board.
10. To plan, prepare and implement a University program for training and education of adult citizens and out-of-school youth.
11. To negotiate and obtain grants for specific projects, gifts and donations of real or personal property of all kinds, subject to the confirmation of the Board, and to administer the same for the benefit of the University, its units, departments, or students in accordance with directions and institutions of the donor, and in default thereof, in such manner as the Board may in its direction determine.
12. To maintain links with other academic and research institutions so as to ensure fruitful academic and technical interchange and maximize the use of human and physical resources.
13. To prepare for approval of the Board the budget of the University.

14. To submit to the board annual reports on the operation of the University, and such other reports as the latter may require.
15. To prescribe rules and regulations not contrary to law for the governance of the University consistent with its purposes and the policies laid down by the Board.
16. To exercise such other powers and discharge such other responsibilities as may be delegated to him by the Board: Provided, that he shall institute or affect an appropriate and efficient exercise or discharge of such power or responsibilities as may be necessary for the expeditious administration of the University.
 - a) Those inherent to his office, being considered as usually pertaining to the office of a University President;
 - b) Those expressly delegated to him by the Board; and
 - c) Those reasonably implied from powers conferred or delegated.

Article 42. As Chief Executive, the President shall see to it that the decision of the Board is faithfully implemented. He shall have the power to modify, disapprove, or reverse any action or resolution of any officer of the University, department, institution, faculty or committee, or administrative body, if in his judgment the larger interest of the University so requires.

Article 43. As administrative head, the President shall have the power and duty to direct or assign the duties of executive action. All members of the administrative staff, through the administrative assignments, shall be responsible to and under the direction of the President, who shall hold them to the full discharge of their duties and responsibilities.

Article 44. As chief academic officer, the president shall be ex-officio head of the University faculty and of the faculty of each academic unit of the University. He shall have the authority and responsibility of maintaining academic standards, professional competence of the faculty, student discipline and of achieving the basic commitments of the University in research, extension and teaching.

Article 45. The following similar functions are deemed inherent to the Office of the President:

- a) to preside at commencement and other public exercises of the University;
- b) to confer such degrees and academic honors as are granted by the Board.

Article 46. In addition to such matters as may have been entrusted to him elsewhere in this Code, or by special resolution of the Board, the President shall discharge the following functions:

- A. With respect to the Board of Regents
 - a) To determine and prepare the agenda for each meeting without prejudice to the right of any member to have any matter included therein;
 - b) To furnish the Board or its committees the information or data requested or necessary in the discharge of its responsibilities;
 - c) To submit to the Board the annual budget for its approval;
 - d) To report to the Board his acts, decisions, and commitments regarding University affairs as may be necessary for the Board's ratification or information;
 - e) To release for publication, whenever warranted, the proceedings or resolutions of the Board;
 - f) To make an annual report to the Board on the work of the past year and the needs of the current year; and
 - g) To submit to the Board all other matters requiring its approval.

- B. With respect to University personnel, including faculty members and consistent with the conditions and standards prescribed by the Board and the Civil Service requirements whenever applicable:
 - a) To issue appointments and promotion, without further Board action, as are specifically authorized by the Board;
 - b) In other cases, to make interim appointments, including renewals for submission to the Board;
 - c) To secure services by the labor contracts whenever required by the exigencies of the service;
 - d) To designate the Officer-in-Charge of the University and individual units;
 - e) To terminate temporary appointments for cause, after hearing and investigation; to institute and administrative proceedings against permanent employees and faculty members in accordance with existing regulations; and to impose such administrative penalties as may be warranted by the record, including fines, suspension and removal, without prejudice to an appeal to the Board;
 - f) to extend the privileges of the faculty to research associates and fellows, and professional librarians; and

- g) to grant or, for good cause, withhold approval of request on the following personal matters:
 - i. Engaging in private practice or business;
 - ii. Transfer from one university, division, department or unit to another;
 - iii. Change of leave status of faculty members from teacher's leave to that of cumulative leave;
 - iv. Leaves of absence without pay;
 - v. Extension of such leaves of absence;
 - vi. Honoraria for overload teaching, externally sponsored fellowships, research projects, training grants, scholarships, assistantship, or invitations to conferences for faculty members;
 - vii. Resignation; and
 - viii. Retirement.

C. With respect to financial and property matters

- a) To prepare the annual budget of the University estimates of income and expenditures;
- b) To execute and sign in behalf of the University all contract deeds, and other instruments involving or affecting University funds or rights to real property;
- c) With special authority of the Board and under the conditions therein specified, to approve the purchase of equipment and other items of property, to make transfer of funds from one item in the budget to another; to approve expenditures from designated funds for purpose specifically authorized by the Board;
- d) To order the closing of dormant accounts or finished projects and to direct the revision of any balance to the original funds from which they were drawn or to the general funds of the University;
- e) To accept donations and grants to the University in behalf of the Board, either personally or by representative;
- f) To designate the custodian for University buildings;
- g) To approve the use of the University grounds, buildings or other premise for purposes other than official or regularly authorized use; and
- h) To authorize particular University units to maintain passenger cars with their own funds for official purposes.

D. Within the limits prescribed by law and the Board, the President shall regulate the following matters through appropriate rules and regulations:

- a) The administrative proceedings for disciplinary purposes against employees under the administrative jurisdiction of the Board;
- b) The preparation of the budget, keeping of University accounts and other financial procedures;
- c) The acquisition, purchase, custody, care, safekeeping, maintenance, use and disposal of University property, including buildings, motor vehicles and equipment;
- d) Scholarship and fellowship privileges;
- e) The safekeeping, use or disbursement of student funds and/or property, including those duly recognized students organizations;
- f) The business procedures in the administration and the management of land grants and similar holdings;
- g) The accreditation of courses taken by students in private schools and colleges;
- h) The administration and the use of University libraries;
- i) The administration and enjoyment of University health services;
- j) Bids and awards for University projects;
- k) Leaves of absence and special detail members;
- l) The administration of student personnel services and facilities;
- m) Those expressly conferred upon him by law; and
- n) Those inherent to his office, being considered as usually pertaining to the office of a University President.

SECTION 2. The Secretary

Article 47. The Secretary of the University shall be appointed by the Board upon recommendation of the President. He shall keep such records of the University as may be designated by the Board and shall perform such other functions as the Board and the President may assign to him.

SECTION 3. The Treasurer

Article 48. The Treasurer of the Philippines shall be the ex-officio Treasurer of the University.

CHAPTER 4

FUNCTIONS OF ADMINISTRATIVE OFFICES

Article 49. The Administrative agencies and offices function primarily for the purpose of serving the educational program of the University. Their relationship with the faculty should, therefore, be on the basis of sympathetic and intelligent interest in the academic work being fulfilled by the various departments and with consideration of the policies and needs of the University as a center of learning.

- a) Staff directors are truly staff members who would assist the President in the different aspects of the operation of the University. Their responsibilities cut across the different colleges. Staff directors supervise, monitor and evaluate the activities of the different colleges with coordination with the College Deans.

- b) The Director of Instruction has the following duties and responsibilities;
 - 1. Development Planning. The Director coordinates all activities of the different campuses along the following concerns:
 - a) curriculum development, evaluation and monitoring;
 - b) enrolment policies - definition and evaluation;
 - c) making projections for requirements of space, equipment, furniture and expenditures;
 - d) coordinate with the Director of Campus Planning and Development;
 - e) draft long-term development plan;
 - f) write yearly reviews of the development plan;
 - g) quality control of academic activities.

 - 2. Research and Information Service. The Director coordinates all activities of the different campuses along with the following concerns:
 - a) manpower study of demand and supply by professions occupations as inputs for University program planning.
 - b) financial estimates of program requirements;
 - c) gathering of relevant manpower data from within and outside the University;
 - d) process relevant data for planning.

- c) The Director of Research:
1. recommends policies and guidelines on research activities of the University;
 2. plans and implements research programs in the University especially those related to food, nutrition, energy, etc.;
 3. prepares research feasibility studies for external support;
 4. coordinates the different research activities of the different colleges;
 5. establishes linkages with research agencies and institutions here and abroad; and
 6. publishes the Fruitbowl and the Seedbed, professional publications of the University of the faculty, staff and graduate studies.
- d) The Director of Extension:
1. disseminates appropriate, useful research information/data;
 2. supervises and coordinates non-formal education activities, seminars, and workshops; and
 3. establishes external linkages on extension programs of different agencies and institutions.
- e) The Director of Finance:
1. supervises the implementation of the budget in the different colleges including their planning, accounting and internal audit;
 2. administers the budget of the University;
 3. advises the President on financial matters;
 4. evaluates and monitors expenditures of the University; and
 5. establishes linkages with the Ministry of the Budget and such other agencies.
- f) The Director of Student Affairs:
1. advises the President on student affairs, viz student government organizations, fraternities, cultural groups, etc.;
 2. performs life adjustment counseling and educational counseling;
 3. conducts educational information drive in connection with career choices and parental advice;
 4. meets with parents/guardians for follow-up cases;
 5. makes referrals of student problems; and
 6. makes linkages for industry training of students.

- g) The Director of Campus Planning:
1. advises the President on planning and development of the physical components of the different colleges;
 2. reviews contracts entered into by the University with contractors of buildings and ground improvements projects;
 3. prepares blue-prints for construction projects and reviews those which are contracted with private parties; and
 4. establishes linkages with government agencies which have something to do with construction and physical development activities.
- h) The Director of Public Affairs:
1. handles public relations activities for the University;
 2. prepares brochures, catalogues, information leaflets about the different programs and activities of the University;
 3. handles visitors and guests of the University; and
 4. prepares plans for effective participation with other agencies on matters of community development projects.
- i) The Director of Business Affairs:
1. supervises and regulates the production activities of the University including cafeteria management, farms, and shop production outputs; and
 2. plans and supervises income-generating projects of the University.
- j) The Administrative Officer:
1. plans and coordinates all general service functions in the University;
 2. coordinates the general services administration like cashiering, records, property, security and custodial work;
 3. implements laws, policies, plans, programs, rules and regulations on general service functions;
 4. prepares office order, memorandum, communication, etc;
 5. supervises the procurement and distribution of supplies, materials and equipment;
 6. supervises the maintenance of systematic records and other documents;

7. supervises mail, transportation, custodial safety and security service;
8. conducts or acts as consultant and/or resource person in service trainings, seminars, workshops, etc., on general service matters;
9. supervises the preparation of periodic, annual and other required reports; and
10. does related work.

k) The Director of Human Resource Development Division (HRDD):

This division consists of two units: 1) Manpower Recruitment and Utilization Unit; and (2) Manpower Planning and Development Unit. The office shall be under the Office of the President with the Vice Presidents as directly in charge. It shall have the following functions:

1. identify people with potentials at the early stage of their career;
2. encourage the growth of all personnel of the system;
3. recruit competent, imaginative and well-qualified individuals;
4. provide essential work assignments and fair incentives.

l) The Chairmen/Coordinators of the Different Departments are the front-line supervisors whose functions are those of executives, as an extension of the functions of the Deans. The major functions are:

1. assist the Deans in the formulation of College policies and in the implementation of the same;
2. establish effective work environment in the department;
3. helps faculty members define their goals and objectives in their work;
4. develop and implement medium goals of the college;
5. follow-up work of subordinates;
6. initiate curriculum revision, development, and budgetary requirements; and
7. held accountable for performance of faculty, staff and students in his department.

Article 50. All administrative officers whose duties are not specifically defined by the Board shall perform the duties implied by their titles and those assigned by the Board and the President from time to time.

CHAPTER 5
THE ACADEMIC UNIT

SECTION 1. The Faculty

- Article 51.** The body of instructors of each college/school constitutes its faculty. The President is ex-officio member of the faculty.
- Article 52.** Attendance of faculty meetings shall be limited to members of the faculty although other persons, who have been invited by the dean, may take part in the deliberation without the right to vote.
- Article 53.** The faculty shall administer the educational and intramural affairs of the University within the limits prescribed by existing rules.

SECTION 2. The Dean

- Article 54.** Each college/school shall have a dean designate from among the members of University faculty thru a democratic consultation and shall be designated by the Board upon recommendation of the President. The Dean must have a doctorate degree. In absence of one with a doctorate, a master degree holder may be appointed Officer-in-Charge. The Dean shall serve for three (3) years without prejudice to designation and until his successor shall have been appointed.
- Article 55.** The Dean shall have the following functions and responsibilities:
- a) to preside over the meetings of the faculty of the division or department;
 - b) to supervise the administration of all the affairs and activities of his division, including the admission and classification of students;
 - c) to maintain within the University premises the orderly behavior and discipline of students, faculty members, and employees;
 - d) to take full charge of all the publications of his division;
 - e) to initiate disciplinary measures against personnel of his division in accordance with his existing rules;
 - f) to act as ex-officio member of all committees of his division;
 - g) to submit an annual report as well as other reports which the president may require;

- h) to consult with the Chairman of the department on all matters pertaining to it;
- i) to take charge of the proper maintenance and use of the premises of his division including buildings and other properties.

Article 56. No dean shall serve as head of a department or any other academic subdivision of his unit.

Article 57. Each college/school shall have a College Advisory Committee, consisting of not less than five members under the Chairmanship of the dean. It shall be the duty of the Committee to consider problems and activities of the unit, and submit to the faculty proposals affecting the curriculum, student progress and other related matters.

SECTION 3. The Academic Units

Article 58. Whenever academically advisable, the Board on recommendation of the President may organize academic units in the various colleges/schools on the basis of fields of study or discipline to be headed by a chairman/coordinator.

Article 59. The chairman/coordinator of the unit shall be designated by the dean. Such designation shall be approved by the President and confirmed by the Board. His term shall be for one year without prejudice redesignation.

Article 60. All proposals affecting academic matters shall be acted upon only after the same shall have been considered and favorably acted upon by the faculty.

**CHAPTER 6
ACCREDITATION**

Article 61. A system of accreditation shall be established by the University with respect to public and private colleges and universities.

**CHAPTER 7
ACADEMIC STAFF**

SECTION 1. Qualifications and Composition

Article 62. Appointments to the faculty shall be made on the basis of merits and fitness.

Article 63. The following academic ranks are hereby recognized:

- a) for permanent members of the faculty –
 - i. Professor I-VI
 - ii. Associate Professor I-VI
 - iii. Assistant Professor I-VI
 - iv. Instructor I-VI
- b) for non-permanent members of the faculty –
 - i. Associate Lecturer
 - ii. Professorial Lecturer
 - iii. Visiting Professor
 - iv. Exchange Professor

Article 64. On the basis of the nature of the appointment, the members of the faculty are classified as follows:

- a) Permanent – to be further classified on the basis of the amount of time devoted to their work, into:
 - i. Full-time permanent members - those who render service for not less than 30 hours a week, and
 - ii. Part-time permanent members - those who render less than the required minimum 30 hours a week.
- b) Non-permanent - includes all those given teaching assignments on the basis of special need for their services, including lecturers and visiting and exchange professors.

- Article 65.** Any appointment to a non-permanent or non-plantilla position shall be considered contractual no matter how many times made, and shall not create any presumption of a right to another reappointment or to indefinite tenure.
- Article 66.** Recommendations for appointments and promotions in the faculty shall be made in accordance with the charter and such rules and regulations as approved by the Board of Regents.
- Article 67.** In addition to the statutory requirements on appointments the following restrictions shall be made to apply:
- a) nepotism shall be avoided except in cases where the interest of the University requires otherwise, as determined by the Board;
 - b) no candidate for any political office who has been defeated in an election may be appointed or reinstated in the service within one year following the election.
- Article 68.** Failure to report for duty for one month after appointment without the President's written permission, automatically cancels the appointment.
- Article 69.** Appointment to the regular (permanent) faculty shall be governed by the following rules:
- a) the initial appointment shall be for a period not exceeding one year; Teachers in the laboratory schools who are non-education graduates are required to complete at least 18 units of education subjects.
 - b) such appointment may be renewed for a year but the total length of such renewal shall not exceed one (1) year; and
 - c) the initial appointment as well as the renewal as provided in the preceding paragraph, are probationary in nature and shall be automatically terminated upon the expiration of the period unless replaced with a permanent appointment or sooner terminated for a cause. Any faculty member serving under probationary appointment whose appointment shall not be renewed shall be notified in writing at least 30 days before the appointment expires.
 - d) any faculty member and/or academic non-teaching staff who have satisfactorily completed a period of two years as determined by the head of unit in (college/school/office) shall be issued a permanent appointment.

- Article 70.** Member of the faculty, whether temporary or permanent, shall be removed on the basis of academic inadequacy unless:
- a) such removal is favorably endorsed by a simple majority of the faculty of his department/college or school;
 - b) the due process requirement of the University Charter has been fully met.
- Article 71.** Appointments to the faculty on a contract basis shall not be covered by the above rules on tenure but by the terms of the contract.
- Article 72.** An exchange professor program is hereby authorized but only with respect to faculty members of non-stock institutions in the Philippines and abroad under such rules and regulations or terms of agreement entered into by the Presidents of such rules and regulations or terms of agreement entered into by the Presidents of such institutions.
- Article 73.** Whenever necessary, visiting professor may be sent to non-profit and non-stock institutions of learning under such rules and regulations or terms of agreement entered into by the Presidents of such institutions.
- Article 74.** The University Professor has a special task, distinguish from other faculty positions, in that an incumbent must be an outstanding scholar or scientist in his principal field of study and in allied discipline. The nominee must be known for intellectual maturity and objectivity in his judgment, and must have a high reputation among his colleagues and other scholars for his mastery of the subject of his specialization.
- Article 75.** The University Professor shall be directly responsible to the president, who may assign him research work, teaching, or cognate activities on the subject of his specialization in any academic unit.

SECTION 3. Compensation

- Article 76.** Full and part-time permanent members of the faculty shall receive compensation in accordance with the schedule approved by the Board.
- Article 77.** Lecturers shall be paid for each hour of actual service and for each final examination in accordance with schedule approved by the Board.

SECTION 4. Promotion

Article 78. Promotion in the faculty shall be based on the performance ratings as measured by the use of a faculty evaluation system recommended by the University Council and approved by the Board of Regents. The following factors shall be considered in rating the faculty: teaching ability, research competence and productivity, scholarly performance, educational leadership, educational interest and marked academic growth, work output, accomplishments in extension work, moral integrity and good personal character and conduct except in certain technical fields where demand is high and supply of qualified applicants is low. Subject to the implementation of NCC compensation plan candidates for promotion must have earned the PASUC ratings required for the rank. 1) Candidates for the rank of Professor must pass through a screening by a national accrediting committee composed of recognized authorities in their respective discipline who will be designated by the PASUC. 2) Candidates for the rank of associate professor must pass through a University-wide Screening Committee to be constituted by the President.

SECTION 5. Fellowship

Article 79. A program is hereby established under such rules and regulations as the President may provide subject to the following standards:

- a) Fellowships shall be created and awarded on the basis of the greater need of and usefulness to the University on the recommendation of the units/departments.
- b) Fellowships shall be limited to the most able, promising, deserving in the line of duty and on the basis of qualifications specified;
- c) No member of the faculty shall accept any fellowship or its equivalents offered by an outside entity except with the prior approval of the President;
- d) Fellowships for advanced degrees in the University shall be provided for permanent members of the faculty;
- e) Fellowships may be awarded only to those who are not older than 45 years, and who enjoy good health as certified by competent authority; and
- f) No fellowships shall be enjoy except on the basis of a contract with such stipulations as the Board may provide.

SECTION 6. Sabbatical Assignments

Article 80. A program of sabbatical assignments is hereby authorized under such rules and regulations as the president may provide, subject to the following standards:

- a) the primary aim of sabbatical assignment is to encourage study, investigation and research, and to improve competence of faculty members for service to the University;
- b) such assignment may be made only on the basis of a reasonable assurance, under circumstances of record of fulfillment of the foregoing purposes;
- c) no faculty member shall be qualified, unless he has served as such for at least six consecutive years, the latest three years of which should be with the rank not lower than assistant professor; and
- d) no sabbatical assignment shall exceed one year.

SECTION 7. Teaching Load

Article 81. The teaching load of each permanent full time faculty member shall be determined by the President, but in no cases should it be less than 18 hours per week in the undergraduate level and 12 hours per week in the graduate level.

Article 82. The teaching load may be reduced under special circumstances with the approval of the President on the basis of the following rules:

- a) the minimum credit load for research work, creative writing, or other form of product scholarship, shall be nine hours per work;
- b) the basic teaching load of faculty members assigned functions other than teaching is as follows:

1. classroom adviser, project in-charge	15 units
2. department heads (college level) and faculty with multiple assignments each with credit load of 3 units	12 units
3. division heads/coordinators	9 units
4. deans, associate deans, directors, associate directors and head of laboratory school	6 units

Any excess of the teaching unit load specified above shall be considered an overload provided that it should not exceed 108 hours or 6 units and that the faculty concerned submits to the Office of the President through the immediate head a semestral report of his/her accomplishments. Faculty members with multiple nonteaching assignments can only avail of the highest credit load of one assignment.

Article 83. For the purpose of computation, one hour devoted to lecture, or discussion, or recitation, or any combination of these is equivalent to one hour. An hour of laboratory and shop work shall be equivalent to .75 of one hour teaching load.

Article 84. In the Laboratory Department, the same procedure used in appraising college faculty load as provided for in Art. 83 shall apply.

Article 85. Graduate courses may be given 1.5 times as much weight as that of purely undergraduate courses by the head of the Unit with the approval of the President.

Article 86. Faculty members who are assigned as advisers in the preparation of theses/dissertations of graduate students or as chairman, panel member and reader of the same shall be given reasonable honoraria as set by the Board.

Article 87. Whenever conditions in the Academic render the above rules on teaching load inappropriate or inapplicable, the President is authorized to make such adjustments as would be equitable.

Article 88. No honorarium for overload teaching shall be allowed except with the prior written approval of the President. Such request should be made not later than one month after the registration period. Deficiency in the honorarium for overload may be given corresponding leave credits computed as follows: Leave Credits = Amount of overload divided by daily rate.

SECTION 8. Registration

Article 89. Resignation shall be governed by the following rules:

- a) Written notice thereof should be given to the President through regular Channels at least sixty days before it takes effect;
- b) The President may waive the above requirements in the case of resignation caused by serious illness or valid personal reasons, or when the interest of the University requires immediate acceptance, and
- c) Unless otherwise specified, the acceptance of a resignation is without prejudice to existing obligations to the University of the person concerned.

SECTION 9. Retirement

Article 90. Members of the faculty shall retire at the age specified by law.

Article 91. Retired faculty members shall enjoy the following privileges:

- a) the use of the University library and its units or branches subject to library rules and regulations;
- b) free copies upon request, of University publications furnished to the faculty generally;
- c) participation in major University programs and activities; and
- d) such other privileges as may be extended to them by the President.

Article 92. A retired faculty member with the rank of a professor may be appointed emeritus professor if he has rendered at least 20 years of active and faithful service to the University and has achieved marked distinctions as a productive scholar, scientist or educator, or is widely acknowledged as an effective and dedicated teacher. A special committee, appointed by the President, shall be responsible for nominating retired professors for an emeritus appointment, the nomination to be submitted to the President of the University who at his discretion may endorse the matter to the Board of Regents for approval.

**CHAPTER 8
ADMINISTRATIVE SERVICE**

- Article 93.** In addition to such special requirements as the Board may prescribe, appointments to the administrative staff shall be guided by the standards and the requirements prescribed in the Civil Service Law, Retirement Law, and other pertinent statutes as well as rules and regulations issued thereunder.
- Article 94.** A periodic physical examination shall be required of the members of the faculty, officers and employees.

**CHAPTER 9
WORKING HOURS**

SECTION 1. General Provisions

- Article 95.** Administrative personnel of the University shall serve at least forty hours a week in accordance with the schedule prescribed by the President.

SECTION 2. Service Report

- Article 96.** Members of the faculty and administrative personnel shall record their time of service either by the use of the Bundy clock, if available at the place of work, or by the daily time record. Recording time by the Bundy clock shall be made only by the employees concerned.
- Article 97.** Consultation workshop with the students shall be required of full-time faculty members.

CHAPTER 10
LEAVE PRIVILEGES

- Article 98.** Subject to the requirements of special statutes, and pertinent regulations, qualified personnel shall enjoy the following types of absences:
- a) Teacher's leave;
 - b) Cumulative leave;
 - c) Maternity leave; and
 - d) Military Service leave.

SECTION 11. Teacher's Leave

- Article 99.** A teacher's leave shall be enjoyed by faculty members not entitled to cumulative leave privileges and shall consist of the following:
- a) A teacher's leave shall be enjoyed by the faculty members not entitled to cumulative leave privileges and shall consist of:
 - i. vacation leave; and
 - ii. sick leave as well provided below.
 - b) a teacher's vacation leave shall have the same duration as the regular vacation period for the academic year, except in the case of faculty members whose services are needed, in which case the vacation leave shall not exceed thirty (30) days of working, exclusive in every case of the Christmas vacation periods;
 - c) subject to such exceptions as the President may determine to be necessary, a teacher,
 - d) no faculty member otherwise entitled to vacation leave shall be required to leave during the summer for two consecutive academic years.
 - e) a teacher's sick leave shall consist of not more than 15 days for each calendar year exclusive of Saturdays, Sundays, legal holidays and days on which the faculty members are enjoying other leave of absences; and
 - f) in the case of sickness lasting more than fifteen days during any semester of summer term, a vacation leave with pay not exceeding thirty days maybe allowed during the regular class period in lieu of the teacher's vacation leave for the forthcoming vacation period.
- Article 100.** The inter-semester period shall not be a vacation for the faculty members but shall be for the purpose of giving them time to grade examination papers, prepare reports of student's grades, clear pending academic and committee work,

help in the registration for the following semester, and similar academic activities.

SECTION 2. Cumulative Leave

Article 101. A cumulative leave shall be enjoyed by qualified persons in the service of the university, except members of the faculty entitled to a teacher's leave, under such rules and regulations as may be promulgated by the President, subject to the following standards:

- a) a cumulative leave shall include:
 - i. vacation leave; and
 - ii. sick leave, leave not to exceed 15 days for each calendar year service, exclusive of Saturdays, Sundays, and legal holidays;
- b) no person in the University service shall be accorded cumulative leave privileges until after he has rendered at least one year of continuous faithful and satisfactory service;
- c) no faculty member shall enjoy a cumulative leave unless he is performing functions which prevent him from taking advantage of the teacher's vacation leave;
- d) any part of a vacation and sick leave not taken within the calendar year in which it is earned may be carried over to the succeeding years;
- e) the total vacation and sick leaves which can accumulate to the credit of any officer or employee shall not exceed ten months, exclusive of Saturdays, Sundays and legal holidays;
- f) whenever any person entitled to a cumulative leave shall voluntarily resign or be separated from the College through no fault of his own, he shall be entitled to the commutation of all cumulative vacation and sick leaves to his credit; and
- g) commutation and payment of a vacation leave may be made on or before the commencement of such leave. No former employee who has enjoyed leave commutation may be reemployed before the expiration of the leave computed, unless the money value of the unexpired portion of such leave is first refunded.

SECTION 3. Maternity Leave

Article 102. In addition to such other leave under such rules and regulations prescribed by existing law subject to the following standards:

- a) where the employee concerned has served at least two years before the leave is taken, the maternity leave shall consist of two months with full pay;
- b) in the case of employee who have rendered less than two years' service, maternity leave with pay shall be enjoyed for a number days based on the ratio of sixty days of maternity leave for two years of continuous service;
- c) in the event of illness arising from pregnancy, miscarriage, abortion or abnormal delivery, the President may extend the leave period for not more than two additional months with half pay, provided that the teacher concerned has no service credit to her name.

SECTION 4. Military Service Leave

Article 103. Military service leave without pay shall be granted to any person in the service of the University who is required by law to report for military service or training.

SECTION 5. Leave Without Pay Unexplained Leave

Article 104. Leave of absence without pay not to exceed one year at time shall be granted for good cause the absence to be timed in advance so as not to interfere with the work of the University.

Article 105. Any member of the faculty, officer, or employee of the University shall be dropped from the service for unexplained absence of at least thirty days after the expiration of the period of the leave of absence granted.

CHAPTER 11
SPECIAL DETAIL

Article 106. Special detail of faculty members or administrative officers may be allowed in the Philippines or abroad for the benefit of the University or of its units, under such rules and regulations as the President may be promulgated.

CHAPTER 12
STUDENT PRIVILEGES

Article 107. Persons in the full-time service of the University may enroll in the University for not more than six (6) units a semester at reduced rates of fees subject to the prior approval of the President and under such rules and regulations as he may prescribe.

CHAPTER 13
RESTRICTIONS

Article 108. All Presidential Decrees, Letters of Instructions, and promulgations of competent higher authority are hereby adopted as integral part of this code.

Article 109. Persons in the service of the University shall refrain from the following acts:

- a) serving as President of the Alumni Association;
- b) publication or public discussion of the proceedings of the Board of Regents or its decision not yet released, without permission of the President;
- c) publication or public discussion of any information concerning particular department or unit not yet released for publication without written permission of the dean and the President;
- d) publication or public discussion of a charge or complaint against any other person in the service of the University concerning his official duties or his private life or conduct;
- e) recourse to any remedy against another person employed in the University with respect to a matter related to his official functions, without a previous complaint or charge having been addressed to the proper authorities of the University;
- f) engaging in the practice of any profession or personally engaging in or managing any private enterprise without previous permission of the

President, although said permission may be granted only for such activities outside office hours as will not impair the efficiency of the employee concerned;

- g) engaging in any private enterprise which in any way may affect, or be affected by, the functions of his duties; and
- h) being financially in any contract with the University, except with the previous permission of the Board.

Article 110. No person of the faculty shall perform any of the following:

- a) the discussion of controversial topics in the class or any other topic presented in bad taste or which are not pertinent to the subject matter of the course;
- b) giving private lessons to any student enrolled in his class for which compensation is paid in cash or in kind or as fees or otherwise without the prior approval of the President;
- c) having any dealings with any student involving money, property or other valuable consideration which might have an influence in the scholastic standing of the student concerned;
- d) requiring the use of textbook of any work, whether syllabus, outline or otherwise, which had not been previously approved for the purpose under existing rules.

Article 111. No full time member of the faculty may engage in teaching outside the University without the specific approval by the President.

Article 112. The privileges of private may be granted under such rules and regulations as may be prescribed by the President, subject to the following standards:

- a) the privileges shall be extended only where it is likely to enhance the usefulness of the faculty member concerned;
- b) it shall be for a definite period of one year; renewable for one year period; and
- c) it shall be subject to the condition stated in the written permit issued therefore.

Article 113. Prior permission of the President shall be secured by the faculty member concerned for the following:

- a) use of official time for speaking or similar engagements outside the University; and follow-up of official matters;
- b) use of official time in attending meetings of professional associations and similar institutions;

- c) acceptance of administrative assignments in any branch of the government service;
- d) enrolment of academic credit, permission to be granted only when such will not impair his efficiency as a member of the faculty as determined by an appraisal of his teaching load, and the time of the course required;
- e) allowing any person who is not an employee of the University to give lecture or talk on any subject before his class or other group of students;
- f) undertaking research work under the auspices of an organization outside the University; and
- g) engaging in private practice of his profession.

CHAPTER 14 SUSPENSION AND REMOVAL

- Article 114.** No person in the service of the University shall be dismissed except for cause and after an investigation and hearing shall have been had, under the rules and regulations prescribed by the President, subject to the following standards;
- a) no administrative proceeding shall commence except upon sworn complaint of any private person upon charge filed by the superior of the employee concerned or upon the President's own initiative;
 - b) no person or persons, whether as a committee or otherwise shall conduct any hearing for disciplinary purposes unless specifically authorized;
 - c) upon the commencement of a disciplinary proceeding, the respondent may be preventively suspended for a period not exceeding sixty days;
 - d) the respondent shall, before the hearing be personally notified of the specific charge against him;
 - e) the respondent shall be given full opportunity to defend himself with respect to the charges and for this purpose may submit an answer and appear at the hearing personally or by counsel;
 - f) a full record must be kept of the entire proceedings;
 - g) the President may impose any administrative penalty he may deem proper, including fine, suspension, or removal, subject to appeal to the Board by the respondent within thirty days from the receipt of the President's decision; and
 - h) no application for retirement, leave or absence with pay, or resignation by the respondent shall be processed or approved pending the final determination of the case.

CHAPTER 15
COLLEGE BUDGET

Article 115. The annual budget of the University shall be prepared in accordance with the rules approved by the President of the University through the leadership of the Budget Officer and all academic and non-academic heads.

Article 116. Unless otherwise authorized by the Board, all appropriations in the budget shall be available exclusively for the specific purpose for which the appropriations were made. In no case shall funds be diverted for a purpose other than that for which such funds have been appropriated by the Board.

CHAPTER 16
USE OF UNIVERSITY PROPERTY

Article 117. Only recognized university organizations may have the privileges of using a building or a portion of a building or any other property belonging to the University. Other organizations or activities may enjoy the same privileges upon written request duly approved by the president.

CHAPTER 17
CALENDAR

Article 118. The academic calendar shall be prepared by the Registrar, subject to the approval of the Administrative Council.

Article 119. Each semester shall consist of at least 100 class days. Class work on each subject in the summer session shall be equivalent to a class work on the same subject in any semester.

CHAPTER 18
SCHEDULE OF CLASSES

- Article 120.** The schedule of classes shall be prepared and issued by the Deans copy furnished the registrar and the Instruction Division.
- Article 121.** Classes shall not be suspended by the deans without authority from the President except in unusual cases for which a report should be submitted to the President, giving the reasons for such suspension.

CHAPTER 19
CLASS SIZE AND ENROLMENT

- Article 122.** The size of a class shall be determined by the President as recommended by the Dean.
- Article 123.** The President may limit the enrolment in individual college/school upon recommendation of the Dean.

CHAPTER 20
ADMISSION

- Article 124.** Entrance requirements for each course shall be prescribed by the faculty of the college/school concerned and approved by the President.
- Article 125.** In the admission of students coming from foreign countries, the substantial equivalence of courses completed with those prescribed by the University shall be considered, if such courses were taken in an institution of recognized standing.
- Article 126.** Students deficient in admission requirements may be provisionally admitted if found competent, provided they make up for all deficiencies within one year.
- Article 127.** Only persons in good health, as certified by competent authorities may be admitted. The privilege of matriculation may be withdrawn upon recommendation of competent authority.
- Article 128.** Every student shall, upon admission, sign the following pledge:

In consideration of my admission to the University of Southeastern Philippines and of the privileges of a student in this institution, I hereby promise and pledge to abide by, and comply with, all the rules and regulations laid down by competent authority in the University.

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

Article 129. Unless officially enrolled, no person may be admitted to any class except as a visitor duly authorized by the Dean.

Article 130. All fees charged in the colleges/schools shall be fixed by the Board.

CHAPTER 21 REGISTRATION

Article 131. Except in the case of special students or as permitted under the system of instruction of a particular academic unit, no student shall be registered in any subject after 12 percent of regular class meetings have been held. The prescribed fine shall be imposed in the case of matriculation made outside the regular registration period.

CHAPTER 22 CROSS-REGISTRATION

Article 132. No student registered in any other institution shall be admitted to the University without a written permit from his Dean or Registrar, stating the total number of units for which the student is registered and subjects that he is authorized to take in the University.

Article 133. No credit shall be given for any subject taken by a student in any other institution, except by a special written permit of his dean, duly recorded by the registrar, especially describing the subjects authorized and the institution where it shall be taken. The registrar shall keep a record of such permit.

CHAPTER 23

CLASSIFICATION OF STUDENTS

- Article 134.** Students are classified on the basis of academic credits as follows:
- a) a regular student is one who is registered for formal academic credits and who carries the full load called for in a given semester by his curriculum;
 - b) an irregular student is one who carries less than the full load prescribed in his curriculum; and
 - c) a special student is one who is not earning formal academic credits and is not given a grade for his work.

- Article 135.** Students are classified on the basis of academic work completed as follows:
- a) a freshman is a student who has not finished the prescribed subjects of the first year of his curriculum or 25 percent of the total number of units required in his entire course;
 - b) a sophomore is a student who has completed the prescribed subjects of the first year of his curriculum, or has finished not less than 25 percent nor more than 50 percent of the total number of units required in his entire course;
 - c) a junior student is one who has completed the prescribed subjects of the first two years of his curriculum, or has finished not less than 50 percent not more than 75 percent of the total number of units required in the entire course; and
 - d) a senior student is one who has completed the prescribed subjects of the first 3 years of his curriculum, or has finished not less than 75 percent of the total number of units required in his entire course.

In the case of the curricula in which the weights of the subjects are not expressed in terms of units, the computation shall be made on the basis of their equivalents.

CHAPTER 24

ACADEMIC LOAD

- Article 136.** One academic unit of credit is at least eighteen (18) full hours of instruction in the form of lecture, discussion, seminar, tutorial or recitation or any combination of these forms within a semester.

Article 137. Unless otherwise prescribed by a duly approved course of study, no undergraduate student maybe allowed to take more than 22 non-laboratory units or thirty (30) units including laboratory work. A graduating student with an academic record better than average may however be permitted to carry a heavier load in the last year of his course.

Article 138. In the summer term the normal load shall be nine (9) units.

Article 139. The dean may limit the academic load of students who are employed, whether full time or part-time. A graduate student employed on a full-time basis may not be allowed an academic load of more than ten units, whether in formal courses or thesis, in any semester except with the prior approval of the Dean.

**CHAPTER 25
ATTENDANCE**

Article 140. The rules on attendance shall be enforced in all classes subject to the modification by the Dean in the case of graduate students and other courses.

Article 141. A student shall be dropped from his class when the number of hours lost by his absence reaches 20 percent of the total class hours required of his course, unless a higher percentage of attendance is prescribed by his instructor. If the majority of absences are excused, the student should merely be dropped; but if the majority of absences are not excused, he shall be given a grade of "5". Time lost by late enrollment shall be considered as time lost by absence.

Article 142. Students who withdraw from the University without formal withdrawal therefrom shall have their registration privileges curtailed or entirely withdrawn. Further, they should be liable for unpaid authorized fees.

**CHAPTER 26
REFUND OF FEES**

Article 143. Only tuition fee, based on 100% payment, shall be refunded in accordance with the prescribed schedule and regulations:

- a) within one week from opening of class70%

- b) within two weeks from opening of class50%
- c) within three weeks from opening of class30%
- d) within four weeks from opening of class20%

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

CHAPTER 27 DROPPING OF COURSE

Article 144. A student may drop a subject in accordance with prescribed procedures within one month after the start of classes.

CHAPTER 28 SUBSTITUTION

Article 145. Substitution of subjects may be authorized on any of the following grounds:

- a) when a student is pursuing curriculum that has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new;
- b) when a conflict of hours exist between a required subject and another required subject;
- c) when the required subject is not offered; or
- d) when the student is deficient in some disciplines and/or when he has had superior competence in one discipline.

Article 146. Substitution of courses shall be allowed in accordance with the requirements of each particular curriculum and the rules prescribed by the University Council.

CHAPTER 29 TRANSFER OF STUDENTS

Article 147. The following rules shall govern the admission of transfer students:

- a) a transfer student may be admitted provided that:

- i. he must have obtained an average of “2”, 86% or, “B”, or better, for all the collegiate academic units he has earned outside
 - ii. he will have to complete in this University no less than 50 percent of the units required for the course.
- b) the admission of transfer students shall be on a probation basis until such time as he shall have validated or repeated in accordance with the Rule (d) below, all the subjects taken outside this University which are required for his course;
- c) an admitted transfer student may not be allowed to enroll in a subject or subjects the prerequisite of which, taken elsewhere, have not been validated or repeated.
- d) an admitted transfer student must validate all the subjects he is offering for advanced credits at the rate of at least 15 units a semester within a period not exceeding four semesters from the date of his admission, failure to comply with this requirement being sufficient ground for the cancellation of his registration privileges; and
- e) any of all the above rules may be set aside in exceptional cases upon the recommendation of the committee or of the Dean concerned.

Article 148. Advanced credits for courses completed in State-supported Tertiary institutions as well as in accredited private institutions which have equivalents in the University may be granted by the President or his authorized representative upon the recommendation of the Dean.

CHAPTER 30 EXAMINATIONS

Article 149. Formal classes may be suspended for at least (1) day before the final examination to enable the student to review under the rules and regulations promulgated by the President.

Article 150. The final examination shall be held in accordance with the schedule prescribed by the respective units.

Article 151. Examinations for the removal of grades of “4” or “Inc.” may be taken during the regular examination period as provided for in the University calendar subject to existing regulations.

CHAPTER 31

GRADING SYSTEM

Article 152. The work of students shall be graded at the end of each term in accordance with the following system:

- “1.0” - denotes marked excellence;
- “1.25” - denotes outstanding;
- “1.5” - indicates very good work;
- “1.75” - indicates very satisfactory work;
- “2.0” - indicates good work;
- “2.25” - indicates satisfactory work;
- “2.5” - denotes moderately satisfactory work;
- “2.75” - denotes quite good work;
- “3” - denotes passing. Fractional grades between “1” and “3” may be given in accordance with the system prescribed by the University Council.
- “4” - is a conditional grade. It must be removed by re-examination within a period of one calendar year from the date grade was given otherwise the grade becomes “5”. If a student passes the examination for the removal of the grade of “4”, the final grade shall not be better than “3”, if he fails, the final grade shall be “5”.
- “5” - signifies failure. It requires a re-enrolment in, and repetition of, the course.
- “Inc.” - indicates that the work is incomplete. It is given if a student, whose class standing throughout the semester or term is passing, fails to appear for the final examination due to illness or other valid reasons. Thereupon a special examination for any reason, a grade of “5” is given. “Inc.” is also given for a work that is of passing quality some part of which is, for good reason unfinished.

The deficiency indicated by the grade “Inc” or “4” must be removed within a period of one year. For scholarship grantees, such a deficiency should be completed or removed within a period before the opening of classes of the following semester.

Article 153. A student who has received a passing grade in a given course is not allowed a re-examination for the purpose of improving his grade.

Article 154. All reports of grades must be made as soon as possible but not later than 10 working days after the last day of examination period, otherwise a penalty of

two pesos (P2.00) per subject per day of delay is imposed on the faculty member payable to the college/school faculty organization.

Article 155. No grade shall be changed after the report has been submitted. In exceptional cases where an error has been committed, the instructor may request authority from the Academic Council to make the necessary change except ratings calling for removal or completion.

Article 156. In graduate course, the requirement for graduation, shall be prescribed by the Academic Council on the basis of the recommendation of the faculty concerned.

CHAPTER 32 SCHOLASTIC DELINQUENCY

Article 157. The faculty of each academic unit shall approve suitable and effective provisions governing undergraduate delinquent students subject to the following minimum standards:

a) Probation -

Any student who, at the end of the semester, obtains, passing grades in less than 50 percent of the total number of academic units in which he is enrolled shall be placed on probation for the succeeding semester and he shall carry a limited load to be determined by the Dean concerned. Probation may be removed by passing in more than 50 percent of the units in which he is enrolled in the succeeding semester.

b) Dismissal -

After a one (1) year probation, any student who at the end of the second semester, obtains a passing grade of not more than 33-1/3 percent of the total number of academic units in which he is enrolled shall be dropped from the rolls of the University.

c) Failure -

A student who obtains three (3) failures in two (2) consecutive terms shall also be dropped from the rolls.

Article 158. Any student on probation who passes less than 50 percent of the total number of units in which he is enrolled shall be dropped from the rolls of the University.

CHAPTER 33 DISMISSAL

Article 159. Honorable dismissal may be granted to a student, subject to prescribed rules and regulations, upon his application with the written consent of his parents or guardian.

If the student has been dropped from the rolls on account of poor scholarship, a statement to that effect may be added to the honorable dismissal.

CHAPTER 34 GRADUATION REQUIREMENTS

Article 160. Graduation of students who began their studies under the previous curricula shall be governed by the following rules:

- a) Those who had completed the requirements of the curriculum but did not apply for, nor were granted the corresponding degree or title shall have their graduation approved as of the date they should have graduated originally; and
- b) Students who have completed all but 2 or 3 subjects required by a curriculum shall be allowed to graduate in the curriculum he originally enrolled in unless such curriculum is no longer in effect.

Article 161. No student shall graduate unless he has completed at least one year of residence in the University immediately prior to graduation.

Article 162. No student shall be conferred any title or degree who fails to pay the required fee within the specified period set by the Registrar. Such student, however, may upon his request and payment of the necessary graduation fees, be given a certified copy of his credentials without specifying his completion of the requirements towards any title or degree.

Article 163. No student shall be issued diploma, transcript of records and other documents certifying to his studies in the University unless he is cleared of property responsibility and cash accountability.

CHAPTER 35
GRADUATION WITH HONORS

Article 164. Undergraduate students who complete their course with the following averages, computed on the basis of units shall be graduated with honors.

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

Article 165. In the case of students graduating with honors in the High School, the English equivalents shall be used, namely: “With honors”, and “With highest honors” following the computation used in the preceding article.

For students graduating in the two or three-year Post Secondary courses, the following awards will be given:

- With Highest Honors
- With High Honors
- With Honors

Article 166. In the case of candidates for graduation with honors the following special rules shall apply:

- a. No less than 50 percent of the total number of academic units or hours required for graduation shall have been completed in the University;
- b. They must have been in residence of the University for at least two years; academics subject shall be included.
- c. In the computation of the grade point average, all grades obtained in all academic subjects shall be included.
- d. During each semester of residence no less than 18 units of credit or the normal load prescribed in the curriculum whichever is lesser, must have been carried, unless lighter load was due to justifiable causes duly stated in an application; and
- d) They must prove excellence in communication abilities.

CHAPTER 36
COMMENCEMENT AND BACCALAUREATE SERVICES

Article 167. The commencement exercises for the graduating students of the University shall be held as follows:

- a. for recipients of degrees, on the general commencement day; and
- b. for all other units not participating in the general commencement exercises, on such dates and on such places as shall be fixed by the President.

Article 168. Attendance at the commencement exercises shall not be a prerequisite for the award of the corresponding certificate or diploma.

Article 169. Candidates for graduation shall be required to wear academic costumes during the baccalaureate service and commencement exercises in accordance with the rules and regulations of the University.

CHAPTER 37 STUDENT SERVICES

Article 170. The relation of the University to its students is not only contractual but fiduciary and, therefore, it recognizes the obligations maximize the opportunity of each student to benefit from the higher learning through the fullest possible development of his personal and intellectual capacity. The University shall endeavor to create and maintain conditions deemed essential to the pursuit of academic excellence, and moreover to provide such facilities and services which are generally recognized as conducive to the development in the student of qualities of creative leadership and scholarship.

The University is committed to do its best to assure fair treatment to every student in his relations to the administration, to the faculty, and to his fellow students. In consideration of the exceptional opportunities afforded for his mental development and physical well-being, each student should make the most of the facilities placed at his disposal so as to ensure his academic advancement while keeping in mind the rights of others in accordance with University rules and regulations.

Article 171. To implement the foregoing policies, the University shall maintain the following student facilities and services:

- a) health services
- b) athletic and recreational facilities

- c) student personnel services
- d) consultation services
- e) food services
- f) financial aid to deserving students
- g) opportunity for limited employment
- h) cultural affairs services
- i) dormitories and
- j) learning resource centers

CHAPTER 38 CONSULTATION SERVICES

Article 172. The University shall maintain a program of consultation and guidance for its students in connection with their studies and other concerns.

CHAPTER 39 FINANCIAL AID

Article 173. Financial aid shall be extended to students from two sources:

- a) student loan funds, and
- b) scholarships from donations, trusts, and grants, under rules and regulations, provided by the donor or grantor, supplemented by rules and regulations prescribed by the scholarship committee and approved by the President.

CHAPTER 40 EMPLOYMENT OPPORTUNITY

Article 174. For the purpose of giving aid to able and deserving students as well as to afford training for promising candidates for appointment to the faculty, the President shall appoint students as assistants in various units of the University, under rules and regulations as he may prescribe.

CHAPTER 41 STUDENT ORGANIZATION

Article 175. The University recognizes the basic rights of the students to form organizations and to undertake whatever activities they may choose, as long as they do not conflict with the laws and policies of the nation and/or the University.

Article 176. A student organization of the University shall be any association or organized group 100 percent of whose members are students of this University.

CHAPTER 42 ATHLETICS

Article 177. Extramural athletic affairs and activities in the University shall be conducted under the auspices and supervision of the University athletic council. The council shall formulate rules and regulations, subject to approval by the President, regarding its membership, powers, functions, organizations and activities.

CHAPTER 43 CONVOCATIONS

Article 178. University as well as class convocations shall be occasions for presenting to the student the views of distinguished persons on topics of academic or national interest. The invitation of speakers or lecturers shall be done with the approval of the President or his authorized representative.

Article 179. In order to avoid occasions for sectarian conflict, no priest, preacher, or minister of the gospel of any religious denomination may speak before student classes or student groups or organizations in the University without previous written permission from the President or his authorized representative. Any person of religious calling who has been authorized to address the student body shall refrain from discussing any question which might provoke dissension in the University.

CHAPTER 44 CONDUCT AND DISCIPLINE

Article 180. Every student shall at all times observe the laws of the land, the rules and regulations of the University and the standards of good society. In addition to these minimum requirements, every students shall act with fairness, tolerance, moderation and due regard for the opinions and feelings of others, bearing in mind that education stands for broadness of views, appreciation of principle, consideration for the feelings of others, and a sympathetic understanding of their needs.

CHAPTER 45 FORMS OF MISBEHAVIOR

Article 181. The forms and kinds of misconduct subject to discipline shall include the following:

- a) any act or misconduct evidencing moral turpitude performed within the University or outside;
- b) any type of misconduct unbecoming a gentleman, whether done in the classroom or outside;
- c) any form of cheating or dishonesty;
- d) drinking alcoholic beverages in any form within the campus;
- e) carrying firearm, knife, dagger, or other dangerous weapons without prior permission from competent authority;
- f) creating public disturbance or unnecessary noise within the University;
- g) refusal in bad faith to pay just debts; and
- h) presentation of participation in any public demonstration in University, without previous permission from competent authority;
- i) those enumerated under Presidential Decree No. 6.

CHAPTER 46 DISCIPLINARY ACTION

Article 182. Whenever circumstances warrant it, disciplinary action shall be taken against the student or students concerned in accordance with appropriate rules and regulations and subject to the following standards:

- a) no student shall be disciplined by way of suspension, dismissal, or reduction of his privileges, until an investigation shall have been held wherein the respondent shall have been given the opportunity to be heard; and
- b) any disciplinary action taken against a student shall be reported to his/her parents or guardian.

Article 183. Any provision of the Code to the contrary notwithstanding every student charged with an offense or offenses constituting ground for dismissal or suspension for at least one year shall be entitled to counsel in accordance with the following rules:

- a) where the charge involves misconduct in relation to his academic studies, such as cheating during examinations, he may be represented only by a member of a faculty;
- b) where the charge concerns any other type of misconduct, he may appear through a faculty member or through other counsel of his/her choice.

In all cases, appearance of counsel shall be at the discretion of the Investigating Committee.

CHAPTER 47 SEPARABILITY AND EFFECTIVITY CLAUSES

Article 184. Any provision in this Code found in conflict with or contrary to any provision of the Education Act of 1982 and other applicable laws shall be deemed null and void.

Article 185. This Code takes effect upon approval by the Board of Regents.

