

**ASCOT
COLLEGE
CODE**

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Republic of the Philippines
AURORA STATE COLLEGE OF TECHNOLOGY
Baler, Aurora

THE CODE OF AURORA STATE COLLEGE OF TECHNOLOGY

Preliminary Title

General Provision

Section 1. This Code shall be known as “The Code of the Aurora State College of Technology”, otherwise known as the ASCOT Code.

Section 2. The Aurora State College of Technology, referred to hereafter as the College, is a non-sectarian, non-profit institution of tertiary and higher learning primarily supported by state funds, whether national or local.

Section 3. The College primarily provides technical and professional training in the sciences, arts, teacher education, agriculture, engineering and technology as well as short term technical and vocational courses. It shall likewise promote research, advanced studies, academic leadership in the stated areas of specialization.

Section 4. Pursuant to Section 8(2), Article XV of the New Constitution of the Philippines, the College enjoys academic freedom.

Section 5. The College shall have the general powers set forth in Sec. 36 of Batas Pambansa Blg. 68 (B.P. Big. 68), as amended, and as prescribed in the Charter of the College, R.A. 7664, the exercise of its corporate powers shall be exclusively by the Board of Trustees.

Section 6. The College colors shall be green, gold, and white and blue.

Section 7. The Seal of the College shall be of the design approved by its Board of Trustees.

It has a torch, symbolizes enlightenment of the avowed vision and mission of the College for guidance and direction to all its instructional components.

Illuminations radiating from the torch represent the eight towns of the province of Aurora. This signifies the undying commitment of the College to provide education and training to its population and to uplift their living condition and improve the productivity of the province.

The book and tie hand symbolize the thrust the College for a Relevant and timely learning from theory to practical skills and actual practice.

The soil represents the terrain of the Sierra Madre a historically known landmark which holds the College in its cradle. The fertile ground of the mountain shows its richness, enabling the people of the province to become more productive and self—reliant.

The fish and the blue sea represent the abundance of the mouth of the Pacific which embraces the College with marine and aquatic.

The coconut fruit, the primary product of the province, symbolizes the unequivocal-commitment of the College to pursue research and development activities to fulfill its immediate and long term needs for social and economic growth.

The gear symbolizes engineering and technology in accordance with technical and practical knowledge as one of the thrust of the College to equally produce skilled craftsmen for the economic and technological growth of the province.

The microscope and the atomic cell structure represent science and technology in consonance with the country's programs improving scientific knowledge and technological expertise pursuance of the scientific advancement in the near future, the college is devoted to be the prime mover of development in the province.

The words - instruction, research and extension - represent the trilogy of function of the College with the general objectives of achieving academic excellence and improving the well-being of the rural communities in the Province through generation, verification and dissemination of scientific knowledge and technologies with emphasis on agriculture, forestry, fishery, trade and engineering for countryside agro-industrialization.

The symbols are enclosed in a circle of eight braided vines representing organizational cohesion built on dynamism and unity, flexible and responsive in meeting the demands of the times.

The emblem of the College shall be a circle with the following dimensions:

- time distance of the circle of the inside circumference(shorter radius) measures 4.5 cm. and the distance from the center torch measures 0 .7 cm. in diameter with a height of 2.2 cm., and the circular light ray is directly along the vertical line (two vertical, two horizontal lines and 45 degrees lines). The distance from the reference point to the center of the circular light ray is 1.7 cm.

- the eye of the fish measures 3.0 cm. from the reference point to the center eye;

- the distance of the lower miniscus of the higher wave above the horizontal line is 1.3 cm. while the distance of the lower miniscus of the lower wave above the horizontal line is 1.25 cm. The thickness of each wave measures 0.15 cm.

- the uppermost part of the coconut fruit coincides with the top surface of the soil . The top and bottom parts of the fruit are 3.7 cm. and 4.0 cm. respectively, from the center of the seal.

- the first layer of the soil above the horizontal line is 0.6 cm. while the thickness of each soil layer measures 0.4 cm. and the distance between the soil layers is 0.2 Cm.

- the distance from the center point to the center of the larger gear measures 2.85 cm. while the smaller gear measures 3.65 cm. The diameter of the larger gear is 1.0 cm. while the smaller ear measures 0.7 cm,. The center of the larger gear goes along the horizontal line while the center of the smaller is 0.6 cm. below the horizontal line;

- the center of the atomic cell structure from the center is 3.50 cm. while the longer diameter of the atomic shells (ellipse) measures 1.8 cm. and the angle from the horizontal line is 34 degrees;

- the distance of the higher adjuster of the microscope to the center point is 3.0 cm. and the lower adjuster is 1.6 cm. while the distance of the lower adjuster above the horizontal line is 1.3 cm. and the higher adjuster is 2.8 cm. above the horizontal line. The ocular tubes of the microscope incline 72 degrees from the horizontal line;

- the width of the lettering (spokes) measures 0.8 cm. and the EXTENSION spoke is 90 degrees from the horizontal line; all spokes are spaced 120 degrees between them. The height of the ASCOT letter is 0.8 cm. The diameter of the braided vines from the outside measures 0.3 cm.

These proportions shall be followed in any enlargement or reduction of the drawing size and cut-outs of the College emblem.

Title One
The Government of the College

Chapter I
The Board of Trustees

ARTICLE 1. Powers and Duties

Section 8. The Administration of the Aurora State College of Technology and the exercise of its corporate powers shall be vested exclusively in the Board of Trustees and the President of the State College as authorized by the Board of Trustees.

Section 9. On or before the fifteenth day of the second month after the opening of regular classes each year, the Board shall file with the Office of the President of the Philippines through the Chair, Commission of Higher Education and both Houses of Congress, a detailed report on the progress, conditions and needs of the College.

ARTICLE 2. Membership and Officers

Section 10. The governing body of the College shall be the Board of Trustees, hereinafter referred to as the Board. It shall be composed of the following: the Chair, Commission on Higher Education (or any of its designated Commissioners); the President of the College as Vice-Chair; the Chair or a designated member of the Committee on Education in the Senate, as member; the Chair or a designated member of the Committee on Education in the House of Representatives, as member; the President of the Alumni Association, as member; the President of the ASCOT Faculty association, as member; the Chair of the College Supreme Student Council, as member; the President of the College Employees Association as ex-officio member; and two (2) prominent citizens from the local community who have distinguished themselves in their respective professions or fields of specialization.

Section 11. The Chairman shall preside over all meetings of the Board. In his/her absence, the President of the College shall preside.

Section 12. There shall be a Secretary of the College who shall be appointed by the Board upon recommendation of the President of the College. He/She shall also be the Secretary of the Board and shall keep such records of the College as may be determined by the Board. He/She shall notify every Trustee of all meetings of the Board and shall send to each a copy of the minutes of the Board meeting at least five days before a scheduled meeting. He shall keep a full and accurate record of its proceedings.

ARTICLE 3. Meeting

Section 13. The Board shall convene once every two (2) months.

Section 14. The Chairman of the Board or the President of the College may call a special meeting whenever necessary. Notice of such meetings shall be issued by special messages or telegrams at least five (5) working days prior to the meeting.

Section 15. Meetings of the Board shall be held as much as possible within the College campus. However, a meeting may also be held when necessary in such other places as the Board may determine.

ARTICLE 4. Committees

Section 16. The Board of Trustees may create such committees, standing or special, as it may deem necessary for the proper performance of its functions.

Section 17. The President of the College shall be an ex-officio member of all Standing committees of the Board.

Chapter 2

The College Academic Council

ARTICLE 1. Composition

Section 18. There shall be an Academic Council with the President of the College as Chairman, and all members of the instructional staff with the rank of not lower than assistant professor, as members.

ARTICLE 2. Powers

Section 19. The Council shall have the following powers:

- a. To prescribe curricular offerings subject to the approval of the Board,
- b. To fix the requirements for admission to the College, as well as for graduation and the conferring of degrees, subject to review and/or approval by the Board through the President Of the College; and
- c. To exercise disciplinary powers over the students through the President within the limits prescribed by the rules of discipline as approved by the Board.

ARTICLE 3. Officers

Section 20. The President of the College shall be the presiding officer of the Academic Council. In his/her absence, the Officer-in-Charge shall preside, and in the absence of both, any of the Deans/Directors who will be elected by the members of the Academic Council.

Section 21. The College Secretary shall be the ex-Officio Secretary of the Council. It shall be his/her duty to issue the notices of the meetings of the Council, to keep the minutes of its proceedings, and to send to each member of the Council copy of such minutes, as well as the agenda for every regular meeting at least five (5) days before a meeting.

ARTICLE 4. Meetings

Section 22. The Academic Council shall meet at such time as the President may determine; Provided, that there shall be at least one regular meeting each term. He/She shall call a special meeting when requested by a majority vote of the Academic Council or upon the written request of at least one-fifth of the members of the Council.

Section 23. Every member of the Academic Council shall be required to attend all its meetings, but any member may be excused from attendance for reasons that his/her Dean/Director and/or the President may consider satisfactory.

Section 24. Members of the faculty who have to attend Council meetings are authorized to assign some work for their students within the meeting time.

Section 25. A quorum of the Academic Council shall consist of the majority of its members; provided, that a lesser number may suffice by previous agreement of a majority of its members.

ARTICLE 5. Amendment of By-Laws

Section 26. Except for matters specially provided for by law, the provisions of this Chapter and other by-laws of the Academic Council may be amended at any regular meeting of the Council by a three-fourths vote of the members present; Provided, however, that in case a proposed amendment has been submitted to the Council at a previous meeting, or copies thereof have been furnished to all members such an amendment shall take effect if provided during any meeting of the Council by not less than three-fourths of all its members.

ARTICLE 6. The Committees

Section 7. There shall be an Executive Committee Consisting of the President of the College as ex-officio Chairman, the president of the Faculty Association, and of the Employees association of the College and Deans/Directors as members.

Section 28. The Executive Committee shall have the following owners and duties;

- a. Consider academic and policy matters and make recommendation to the Council;
- b. Decide cases of discipline in accordance with the 'rules of discipline promulgated by the Council;
- c. Act for and in behalf of the Council on matters requiring immediate action
- d. Serve as a coordinating body for the various Committees of the Council for more effective decision-making and attainment of ends;
- e. Act as a committee on all matters not covered by other committees of the Council; and
- f. Act as advisory body to the President of the College on official matters on which he seeks advice.

Section 29. The Executive Committee shall meet at the call of the President or upon the written request of the majority of its members.

Section 30. The meetings of the Executive shall be within the College campus

Section 31. The Academic Council may create such other committees, standing or special, as it may deem necessary and convenient for the proper performance of its functions.

Section 32. The President shall be ex-Officio member of every standing or special committee of the Academic Council.

Chapter 3

Officers of Administration

Section 33. The officers of the Administration of the College shall be the President, the Vice-President, the Deans, the Directors, the Secretary of the Board, and the Treasurer of the Philippines.

ARTICLE 1. The President of the College

Section 34. Leadership of the College is vested in the President who shall be the chief executive officer of the College. He/She shall be elected by the Board of Trustees. The salary of the President of the College shall be fixed by the Board and shall be comparable to that being received by presidents of similar educational institutions of like standing.

Section 35. He/She shall be the x-Officio head of the College body organizations and professors and every unit of the State College.

Section 36. He/She shall have general supervision of all academic, administrative, business and financial operations of the college.

Section 37. All officers, the faculty, members of the academic staff, and employees shall be responsible to and under the direction of the President thru their respective heads.

Section 38. The President shall carry out the general policies laid down by the Board, and shall have power to act within the framework of said general policies. He/She shall direct and assign the details of executive action according to lines of authority approved by the Board.

Section 39. He/She shall have the power to determine and prepare the agenda of all meetings of the Board of Trustees and of the Academic Council; Provided, however, That any member of the Board shall be entitled to have any matter included in its agenda; and Provided; Further, That the Academic Council by majority vote in a meeting or upon the written request of 1/10 of its membership may include any matter in either agenda.

Section 40. He/She shall preside at commencement and other public exercises of the College, and confer such degrees and honors as are granted by the Board of Trustees. All College diplomas and certificates issued by the College shall be signed by him, by the Deans concerned, and attested by the Secretary of the Board.

Section 41. Should permission or authorization given to any one to engage in any work or activity within the campus of the College be used by such person to arouse disloyalty to the Government of the Philippines, or to discourage students from attending the College, or to create, by overt act, disturbance or dissension among students, faculty members or employees,

or to interfere directly or indirectly with the discipline of the College, the President of the College shall, after due hearing cancel the privilege so granted and thereafter prohibit him permanently from staying or remaining on the campus. The President shall thereafter inform the Board of Trustees of his action and the Board may take any action that it may deem appropriate in connection therewith.

Section 42.He/She shall serve as the unifying and coordinating force among the faculty, employees and students, and be their official voice before the Board of Trustees.

Section 43.He/She shall recommend qualified and competent persons to fill all vacancies temporarily, make appointments as are authorized by the Board of Trustees, and make such other appointments necessary to meet emergencies occurring between meetings of the Board so that the work of the College will not suffer; Provided that such arrangements are reported to the Board of Trustees at its next meeting either for approval, confirmation, or notation, as the case may be.

Section 44.He/She shall exercise the following specific powers, subject to availability of funds, wherever pertinent and to confirmation or notation by the Board, as the case may be.

- a) To make ad-interim appointments, when the interest of the service so requires,
- b) To renew appointments for not more than one year,
- c) To transfer faculty members and employees from one department, unit or campus of the College to another when so required by the interest of the College;
- d) To accept the resignation of faculty members when the needs of the College so require;
- e) To approve or disapprove applications for leaves of absence with or without pay and/or extension of such leaves;
- f) To appoint qualified members of the faculty, as Fellows of the College to pursue graduate studies abroad and to award those concerned the financial assistance in accordance with guidelines and rules promulgated by the Board;
- g) To authorize or not the faculty and employees to accept training grants, fellowships, scholarships, assistantships, or invitations to conference sponsored by outside agencies or organizations without any financial obligation on the part of the College outside of the regular salary of the person concerned;
- h) To grant or deny extension of fellowships or scholarships for periods not beyond one academic year;

- i) To act on requests for allowances ordinarily allowed to the Deans/Directors of the units, subject to guidelines approved by Board;
- j) To issue adequate rules for the supervision and operation of student organizations, and for the election and qualifications of officers thereof; and
- k) To promulgate such rules and regulations which in his/her judgment are necessary for the safekeeping and proper disbursement of funds and property of all recognized student organization and to designate persons to examine and audit the accounts pertaining to such funds as property.

The President shall submit to the Board for its appropriate all decisions taken by him/her in accordance with this Article.

Section 45. He/She shall have the authority to change the leave status of the faculty from that of teacher's leave to that of cumulative leave, or vice versa.

Section 46. He/She shall hold officers, faculty, staff and employees to the full discharge of their duties and responsibilities and if in his judgment the need arises, he shall, after consultation with the Dean/Director concerned, initiate the necessary proceedings for the separation from the service of any of them.

Section 47. He/She shall submit an annual report to the Board "tees on the work of the past year and the needs for the current year. He shall also prepare and submit to the Board the proposed annual budget of the College for the two ensuing years, with estimates of incomes and expenditures.

Section 48. He/She shall execute and sign in behalf of the College all contracts, deeds and other instruments necessary for the proper conduct of the business of the College, Provided, However, in regularly recurring undertakings and transactions where his/her action is virtually ministerial, conditions and terms thereof having been fixed in College existing regulations and general laws, he/she may delegate through appropriate written instructions any approving authority inherent in his position to officers of administration, Deans/Directors of units, subject to such safeguards as hereof he/she may impose. All existing regulations inconsistent hereto are hereby abrogated.

Section 49. He/She shall have general responsibility for the enforcement of discipline in the College and for the maintenance of satisfactory academic standards in all its units.

Section 50. He shall have the right to modify or disapprove any action of resolution of the faculty or administrative body, if in his judgment the larger interests of the College so require. Should he/she exercise such power, the President shall communicate his/her decision

in writing to the body immediately affected, stating the reason for this action; and thereafter, shall accordingly inform the Board, which may take any action it may deem appropriate in connection therewith.

Section 51. The President may invite, from time to time, scholars of eminence and other persons who have achieved distinction in a learned profession or in their careers to deliver a lecture or a series thereof, and for this purpose, he/she may authorize honoraria for such service, to be taken from the miscellaneous fund and at rates determined by him subject to the usual accounting and auditing rules and regulations and to reporting to the Board.

Section 52. He/She shall exercise such other powers as are elsewhere provided in this Code or by the Charter of the College or as may be specially authorized by the Board as are usually pertaining to the Office of the President of the College. He/She may delegate in writing any of his specific functions inherent in his office to an appropriate unit or office of the College.

Section 53. In case of his/her absence for brief periods of time, the President of the College is authorized to designate the Vice President or one of the Deans or Directors to act as Officers-in-charge of the Office of the President, who shall carry out the management of the day-to-day affairs of the College in the name of the president, subject to his/her instructions and the policies of Board.

ARTICLE 2. The Secretary of the Board

Section 54. The Secretary of the Board of Trustees shall be appointed by the Board upon recommendation of the President. He/She shall attend to other activities and matters which the President may direct him/her to undertake.

ARTICLE 3. The Deans/Directors

Section 55. The Deans/Directors shall take charge of the administration and supervision of their respective Units, including the conduct and performance of the unit's faculty and student to ensure the effectiveness and quality of the academic programs.

ARTICLE 4. The Director of Student Affairs

Section 56. There shall be a Director of Student Affairs appointed by the Board of Trustees on recommendation of the President, who shall direct the operation of the unit in charge of student welfare and health, student organizations and publications. Student residences, athletics, and other extra-curricular activities, subject to the general supervision of, and under such regulations as may be promulgated by, the President of the College.

ARTICLE 5. The Treasurer

Section 57. The Treasurer of the Philippines shall be ex-officio Treasurer of the College.

Chapter 4

Functions of Administrative Officers

Section 58. The administrative offices of the College function primarily for the purpose of serving and supporting the educational programs of the College. Their relationship with the faculty should therefore be on the basis of sympathetic and intelligent interest in the work of all units, with due consideration to the policies and needs of the College as a center of learning.

Section. 59. All administrative offices 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.

Section 60. The Administrative offices of the different units shall be headed by the Director of the General Administrative Support Services, whose office shall be in the main Office of the college.

Title Two
Terms and Conditions of Employment

Chapter 5

Academic Staff and Faculty

ARTICLE 1. Composition

Section 61. The academic staff of the State College shall be composed of employees appointed to a faculty rank and who are primarily engaged in teaching, research or extension and rural development-oriented academic services.

Section 62. The members of the faculty shall be classified as regular and non-regular members of the teaching staff.

The regular members of the faculty shall include the following categories, who may serve full-time or part-time:

- a) College Professor
- b) Professor
- c) Associate Professor
- d) Assistant Professor
- e) Instructor
- f) Teaching Associate

The non-regular members of the faculty shall include the following categories, who shall serve in accordance with the terms and conditions of their appointment:

- a) Professional Lecturer
- b) Senior Lecturer
- c) Lecturer
- d) Other academic non-teaching highly-qualified academics providing top-level assistance and advice for specific purposes and as deemed necessary by the President.

Section 63. The members of the academic non-teaching staff shall include the following categories:

- a) Research personnel, such as researcher, research aide, research assistant, research associate, research fellow and related personnel
- b) Professional extension worker
- c) Guidance Counselor
- d) Professional Librarian
- e) Technical specialist, such as training specialist's information specialist, labor education officer, and related technical positions

f) Other academic non-teaching highly qualified academics providing top-level assistance and advice for specific purposes and as deemed necessary by the President.

Section 64. The Board of Trustees on recommendation by the resident may sub-classify a rank under the foregoing categories.

Section 65. Reappointments to any non-regular positions, no matter how many times made, should not create any presumption of a right to reappointment, much less to indefinite tenure.

ARTICLE 2. Qualifications

Section 66. All appointments to the academic staff and faculty shall be made strictly on the basis of merit. No religious opinions or political affiliations of the academic staff of the College should be a matter of examination or inquiry.

Section 67. Members of the academic staff and faculty shall be exempted from the requirements of civil service eligibility as a requisite for appointment. However the teaching faculty of the School of Education shall present a certificate as Teacher from the Professional Regulations Commission as well as those profession which require Professional Regulations Commission certificates to practice.

Section 68. Appointments and promotions in the academic staff and faculty shall be made in accordance with such criteria, rules, procedures, and other guidelines, including a standardized salary schedule of academic staff positions as may be prescribed, approved and revised from time to time by the Board.

Section 69. All appointments to part-time positions in the College academic staff and faculty of those who have full-time appointment in other agencies of the government shall be made upon written permission from the agency concerned; Provided, That if they are also teaching in other schools, the total teaching load shall be within the maximum allowable limit provided by law.

Section 70. The College shall discourage nepotism in appointments to the academic non-teaching staff of the College except in cases where the interests of the College require otherwise, wherefore, the Board approves such upon being duly informed.

Section 71. No person shall be appointed to the faculty on a full-time basis if said person is on the staff of another institution, except under consortium agreements; Provided, That when the immediate requirements of the College justify the appointment and no other

applicant approximates the needed high professional and scholastic competence, such person may be appointed on a year-to-year basis until another, who possesses the desired competence is available for regular appointment, Provided that such appointment is subject to prior approval by the board.

Section 72. All members of the faculty shall be appointed by the Board of Trustees upon recommendation of the President of the College.

Section 73. The precise terms and conditions of every appointment shall be stated in writing. In case of non-renewal of a temporary appointment, the person concerned shall be so informed in writing at least sixty days before the termination date.

An appointment with tenure may be terminated only by resignation, retirement, death, or removal for cause after due process.

Section 74. The President of the College may recommend to the Board of Trustees the appointment of any faculty member to the rank of College Professor from among the full professors of the College. His/Her selection as well as emoluments shall be in accordance with guidelines and procedures approved by the Board. A College Professor must be an outstanding scholar, scientist, or artist, must have expert knowledge in at least one field and a broad understanding of other branches of knowledge, and must be nationally and internationally recognized in his field.

ARTICLE 3. Compensation

Section 75. Full-time and part-time members of the faculty shall receive compensation on the basis of a fair and systematic schedule approved by the Board on recommendation of the President of the College. Faculty members assigned administrative and supervisory functions by the President of the Colleges shall be designated accordingly and given honoraria in accordance with the existing rules and regulations approved by the Board.

Section 76. Lectureships shall be paid for the hour of actual service and for each final examination in accordance with a schedule approved by the Board of Trustees.

ARTICLE 4. Promotions

Section 77. Promotions of the faculty shall be based on the following factors:

- a) the teaching effectiveness of the candidates;
- b) his research competence and productivity;
- c) scholarly performance;
- d) dedication to service;
- e) evidence of educational interest and marked academic growth;

- f) community extension services; and
- g) moral integrity.

ARTICLE 5. Academic Freedom

Section 78. Members of the faculty shall enjoy academic freedom

Section 79. Academic freedom is the right of the faculty to teach and undertake research in the area of specialization according to his/her best lights; to hold, in other subjects, such ideas he believes sincerely to be right; and to express his/her opinions on public questions in a manner that shall not interfere with his duties as a member of the faculty or jeopardize the College that employs him. Within this specific framework, the following principles are hereby declared:

a. The College shall not impose any limitation upon the faculty member's exposition of his/her own subject in the classroom or in addresses and publications;

b. The College shall not place any restraint upon the faculty member's freedom in the choice of the problems for research and investigation;

c. The College shall recognize that the faculty member, in speaking or writing outside the College, on subjects beyond the scope of his/her own field of study, is entitled to the same freedom of all other citizens and is subject to the same responsibilities.

Section 80. No faculty member in the College shall inculcate sectarian tenets in any of his/her teaching, nor use his/her position directly or indirectly to influence students or attendants at the College for or against any particular church or religious sect, ideology, or political party under penalty of dismissal by the Board.

Section 81. If the conduct of a faculty member in his classroom or elsewhere gives rise to doubts concerning his/her fitness for the position, the question shall be submitted first to a faculty committee appointed by the President of the College, and in no case shall he/she be dismissed before the termination of his/her appointment as faculty and/or administrator without due process, and if so desired, shall have a full and open hearing by the Board of Trustees, and only upon sufficient notice.

Section 82. The College shall assume no responsibility for views expressed by members of its faculty; and the faculty members themselves shall make it clear that they are expressing their personal opinions.

ARTICLE 6. Tenure

Section 83. The initial appointment to a faculty rank in the College shall be temporary in character, for a period of one year.

Section 84. All instructors shall hold temporary appointments renewable every year, upon recommendation of appropriate authority on the basis of satisfactory performance; Provided, That in no case shall the temporary status exceed seven (7) years. In case of non-renewal of temporary appointments, the instructors shall be given sixty (60) days, written notice. However, nothing herein provided shall deprive any instructor of permanent status already held at the adoption of this Code.

Section 85. The initial appointment to the rank of assistant professor shall be temporary in character, renewable every year, also upon recommendation of appropriate authority on the basis of satisfactory performance, Provided that in no case shall the temporary stature exceed three (3) years. After the second year, temporary appointment shall automatically terminate, unless the Board of Trustees, upon recommendation of the President, grant a permanent tenure. Nothing herein provided shall deprive any assistant professor of permanent status already held at the time of the adoption of this Code.

Section 87. Appointments to the faculty on a contractual basis shall be governed by the terms of the contract and not by the above-mentioned rules on tenure.

ARTICLE 7. Resignations and Transfers

Section 88. No resignation and/or transfer requested by any member of the faculty shall be considered unless notice thereof has been conveyed, at least sixty (60) days prior to its date of affectivity.

Section 89. No resignation and/or transfer shall take effect during a school term unless the services of a successor or a temporary substitute shall have been secured.

Section 90. The above rules shall not apply to resignation due to serious illness, or when, in the judgment of the President, it is in the interest of the College that the resignation be accepted, to take effect immediately. Acceptance of a resignation and/or transfer does not carry with it any waiver of the academic, financial or property obligations of the resignee and/or transferee from the College.

ARTICLE 8. Awards for Faculty Development

Section 91. Fellowship and scholarship awards shall be created based on the greatest need of and usefulness to the College. Awards shall be made by the President of the College

and shall be limited to the most able, deserving, and promising faculty members in the chosen field of study which should be in line with or Supportive of the thrusts of the College.

Section 92. All members of the faculty and staff shall be eligible for college fellowship or scholarship.

Section 93. Members of the faculty who are enjoying fellowships from other entities shall not be eligible for a College fellowship.

Any member of the faculty receiving any offer of financial aid from any person or organization in the form of fellowship, assistantship, or other remunerative employment to enable the grantee to pursue advanced or special studies abroad must first obtain the approval of the President of the College before accepting the offer, to ensure the continuity of any plan of research and the unhampered coordination of the various lines of specialization in the College.

Section 94. Every candidate for fellowship, assistantship, or scholarship shall undergo thorough physical and medical examinations by a competent government physician. Those with symptoms as might adversely affect his/her health and impair success as student as certified by the physician shall be disqualified.

Section 95. Appointees to fellowships, assistantships, or scholarships shall sign contract with the College as represented by the President binding themselves to the stipulated terms in the contract in accordance with the rules and regulations prescribed by the Board.

Section 96. Appointees to fellowships, assistantships, or scholarships shall be required to submit semestral progress reports to the President.

Section 97. Exchange arrangements and consortia for exchange professorship, may be made with institutions of recognized standing, both local and foreign. The President of the College, upon approval of the Board, shall exchange professors with accredited institutions of higher learning for a period of one (1) year, renewable for another year.

In addition to his/her regular salary, an exchange professor assigned abroad or elsewhere shall be given such assistance as will enable him to maintain the dignity of his position in his place of assignment

Section 98. The President of the College, upon approval of the Board, shall appoint visiting professors who shall serve the College for some special purpose for a period of one (1) year, renewable for another year.

The President may also allow its faculty to become visiting professors in other institutions of recognized standing by special arrangements and conditions mutually acceptable to both institutions.

The College shall make adequate provisions in its yearly budget to ensure the implementation of the foregoing articles.

ARTICLE 9. Faculty Workload

Section 99. Faculty work load shall consist of teaching (whether lecture or laboratory), research, or a combination of teaching and any or several of the following: research, creative writing, administration, extension and rural development work, or authorized graduate studies.

Section 100. A normal work load equivalent to 18-24 units per semester for each full-time faculty member shall be required, Provided, 'That no regular member of the faculty shall teach less than six units per semester, with the exception of Deans/Directors or equivalent heads of units.

Officials and officers of the administration with faculty rank, and faculty members with college-wide administrative duties, such as Secretary of the College, Deans/Directors, and unit heads shall teach at least three (3) units per semester.

For purposes of computing teaching load, the following guidelines for faculty workload, and equivalent teaching load shall be followed:

I. Equivalent Credit Load of Laboratory Hours and Lecture Hours

A. Lecture Hours

1. 1 lecture hr.in graduate courses – 1.5 units
2. 1 lecture hr. - 1 unit

B. Laboratory hours

1. Laboratory hours in the Science courses (Physical & Biological - i.e. Physics, Chemistry, Biology, General Science).

1.5 lab hr. – 1 unit

2. Laboratory or practicum in Technology, Forestry, Fishery, and Agriculture

1.5 lab hr. - 1 unit

3. Supervised farming program

1.5 lab hr. - 1 unit

II. Equivalent Teaching Load Credits of Instruction-Related Assignment

A. Thesis Advising

1. Doctor of Philosophy - 2 unit/student for chairmanship of, and 0.5 unit for membership, in advisory committee with maximum of 10 students and shall be valid only up to 4 semesters. In case there is no other available adviser in the particular field/area of specialization, there shall be no limit to the number of student advisees

2. Master's Degree - 1.5 unit/student for chairmanship of advisory committee with maximum of 5 students and shall be valid only up to 3 semesters. In case there is no other available adviser in the particular field/area of specialization, there shall be no limit to number of student advisees.

3. Undergraduate - 1.0 unit/student, maximum of 6 students. In case there is no other available adviser in the particular field/ area of specialization, there shall be no limit to the number of credit hours.

B. English Critic

1. Graduate - 0.5 unit/student/advisee

2. Undergraduate – 0.5 unit/student/advisee

C. Statistician

1. Graduate - 0.5 units/student

2. Undergraduate - 0.5 unit/student

D. Technical Adviser

1. Undergraduate- 0.5 unit/student advisee

E. Student Teaching Supervision - 0.2 unit per student, not to exceed 3 hours

F. Technical/English Critic

1. Undergraduate - 0.2 unit/student advisee

III. Equivalent Teaching Load of Assignment in Co-Curricular Activities

A. Student Organization Advisorship

- | | |
|---|---------|
| 1. Chapter College
Science Club Advisers | 3 units |
| 3. Sub-Chapter Advisers | 1 unit |
| 4. Section Advisers | 3 units |
| 5. Class Advisers | 2 units |
| 6. Red Cross/GSP/and the like | 1 unit |

Provided:

- a. The organization meets regularly
- b. The activities of the organization are supervised by the Office of the Student Affairs
- c. The organization has outputs as required by the Office of the Student Affairs

B. Cultural Trainor/Facilitator/
Coordinator

3 units

Provided:

- a. He presents a training program schedule
- b. There are 10 or more students/trainees
- c. He has a concrete output, such as cultural show, etc

C. School Paper (College)

- | | |
|----------------|---------|
| 1. Advisorship | 3 units |
| 2. Critic | 2 units |

D. College Athletic Coach

- | | |
|---|---------|
| 1. Major event
(Learn coach-year round) | 3 units |
| 2. Minor event
(Individual -year round,
to exceed 3 events) | 1 unit |

IV. Standards for Equivalent Teaching Load for College Officials (Central Administration)

- | | |
|----------------------------|----------|
| A. Deans and Directors | 15 units |
| B. Other College Officials | |

1. College Secretary	15 unit
2. College Personnel Officer	15 units
3. College Planning & Development; Officer	15 units
4. Special Assignments:	
a. Supreme Student Council Adviser	3 units
b. Sports Coordinator	3 units

V. College/Campus/Department Officials

Department Chairman

<u>Category</u>	<u>No. of Faculty</u>	<u>ETL</u>
1	less than 10	6 units
2	10-19	9 units
3	20-29	12 units
4	30-39	15 units
5	40-49	18 units
6	50 or more	21 units

VI. Research Related Activities Where no Honorarium is Paid*

A. Coordinator for Research	6 Units
B. Program Leader	4 units
C. Project Leader	3 units
D. Study Leader	2 units

* The duration of the research should be at least a year

VII. Extension related Activities where no Honorarium is given

A. Program Leader (duration of 1 year)	4 units
B. Project. Leader (duration of 1 year)	3 units

VIII. Coordinator for Special Services

(e.g. Coordinator for Student Affairs)

<u>Category</u>	<u>No. of Student</u>	<u>ETL</u>
1	less than 200	3 units
2	500	6 units
3	1,000	9 units

4	1,500	12 units
5	2,000 or more	15 units

IX. Unit Librarian

In units where the Librarian is designated from among the faculty, the ETL will be as follows:

<u>No. of Faculty and Students</u>	<u>ETL</u>
less Luau 100	6 units
200	9 units
300	12 units
400	15 units
500 or more	18 units

X. In-Charge of Income Generation Project / Demonstration / Directed Projects

A. Crop Production/Forestry/Fishery.

<u>Category</u>	<u>ETL</u>
1 ha.or less	6 units
2 has.	7 units
3 has.	8 units
4 or more has	9 units

B. Poultry Project

<u>Category</u>	<u>ETL</u>
250 heads or less	6 units
251 - 500 heads	7 units
501 - 750 heads	8 units
751 heads or more	9 unite

C. Livestock Project

1. Large Animals (cattle, carabao, horses, etc.)

<u>Category</u>	<u>ETL</u>
20 heads or less	6 units
21 - 50 heads	7 units
51 - 80 heads	8 units
81 head or more	9 units

2. Small Animals (goat, sheep, swine, etc.)

<u>Category</u>	<u>ETL</u>
50 heads or less	6 units
51 - 75 heads	7 units
76 - 100 heads	8 units
101 heads or more	9 units

D. Other Special Assignments

1. Laboratory Manager
2. Dormitory Manager
3. Motor Pool Manager
4. Canteen Manager

Section 101. Full-time faculty members shall hold ten (10) hours/week of consultation with students. Part-time faculty members and those on non-regular basis shall allot a proportionate amount of time for the same purpose.

Section 102. Overload teaching. Officially-approved work load in excess of the normal work load shall be entitled to an honorarium subject to existing rules and policies; Provided, That such honorarium shall not exceed the amount corresponding to six (6) units of undergraduate course credit or nine (9) units of graduate course units; Provided, Further, that the maximum teaching load required shall have first been complied with.

Section 103. Deans/Directors of units shall submit to the President of the College for his approval the names of faculty members for whom non-teaching credit is allowed, as well as the names those entitled to honoraria for services beyond the normal load requirements.

Chapter 6

Research and Development Services

Section 104. There shall be a Research and Development Services unit headed by the Director to be appointed by the Board of Trustees upon the recommendation of the President.

Section 105. The unit shall have the following functions:

- a. Establish research priorities in consonance with regional/local research priority areas;

- b. Evaluate faculty and staff research proposals and recommend funding thereof by the College or other funding agencies;
- c. Regulate faculty and staff researches to prevent over- Commitment of researchers;
- d. Coordinate all research activities done by the faculty and staff on and off the campus;
- e. Establish strong linkages with other research agencies, public and private, domestic and foreign research agencies and organizations;
- f. Recommend worthwhile research reports for publication in the College. research journal and other scientific publications;
- g. Help in sourcing appropriate incentives for outstanding research done by the College faculty staff;
- h. Recommend outstanding researchers for recognition by the College or other organizations or agencies; and
- i. Conduct at least semi-annual evaluation and annual in-house review of the research programs of the College.

Section 106. Before any member of the staff of the College can undertake any research work under the auspices of an organization outside of the College, he shall obtain the written consent of the President, upon the recommendation of the Director for Research and Development; and, in the publication of such research, the College shall be credited, side with the outside organization.

Chapter 7

Extension and Rural Development Services

Section 107. There shall be an Extension and Rural Development Services unit which shall assist the President on matters pertaining to extension and rural development activities.

Section 108. This Office shall be headed by the Director who shall be appointed by the Board of Trustees upon the recommendation the President

Section 109. The following are the reponsibi1ities of the Unit:

- a. Make a periodic appraisal of extension problems affecting agriculture and rural communities;
- b. Evolve extension plans, programs, and new approaches/strategies that will improve the efficiency, productivity, and well-being of the rural people, especially the small farmers, out of School youth (OSYs), and rural women;
- c. Maintain effective linkages with government and private organizations carrying out extension type activities;
- d. Organize and manage training program/activities designed for farmers, home—makers, fishermen, and rural agent in cooperation with other offices or units of the College;
- e. Coordinate all extension activities of the various units of the College
- f. Recommend the budget for short and long-range plans necessary for the efficient implementation of the College extension and rural development function;
- g. Disseminate information on the extension and rural development education programs and research findings of the College;
- h. Prepare and submit periodic and other necessary reports to the President; and
- i. Perform such other functions as the President may assign.

Chapter 8

Other Activities

ARTICLE 1. Coverage; Terms and Conditions

Section 110. Other activities of the College personnel include limited practice of profession, outside consultancy, special detail to government and other agencies, teaching in other educational or training institutions, and other activities or projects which are not considered integral functions of the College.

Section 111. Prior authorization to engage in such activities shall be secured from the President of the College upon endorsement by the Dean/Director of the unit concerned.

Permission to engage in outside activities shall be for a period not exceeding one (1) year, subject to yearly renewals at the discretion of the President of the College, upon recommendation of the Dean/Director of the unit concerned.

Outside activities that are over and above the regular workload in the College shall not exceed six (6) hours a week.

Chapter 9

Faculty Directory

Section 12. Members of the faculty shall be held responsible for updating their personnel file by submitting annually, on the prescribed form, additional information and/or qualifications earned within the period concerned.

Chapter 10

Physical Examination

Section 113. There shall be at least one (1) complete annual free physical/medical examination of each member of the faculty, officers and employees in coordination with the head of each unit, preferably taken within the week of his/her birthday.

Chapter 11

Working Hours

ARTICLE 1. General Provisions

Section 114. Full-time members of the faculty and employees of the College shall be on duty for a minimum of forty (40) hours a week in accordance with the work schedule approved by president

Section 115. When the best interest of the service so requires, the head of any office may request in writing justifications, the President of the College to extend the daily hours of labor for any or all of the employees under supervision, and require any or all of them to do overtime work only on workdays but also on holidays

Section 116. Members of the faculty shall accomplish certificate of service and the daily time record (DTR) which shall be submitted to the Head of each unit at the end of each month. However, those whose salaries are paid by the hour/day shall accomplish only the DTR.

Section 117. Members of the academic non-teaching and administrative staff shall accomplish the DTR to be submitted at the end of the month to the head of the unit.

Section 118. The following are exempted from accomplishing daily time records:

- a. President
- b. Secretary of the College; and
- c. Deans/Directors

Chapter 12

Leave Privileges

ARTICLE 1. General Provisions

Section 119. Leaves shall be as follows:

- a. Sabbatical leave;
- b. Teacher's leave;
- c. Cumulative leave;
- ci. Maternity leave; and
- e. Military service leave

ARTICLE 2. Sabbatical Leave

Section 120. To enhance scholarly pursuits and revitalize their academic competence, a sabbatical leave may be granted to permanent regular members of the faculty with the rank of associate professor or higher, once every five (5) years; Provided, That his performance for the three (3) consecutive years immediately preceding is outstanding.

Section 121. Sabbatical leave shall not be longer than one (1) year, with full salary which may be commuted. In addition, if the sabbatical is spent abroad for research or writing purposes, full transportation expenses incidental to this leave privilege may be granted by the College upon approval of the Board of Trustees on the recommendation of the President of the College.

The College shall make adequate provision in its yearly budget to ensure the implementation of the foregoing articles.

ARTICLE 3. Teacher's Leave

Section 122. Faculty members who are not assigned to teach, handle official projects, perform administrative work or are not undertaking duly approved research during the summer

term, shall automatically be considered on leave, or on vacation with pay. In no case shall their leave credits be cumulative.

Section 123. Teachers entitled to be on vacation leave with pay during the summer vacation but who accept a teaching load where his services are needed, shall be paid an honorarium in addition to his salary, Provided, That no faculty member shall be required to teach for more than two consecutive summers.

Section 124. Absence due to illness for more than five (5) days at the time a staff member is on teacher's leave status shall not be approved unless a medical certificate is attached to the application.

Section 125. The inter-semester period shall not be a vacation for teachers but shall be the time for grading examination papers, preparing for submission of students' grades, clearing up of all pending academic and committee work, preparing for the next semester's work, and helping in the registration of students for the following semester.

ARTICLE 3. Cumulative Leave

Section 126. Cumulative leave shall be granted to full-time non-teaching personnel and to regular members of the faculty who perform regular administrative functions; Provided, that "administrative functions" used in the preceding sentence shall be construed to mean those functions that are required in the management of the College or any of its units.

Faculty members who are engaged in such work as research or other assignments which involve work beyond their normal work load, and which prevent them from taking advantage of the teacher's leave, both conditions being certified to by the appropriate Dean/Director, may also enjoy cumulative leave status for the period when they cannot go on teacher's leave. This privilege is covered by an appointment approved by the President of the College for at least one academic year.

Section 127. After twelve (12) months of continuous, faithful and satisfactory service, regular employees as well as faculty members mentioned in the preceding section not on teacher's leave status shall be entitled to fifteen (15) days' vacation and fifteen (15) days sick leave with full pay, exclusive of Saturdays, Sundays and public holidays.

Section 128. Vacation and sick leaves referred to in the preceding section shall be cumulative. Any part hereof which is not taken within the calendar year in which it is earned may be carried over to the succeeding years. Whenever any officer or employee retires, or voluntarily resigns or is allowed to resign or is separated from the service through no fault of his

own, he/she shall be entitled to the commutation of all the accumulated vacation and/or sick leaves to his/her credit, provided such leave benefits are not covered by special law.

Section 129. The mandatory annual vacation leave shall be forfeited if not taken during the year. However, in cases where the scheduled leave has been cancelled in the exigency of the service by the President the scheduled leave not enjoyed shall not be deducted from the total accumulated vacation leave credits.

Section 130. Sick leave shall be granted only on account of sickness or disability on the part of the employee concerned or of any member of his immediate family; Provided, That members, of the family shall be as defined in the Civil Service laws and rules.

Section 131. Applications for vacation leave shall be submitted to the President through the Dean/Director/head of the unit concerned at least five (5) days before its affectivity date.

Section 132. Sick leave may be applied for in advance in cases where the official or employee will undergo medical examination or surgery or is advised to rest in view of ill health, duly supported by a medical certificate.

In ordinary applications for sick leave already taken not exceeding five (5) days, the head of unit or the President may duly determine whether or not granting of sick leave is proper under the circumstances. In case of doubt, a medical certificate may be required.

Section 133. Any member of the faculty of the College may request in writing, thru the Dean/Director of unit, a shift from the teacher's leave status to cumulative leave status and vice versa, as long as the requirements in Section 126 are met.

ARTICLE 4. Maternity Leave

Section 134. Women in the government service who have rendered two (2) years or more of continuous service shall, in addition to the vacation and sick leave granted to them, be entitled to maternity leave of sixty (60) days with full pay.

For those who have rendered less than two (2) years of government service at the time of the enjoyment of maternity leave, the computation of their maternity leave pay shall be proportionate to their length of service.

Section 135. Maternity leave shall be granted to married female employees in every instance of pregnancy, irrespective of its frequency.

Section 136. When an employee wants to report back to duty before the expiration of her maternity leave, she may be allowed to do so without refunding the commuted money

value of the unexpired portion of her maternity leave and she shall be paid the corresponding salary for the services rendered.

The foregoing provision shall be subjected to a certification by a physician that the subject employee is physically fit for work.

ARTICLE 5. Leave Without Pay and Unexplained Absence

Section 137. Leave of absence without pay, not to exceed one (1) year, renewable for another year only, shall be granted for good cause, the application for leave to be filed well in advance so that the said leave will not interfere with the work of the College

Section 138. For unexplained/authorized absence of at least sixty days beyond the expiration of the leave granted, any member of the faculty, officer, or employee of the College may after due notice and investigation by the proper College authorities be dropped from the service, provided, that he has no service contract or other obligations, in which case the necessary legal action will be taken against him/her.

ARTICLE 6. Military Service Leave

Section 139. Military service leave shall be granted to members of the faculty, officers, employees, as necessary.

Any person mentioned in this Section who may be called in accordance with the National Defense Act or any other law for trainee instruction or for regular active duty training, shall be paid his/her salary during his absence for such purpose

Section 140. When he/she goes on training voluntarily with the Armed Forces of the Philippines without being obliged to go, he/she shall apply for leave of absence in case the application is approved, he shall draw no compensation from the College during his/her absence, Provided, however, That this absence shall not curtail his/her vacation and sick leave privileges in the college

Chapter 13

Special Detail

Section 141. A member of the faculty or an administrative officer may be assigned by the President of the College on special detail to any institution in the Philippines or abroad for the benefit of the College or any of its units and under certain conditions to be fixed by him/her in each case; Provided, that a faculty member who is married at the time of the detail may be

granted an additional monthly family allowance to commence from the date of departure to the date of return to the College

Section 142. Upon the request of another agency or entity in the government and when the resources of the College so permit, the College personnel may be authorized to go on special detail with the requesting agency, subject to the following condition:

a. No special detail shall be authorized for a period of more than one year at a time and

b. Renewal shall be granted only in exceptional cases as determined by the President of the College.

Section 143. The foregoing rules on special detail shall not apply to special detail abroad for fellowships and similar arrangements.

Section 144. With respect to members of the faculty and non- academic personnel who accept career positions in the government or government-owned or controlled corporations, a leave of absence or special detail of one (1) year shall be renewable only once.

Section 145. Employees granted special detail shall submit a detailed report of their work within thirty (30) days after their return to duty.

Chapter 14

Special Service Leave

Section 146. Special service leave not exceeding four (4) years shall be granted to members of the faculty who accept, on a temporary basis, government positions which are primarily confidential, policy-determining, or highly technical, tenure to which is usually terminable at the pleasure of the appointing power; Provided, however, That members of the faculty appointed to said government position shall be entitled to a leave of absence from the College co-terminus with such a government assignment.

Section 147. Nothing in the foregoing rule shall preclude a professor on special service leave to continue serving the College as professorial lecturer or consultant in any of the units of the College as may require their services.

Chapter 15

Study Privileges

Section 148. Members of the faculty, officers, and employee shall have the privilege of enrolling in the College for not more than six (6) units a semester. They shall be exempted from tuition and other fees, provided that the course in which they are enrolled shall redound to the benefit of their regular work in the College subject to the approval of the President of the College. In the case of non-teaching personnel, the courses shall be taken after office hours.

Section 149. Children and the spouse of permanent full-time personnel, including those on daily wage basis, who have served continuously for a period of not less than five (5) years in the College shall be exempted when studying in the College from the payment of tuition and other fees on initial enrolment. This privilege is subject to renewal every semester provided they pass all the academic subjects enrolled in during the preceding semester.

Section 150. Any member of the faculty and non-academic staff of the College may enroll in the College or in other institution only after written permission from the President, upon the recommendation of the Dean/Director of the unit concerned. Permission may be granted only when the work of the staff member, the nature and scope of the course he/she intends to take, and the schedule of the course will not impair the efficiency of the staff member in the performance of his/her regular duties.

Chapter 16

Insurance and Retirement

Section 151. The College shall participate in the Government Service Insurance System (GSIS). However, the College may augment for its faculty and other employees the benefits accruing from the GSIS by means of an equitable schedule of incentives and rewards.

Chapter 17

Retirement Privileges of Faculty and Academic Staff

Section 153. There shall be an automatic increase in salary for faculty and academic non-teaching staff who will retire at the compulsory retirement age, subject to the following conditions:

a. The automatic pre-retirement increase in salary shall be given no earlier than a year nor later than three (3) months prior to the date of retirement, as follows:

1. One step increase for those who shall have rendered at least fifteen (15) years but less than twenty (20) years of very satisfactory service to the Government and/or the College at the time of retirement.

2. Two-step increase for those who shall have rendered at least twenty (20) years but not less than thirty (30) years of very satisfactory service to the Government and/or the College at the time of retirement.

3. Three-step increase for those who have rendered at least thirty (30) years of very satisfactory service to the Government and/or the State College at the time of retirement.

Section 154. Retired members of the faculty and academic staff shall enjoy College privileges and shall receive publications of the College which are furnished regularly to the faculty. They may also be entitled to such other privileges as the College is in a position to grant in accordance with pertinent laws. They shall likewise be invited to participate in major College programs and activities.

Section 155. A retired faculty member with the rank of professor may be appointed professor emeritus subject to the following conditions:

a. He must have rendered at least twenty (20) years of active and faithful service to the State College; and

b. He must have achieved marked distinction as a productive scholar, scientist, artist or educator or is widely acknowledged as an effective and dedicated teacher.

A special committee, appointed by the President of the College among senior members of the faculty in active duty, shall be responsible for evaluating nominations of retired professors for emeritus appointment. The committee shall submit its recommendation(s) through the President to the Board of Trustees for approval.

Chapter 18

Diploma of Merit

Section 156. A Diploma of Merit shall be presented to members of the faculty and the administrative staff for exemplary conduct, loyalty, and exceptionally efficient and meritorious services rendered to the College upon their voluntary resignation or their retirement from the service after at least fifteen (15) years. The diploma shall be signed by the President and the Dean/Director of the concerned unit and issued on the date following the last day of active service.

Chapter 19

Housing

Section 157. The College shall, as far as practicable, provide adequate and convenient housing for its students, faculty and administrative workers while in the service of the College, by preserving and developing a portion of its campus and/or off-campus site for the purpose. The administration shall implement this provision by tapping both public and private sources of funding.

Chapter 20

Coursing of Communications

Section 158. Official communications shall follow the regular channels, except where the intermediate officials will not give the communications due courses in which case, the faculty member or employee may send this directly to the official concerned.

Chapter 21

Suspension and Removal

Section 159. No member of the faculty, officer, or employee shall be suspended or removed except for cause and after due process.

Section 160. The President may suspend or remove after the hearing, any member of the faculty, officer or employee of the College, without prejudice to an appeal to the Board of Trustees within thirty (30) days after signed receipt of the decision by the respondent.

Section 161. The Board of Trustees upon recommendation of the President may suspend or remove after due hearing officers, faculty and employees. In all cases where the decision of the Board is for removal of the respondent concerned, it shall automatically be reviewed by the appropriate civil service or equivalent agency without prejudice to further judicial remedies, Provided, That adverse decisions affecting faculty and other academic personnel shall be appealable to the courts.

Chapter 22

Faculty or Employees Organizations

Section 162. Any proposed organization or association of the members of the faculty or non-academic staff of the College shall submit to the President for approval by the Board a copy of its Constitution and by-laws and shall be subject to such other Conditions as may be prescribed by the President and approved by the Board of Trustees.

Chapter 23

General Restrictions

ARTICLE 1. Regulations

Section 163. No member of the faculty, officer or employee of the College shall publish or discuss publicly the proceedings of the Board of Trustees or any decision not yet officially released without the written permission of the President of the College.

Section 164. No member of the faculty, officer or employee of the College shall publish or discuss publicly any information concerning a particular unit not intended for public consumption, without written permission of its Dean/Director and/or the President of the College.

Section 165. No member of the faculty, officer or employee shall publish or discuss publicly charges or complaints against any other member of the faculty, officer, or employee concerning his/her official duties or his private life or conduct. Any such complaint or charge shall be addressed to the proper authorities of the College for action before resorting to any other remedy available to the complaining party

Section 166. No member of the faculty shall transact with any student of the College in matters involving money, property, or other valuable considerations which might influence the scholastic standing of the student.

Section 167. No textbook, whether printed or duplicated, shall be required as basic teaching material in any class unless approved by the proper committee created by the President of the College.

Section 168. Insofar as it is consistent with their regular duties and if approved by the President of the College, faculty members who are members of the scientific and professional organizations may attend meetings of such institutions.

Section 169. Members of the faculty of the College shall be encouraged to accept invitations to speak at graduation exercises, special convocations, seminars, workshops, conferences, professional association meetings, and similar activities for professional growth

and community service, and the time spent in going to and returning from the same shall be counted as official, provided that such has had prior official approval.

Section 170. Members of the faculty may invite a resource person who is not officially connected with the College to give a lecture or talk on any subject before their class or any group of students, subject to written permission of the Dean/Director of the unit and upon prior approval of the President of the College.

Section 171. A faculty member may undertake research work under the auspices of an organization outside of the College with the written consent of Dean/Director and upon prior approval of the President. In the publication of such research, the College shall be credited, side by side with the outside organization.

Chapter 24

Administrative Staff

ARTICLE 1. Administrative Staff Appointment

Section 172. The existing Civil Service Law, as well as the rules and regulations issued thereof, including whatever measures the Board of Trustees may adopt within the context of these laws and rules, shall govern appointments to the administrative staff.

Section 173. The appointments of all administrative officers and other non-academic employees of the College shall be approved by the CSC upon the recommendation of the President of the College.

Section 174. Workers and other helpers in the maintenance of grounds and buildings of the State College on daily wage basis shall be appointed by the President of the College upon recommendation of the appropriate officer.

ARTICLE 2. Compensation

Section 175. All administrative officers and other employees of the College shall be paid salaries or wages within the limits prescribed by existing laws and rules.

Section 176. Whenever a faculty member receiving additional compensation for administrative services rendered, in addition to his teaching duties, is absent for more than thirty (30) days another faculty member duly appointed to perform such administrative duties, over and above his regular teaching load shall be entitled to honoraria/overtime pay and other benefit authorized by the Board of Trustees within the context of existing laws.

Chapter 25

Personnel Transactions & Discipline

Section 177. The promotion, transfer, detail, reduction in force, separation or demotion and all other personnel transaction affecting faculty, officers of administration, and other employees of this College shall be governed by the rules and regulation promulgated by the Board of Trustees within the context of the existing civil service and other pertinent laws and rules.

Section 178. Disciplinary action against faculty/administrative personnel in the College shall be governed by the rules and regulations promulgated by the Board of Trustees within the limits of existing civil service laws and rules.

Section 179. Appeals from the decisions of the proper authorities affecting administrative staff in the College shall be in accordance with the rules and regulations promulgated by the Board of Trustees within the limits prescribed by existing civil service laws and rules.

Title Three

Business and Financial Administration

Chapter 26

Administration of College Property

ARTICLE 1. Supervision of Buildings and Grounds

Section 180. The College grounds, buildings and motor pool shall be under the immediate supervision of the Director for General Administrative Support Services (GASS). He/She shall be responsible for the construction, as well as care, repair and maintenance of all campus buildings, faculty houses, roads and utilities. He/She shall be responsible for the landscaping and the maintenance of campus grounds, the provision for adequate transportation and motor facilities, and the repair and maintenance of equipment.

ARTICLE 2. Use of Buildings and Premises

Section 181. The Dean/Director of concerned units shall allow classrooms in the buildings of the College.

Except those specifically provided by law, College organizations shall have priority, in that order, academic work and in the use of a building or a portion of a building or any other property belonging to the College.

College organizations are those whose members are drawn from students, alumni, employees, or faculty of the College in accordance with the rules promulgated by the President of the College.

Section 182. The use of buildings and premises by outside individuals or organizations shall be in accordance with rule promulgated by the President of the College, pertinent Board policies and existing laws.

ARTICLE 3. Fund Solicitation within the College Building

Section 183. No solicitation of funds, canvassing for the sale of merchandise, subscription for securities, insurance publications, sale of tickets, and any other promotional or chari schemes shall be conducted in College buildings or grounds without the previous approval in writing of the President of the College his/her duly authorized representative.

Section 184. Streamers, placards and similar materials which are used to announce, advertise or publicize events, products, or the like shall not be posted or placed in any of the buildings or grounds, or portions thereof, of the College unless so authorized.

ARTICLE 4. Property Responsibility

Section 185. Any service unit property that is not assigned directly to any particular faculty/staff member shall be under the immediate custody and responsibility of the respective unit heads, who shall each designate an employee to take charge of property issued to the unit.

Section 186. No one shall take from the buildings or grounds any College property for private or public use without the prior written approval of the unit head or the Dean/Director or his/her duly authorized representative.

ARTICLE 5. Use and Operation of Government Motor Vehicles

Section 187. All motor vehicles owned and operated by the College, except that authorized for the exclusive use of the President, shall be constituted into a motor pool under the direct supervision and control of the Director for General Administrative Support. Services (GASS) or his/her duly authorized representative; Provided, that the Board may authorize alternative mechanisms to promote economic use of vehicles.

Section 188. The use and operation of motor vehicles owned by the College shall be in accordance with the rules and regulations of the College and the pertinent provisions of existing laws, government rules and regulations, as well as Commission on Audit (COA) circulars on the matter.

ARTICLE 6. Administration of Other Related Business Enterprise

Section 189. The operation of business enterprises, including land grants, related to academic objectives of the College shall be administered in accordance with the rules promulgated by the Board.

Chapter 27

Procurement and Requisitions

Section 190. All procurements and requisitions shall be made in accordance with the provisions of existing laws, government rules and regulations, and other implementing rules of the College within the context of the COA rules.

Section 191. Negotiated purchases and transactions shall be governed by pertinent laws.

Section 192. All purchases of supplies, materials and equipment shall comply with the requirements of COA.

Section 193. All requisitions shall be submitted by the Dean/Director concerned unit to the General Administrative Support Services (GASS). The Chief Accountant shall determine whether or not an appropriation is available to fill the requisition.

Chapter 28

Bids for College Projects

Section 194. All transactions of the College subject to public bidding shall comply with the existing laws and regulations on public bidding.

Chapter 29

Sale and Disposal of College Property

Section 195. Subject to auditing rules and regulations, the sale or disposal of buildings, machinery, or any property of the College, the original cost of which is more than P 10,000.00 shall be made only with the consent of the Board of Trustees. This provision does not apply to production units where sales are a regular part of the activities of such units.

Chapter 30

College Budget

Section 196. The annual budget of the College shall be prepared in accordance with budgetary policies of the government.

Section 197. Pending the approval of the annual budget for the ensuing year, the College shall operate from January 1 of a given year, using as basis the budget of the previous calendar year. The initial collections of the College from fees and other sources shall be available for the purpose.

Section 198. Income from tuition fees, other school charges, land grants, business enterprises and other operating income as may be imposed and/or regulated by Governing Boards, shall constitute a special trust fund for the use of the College, Provided, That such special trust shall be deposited with a government depository bank and duly recorded as a special account in the General Fund; Provided, Further, That its disbursement is covered by a

special budget duly approved by the Board and that in no case shall such special trust fund be used to create new positions, to augment salaries of regular personnel, to increase allowances beyond those already authorized, or to purchase motor vehicles, without prior approval of the Office of the President of the Republic of the Philippines pursuant to existing regulations and Provided, finally, that fiduciary fees shall be spent for the purpose(s) they are collected.

Section 199. No transfer of funds shall be authorized except in emergency cases. However, in these cases, the President of the College with the approval of the Board of Trustees may direct the transfer of funds from one item to another not exceeding ten percent of the amount appropriated for such item, except appropriations for personal services which need not be limited to ten percent (10%), subject to the succeeding provisions; Provided, That such shifting of funds is covered by the same calendar year; Provided, Furthermore, That whenever authorized positions are transferred from one unit or program within the same College/School/Institute, the corresponding amounts or items appropriated for personal services under such item/s are also deemed transferred, without however increasing the total outlay for personal services of the College/School/Institute concerned and provided, Finally, that the President of the College may distribute the lump sum appropriation for "Sundry Expenses" to the different units of the administration to supplement deficiencies in their budget allotments.

Section 200. No appropriation for labor shall be spent for other purposes; provided, That this rule shall not apply to services of students.

Section 201 The President is authorized to order his/her discretion the closing of accounts of finished and dormant projects and to direct the reversion of any balance remaining to the original fund from which they were drawn or to the general unassigned funds of the College.

Chapter 31

Approval and Audit

Section 202. All Accounts and expenses of the College shall be audited by the Commission on Audit, and all disbursements shall be made in accordance with rules and regulations prescribed by COA.

Section 203. All vouchers and warrants shall be submitted for recommendation of the Director for GASS for approval of the president of the College or duly authorized representative.

Chapter 32

Travelling Expenses

Section 204. The incurrence of travel expenses for local travel shall be subject to the provisions of existing laws and rules/regulations pertaining to local travel.

Section 205. The President of the College may in his discretion, authorize any service unit of the College to spend from its appropriation for "Traveling Expenses of Personnel" such amount as may be necessary for travel within the country for purposes of research, extension community training, observation or study and similar purposes.

Section 206. Expenditures for foreign travel shall be governed by existing laws and rules on foreign travel.

Chapter 33

Donations and Endowments

Section 207. All donations to the College shall be accepted by the President of the College in the name of the Board unless when the same is onerous, in which case, the donation shall be submitted to the Board for appropriate action; Provided, however, That all accepted donations are reported to the Board at its meeting immediately following.

Chapter 34

Investments

Section 208. Idle funds of the College may be invested in government securities or in money market placements with government financial institutions. In order to maintain the cash liquidity however, the investments shall be on short-term basis only. The proceeds of mature investment may, however, be rolled over for as long as the funds are not yet needed without prejudicing the requirements of the College for adequate school plant/[instructional] facilities. The investments shall be authorized by the President according to the limits prescribed by the Board. The interest earned on these investments may be expended for such purpose as the Board may authorize in its discretion consistent with public interest.

Section 209. The allotment of the College shall be deposited with any government authorized bank under the "Combo Scheme" which will be apportioned under the current checking account, saving accounts, and the Income Deposit and, Provided, However, That when the current checking account is already exhausted, the saving deposits will be transferred to the

checking current account and likewise, the time deposits will be transferred to the saving account deposit.

Section 210. The Board shall formulate and implement its own budget which is reflective and supportive of national and College objectives, strategies and plans.

Chapter 35

College Publications

Section 211. The rate of subscription to College publication shall be approved by the President of the College, and the income that may be derived from them shall accrue exclusively to their maintenance and support, subject to the approval of appropriate authority.

Section 212. All exchanges for College unit publications shall be turned over to their respective unit libraries. In case of exchanges for publications of the College, they shall be turned over to the College library.

Title Four

Academic Calendar and Classes

Chapter 36

Calendar

Section 213. The academic calendar shall be within the calendar issued by the appropriate authority and the details thereof prepared by the College.

Section 214. Each semester shall consist of at least 18 weeks. Class work in the summer session shall be equivalent to class work in one semester.

Section 215. All class hours lost due to fortuitous events such as typhoons and earthquakes shall be made up for.

Section 216. All academic and co-curricular activities of the College shall be reported to the College Registrar before the beginning of the semester so that a calendar therefore may be issued.

Chapter 37

Schedule of Classes

Section 217. Schedule of classes shall be prepared by the College Registrar after consulting with the Dean/Director of concerned units and approved by the President of the College.

Section 218. Classes shall not be scheduled outside regular office hours. It re-scheduling within or outside office hours is necessary for reasons of lack of space, facilities, or staff members, consent of the Dean/Director concerned and the College Registrar shall be sought before said new schedule shall take effect.

Chapter 38

Orientation Program

Section 219. An orientation program for new students during the two (2) days immediately preceding the opening of classes shall be prepared and conducted by the Director of Student Affairs.

Chapter 39

Class Size

Section 220. Unless otherwise authorized by the Dean/Director concerned and upon approval of the President, a laboratory (whether academic or vocational) class shall not exceed thirty (30) students.

Section 221. Under normal conditions, an academic class shall not exceed forty (40) students.

Section 222. No class shall be divided into sections primarily to enable the instructors to comply with the regulations governing teaching load.

Section 223. Deviations from the above standards shall be subject to the approval of the duly constituted authorities of the College the recommendation of the Director concerned.

Section 224. When necessary, the College may limit its enrolment, subject to the approval of the President.

Chapter 40

Dismissal and Postponement of Classes

Section 225. Classes shall not be dismissed by the instructors without prior authority from the Dean/Director except in unusual cases, for which a report should be submitted to the Dean/Director stating the reason for such action taken by the instructors

Section 226. No instructor shall postpone the holding of his/her class to any other hour than that officially scheduled nor shall he/she meet his/her students for class or consultation purposes in any unscheduled room or place except with the approval by the President.

Section 227. Classes shall be dismissed five minutes before the scheduled time to allow enough time for students to transfer from one room to another.

Section 228. All tertiary classes shall automatically be dismissed when the Weather Bureau raises typhoon signal number 3 in the area which covers the College. High school classes, shall be dismissed when signal number 2 is raised.

Title Five

Admission and Registration

Chapter 41

Entrance Requirements

Section 229. Entrance requirements shall be prescribed by the faculty of the College or unit offering the course subject to the approval of the Academic Council and the Board of Trustees.

Section 230. Every application for admission shall meet all entrance requirements prescribed by the College.

Chapter 42

Admission

Section 231. No student shall be denied admission to the College by reason of race, age, sex, socio-economic status, religious belief, political affiliation, ethnic origin, or ideology; Provided, That the College may allocate admission to foreign students after all qualified applications shall have been admitted.

Section 232. Every applicant for admission shall pass a thorough physical, medical/dental and other necessary examinations as a pre-requisite for admission.

Chapter 43

School Fees

Section 233. Matriculation, registration, tuition and other school fees, and exemptions and deductions shall be fixed by the Board of Trustees

Chapter 44

Registration

Section 234. No student shall be registered in any subject after the last day of late registration in the calendar, but in no case not later than five days after the last day of late registration.

Chapter 45

Cross -Registration

Section 235. No student currently enrolled in one institution shall be admitted to the College without a written permit from the appropriate official of the former institution. The permit shall state the total number of units for which the student is registered and the subjects that he is authorized to cross-register in.

Section 236. The total number of the units of credits for which a student may register in two or more curricula in this College shall not exceed the maximum allowed by the rules on academic load.

Section 237. Transfer credits shall be given to courses taken by a student in an accredited institution on recommendation of the Dean/Director concerned, subject to pertinent College rules and regulations.

Chapter 46

Classification of Students

Section 238. Students are classified as follows:

- a. A full-time student: is one who is registered for formal academic credits and who carries the full load for a given semester under the curriculum in which he is enrolled.
- b. A part-time student is one who is registered for formal credits but who carries less than the full load for a given semester under the curriculum in which he is enrolled.
- c. A transfer student is one who comes from another institution who is registered after qualifying for admission to the College.
- d. A working student: is one who is employed on a full-time or part-time basis.
- e. A foreign student is one who is a citizen/subject resident of another country.
- f. A special student is one who is not earning formal academic credits for his work.

Section 239. Students are also classified as follows:

- a. A freshman is a student who has not finished the prescribed subjects of the first year of his curriculum or 25% of the total number of units required in his/her entire four-year degree program, or 20% in the case of the five-year degree program;
- b. A sophomore is a student who has satisfactorily completed the prescribed subject of the first year of his/her curriculum, or has finished 26% but not more than 50% of the total number of units required by his/her entire four-year degree program or 1% but not more than 40% of the total number of units required in the case of a five- year degree program;
- c. A junior is a student who has completed the prescribed subjects of the first two years of his/her curriculum or has finished 51% but not more than 75 % of the total number of units required by his/her entire four-year degree program, or 41% but not more than 60% of the total number of units required by his/her entire five-year degree program;
- d. A senior student is one who has completed the prescribed subjects of the first, second and third years of his/he curriculum, or has finished 76% of the total number of units required by his/her entire four-year degree program. In case of

the five-year degree program, one is classified as a pre-senior student if he/she has finished 61% but not more than 80% of the total number of units required by his/her five-year degree program; and

e. In case of a five-year degree program, one is classified as a senior student if he/she has completed the prescribed subjects of the first, second, third, and fourth years of his/her curriculum or has finished 81% of the total number of units required by his/her curriculum.

Chapter 47

Academic Load

Section 240. One unit of credit shall be at least eighteen (18) full hours of instruction per semester in the form of lecture, discussion, seminar, tutorial, or equivalent field/laboratory work or any combination of these, provided, that a substantial equivalent shall be observed for other terms such as trimestral or quarterly system.

Section 241. An undergraduate student shall not be allowed to carry more than 21 units a semester, provided, however, that a graduating student, as a special case, may be permitted to carry a heavier load. Full-time graduate students shall not be allowed to carry more than 12 units per semester, and 9 units for part-time student.

Section 242. During the summer term, the normal load shall be six (6) Units, but in justifiable cases, the Dean/Director may allow a higher load of not exceeding nine (9) units.

Section 243. The Dean/Director shall limit the academia load of students who are employed, whether full-time or part-time.

Chapter 48

Attendance

Section 244. Attendance shall be governed by the rules promulgated by the College.

Chapter 49

Fees

Section 245. Fees such as tuition, registration matriculation, laboratory, and others, shall be determined by the Board.

Chapter 50

Refund of Fees

Section 246. The College shall determine the rules on the refund of fees.

Title Six

Curricular Changes

Chapter 51

Dropping and/or Adding of Subjects

Section 247. A student may, with the knowledge of the instructor of the subject and consent of the adviser and the Dean/Director of unit concerned, drop a subject by filling out the prescribed form. If the dropping takes place after the mid-term examinations, the instructor shall state on the above mentioned form whether the student shall be "Dropped" or given a grade of "5" on the basis of his class standing for the subject.

Section 248. A student who intends to drop a subject should first notify the instructor concerned. Then the student's advice shall recommend approval of the dropping of the subject to the Dean/Director of the concerned unit: Any student who does not follow the above procedure shall be given a grade of "5".

Section 249. A student may add a subject within one (1) week after the opening of classes by filling out the prescribed form; provided, that he/she does not carry more than the maximum load for the semester which is specified in his curriculum approved by the adviser and noted by the Dean/Director of the unit. When adding subject, the student should secure the signature of the instructor concerned to make sure that enrolment in the course is still open. Then the student's adviser shall recommend to the Dean/Director of the unit concerned the approval of the addition of the subject.

Chapter 52

Transfer of Students

Section 250. Change in section shall be allowed, subject to the approval of the Dean/Director concerned upon recommendation & the instructors concerned.

Chapter 53

Changing of Classes

Section 251. Transfer shall be allowed under certain limitation: (1) after the student has completed not more than fifty (50) percent of the unit requirements for the course; and (2) the transferee complies with requirements for admission of the institution to which he seeks transfer.

Chapter 54

Substitution

Section 252. Every subject substitution must be based on a least one (1) of the following:

- a. When a student is enrolled in a curriculum which has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new;

- b. When there is conflict of hours between two subjects; or
- c. When the subject is not offered.

Title Seven

Examinations, Rules of Scholarship Standing and Graduation

Chapter 55

Basic State Principles and Policies

Section 253. Every institution of higher learning shall enjoy academic freedom.

Section 254. Academic freedom in this College guarantees that the academic staff exercise de-facto control of the following functions: (1) the admission, evaluation, and graduation of students; (2) the curricular programs; (3) the teaching strategies and methods; (4) the determination of who may teach; and (5) what research to undertake.

Section 255. Academic freedom guarantees the right of a faculty member to teach the subject of his specialization according to his/her best lights; to hold, in other subjects, such ideas as he/she believes sincerely to be right; provided, however that no faculty in this College shall attempt either directly or indirectly, under the penalty of dismissal by the Board of Trustees, to influence its students for or against any particular church or religious sect, ideology or political party, and to express his/her opinions on public questions in a manner that shall interfere with his/her duties as a member of the faculty or compromise his/her loyalty to the College that employs him/her.

Section 256. In the exercise of academic freedom, the Academic Council of this College shall have the authority to prescribe its curricula and rules of discipline, fix the requirements for admission as well as graduation and the conferring of degrees, subject to confirmation by the Board of Trustees. The enforcement of these rules shall devolve upon the unit faculties in council. The Council alone, as the highest academic body, shall have the authority to review and approve/disapprove unit faculty decisions on academic matter.

Section 257. The College shall have a uniform grading system using number grades from "1" to "5" where "1" is the highest.

Chapter 56

Examination and grades

Section 258. Examinations are integral components of instruction and shall be administered by the faculty subject to College policies/rules for the purpose of formative and/or summative evaluation of student performance.

Section 259. The academic performance of students shall be evaluated and graded at the end in accordance with the prescribe grading system.

The instructor has the sole authority to determine and give grades to his/her students.

Section 260. Every faculty member shall submit his/her report of grades as soon as possible but not later than one (1) week after the last day of examination period at the end of each term. In justifiable cases, deviation from this rule may be authorized by the President of the State College.

Section 261. No instructor may be required to submit grades in any one course oftener than twice a semester or term.

Section 262. No faculty member shall change any grade after the report of record has been filed with the Registrar. In exceptional cases, as where an error has been committed, the instructor may request authority through official channels from the Dean/Directors of concerned unit and the Academic Council, to make the necessary change. If the request is granted, a copy of the resolution of the Council authorizing the change shall be forwarded to the Office of the Registrar for correction of the records. However, in no cases shall grades be changed beyond one (1) year after initial filing, nor shall any change operate to the prejudice of the student

Section 263. No student of the College shall directly or indirectly influence his/her professor or professors to give a certain grade or ask another person to influence his/her professor similarly. Any student violating this rule shall lose credit in the subject concerned.

Section 264. In graduated courses, the requirement for graduation shall be a general weighted grade of "2" or better in all courses except thesis.

Section 265. A grade of "4" means conditional failure. It may be made up for by successful repetition of the course, or by passing a re-examination. If the student passes the examination, he is given a grade of "3", but if he/she fails, a "5". Only one (1) re-examination is allowed, and must be taken within the prescribed time. If a student does not remove the grade of "4" within the prescribed time, he may earn credit for the courses only by repeating and passing it. A grade of "4" given for semester work of a two (2) semester course shall be converted to a grade of "3" if the student passes the second semester part of the same course in the same academic year. If he fails, the grade of "4" which he received for the first semester work shall be converted to a grade of "5".

The mark of "inc." is given if the student, whose class standing throughout the semester is passing, fails to take the final examination or fails to complete other requirements for the courses due to illness or other valid reasons. Removal of the deficiencies must be done within the prescribed time by passing an examination or meeting all the requirements for the course, after which the student shall be given a final grade on his/her over-all performance.

Section 266. There shall be a regular period for removing grades of “4” and “Inc.” before the start of each semester. Such a grade may no longer be improved after the end of the third regular removal period immediately following the semestral term in which the grade was incurred. A grade of “4” received after removing a grade of “inc.”, however, must be removed within the remaining portion of the prescribed period for the removal of the original grade of “Inc.”.

Chapter 57

Rules of Scholastic Standing

Section 267. Scholarship in the State College shall be classified into: (1) entrance scholarship; (2) college or full scholarship; and (3) unit or partial scholarship.

1. An entrance scholarship consisting of free tuition and laboratory fees shall be enjoyed for one semester only upon admission to the institution by the following students:

a. Graduates of colleges/universities of recognized standing or accredited institutions who are conferred any degree, cum laude or with honors or better.

b. Valedictorian and salutatorians from duly accredited public/private high schools and vocational schools; Provided, That said valedictorians/salutatorians belonged to graduating classes with an enrolment of at least thirty graduates, this fact to be certified by the head of the institution concerned; Provided, Further, That additional scholarships shall be granted to other honor graduates coming from the same class in the order of their rank for every additional fifty graduates or a major fraction thereof; Provided, Finally, that valedictorians and salutatorians in all the high schools under the university/college shall be extended the privileges of free tuition regardless of the number of members of the graduating class.

2. The College or full scholarship consisting of free tuition shall be enjoyed by any undergraduate student who obtains at the end of the semester an average of “1.50” or better or by any graduate student enrolled in the advanced education of the College who obtained at the end of the semester an average of “1.25” or better.

3. A Unit or partial scholarship consisting of a fifty (50) percent reduction in tuition shall be enjoyed by any undergraduate student who obtains at the end of the semester an average of “1.75” or better, or by any graduate student enrolled in the advanced education of the College who, not being classified as a College scholar under the

provisions of the preceding paragraph, obtains at the end of the semester an average grade of "1.50" or better.

Section 268. In addition to the general average grade prescribed in the preceding section, a student to be eligible for a College scholarship:

1. Must have taken during the previous semester not less than eighteen (18) units of academic credit or the normal academic load prescribed in the curriculum; provided, that in the case of a student enrolled in graduate school the normal load is four (4) courses during the regular semester or not less than two (2) courses during the summer sessions; provided, further, that credit for graduate courses shall be standardized at three (3) units each;
2. Must have completed the non-academic requirements for the semester; and
3. Must have no failing grade in any academic or non-academic subject in the preceding semester.

Section 269. The College (or full scholarship) shall cover only one semester, but shall be renewable for the succeeding semester if the student meets the conditions prescribed.

Section 270. If the student qualifies for two or more scholarships, he/she shall be required to choose only one.

Section 271. No student who has previously gone to college shall be eligible for admission as an entrance scholar.

Section 272. The Academic Council of the College shall promulgate suitable and effective provisions governing undergraduate delinquent students.

Section 273. Any student dropped from one curriculum program shall not ordinarily be admitted to another curriculum program of the College unless in the evaluation of competent authority, his/her natural aptitude or interests may qualify him/her for another field of study in which case he shall be allowed to enroll in the appropriate curriculum of the College.

Section 274. Any student who at the end of semester or term, fails in 100 percent of the academic units in which he/she is officially enrolled for credit shall be permanently barred from readmission to the College.

Any student who was dropped in accordance with Section 273 and again fails so that it becomes necessary to drop him/her again, shall not be eligible for re-admission to the College.

Section 275. Permanent disqualification does not apply to cases where, on the recommendation of the faculty concerned, the faculty certifies that the grades of “5” were due to the student’s unauthorized dropping of the subjects and not to poor academic performance. However, if the unauthorized withdrawal takes place after the mid-semester and the student’s class standing is poor, his/her grades of “5” shall be counted against him/her for the purpose of this scholarship rule. The Dean/Director of the unit concerned shall deal with these cases on their individual merits in the light of the recommendations of the Director of Students Affairs.

Section 276. A mark of “Incomplete” is not to be included in the computation, unless it is replaced by a final grade, in which case, said grade shall be included in the grades during the semester in which the removal was made.

Section 277. Required courses in which a student has failed shall take precedence over other courses in his/her succeeding enrolment.

Section 278. No re-admission of dismissed or disqualified students shall be considered by the Dean/Director of the unit concerned without the favorable recommendation of the Director of Student Affairs for elevation to the President whose decision shall be final.

Section 279. A student in good standing who desires to sever his/her connection with the College shall present a written petition to this effect signed by his/her parent or guardian, to the Registrar. If the petition is granted, the student shall be given honorable dismissal. Without such petition and favorable action, no record of honorable dismissal shall be made.

Section 280. Honorable dismissal is voluntary withdrawal from the College with the approval of the Registrar or equivalent official duly authorized by the President of the College. All indebtedness to the College must be settled before the statement indicates that the student is withdrawing in good standing as far as character and conduct are concerned.

Section 281. A student who leaves the College by reason of suspension or expulsion due to disciplinary action shall not be entitled to honorable dismissal. His/her transcript of records shall contain a statement of the disciplinary action rendered against him.

Chapter 58

Leave of Absence

Section 282. Prolonged leave of absence shall require a written petition to the Dean/Director of the concerned unit stating the reasons for the leave and specifying the period of the, leave which shall not exceed one academic year

The College, through the Dean/Director of the Unit concerned, shall notify the Registrar and parents/guardian of every student granted leave of absence, of such leave indicating the reason for the same and the amount of money refunded to the student, if any.

Section 283. Students who withdraw from the College without formal leave of absence may have their registration privilege curtailed or entirely withdrawn

Chapter 59

Graduation Requirements

Section 284. No student shall be recommended for graduation unless he/she has satisfied all academic and other requirements for graduation prescribed in his curriculum.

Section 285. Candidates for graduation who began their studies under a curriculum ten (10) years or more earlier shall be governed by the following rules:

1. Those who had completed all 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 would have originally graduated.
2. Those who had completed all but three subjects or less required by the curriculum may follow any of the curricula in force from the time they first attended, the College to the present.

Section 286. During the first three (3) weeks after the opening of classes in each semester, each Dean/Director of the unit concerned shall certify to the Registrar a list of candidates for graduation. In consultation with the concerned students majoring in their respective departments, the Dean/Director shall examine the academic record of each candidate with a view to ascertaining whether any candidate in such a list has any deficiency or whether he has fulfilled all requirements which qualify him/her to be a candidate for graduation; Provided, however, That if there should be any question regarding a candidate, his/her name shall not be deleted from the list of candidates for graduation, but footnotes to that effect shall be made. Ten (10) weeks before the end of the semester, the Registrar shall publish a complete list of duly qualified candidates for graduation for that semester.

Section 287. All candidates for graduation shall have their deficiencies cleared and their records complete not later than five (5) weeks before the end of their last semester, except in those subjects both academic and non-academic in which the student is enrolled during the last semester.

Section 288. No student shall be graduated from the College unless he/she has completed at least 4 semesters/summers of residence from a 4-year/5-year course and 2 semesters/summers from a 2-year course. In case of a 1-year course, all required subjects in the curriculum should have been taken from this College.

Section 289. No student shall be issued a diploma, certificate or transcript of records who does not pay the required graduation fees and comply with other requirements.

Chapter 60

Graduation with Honors

Section 290. Students who complete their courses with the following range of weighted averages, computed to the third decimal place and, rounded up to the second decimal place, shall be graduated with honors:

Summa cum laude 1.00 to 1.25

Magna cum laude 1.26 to 1.50

Cum laude 1.51 to 1.75

Provided, that all the grades in all academic subjects prescribed.' in the curriculum shall be included in the computation of the weighted average; and provided; further, that in case of students graduating with honors in courses the prescribed length of which is less than four (4) years, the English equivalents, namely, "with honors", "with high honors", and "with highest honors", shall be used instead.

Section 291. Students who are candidates for graduation with honors must have completed in the College at least 76 percent of the total number of academic units or hours required for graduation and must not have a grade lower than 3 in any of the courses and must; have been in residence therein for at least two years immediately prior to graduation.

In the computation of the final weighted average of the students who are candidates for graduation with honors, only resident credits shall be included, Provided that all grades in all academic subjects shall be included in the computation of the weighted average.

Students who are candidates for graduation with honors must have taken during each semester not less than eighteen (18) units of credit, o' the normal load prescribed in the

curriculum in cases where such normal load is less than eighteen units unless the taking of lighter load was due to justifiable causes, for instance, poor health or due to the fact that the candidate was a working student, which reason must as much as possible be certified by the proper authority at the time the under load was incurred.

Chapter 61

Commencement and Baccalaureate Exercises

Section 292. The Registrar shall be responsible for the commencement and baccalaureate exercises and may call upon the other offices for assistance in the carrying out of the plans.

Section 293. The commencement exercises for graduating students of the College, including those who are to receive titles and certificates below the bachelor's degree shall be held on the same day fixed by the College.

Section 294. The commencement exercises for units not included in the general commencement exercises shall be held on such dates and such places as shall be fixed by the President of the College on the recommendation of the Dean/Directors of the units concerned.

Section 295. Attendance at general commencement exercises shall be required. Graduating students who choose not to participate in the general commencement exercises shall inform in writing their respective Directors at least ten days before the commencement exercises.

Section 296. The names of students elected to honor societies and awarded scholarships shall be included in the commencement program.

Section 297. The diploma shall bear only one (1) date which shall be the date of the commencement exercises.

Chapter 62

Academic Costumes

Section 298. Candidates for graduation with degrees or titles or title which require no less than four (4) years of collegiate instruction shall be required to wear academic costumes

during the baccalaureate service and commencement exercises in accordance, with the rules and regulations of the College.

Title Eight

Student Affairs

Chapter 63

Students

Section 299.Rights of Students. Subject to the limitations prescribed by law and school policies and regulations, the rights of every student in the College are:

- a. Every student has the right to receive relevant, quality education in line with national goals, educational objectives and standards of the College.
- b. Every student is entitled to guidance and counseling services to enable him/her to know himself/herself, to make decisions, and to select from the alternatives in the fields of work in line with his/her potentialities.
- c. Every student shall, in the exercise of the constitutional guarantees of free speech and press, have the right to express and pursue his opinions on any subject, provided, that the expression and dissemination of such views do not disrupt the work and discipline of

the College. Every student shall have the right to receive a copy of every publication paid by him/her.

d. Every student shall have the right to participate in the formulation and development of policies affecting the College in relation to the locality, region, and nation through representation in the appropriate bodies of the College to be determined by the Board.

e. Every student shall have the right to establish, join and participate in organizations and societies not contrary to law.

f. Every student shall have the right to receive reasonable protection within the College premises.

g. Every student shall have the right to be informed of the rules and regulations affecting him/her.

h. Every student shall have the right to participate in curricular and co-curricular activities.

i. Every student is entitled to be respected as a person with human dignity, to full physical, social, moral, and intellectual development, to human and healthful conditions of learning. No student shall be subjected to exploitation, involuntary servitude nor cruel or unusual punishment.

j. Students of institutions of higher learning shall enjoy academic freedom.

k. Every student shall have the right to redress of grievances against any wrong or injustices committed against him/her and/or other students by any member of the academic community in accordance with the defined channels of authority therein.

l. No student shall be subjected to disciplinary action without due process.

m. Every student shall have the right of access to his/her class and other records for the purpose of determining his/her class standing, and the school shall maintain and preserve such records.

n. Every student officially admitted by the College has the right to continue and pursue his/her course of study therein up to graduation, except in cases of academic delinquency and violation of disciplinary regulations.

o. Every student shall be entitled to expeditious issuance of certificates, diplomas, transcript or records, grades and transfer credentials.

Section 300. Duties and Responsibilities of Students. Every student, regardless of the circumstances of his/her birth, sex, religion, social status and other factors shall:

- a. Strive to lead an upright, virtuous and useful life.
- b. Love, respect, and obey his/her parents, and cooperate with them to keep the family harmonious and united.
- c. Exert his/her utmost to develop his/her potentialities for service, particularly by undergoing an education suited to his/her abilities in order that lie/she may become an asset to himself/herself and to society.
- d. Respect the customs and traditions of our people, the duly constituted authorities, the laws of our country and the principles of democracy.
- e. Participate actively in civic affairs and in the promotion of the general welfare.
- f. Help in the observance and exercise of individual and social rights, the strengthening of freedom everywhere, the fostering of cooperation among nations in the pursuit of progress, prosperity, and world peace.
- g. Respect and cooperate with teachers, fellow students and school authorities in the attainment and preservation of order in school and in the society.
- h. Exercise his/her rights responsibly with due regard for the rights of others.

Chapter 64

Curricular Consultation Service

Section 301. The College shall provide consultation and guidance services to students in connection with their program of studies.

Chapter 65

Residence Halls

Section 302. The College as much as possible should maintain residence halls for students and expect them to reside therein

Section 303. The residence halls shall be administered in accordance with the following rules:

a. Each residence hall shall have a full-time Resident Adviser who shall be responsible for the maintenance of order and discipline, for the improvement 'of students' academic work and personal/social behavior. The Resident Adviser shall have one or more assistants drawn from the faculty or senior and mature members of the studentry appointed by the President of the College or recommendation of the Resident Adviser. The Resident Adviser and his/her staff shall serve in accordance with such rules and regulations as may be prescribed by the President of the College. He/She shall be under the supervision of the Director of Student Affairs to whom all breaches of discipline and misconduct shall be reported

b. The residence hall system shall have a House Manager and such assistants as may be needed in the performance of residence halls housekeeping and custodial responsibilities. The financial and administrative direction of the residence halls shall be the responsibility of the House Manager, who shall be under the supervision of the Director of Auxiliary Services to whom all budgetary requests for administrative positions, appointments, and other housekeeping matters shall be submitted.

c. The Director of Student Affairs shall be responsible for the assignment of the students to the different residence halls and shall see to it that only students with proper character certification are admitted.

d. The Director of Auxiliary Services shall exercise general supervision over the work of the College Health Services related to health and welfare of the students.

Chapter 66

Financial Aid to Students

Section 304. Scholarship grants, assistantships and other forms of financial aid for students shall be awarded in accordance with pertinent rules and regulations.

Section 305. To aid able, deserving and promising students and to develop faculty material, on the recommendation of the Directors of the various units of the College, the Director of Student Affairs shall examine students for student assistantships, assign them to the various units, and grant them compensation commensurate with the nature and scope of their

responsibilities. The working hours, academic load and compensation of such students shall be in accordance with rules of the College.

Section 306. The sureties and parents or guardians of students who are indebted to the Student Loan Board shall be notified that such indebtedness must be paid in full before the final semestral examination begins

Section 307. If a student fails to settle his/her account at the time herein provided, the faculty members concerned shall allow him/her to take the examinations but shall withhold his/her grades until the account is fully settled. If the account is not settled by the opening of the following semester, the student shall not be allowed to registrar or to transfer. Graduating students must settle their accounts before graduation; otherwise, their transcript of records shall be withheld.

Chapter 67

Foreign Students

Section 308. Whenever necessary, a Foreign Students Adviser in the Office of the Director of Students Affairs shall be appointed whose function shall be to look after the welfare of foreign students enrolled in the school.

Title Nine

Co-Curricular Activities

Chapter 68

The Student Council

Section 309. There shall be a Student Council with the following duties: (1) to develop the school spirit among the ranks of students and promote their general welfare; (2) to assist the President of the College on student matters, affairs and activities of distinctly collegiate concern, (3) to organize and direct student activities of the nature described; (4) to adopt its own internal and general government; and (5) to exercise such powers and perform such other duties as the school authorities may from time to time delegate to it.

The composition of the Student Council, its officers, and the manner of electing its members and officers shall be in accordance with the rules promulgated by the Committee on Student Organization and Activities composed of the Director of Student Affairs, advisers and a student representative to be designated by the Council.

Chapter 69

Student Organization and Activities

Section 310. A College-wide student organization shall be one whose members belong to two or more units; a unit student organization shall be one whose members belong to a unit of the College.

Section 311 A College-wide student organization shall be directly under the control and supervision of the Committee on Student Organizations and Activities (CSOA). The unit student organization and class organizations shall be under the jurisdiction of the Dean/Director of the corresponding unit of the College.

Section 312. The Committee on Student Organization and Activities (CSQA) shall have its ex-officio Chairman and shall have policy-making functions.

Section 313. Every College-wide student organization shall have one or more faculty advisers recommended by such organization through the recommendation of the Director of Student Affairs and approved by the President of the College. No student organization may hold any meeting or undertake any activity for any purpose whatsoever, except that of adopting a constitution, before its adviser or advisers are designated and have assumed office as such.

Section 314. No College-wide student organization shall be allowed to function without a constitution which has been previously approved by the Committee on Student Organizations and Activities (CSOA).

Section 315. Appeals from the decision of the Committee may be made within seventy two (72) hours from the time the decision is made known to the head or acting head of the organization. Appeals shall be submitted to the President of the College whose decision shall be final.

Chapter 70

Athletics

Section 316. Every student duly registered in any of the unit of the College shall, upon payment of the athletic fee, be a member of the College Athletic Association. The government of this association shall be vested in the Board of Athletic Affairs which shall be composed of the following:

- a. The President, as ex-officio Chairman
- b. The Director of Student Affairs
- c. The Sports Manager
- d. One representative from the students to be designated by the Student Council.

Section 317. The Board of Athletic Affairs shall lay down the athletic policies of the College and administer the financial affairs of athletic and similar co-curricular activities of the College in accordance with the policies laid down by the Board.

Chapter 71

Convocations

Section 318. Convocations of the college shall be held under the auspices of its different college or unit-organizations, upon approval of the President of the College or his authorized representative.

Chapter 72

Student Participation in Co-Curricular Activities

Section 320. Students of the College are free and encouraged to participate in co-curricular activities and to express their views and sympathies on any public question/issue, subject to the following conditions:

- a. Their participation shall not excuse them from attending classes and fulfilling other requirements imposed by the College; and
- b. Their participation shall be on their own personal volition.

Title Ten
Conduct and Discipline
Chapter 73
General Provisions

Section 321. Every student shall observe the laws of land, the rules and regulations of the College and the standards of good society.

The definition or specification of certain offenses or breaches of discipline, the separate resolutions of the Council approved by the Board of Trustees, shall not be construed to exclude other offenses or breaches against the rules of discipline promulgated by the President of the College, Dean/Directors, Resident advisers and faculty in those cases not provided by said bodies.

Section 322. For purposes of keeping order and promoting decorum in the classes, a faculty member is empowered to exclude a student for ungentlemanly conduct from his/her class, and immediately thereafter to make a report of such action to the Dean/Director concerned. In case the student is registered in another unit of the College, the Dean/Director shall transmit the case to the Dean/Director of the other unit for disciplinary action.

Chapter 74
Rules and Regulations on Student Conduct and Discipline

Section 323. For the guidance of all concerned, the following rules and regulations on the conduct and discipline of students are hereby promulgated:

a. Basis of Discipline. Students shall at all times observe the laws of the land and the rules and regulations of the College.

No disciplinary proceeding shall be instituted except for conduct prohibited by law or by the rules and regulations promulgated by the duly constitute authorities of the College.

b. Specific Misconduct. A student shall be subject disciplinary action for committing any of the acts:

1. Any form of cheating in examinations or any act of dishonesty during the period of enrolment in the College;

2. Carrying within the College premises any firearm, knife or any other dangerous or deadly weapon; Provided, That this shall not apply to one who possesses the same in connection with his studies and who has a permit from the faculty concerned;
3. Drinking alcoholic beverages, or drunken behavior, within the College premises;
4. Unauthorized or illegal possession or use of prohibited drugs or chemicals, such as LSD, shabu, marijuana, heroin, or opiates in any room within the College premises.
5. Smoking shall not be allowed in classrooms, laboratories, libraries, canteen, conference rooms, theaters, halls, hallways, corridors, wards or shops, grounds, or in any other place in the College's premises where danger of fire may exist.
6. Gambling within the College premises;
7. Gross and deliberate discourtesy;
8. Creating and/or participating within the College premises, disorder, tumult, breach of peace, and other serious disturbance;
9. Intentionally making false statement of any material fact, or practicing or attempting to practice any deception or fraud in connection with his/her admission to or registration in, or graduation from the College; and
10. Any other form of misconduct.
11. The College need not take any action on complaints regarding ordinary debts of students to private parties. However, if the case clearly involves the moral character of the student, the Director of Student Affairs may take the appropriate disciplinary action. If it is a case of indebtedness to the College, existing pertinent rules such as withholding of grades or barring from the examinations shall be applied, without prejudice to the authorities taking further action such as the circumstances may warrant.

c. Rules and Regulations Promulgated by Dean/Directors of Units, Directors of various unit may, after due consultation with the appropriate committee, promulgate rules on conduct and discipline of peculiar application to their respective units, rules on publication and date of effectivity, as herein provided, subject to the written approval of the President of the College.

d. Student Disciplinary Committee. There shall be a Student Disciplinary Committee composed of a chairman, who shall be a senior faculty member and two (2) members to be appointed for a period of one (1) year, from among the faculty and other staff of the College. In any disciplinary case before the Committee, respondent may request that two (2) students be appointed to sit without right to vote with the Committee.

The Committee shall be under the general supervision of the Director of Student Affairs who shall designate, whenever requested, the student members to sit with the Committee.

e. Jurisdiction. All cases involving discipline of students shall be subject to the jurisdiction of the Student Disciplinary Committee, except the following cases which shall fall under the jurisdiction of the appropriate college/unit:

1. Violation of College or unit rules and regulations.
2. Misconduct committed by students within the classroom or premises in the course of an official activity.

f. Unit Investigation. Investigation of cases falling under the jurisdiction of the unit shall be conducted by a committee of three (3) faculty members of the unit concerned.

Section 324.Procedural Guidelines for hearing Student disciplinary Cases.

a. Filing of Charges. A disciplinary proceeding shall be instituted motu proprio by the appropriate authority or upon the filing of a written charge specifying the acts or commissions constituting the misconduct and subscribed to be the complainant or upon submission of an official report of any violation of existing rules and regulations. Upon the filing of said charge or report with the Student Disciplinary Committee or the Office of the Dean/Director concerned, as the case may be, an entry shall be made in an official entry book kept for the purpose, specifying the person or persons charged, the complainant or complainants, his witnesses, if any, the date of filing, and the substance of the charge.

b. Preliminary Inquiry. Upon receipt of the complaint or report, which should be under oath, the Committee or the Dean/Director of the unit: concerned, as the case may be, shall determine whether such complaint or report is sufficient: to warrant formal investigation. Notice to the respondent(s) is required but presence of respondent(s) during the preliminary investigation may be waived. In cases where the complaint or report is found sufficient, formal charge (s) shall be filed and served upon each respondent and his/her parents/guardians.

c. Answer. Each respondent shall be required to answer in writing within three (3) days from receipt of the charge(s). Formal investigation shall be held on notice as provided below.

d. Hearing. Hearings shall begin not later than (1) week after receipt of the respondent's answer or after the expiration of the period within which the respondent shall answer.

e. Duration of Meeting. All parties concerned shall be notified of the date set for hearing at least two (2) days before such hearing. Notice to counsel, of record or duly authorized representative of a party shall be considered sufficient notice to such party for the purpose of this section.

f. Failure to Appear at Hearing. In case either compliant or respondent fails to appear at the place set for the initial hearing after the due notice and without sufficient justification, this fact shall be noted and the hearing shall proceed ex-parte without prejudice to the party's right of appearance at subsequent hearing.

g. Postponement. Application for postponement may be granted for good cause for such periods as the ends of justice and the right of parties to a speedy hearing requires; provided, that not more than three (3) postponements per party to the litigation shall be allowed.

h. Committee Report. The unit investigations committee shall forward to the Director concerned within ten (10) days after the termination of the hearing the complete records of the case, with its report and recommendations. The reports signed by at least a majority of the members of the Committee shall state the findings of fact, conclusion(s) and recommendation(s) and the specific regulations on which the decision is based.

i. Decision by the Dean/Director. The Dean/Director shall, within ten (10) days after receipt of the Committee report transmit the report, together with the decision to the President of the College.

j. Decision by the Student Disciplinary Committee. The Committee shall decide each case within fifteen (15) days after final submission. The decision shall, be in writing and signed at least a majority of its members. It shall contain a brief statement of the findings of the fact, conclusion(s) and recommendation (s) and the specific regulations on which the decision is based.

k. Finality of Decision. A decision of the Student Disciplinary Committee or of the Dean/Director other than expulsion, permanent disqualification from enrolment, or

suspension for more than thirty (30) calendar days, shall become final, and executor fifteen (15) days after receipt of the decision by the respondent unless within five (5) days after receipt hereof for reconsideration of the same is filed, in which case the decision shall be final fifteen (15) days after receipt of the denial of the motion for reconsideration.

l. Appeal to the President. In all cases in which final decision is not conferred to the Dean/Director or the Student Disciplinary Committee, the respondent may file an appeal with the President of the State College within ten (10) days after receipt of the decision.

m. Action by the President of the State College. If there be any recommendation coming from the Dean/Director or appeal from the decision of the Dean/Director or the Student Disciplinary Committee shall be rendered within ten (10) days after receipt of the appeal. In cases of expulsion, the President shall consult the Executive Committee. Decisions of the President in cases specified in the next succeeding section may be appealed to the board of Trustees, within ten (10) days after respondent; receives a copy of such decision.

n. Decision of the Board of Trustee. The Board shall review on appeal from decisions of the President of the College when the penalty imposed is expulsion, suspension for more than one (1) academic year, or any other penalty of equivalent severity.

o. Rights of Respondents. Every respondent shall enjoy the following:

1. To be subject to any disciplinary penalty only after the requirements of due process shall have been fully complied with;
2. To be convicted only on the basis of substantial evidence (s), the burden of proof being with the person filing the charge;
3. To be convicted only on the basis of evidences introduced at the proceedings or of which the respondent has been property appraised and given the opportunity to rebut the same;
4. To enjoy, pending final decision on the charges, all his rights and privileges as a student, subject to the power of the Dean/Director or the Student of Disciplinary Committee to order the preventive suspension of the respondent for not more than fifteen (15) days where suspension is necessary to maintain the security of the College; and

5. To defend himself/herself personally, or by counsel, or by representative of his/her own choice. If the respondent desires but is unable to secure the services of counsel, he/she shall manifest the fact at least two (2) days before the date of hearing, and request the Student Disciplinary Committee or the Investigating Committee to designate a counsel for him from among the faculty members of the State College.

p. Effectivity of Decision. Decision(s) shall take effect as provided in these rules; Provided, That final decisions of suspension or dismissal rendered within thirty (30) days prior to any final examination, shall take effect during the semester immediately subsequent to the semester/summer in which such decision was rendered; Provided, Further, That when the respondents is graduating, in which case the penalty shall take effect immediately.

q. Records. All proceedings before any Committee shall be taken down in writing. Original records pertaining to student discipline shall be under the custody of the Director of Student Affairs. Such records are hereby declared confidential and no person shall have access to the same for inspection or copying unless he/she is officially involved therein, or unless he/she has a legal right which cannot be protected or vindicated without access to or copying of such records. Any official or employee of the College who shall violate the confidential nature of such records shall be subject to disciplinary action.

r. Sanctions.

1. Disciplinary action may take the form of expulsion/dismissal, suspension from the college, withholding of graduation and other privileges, exclusion from any class, reprimand, warning, or expression of apology by the student. The gravity of the offense committed and the circumstances attending its commission shall determine the nature of the disciplinary action or penalty to be imposed.

2. Any disciplinary action taken against a student shall immediately be reported to his/her parents or guardians.

3. Refusal to submit to the jurisdiction of the College by a student not enrolled at the time a charge against him/her is filed or pending litigation shall prejudice his/her future enrolment in the College.

s. Summary Investigation by the Directors. Notwithstanding the provision of the foregoing sections, the Dean/Directors may proceed summarily against students of his/her unit for any of these acts:

1. Violation of rules and regulations issued by the Director of the Unit in accordance with Section 324(C) of these rules;
2. Misconduct committed in the presence of a faculty member or any official of the College within the classrooms or premises of the units, or in the course of an official function sponsored by the unit.

The respondent shall be summoned to appear before the Dean/Director of the Unit, informed of the charge(s) against him/her and afforded the opportunity to present his/her side.

Every decision rendered under this Section shall be in writing, stating the facts of the case and the basis of the penalty imposed. Such decisions shall be final and executory immediately after the issuance of the order. The penalty of suspension, if imposed shall not exceed fifteen (15) days.

t. Definitions. The following terms shall have the meaning set forth below for purposes of these regulations:

1. "Student" includes any person enrolled in any academic unit of the College on a regular or part-time basis at the time of the commission of the offense, regardless of whether or not he/she is enrolled in the College at the time of the filing of the charge or during the pendency of the disciplinary proceeding against him;
2. "Laws of the Land" refers to the general enactments in force in the Philippines; and
3. "Official Report" includes any factual narration in writing duly submitted to any proper authority in the college, security force, any officer of the unit, or any officer the College.

Chapter 75

Amendment

Section 325. Save for the matters specifically provided for by law, any provision in this Code may be amended at any regular meeting of the Academic Council and/or the Board of Trustees.