



CAGAYAN STATE UNIVERSITY

Andrews | Aparri | Carig | Gonzaga | Lasam | Lal-lo | Piat | Sanchez Mira

STUDENT MANUAL

Revised 2019



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Office of the Student Development and Welfare
CAGAYAN STATE UNIVERSITY

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To the CSU Student Community:

Cagayan State University is committed to provide quality education and impart transformative learning to its students. It endeavors to enrich both personal and academic integrity among its students by inculcating the University's core values of competence, social responsibility, and unifying presence among the studentry through fostering responsible and well-informed citizens in a free academic community.

This Revised Student Manual contains the updated academic policies and procedures in accordance with the implementation of RA 10931 and the terms on the key services of the University. Being a member of an academic institution like Cagayan State University requires you to familiarize yourselves with the duties and responsibilities of students as well as the standards of student conduct expected from you. Understanding these policies and procedures will truly make your stay at CSU more fruitful.

Every CSUan is governed by these policies and regulations as it seeks to serve the best interest of the students. It anchors on the actualization of the vision and mission of the University through maintaining high academic standards and effectiveness of system. We have always wanted the best for our students that is why we combine all our efforts to create a vibrant environment for you to unleash your potentials to its maximum.

Familiarize yourselves with these policies and guidelines carefully designed to protect your academic freedom as well as the academic integrity of our institution.

To making your dreams happen,

DR. URDUJAH ALVARADO TEAJADA, CESO II
University President



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AD OPTIMUM EDUCANS



C. University Colors
and Seal

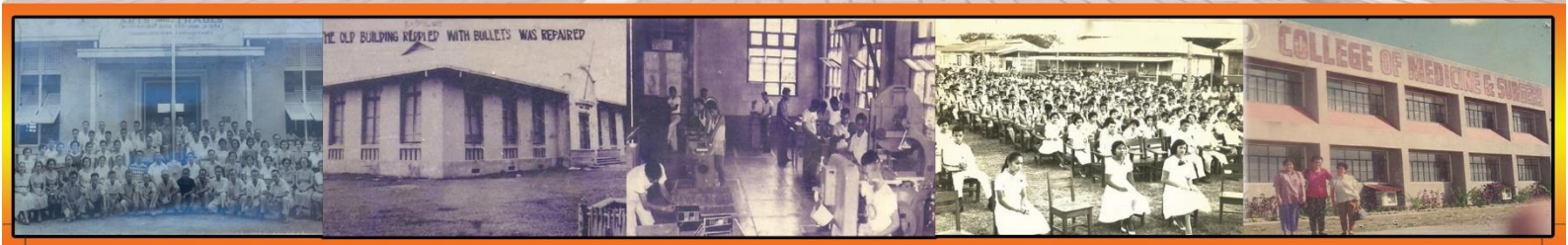


B. Vision, Mission, Goals
and
Objectives of the University



A. Brief History
of
Cagayan State University

I. Preliminary Information





A. BRIEF HISTORY OF THE CAGAYAN STATE UNIVERSITY

As representative of the Province of Cagayan in the Interim Batasang Pambansa, then Minister (later Senate President) Juan Ponce Enrile drafted the Charter of the Cagayan State University that was signed into law as Presidential Decree No. 1436 by President Ferdinand E. Marcos on June 11, 1978. Except for provisions on the composition, powers and selection of the members of the governing board, the Charter has since remained unchanged.

It certainly was not creation out of nothing. Rather, the Charter consolidated existing post-secondary institutions, converting them into a single legal entity. These were the Cagayan Valley College of Arts and Trades at Tuguegarao, the Northern Luzon State College of Agriculture at Piat, the Aparri Institute of Technology, the Cagayan Valley Agricultural College at Lallo, the Bukig National Agricultural and Technical School in Aparri West, the Sanchez Mira Rural Vocational School, the Western Cagayan School of Arts and Trades at Lasam and the Gonzaga National Agricultural and Technical School. It is this fact that explains the present constellation of campuses of the Cagayan State University: Andrews (Caritan), Piat, Lasam, Lallo, Aparri, Sanchez Mira, and Gonzaga. When the university commenced operations, a site in Carig was developed - to which the Central Administration of the university would later transfer from Caritan. It is the Carig site that has evolved, by Board sufferance, into the Carig Campus, although the Central Administration has since returned to the Andrews Campus at Caritan.

While the university was formed from pre-existing institutions that were mainly agricultural and technical, its Charter, Presidential Decree No. 1436, made it exceedingly clear that it was the intendment of the law that the university was to provide “better service in professional and technical training in the arts, sciences, humanities, and technology and in the conduct of scientific research and technological studies”. Without a doubt then and by express legislative mandate, the university was not to be an agricultural, fisheries or technological university - although these remain vital and highly crucial concerns of CSU - but



a “comprehensive university”, a university as that term is understood in the academic world!

The first university officials, headed by Dr. Manuel Corpus from the University of the Philippines, and Dr. Joselito Jara, who did a doctorate in educational philosophy from the University of Maryland as Vice-President for Academic Affairs. The officials of the pre-existing colleges that were consolidated into the university were designated as “Campus Deans” and continued to supervise their respective campuses.

It was a truly enlightened decision of the Board of Regents to authorize the opening of a College of Medicine - the very first in the region, and an agreement with what was then the Cagayan Valley Regional Hospital (now the Cagayan Valley Medical Center) made the latter the training hospital of the College of Medicine. The first dean was a nationally recognized neurologist-psychologist, Dr. Gilberto Gamez of the Faculty of Medicine and Surgery of the University of Santo Tomas.

Soon after, other professional courses followed: Medical Technology, Engineering and Liberal Arts courses. Guided by what the National Economic and Development Authority (NEDA) has identified as priority courses of the Region, the university has always offered degree programs in the “hard sciences” - mathematics, physics, chemistry, biology - although, especially in regard to chemistry and physics, these have not been popular programs at all. But CSU now has a competent and highly credible corps of professors in these very disciplines!

Dr. Armando Cortes, then Campus Dean of the Aparri Campus, succeeded Dr. Manuel Corpus as University President. At the time, it was the Bureau of Higher Education under the Department of Education, Culture and Sports, that superintended state universities and colleges. Prof. Monserrat Babaran was the Vice-President for Academic Affairs, and together, President Cortes and Prof. Babaran devised a classification and promotion scheme that would subsequently be adopted as a National Compensation Circular, to morph later into what is now National Budget Circular No. 461.



Fr. Ranhilio Aquino who then just finished his term as Vice-Dean of the Graduate School of the University of Santo Tomas and was Executive Vice-President of the Lyceum of Aparri for several years, was designated Vice-President for Academic Affairs. He supervised the accreditation of different programs of CSU with the Accrediting Agency of Chartered Colleges and Universities of the Philippines and instituted a system for the re-training and “re-tooling” of professors of agriculture and fisheries who no longer had enough students to teach, and to enable them to teach subjects of their interest. Some programs of the university were awarded Center of Excellence status, others, Center of Development, aside from higher levels of accreditation.

The Board of Regents authorized the operation of a College of Law, offering the degree Bachelor of Laws, the second law school to open in Tuguegarao City - in fact, in Cagayan.

After President Cortes, Dr. Eleuterio de Leon was designated by then Commission on Higher Education (CHED) Chair Esther Garcia as OIC, Office of the President, a position he held for three years. It was then that authority was bestowed on Campus Executive Officers who were tasked to manage their campuses in behalf of the Central Administration.

The College of Medicine earned recognition as the 10th leading school of medicine in the Philippines owing to creditable performance in the licensure examination. It was quite a feat! Quality medical education was available in the province at the astoundingly low cost of hardly over than twenty-five thousand per semester. The Graduate School was recognized and respected. Leaders and executives of higher education institutions in the region trooped to CSU, to earn their advanced degrees. Law flourished as well under the deanship of Attorney Leticia Aquino who upped Bar passing levels and obtained authority from the Legal Education Board to offer the degree Juris Doctor.

Dr. Roger Perez, who had been CHED Executive Director, was appointed as the next University President, and immediately he set himself to work on giving the university a much-needed face-lift. The Andrews Campus was transformed - given new and striking buildings.



The Administration Building was built to be reminiscent of the Acropolis and the quadrangle, appropriately called “Athena Quadrangle”, the huge five-hundred-million-peso building, the “Athena Building”. Several steps were taken to rationalize campus resources and to improve productivity. President Gloria Macapagal Arroyo graced the inauguration ceremonies of the new buildings, and the descendants of Claude Andrews, who donated the property on which on the original buildings of the university have arisen, were present at the dedication rite. President Perez introduced the Zero-Tuition Fee scheme, and the only fees assessed of students were “fiduciary fees” - miscellaneous fees applied to specific purposes such as medical and dental services, sports, publications and other ends. It was during the presidency of Dr. Perez that many additional academic programs were offered in the University, to include Bachelor of Science (BS) in Accountancy, BS in Hospitality Industry management, BS in Human kinetics, BS in Information technology, BS in Police Administration, and BS in Criminology. President Perez was assisted by Fr. Ranhilio Aquino, as Vice-President for Academic Affairs, Dr. Perfecto Vivit as Vice-President for Administration and Finance and Dr. Rogelio Matalang as Vice-President for Research and Extension. President Perez served two terms.

After Dr. Perez’ term, Dr. Romeo Quilang, who had been president of the Isabela State University, assumed the presidency of the university. It was during this particular administration that efforts were made to revive the links with Accreditation Agency of Chartered Colleges and Universities in the Philippines (AACUP), and to return the university’s program to the accreditation system. The university also submitted itself to ISO certification and was awarded certified status by Intertek. In the interval between the end of Dr. Quilang’s tenure and the selection of new university president, Dr. Mariden Ventura Cauilan steered university affairs as OIC, Office of the President.

The presidency then passed to Dr. Urdujah Alvarado Tejada who had long been a member of the Board of Regents of the university. A recognized scientist who had risen to



the rank of Assistant Secretary of the Department of Science and Technology, Dr. Tejada was clearly the most qualified candidate - offering the university a cohesive program of development.

Almost immediately, she shepherded the university into serious and systematic planning, training and orientation, strong in the belief that no honest-to-goodness development is possible without scientific planning. Significantly, her first activities consisted in putting together a team of qualified and dedicated designated officials of the university, and taking them through seminars on strategic planning and the avoidance of graft and corrupt practices.

This is the third year of President Tejada's term - and we have taken great strides.

Written by: **FR. RANHILIO C. AQUINO, JD, SJD**
CSU, Vice President for Administration and Finance

NATURE AND CAMPUSES OF THE UNIVERSITY

Section 1 of P.D. 1436 makes clear that from the many pre-existing post-secondary institutions, only one university exists: the Cagayan State University: "hereby merged into a state university that shall be known as the Cagayan State University". The Cagayan State University is not a university system, nor as its campuses 'satellites'. Rather, all the campuses of the university together constitute the one entity known as the Cagayan State University that, by its charter, enjoys juridical personality. Consonant with established jurisprudence, the Cagayan State University is more accurately characterized as a "government instrumentality with corporate functions." This is also clear from the provisions of the Administrative Code of 1987:

Section 2. General Terms Defined.

(10) Instrumentality refers to any agency of the national Government, not integrated within the department framework, vested with special functions or jurisdiction by law, endowed with some if not all corporate powers, administering special funds, and enjoying



operational autonomy, usually through a charter. This term includes regulatory agencies, chartered institutions and government-owned or controlled corporations.

Insofar as relations with the Commission on Higher Education are concerned, the Cagayan State University's governing board is the CHED Chair, and when its governing board decides on the opening of new courses and programs, such courses and programs must comply with policies and standards of the Commission on Higher Education. Regulatory authority over the university is exercised by its governing board, this being clearly provided for under R.A.8292.

CAMPUSES

Cagayan State University
Andrews Campus
Tuguegarao City, Cagayan
(Central Administration)

Cagayan State University
Lal-lo, Cagayan

Cagayan State University
Carig Campus

Cagayan State University
Lasam, Cagayan

Cagayan State University
Aparri, Cagayan

Cagayan State University
Piat, Cagayan

Cagayan State University
Gonzaga, Cagayan

Cagayan State University
Sanchez Mira, Cagayan

B. VISION, MISSION, GOALS, AND OBJECTIVES OF THE UNIVERSITY

1. Vision

Transforming lives by educating for the best.

2. Mission

Cagayan State University is committed to transform the lives of people and communities through high quality instruction and innovative research, development, production and extension.

3. Philosophy

The University serves the individual by providing the student with a nurturing environment for optimal human flourishing. It serves the community by offering programs responsive to individual and social needs.



4. Core Values

Institutional Outcomes

Competence	<p>Critical Thinker Creative Problem Solver Competitive Performer Nationally, Regionally and Globally</p>
Social Responsibility	<p>Sensitive to Ethical Demands Steward of the Environment for Future Generations Social Justice and Economic Equity Advocate</p>
Unifying Presence	<p>Uniting Theory and Practice Uniting Strata of Society Unifying the Nation, the ASEAN Region and the World Uniting the University and the Community.</p>

C. UNIVERSITY COLORS AND SEAL

1. University Colors

The Cagayan State University colors shall be maroon and gold.

2. University Seal

The new seal of the Cagayan State University is an **escutcheon** in bordure of gules (Maroon). The shield is superimposed with a golden field, which is the map of Cagayan, its service area. On top of the shield is the name of the institution, the **CAGAYAN STATE UNIVERSITY**.

Depicting its being an educational institution, the **book** which is the source of knowledge, skills, values and the fountain of life and the **torch** shows the university as the source of light and human enlightenment in the whole province. The **seven rays** emanating from the flame represent the seven (7) original campuses of the university system.

Below the ornaments is the motto **AD OPTIMUM EDUCANS**, a Latin term which means **Educating for the Best**. The **Roman numeral** at the bottom of the shield is the year when the institution was granted the University title.



- A. Admission**
- B. Registration**
- C. Academic Information**

Academic Policies & Procedures **II.**



A. ADMISSION

1. Admission Policies

The Cagayan State University shall make higher education accessible to the most capable and the neediest youth in the province and in the region.

Students shall not be denied admission to the University by reason of the following but not limited to race, age, sex, socio-economic status, religion, political affiliation, ideological conviction or ethnicity provided he/ she is mentally fit to the program he is applying for.

1.1. Incoming freshmen who passed the College Admission Test and the admission requirements may enroll in their chosen course or program of study.

1.2. To be able to take the College Admission Test, incoming freshmen must register and submit the following documents:

- a. *Certified true copy of the Senior High School Card*
- b. *Properly filled-out registration form*
- c. *Two (2) pieces passport size ID picture*

1.3. Each college program may set its admission requirements for a specific program based on the following:

- a. *CAT rating (50%)*
- b. *General weighted average in Senior High School (40%)*
- c. *Interview (10%)*
- d. *Absorptive or carrying capacity of the college/ program*

1.4. The CAT percentile requirement for board courses is at least 50.

1.5. Enrollees of non-baccalaureate programs could be admitted without need of making it through the CSU CAT cut-off percentile. No test would even be required.



Provided, after second year, they have to take the NC II, NC III or NC IV assessment or if these are not available or accredited, they must take a qualifying examination to proceed to third and fourth year college towards a baccalaureate degree.

1.6. In compliance to UNIFAST policies, priority shall be given to the following:

- a. Candidates from families found in the DSWD Listahanan ng bayan.
- b. Candidates whose parents are indigents, as certified either by:
 - ITRs;
 - Certificates of Tax Exemption
 - Certification by the NCPI of membership in an ICC;
 - OFW Contract
 - Certificate of Indigency

Provided that such students attain the minimum percentile required by the university and the percentile of the college into which they seek enrollment.

2. Enrollment Requirements

2.1. Graduate Level

Documentary Requirements:

- Certified true copy of undergraduate Transcript of Records
- Graduate school admission test result
- Copy of scholarship contract, if applicable
- Two (2) recommendation letters from former professors or previous/immediate supervisors.



2.2. Undergraduate Level

Freshmen desiring to enroll in any of the degree courses must qualify in the CSU Admission Test administered in all the campuses.

Documentary Requirements:

- College Admission Test Result
- Form 138
- Certificate of Good Moral Character from head of school or guidance counselor
- NBI Clearance/Police Clearance
- 2 copies of ID picture
- Authenticated Birth Certificate from PSA
- Certified true copy of the ITR of parents or guardian. For registrants whose parents are exempted from paying taxes, a certified true copy of tax exemption shall be submitted.
- The decision of the student to voluntarily opt out must be made during the enrollment period for each semester/ term and shall be considered final and irrevocable for that particular semester/ term. Students who opt out will be allowed to change their decision in subsequent semesters/ terms.

3. For Students with Title and/or Degree

A student who has completed an academic degree from any institution of recognized standing may be enrolled as determined by the College Dean. However, before a student is allowed to major in any discipline, the College Dean/Department Chair concerned may prescribe additional general education and/or preparatory courses for the major field.



4. For Foreign Students

Foreign students may be admitted to any academic program of the University subject to the same requirements as for Filipino nationals; provided further, that Filipino applicants are given priority over them; and provided finally that a reciprocal agreement exists between the foreigner's country and the Philippines.

5. For Transfer Students

A transfer student shall take the College Admission Test if classified first year or second year but will be regarded as least priority under the "Universal Access to Quality Tertiary Education Act of 2017". He/ she must satisfy the weighted average prescribed by the accepting college. All comparable subjects shall be credited. He must finish 25% of the total units of his/ her academic degree immediately preceding graduation.

Documentary Requirements:

- a. *Certificate of Honorable Dismissal*
- b. *Police Clearance/NBI Clearance*
- c. *Certificate of Good Moral Character*

B. REGISTRATION

Students shall register during such periods as may be allowed in the academic calendar.

1. Students who fail to complete their bachelor's degree or comparable undergraduate degree within a year after the period prescribed in their program are ineligible to avail of Free Tertiary Education:

- 1.1.1. Provided, that in the case of shiftees, any semester wherein the student has availed of the benefits of free higher education will be subtracted from the expected duration of the current program in which the student is enrolled;



- 1.1.2. Provided further, that in the case of transferees, any semester wherein the student has availed of any form of government funded StuFAP shall be subtracted from the expected duration of the current program in which the student is enrolled;
- 1.1.3. Provided further, that in the case of returning students and other students who went on a leave of absence (LOA), the determination and computation of their free higher education benefit shall be without prejudice to the most expedient way of completing their studies;

Source: IRR of RA 10931 - Universal Access to Quality Tertiary Education Act of 2017

2. Cross Registration

Cross registration shall be defined as simultaneous registration within a semester or summer in more than one college within the university or another; provided that for courses offered and accredited in the academic program of the student offered by the different colleges of the university, the permission of the Mother College to register shall be secured.

Cross registration in another college outside the University may be allowed provided that the other college is accredited within the University and subject to the prior permission of the University through the Dean of the Mother College and the Registrar.

Permissible conditions for cross registration are conflict in schedule and non-offering of the subject in the Mother College.

Non-graduating students are allowed to cross register in colleges outside the university provided that cross registration is limited to basic subjects only with the exception of graduating students who may enroll major subjects in accredited schools.



3. Classification of Students

Students shall be classified on the basis of their years in the program (1st year, 2nd year...) on the nature of their academic work program (full-time, earning units), on the status of their employment (working student), on their nationality (foreign students), or on the nature of their registration (cross registrant), and on their academic performance (scholar, probation, delinquent).

4. Class Attendance

Class attendance shall be required in all courses; provided, absences may be allowed for not more than 20% of the total class hours required of the course or be dropped after two (2) warnings. For excused absences, however, the faculty may prescribe other requirements in lieu of physical attendance depending on the specific requirements of the course.

5. Benefits under the “Universal Access to Quality Tertiary Education Act of 2017”

With the implementation of the "Universal Access to Quality Tertiary Education Act of 2017", all Filipino students who are either currently enrolled at the time of the effectivity of the Act, or shall enroll at any time thereafter, in courses leading to a bachelor's degree in any SUC or LUC shall be exempt from paying tuition and other school fees for units enrolled in. All students availing themselves of the free higher education provision shall be entitled to:

- 5.1. free tuition for all courses/subjects/classes enrolled in during a particular semester/term, as part of the curriculum and are essential to obtaining a degree. This includes approved petitioned classes, but not non-credit within-semester tutorial or review classes, nor review and enhancement classes offered by the HEI;



5.2. free miscellaneous, other school fees, and similar or related fees, which include:

- (1) library fees
- (2) computer fees
- (3) laboratory fees
- (4) school ID fees
- (5) athletic fees
- (6) admission fees
- (7) development fees
- (8) guidance fees
- (9) handbook fees
- (10) entrance fees
- (11) registration fees
- (12) medical and dental fees
- (13) cultural fee

Provided, that only the first copies/printouts of school ID, library ID, and student handbook shall be free, and any subsequent requests by the student can be charged the usual fees.

Source: IRR of RA 10931 - Universal Access to Quality Tertiary Education Act of 2017

6. Rectification of Grades

A rectification of grade is valid only if the faculty has erroneously entered a grade on the grading sheet or made an error in the computation.

The concerned faculty member shall make a written request to the Dean to rectify a grade.

The Dean shall require the faculty to submit evidences as basis for grade rectification.



The faculty member must make the correction in the grading sheet clearly and legibly with the correction duly initialed.

The Dean provides the Registrar with a copy of the rectified grading sheet.

Rectification of an erroneous grade should be done within one year following the semester the student has taken the subject.

7. Release of Information

The release of information in any student record shall be in accordance with the “Data Privacy Act of 2012” and be allowed only with the prior written consent of the student concerned except to the following:

- 7.1.** authorized University personnel for research, statistics or administrative purposes;
- 7.2.** government/ non-government/ private sector organization upon approval of the campus/university officials.

C. ACADEMIC INFORMATION

1. Academic Load

The student’s academic load shall consist of a combination of units of credit the total of which shall be determined by the student’s curricular program.

1.1. Unit of Credit

One unit of credit is at least eighteen (18) full hours of lecture, discussion, seminar, or recitation or any combination thereof.

1.2. Regular Load

The regular load shall be equal to the number of units prescribed in the curriculum in the semester term within which a student is enrolled.



1.3. Maximum Academic Load/Semester

The maximum academic load is as follows:

1.3.1. Undergraduate students should enroll in not more than the number of units specified in the curriculum in which he/she is enrolled each semester; provided, that in case of graduating students, exception may be made upon the recommendation of the College Dean subject to the approval of the Vice President for Academic Affairs.

1.3.2. No graduate student shall be allowed to carry more than twelve (12) units a semester.

1.4. Maximum Summer Load

Summer classes are offered for regular students and those with academic deficiencies. Some programs have subjects prescribed for summer. In no case, however, shall a student be allowed to carry a load that exceeds nine (9) academic units in the summer term. Neither may the summer term be used for taking advanced subjects.

1.5. Load of Working Students

The Dean shall limit the academic load of undergraduate students who are employed whether part-time or full-time.

2. Changes in Student Academic Load

2.1. Dropping of Students from a Course

A student shall be dropped from the course if he/she has an accumulated absence of at least twenty percent (20%) of the total number of class hours in a semester.

A student may be allowed to officially drop only before the conduct of the preliminary term examination.



2.2. Dropping, Adding, Canceling and Cross Enrolling of Subjects

Dropping, adding, canceling and cross enrolling of subjects is allowed one week after the last day of enrolment. Under the following conditions a student is allowed to cross enroll:

- 2.2.1.** when the student is graduating;
- 2.2.2.** when there is conflict in the schedule;
- 2.2.3.** when the subject is not offered in the college/university;
- 2.2.4.** with the approval of the Dean and the Registrar; and
- 2.2.5.** the school outside CSU must be CHED recognized institution.

2.3. Change of Schedule

A student may be allowed to transfer to another section only upon recommendation of his/her adviser; provided that the reason for transfer is valid such as conflict of schedule, lack of pre-requisite, and other similar cases.

2.4. Substitution of Subjects

Substitution of subjects may be allowed on the following conditions:

- 2.4.1.** It involves a subject related to the substituted subject under the same number of units.
- 2.4.2.** The student is pursuing a curriculum superseded by a new one and the substitution will align the old and the new.
- 2.4.3.** The substitution is recommended by the adviser and approved by the Dean.



3. Examinations and Grades

3.1. Frequency of Grading

In order to provide for a more reliable evaluation of student performance, three grading periods shall be given during the semester. These are preliminary, middle, and final terms.

3.2. Grading System

At the beginning of the semester, faculty members should inform their students of the criteria for grading. The University shall express grades in percentages.

There are three grading periods which are the preliminary, middle, and final terms. The final grade of the students shall be the average grade from the three grading periods.

The following ranges shall be implemented for equivalency purposes.

Graduate Level

Average	Equivalent Grade
1.00	97-100
1.25	94-96
1.50	91-93
1.75	88-90
2.00	85-87
Below 2.00 failure	Below 85 failure

Undergraduate Level

Average	Equivalent Grade
1.00	97-100
1.25	94-96
1.50	91-93
1.75	88-90
2.00	85-87
2.25	82-84
2.50	79-81
2.75	76-78
3.00	75
Below 3.00 failure	Below 75 failure



3.3. Re-examination

Re-examinations may be given once to students whose class standing for a given term is below the passing grade but should be given not later than the last day of the submission of grades.

3.4. Completion of Incomplete Grades

3.4.1. An incomplete grade shall be completed within a period of one (1) year immediately following the semester the incomplete grade is obtained.

3.4.2. The Registrar shall, upon receipt of the report of grades submit to the College Dean a summary list of students with incomplete grades for posting to serve as a reminder.

3.4.3. Requirements for the completion of incomplete grade shall be based on the deficiencies or on the cause of the incomplete grade. The subject professor shall not impose requirements unrelated to the subject.

3.4.4. However, if the cause of failure to complete within the prescribed period is due to the death or absence of the subject professor, remedial measures shall be undertaken to help the student complete his/her grade.

In meritorious cases that may be determined by the Dean and the College Academic Council, a student who has received a grade of "74", which shall be reckoned as a failing grade, may be allowed a removal examination, provided that: all students in the class who obtained a similar grade are accorded the same opportunity.

3.5. Sole Authority to give grades

The subject instructor/ professor shall have the sole authority to determine and give the grades to his/her students.



3.6. Grade Solicitation Prohibited

No student of the University shall directly or indirectly influence his/her instructors and professors to give him/her a certain grade or ask another person to influence his/her professor similarly. Any student violating this rule shall lose credit on the subject concerned.

4. Scholastic Standing

4.1. Rules on Scholastic Delinquency

The respective colleges determine the academic status of each student as set by the College Academic Council.

4.1.1. Warning. A student who fails to meet the minimum requirements of the program he/ she enrolled in shall be warned by the Dean.

4.1.2. Termination. Upon determination of the College Academic Council, any student who fails to meet the required grade shall be dismissed from the college. (*Based on Admission and Retention Policies of the college where the student is enrolled.*)

4.2. Effect of Dropping Due to Scholastic Delinquency

Any student dropped from one college or department because of scholastic delinquency shall not be admitted in another department or college in the University unless in the evaluation of the Dean or Department Chairman concerned thereat, the student's aptitude and interests qualify him/her in another field of study, in which case he/she may be admitted on probation.

4.3. Permanent Disqualification

For board courses, the respective College Academic Council determines the permanent disqualification of students who fail to meet the college requirements.



However, for non-board courses, any student, who at the end of the semester or term, fails in more than fifty percent (50%) of the total academic units in which he/she is registered, shall be permanently disqualified from re-admission in any college or department in the University. When a student under probation fails again so that it becomes necessary to drop him/her the second time he/she shall, likewise, be permanently disqualified from re-admission to any college or department in the University.

4.4. Limitations of University Disqualification

In cases where a faculty member certifies that a grade of “70” obtained by a student is due to unauthorized dropping of subject and not actual poor grade, permanent disqualification does not apply, provided a certification is presented to the College Dean.

4.5. Record of Scholastic Delinquency

All academic delinquency status of a student shall be entered in the student’s permanent record.

4.6. Minimum Grade Requirements for Graduate Students

In graduate courses, the requirement for graduation shall be a general weighted average of “85” or better.

To be considered in good standing, a graduate student must maintain a grade of 85-87 in all subjects in the graduate level.

4.7. Maximum Residency

4.7.1. Undergraduate Student

An undergraduate student shall finish an academic degree within the period prescribed in the curriculum with a grace period of one (1) year in consonance with RA No. 10931 or the Universal Access to Quality Tertiary Education Act of 2017.



In undergraduate courses, a student shall finish at least two semesters in the University immediately preceding graduation.

4.7.2. Graduate School

- a. The maximum period within which to finish a master's degree shall be three (3) years. However, a student is given a two-year grace period. Should he/she fail to enroll within the grace period, the credits earned become stale, thus shall be repeated.
- b. The maximum period within which to finish a doctorate degree shall be four (4) years. However, a student is given a two-year grace period. Should he/she fail to enroll within the grace period, the credits earned become stale, thus shall be repeated.

4.8. Honorable Dismissal

4.8.1. Grant of Honorable Dismissal

A student who wish to transfer to another university shall be granted honorable dismissal, provided he/she has no derogatory records and he/she has been cleared of all financial and other responsibilities.

4.8.2. Denial of Honorable Dismissal

A student who has been expelled shall not be issued an honorable dismissal. Should he/she be permitted to obtain his/her Official Transcript of Records or Certification of Grades, a statement of the disciplinary action taken shall be indicated on the said documents.

4.9. Student Record-Registrar

Student record is strictly confidential and access to it is limited to:

- 4.9.1.** the student concerned;
- 4.9.2.** his/ her parents or guardians; and



4.9.3. concerned university authorities in connection with the performance of their duties.

4.10. Academic Honors and Awards

Students with excellent academic performance shall graduate with honors. Below is the list of the academic honors, together with the grade point average (GPA) required.

Honors in the Graduate Level

Academic Honor	Weighted Average
President’s list	97-100 with no grade lower than 91
Dean’s List	94-96 with no grade lower than 91

Honors in the Undergraduate Level

Latin Honors	Weighted Average
Summa Cum Laude	98-100 <i>with no grade lower than 85</i>
Magna Cum Laude	94-97 <i>with no grade lower than 85</i>
Cum Laude	90-93 <i>with no grade lower than 85</i>

Academic Distinction	90 or higher with no grade lower than 83
With Merit	89 or higher with no grade lower than 82

Aside from the academic honors listed above, other colleges or departments may grant outstanding students additional awards such as club and department awards. The University also awards Certificates of Recognition to students who qualify for the Dean’s List every semester.

4.11. Graduation Requirements

A student to be recommended for graduation shall have satisfied all the requirements prescribed for his/her course/degree.

4.12. Register of Candidates

During the first three weeks after the opening of classes in each semester, the Dean shall certify to the Registrar the enrolment of prospective graduating



students. The Registrar shall examine the academic record of each candidate to ascertain whether he/she has fulfilled all requirements which qualify him/her to be a candidate for graduation. After the prelim examination, the Registrar shall publish a complete list of duly qualified candidates for graduation. The Registrar shall inform the Deans of the deficiencies of the students in their respective colleges.

4.12.1. Date of Graduation

The date of graduation that shall appear in the students' Official Transcript of Records shall be the date of their commencement exercises. For those who satisfy all requirements for graduation during periods when no graduation exercises are held, the date shall be one week after the last day of submission of grades for that term; provided that for those who should have graduated during end-of-term periods but were delayed for any reason, their date of graduation shall be the end of the term when they actually completed all requirements upon recommendation of the College Academic Council.

4.12.2. Issuance of Official Transcript of Records

A terminal clearance shall be required of all graduates before the Registrar shall issue their Transcript of Records.

III. Student Development and Welfare



- A. Student Development and Welfare
- B. Guidance Services
- C. Socio - Cultural Services
- D. Sports Services



A. STUDENT DEVELOPMENT AND WELFARE

1. Vision

The Office of Student Development and Welfare (OSDW) envisions a truly educative community with creative, critical, highly functional, and globally oriented environment complementary to the academic training of students.

2. Mission

The Office of Student Development and Welfare shall provide services geared towards the development of responsible and wholesome students.

3. Goals and Objectives

- 3.1.** To provide opportunities to hone the potentials, talents and capabilities of the students;
- 3.2.** To promote and coordinate student services that develop a wholesome personality– physically, mentally socially, morally, emotionally, spiritually, and psychologically through co-curricular and extra-curricular activities; and
- 3.3.** To develop responsible leadership that fosters socio – economic and cultural awareness.

4. Services

4.1. Scholarship and Financial Assistance

Scholarship grants and all other forms of financial assistance shall be awarded in accordance with pertinent rules and regulations. A student can only avail of one government-based scholarship/grant and one university- based scholarship.



4.1.1. University-Based Scholarship (Financial Incentive Program)

a. Entrance Scholarship

This shall only apply during the first semester and does not apply to succeeding semesters.

- Students who graduated with Highest Honors (General Weighted Average of 98-100%) from public and recognized private high schools as certified by the head of institution shall be entitled to Two Thousand Pesos (Php 2, 000.00) cash incentive.
- Students who graduated with High Honors (General Weighted Average of 95-97%) shall be entitled to One Thousand Hundred Pesos (Php 1,000.00) cash incentive.
- Students who graduated with Honors (General Weighted Average of 90-94%) shall be entitled to Five Hundred Pesos (Php 500.00) cash incentive.

b. Academic Scholarship

Students who are able to maintain a general average of 90-94% with no grade lower than 84 shall be entitled to One Thousand Pesos (Php 1,000.00) cash incentive every semester.

Students who are able to maintain a general average of 94.1% and above with no grade lower than 84 shall be entitled to Two Thousand Pesos (Php 2,000.00) cash incentive every semester.



c. Athletic Scholarship

Students who showed exemplary performance in sports competition and who represented the university in regional and national sports competition as certified by the University Sports Director shall be entitled to the following incentives every semester:

Medalist in the National SCUAA	Two Thousand Pesos (Php 2,000.00) cash incentive
Participant in the National SCUAA	One Thousand Five Hundred Pesos (Php 1, 500.00) cash incentive
Participant in the Regional SCUAA	One Thousand Pesos (Php 1,000.00) cash incentive
Athletes who are members of the University Varsity irrespective of team	Five Hundred Pesos (Php 500.00) cash incentive

d. Employees Scholarship

Regular employees and their children shall be entitled to 100% tuition fee discount when they enroll in the Graduate School, College of Medicine and College of Law.

e. Campus Publication Scholarship

Members of the Editorial Board of the Campus Publication shall be entitled to the following cash incentive every semester:

- **Editor-in-Chief** - Two Thousand Pesos (Php 2,000.00)
- **Other active members of the Editorial Board as certified by the publication adviser** – One Thousand Pesos (Php 1,000.00)

f. University Student Council (USC) Officers Scholarship

Officers of the USC as recommended by the adviser and certified by the Campus OSDW Coordinator shall be entitled to the following cash incentive every semester:



USCF Chairperson	Two Thousand Pesos (Php 2,000.00)
USCF Vice Chairperson	Two Thousand Pesos (Php 2,000.00)
CSC President	Two Thousand Pesos (Php 2,000.00)
CSC Vice-President	One Thousand Pesos (Php 1,000.00)
CoISC Governors	One Thousand Pesos (Php 1,000.00)

g. PWD/ Differently Abled Persons Scholarship

Students who are differently abled or persons with disabilities are entitled to One Thousand Pesos (Php 1,000.00) cash incentive every semester.

Note: *The grantees shall undergo procedures for eligibility to be spearheaded by the office of Student Development and Welfare. If a student is a recipient of two or more incentive grant, he/ she shall be required to choose only one. Beneficiaries of Tertiary Education Subsidy (TES) will no longer avail of incentives under this program.*

h. Socio-Cultural Scholarship

A monthly allowance of Php 600.00, Php 400.00 or Php 300.00 is given depending on the performance of the student.

Guidelines:

- This scholarship is open to all bona fide students of the University.
- All applicants must undergo series of auditions in their chosen group.
- All qualified applicants will undergo series of trainings during their free time and during rehearsal sessions.
- Qualified applicants regularly attend trainings and rehearsals as certified by the leader/ secretary of each group



- Qualified applicants shall be bound by a contract signed between his/her parents and the University through the Socio-Cultural Director renewable every semester.
- Any member who is found to have violated the terms and conditions provided in the contract shall be given sanctions based on the rules imposed by the Socio – Cultural’s Office.

4.2. Student Assistantship

4.2.1. Deserving students who are willing to work during their free time are given opportunities to work in the administration offices of the University or wherever human resource is needed to assist them in their financial needs. Compensation shall be in accordance with existing rules and policies. Compensation rate may change anytime.

4.2.2. Special Program for the Employment of Students (SPES)

The Special Program for the Employment of Students (SPES) is an employment bridging program during summer vacation that aims to augment the family’s income of poor but deserving students, out of school youth or dependents of displaced workers who intend to finish their education. Qualified applicants shall work in the administration offices of the University or wherever human resource is needed.

4.3. Student Mutual Aid Program (SMAP)

The coverage of the SMAP, of which the Student Mutual Aid Fund (SMAF) is a core component, shall be per academic year. All bonafide students of Cagayan State University shall be covered automatically by the SMAP for the entire academic year during which they are enrolled. The coverage expires when classes in the University officially ends based on the school calendar officially



released by the Office of the University Registrar or through Special Orders issued by the Office of the University President.

4.3.1. Documentary Requirements for Medical Assistance

- a. Enrollment/ Assessment Form
- b. Incident Report/ Medical Abstract
- c. Medical Certificate
- d. Official Receipts

4.3.2. Documentary Requirements for Death Claim

- a. Enrollment/ Assessment Form
- b. Death Certificate
- c. Marriage Certificate (if deceased student is married)
- d. Sworn statement of the claimant that he/ she is the legal guardian of the deceased student if orphan and certification from the barangay captain

(Lifted from the IRR of CSU Student Mutual Aid Program through Board Resolution No. 09 s. 2013)

4.4. Co-Curricular Programs Incentives

4.4.1. Students are free to participate in co-curricular activities and to express their views in any public issue subject to the following conditions:

- a. Their attendance and participation, if officially sanctioned, shall be recognized and shall excuse them from attending classes.
- b. Their participation shall be subjected to university regulations on the protection of life and property and the assurance of the continuity of the educational process.

4.4.2. Incentives shall be given to national winners according to the following schemes:

	Team Events	Individual Events
1 st place:	15,000.00	5,000.00
2 nd place:	10,000.00	4,000.00
3 rd place:	7,500.00	3,000.00
4 th place:	5,000.00	2,000.00
5 th place:	3,000.00	1,000.00

4.5. Incentives for National Topnotchers in Board Examinations

To recognize the exemplary performance of graduates in board examinations, the University shall award the following incentives to national topnotcher;

4.5.1. Top 1 – Top 5 Thirty Thousand Pesos (Php 30,000.00)

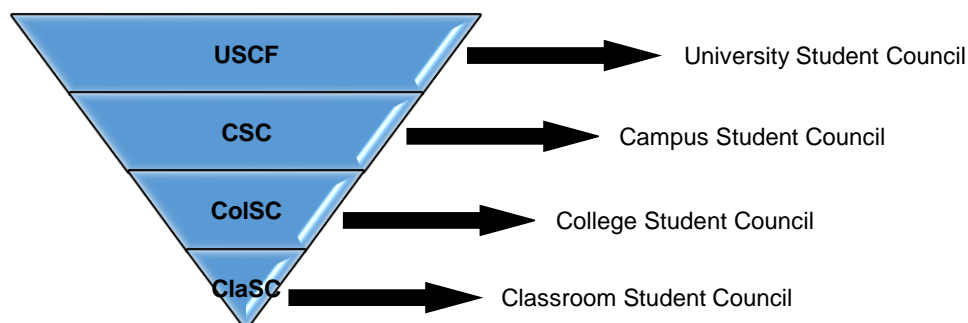
4.5.2. Top 6 – Top 10 Twenty-Five Thousand Pesos (Php 25,000.00)

4.6. Student Organizations

The University provides avenues in the establishment of different student organizations within the University in order to enhance the growth of students as members of the academic community and to complement their academic and co-curricular development.

4.6.1 Student Council

The official collective participation of students in the formulation and application of institutional policy relative to academic and student affairs shall be exercised through the University Student Council Federation. The USCF constitutes the following:





Being the highest student governing body in the University, the USCF shall no longer seek accreditation from the Office of Student Development and Welfare. However, the Student Council Federation must submit an accomplishment report and financial statement to the OSDW every end of the school year as a requirement in the signing of student clearance.

4.6.2 Specialized Organizations

Specialized organizations are associations other than the Student Council which must undergo annual accreditation or re-accreditation at the Office of Student Development and Welfare, the deadline of which is annually set on the 6th week after the opening of classes.

4.7. Accreditation / Re – Accreditation

All specialized organizations are subject to accreditation by the OSDW every school year.

4.7.1. Requirements for Accreditation

- a. Request letter addressed to the Campus Executive Officer duly endorsed by the Office of the Student Development and Welfare
- b. Constitution and by-laws duly signed by the adviser/s and initial set of officers and members of the organization
- c. Request letter and acceptance of adviser/s
- d. Directory of Officers and Members
- e. General Action Plan for the school year

4.7.2. Requirements for Re-accreditation

- a. Request letter addressed to the Campus Executive Officer duly



- endorsed by the Office of the Student Development and Welfare
- b. Constitution and by – laws duly signed by the adviser/s and officers of the organization (if amended)
 - c. Request letter and acceptance of adviser/s
 - d. Updated Directory of Officers and Members
 - e. General Action Plan for the school year
 - f. Accomplishment Reports
 - g. Financial Reports prepared by the financial secretary, checked by the auditor, noted by the president and the adviser/s and further noted by the College Dean
 - h. Inventory of Supplies and Equipment

4.8. Advising of Student Organizations

- 4.8.1.** For campus organizations, student leaders recommend regular faculty members as advisers, to be endorsed by the Campus Student Development and Welfare Coordinator for the approval of the Campus Executive Officer.
- 4.8.2.** For college student council and specialized organizations, regular faculty members shall be recommended as advisers by the student organization. Student leaders recommend faculty advisers, noted by the College Dean, to be endorsed by the Campus Student Development and Welfare Coordinator for the approval of the Campus Executive Officer.
- 4.8.3.** Duties and Responsibilities of Student Organization Adviser/s
 - a. Oversee organizational meetings and implementation of organizational projects and activities
 - b. Make themselves available for consultation
 - c. Accompany students in all official activities



5. Economic Enterprise Development

5.1. Sources

5.1.1. Primary Source of Fund

The student council and the student publication funds are integrated in the development fees as stipulated in the Implementing Rules and Regulations of RA 10931 also known as “Universal Access to Quality Tertiary Education Act of 2017”.

5.1.2. Other Sources of Fund

- **Fund-Raising Activities**

These refer to amount collected from fund raising activities such as advertisements, sales of tickets or other similar fund-raising activities. Such collections shall be duly approved by Campus Executive Officer through the Campus Student Development and Welfare Coordinator upon the request of the College Dean, the adviser, the President of the Student Council and the Editor-in-Chief of student publication subject to proper accounting and auditing procedures.

5.2. Collection/Deposit System

5.2.1. Collections

- The Student Council, through the Finance Division of the University, shall be responsible for the collection of student fees and shall issue receipts to acknowledge the payments of students who did not avail of RA 10931 otherwise known as “Universal Access to Quality Tertiary Education Act of 2017”.
- Funds allotted from the Unified Financial Assistance System for Tertiary Education shall be released to the following:
 - a. The USCF Chairperson writes a letter of request duly noted by the



adviser, further noted by OSDW Director, recommended by the Vice President for Academic Affairs and approved by the University President.

- b. The editor-in-chief/ CSC President writes a letter of request noted by the adviser, recommended by the Campus OSDW Coordinator and approved by the Campus Executive Officer.

5.2.2. Deposits

A bank account shall be opened where allotted funds shall be deposited under the account name of the student council or student publication.

5.3. Disbursement System

Budget Allocation

A budget allocation for student activities shall be prepared by:

- a. The University Student Council Federation (USCF)
- b. The Campus Student Council (CSC)
- c. The student publication

It shall be duly approved by the members of the Student Council and student publication and noted by the respective advisers and further noted by the OSDW Director / CSDW Coordinator.

5.4. Books of Account

The books of accounts shall be kept and maintained by:

- a. The Finance Secretary of the USCF
- b. The Finance Officer of the CSC
- c. The Managing Editor of the student publication
- d. The Finance Officer of the College Student Council

The books of accounts consist of Receipts Book, Disbursements Book,



Cash Book and Cash Advances. Each organization shall also maintain an inventory of properties.

6. Student Activities

6.1. General Guidelines

To ensure the smooth conduct of student activities in a campus, the following guidelines shall be strictly implemented:

- 6.1.1.** For the conduct of campus/college co-curricular activities, a letter of request addressed to the Campus Executive Officer, noted by the organization adviser and the dean sponsoring any activity and endorsed by the CSDW Coordinator shall be made at least one (1) week before the conduct of the activity.
- 6.1.2.** For University-wide activities, the University President through the recommendation of the Vice President for Academic Affairs and with the endorsement of the Director of Student Development and Welfare shall approve all university-wide convocations, symposia, meetings and other activities.
- 6.1.3.** For the conduct of student activities where the university facilities and other resources are needed, the student organization shall seek approval from the concerned office/ in-charge.
- 6.1.4.** The officers of the concerned student organizations shall be held responsible for the damages to university properties and facilities incurred during the conduct of student activities.
- 6.1.5.** Participation to Congress, Conferences, Trainings, Other Activities
Any Student Council and accredited specialized organization may recommend a deserving student leader to the Office of the



President/Campus Executive Officer through the Office of Student Development and Welfare to participate in any congress, seminar, conference, training or meeting that has relevance to his/her present position subject to the availability of the student development fund or organizational fund.

6.1.6. All students joining off-campus activities shall be properly chaperoned by the faculty adviser/s of the organization. Moreover, a waiver or parental consent shall be presented to the College Dean or Campus Executive Office.

6.2. Posting Information

The following guidelines shall be followed in posting information:

6.2.1. All school-related postings and announcements shall be approved by the College Deans and/or Campus Executive Officers and are allowed only in prescribed areas and bulletin boards. Painted walls, doors, posts and tree trunks shall not be used for posting.

6.2.2. Commercial advertisements as well as political, controversial, litigious, subversive, seditious and contentious postings inside the campus are prohibited. Students caught defying said policy shall be dealt with accordingly based on the student conduct and discipline.

6.3. Student Publication

The University shall encourage students to join publications in order to enhance their writing skills and to foster freedom of the press anchored on the principles of responsible campus journalism. Each campus may publish a paper upon the approval of the Campus Executive Officer through the CSDW Coordinator.



6.3.1. Selection of the Editorial Board

- An annual competitive screening shall be conducted by the Campus Student Development and Welfare Coordinator to determine the members of the Editorial Board of the student publication.
- The Campus Executive Officer with the endorsement of the CSDW Coordinator shall create the Screening Committee which shall be composed of a chairperson and four members.
- The chairperson of the Screening Committee shall be a recognized journalist who may or may not be a part of the University. In case of the unavailability of a media practitioner, any qualified faculty member, preferably the incumbent adviser, provided he/she had journalism experience, may be designated as chairperson.
- The members of the Screening Committee shall be composed of two past editors-in-chief and two faculty members with journalism experience.
- The faculty member who will sit as members of the Screening Committee shall be given Special Order.

6.3.2. Functions of the Screening Committee:

- Administer competitive examination and interview to the student applicants;
- Select and recommend the members of the Student Publication Editorial Board based on the result of the examination and interview;
and
- Render just decisions on all protests relating to the selection of the Editorial Board.



B. GUIDANCE SERVICES

1. Rationale

Cagayan State University is an institution of higher learning dedicated to the formation of well-integrated students expected to contribute to the welfare and progress of the province, country, and the world through its four-fold mission, namely instruction, research, extension and production.

In view of the University's mantra, the CSU Guidance and Counseling Center has been created primarily to provide various services aimed at developing students' potentials and helping them in making wise decisions and cope with the demands of life which they are confronted with.

Life's realities particularly those that beset the young and the grown-ups have called for the urgent attention of the university to ensure a functional and operational Guidance and Counseling Program deemed necessary to guide and advise students in addressing their academic and personal problems.

Such healthy relation between the counselor and the counselee is established through the Guidance and Counseling Program. This is significant to help students attain self-realization of their personhood, thus demonstrating a mature and responsible behavior during and after their stay at the University.

2. Goals

The Guidance and Counseling Center, as one of the major student services, assists the University academic community in realizing its mission to transform the lives of people and communities through high quality instruction and innovative research, development, production and extension through the implementation of a comprehensive Guidance and Counseling Program designed to promote the holistic approach to personal growth and development of students.



The Guidance and Counseling Program employs techniques and approaches through which the individual's potentials, skills and experiences will reach an optimum actualization.

3. General Objectives

- 3.1.** To implement a program aimed at addressing the students' mental, vocational, social, moral and psychological needs;
- 3.2.** To heighten the students' understanding of themselves and others to eventually eliminate self-defeating attitude and behaviors; and
- 3.3.** To assist the students to actualize their potentials, talents and skills to become mature, responsible and purpose-driven members of the community.

4. Specific Objectives

- 4.1.** To assist students in understanding and accepting themselves and imbibing self-worth through interview, information and counseling;
- 4.2.** To enhance the students' self-awareness and self-disclosure and to facilitate healthier and better relationship with others through growth sessions;
- 4.3.** To establish a credible inventory of students' profile of their ability, aptitude, interests, personality needs, traits, values, etc. through testing; and
- 4.4.** To update students' profile when necessary through individual inventory and follow-up services.

5. Guidance and Counseling Program

The Guidance and Counseling Program of Cagayan State University is centralized. It is supervised by the Director of the Guidance Center stationed at the CSU Central Administration, Andrews Campus, Caritan, Tuguegarao City.



The Guidance Staff is composed of the Licensed/Registered Guidance Counselors assigned to the different campuses of Cagayan State University.

The Guidance Staff meets every quarter at the Guidance Center at CSU Andrews, Caritan, Tuguegarao City.

The Guidance and Counseling Program is developmental and preventive in nature, such that students are developed and assisted progressively and are followed-up during their entire stay in the university.

The College/Campus Counselors design their own Guidance Program for implementation in their respective College/Campus assignment based on the University Guidance Program.

6. Services Offered

6.1. Psychological Testing Service

Psychological tests are administered to all students in all year levels of the different courses in the University, and results are utilized in the academic setting to provide a comprehensive assessment of the students' personality, psychopathology (if there's any) and cognitive abilities.

The testing program of Cagayan State University is designed to better understand the students and to further determine how the counselors could reach out to them for further counseling intervention if needed.

6.2. Information Services

6.2.1. Orientation Program (For College Freshmen and Transferees)

Orientation programs for freshmen and transferees are designed to guide new students in answering questions like "How will I find all my classes? Where can I look for my teachers? Whom do I ask if I have questions? Will I make any friends?". Prior to the beginning of classes,



students are given an overview of the complete realm of university life, from curricular to co-curricular activities.

The different campuses of Cagayan State University annually conduct Campus Orientation Program among college freshmen and transferees as a way of welcoming the new breed of CSUans and providing them with relevant information they need as they journey through their college life. The said activity usually runs for about 2-3 days, at least a week after the start of classes.

6.2.2. Growth Sessions

Living in an environment of constant change, the youth of today are beset with various concerns as a result of their exposure to various kinds of vulnerabilities.

To help students understand themselves better and resolve and cope with issues of sexuality, reproductive health, Internet and drug addiction, career and identity confusions, and family concerns.

The Guidance and Counseling Center of the different Campuses conducts a series of growth sessions for all students. The theme of the sessions depends on the perceived concern/s of students.

6.3. Counseling Service

To assist students in developing their values and life orientations which will guide them to become mature mentally and emotionally, the Cagayan State University has established counseling services intended for individuals, groups, and special cases.

Students/clients may voluntarily visit the Guidance Center for their problems, concerns and issues or such may be referred to the counselors by their peers, teachers, and school officials. Problems that are beyond the



counselor's capacity to manage and handle are further referred to other experts (i.e. clinical psychologist, psychiatrist, medical practitioners, spiritual practitioners, marital advisers, etc.).

Counselors are guided by the principle of confidentiality in dealing with the student's/client's concerns and issues.

6.4. Individual Inventory

The Guidance Center engages in a continuous and cooperative process of accumulating, recording and updating of information of each student for guidance and counseling purposes.

Each student is accorded with an Individual Record File (IRF) which contains his/her personal, educational, family and health data. Record of psychological tests taken and other significant information are likewise contained in the IRF.

An Update Individual Record Form is given to second and third year students to update their profile.

6.5. Referral Service

Students bring to school various concerns and issues and may manifest at-risk behaviors such as absenteeism, tardiness, not focusing on learning, decreased participation, defying authority, violating rules and dropping out of school. These and other problems place students at risk of school failure and other problems and in need of assistance.

Thus, Cagayan State University through the Guidance Center provides referral services to its students. This service is done through the assistance of the entire academic community. Students/clients who are deemed to be in need of guidance and counseling assistance are referred to a counselor-in-charge.



Cases beyond the ability of counselors to handle are referred to external consultants.

6.6. Career Guidance Service

The Career and Guidance Service of Cagayan State University entails giving assistance to students to equip them with effective work habits and the ability to make sound decisions, solve problems, plan effectively, work independently, communicate well, research, evaluate themselves realistically, and explore new educational and career opportunities.

Integrated in the aforesaid service are the following:

- a. Initial Interview,
- b. Exit Interview,
- c. Terminal Interview,
- d. Employment Counseling Seminar, and
- e. Online Registration for Board Examinations Forum.

6.7. Evaluation Service

Evaluation service provides a feedback mechanism necessary for improvement of the delivery of guidance programs.

Through this service of the Guidance Center, the Guidance and Counseling Program is evaluated regularly by students, faculty and staff to determine if student needs are addressed. It further looks into whether the objectives of the Guidance and Counseling Program have been attained and whether the guidance staff have excellently performed their functions.



C. SOCIO-CULTURAL SERVICES

The University provides the students with an avenue for the development of their socio-cultural prowess through various activities such as dance, music, and performing arts.

1. Vision

To make Art a part of everyone's life

2. Mission

The Office of the Socio-Cultural Affairs initiates programs that develop student abilities in Dance, Theatre and other related activities. The focus is to preserve, enrich and promote the rich cultural heritage of Cagayan and the Philippines at large in the spirit of artistic excellence, identity and positive cultural values in an increasingly globalizing world.

3. Goals and Objectives

- To showcase the Filipino and Cagayano culture through socio-cultural performances.
- To promote the preservation of and cultivate appreciation of our cultural heritage.
- To represent the University in activities that nurture students' socio-cultural flourishing.



D. SPORTS SERVICES

The University holds sports activities for students to establish camaraderie with other students and to develop their sports potentials.

1. Vision

To implement a sports development program guided by the values of fair play, sportsmanship and camaraderie and responsive to the physical development needs of students and parallel to the multi-disciplinary academic program of the University

2. Mission

Develop and implement a realistic sports development which will:

- Maintain the dominant position of the University in the region in the field of sports;
- Encourage and support sports competition among students; and
- Encourage and support the formation of student sports clubs.

3. Goals and Objectives

- To undertake a continuing search for students who excel in different sports;
- To formulate the policies and set the priorities and direction of all University sports development programs.

IV. *Rights, Duties and Responsibilities of Students*



A. Protection of Student Rights

B. Duties and Responsibilities of Students

C. Rights of Every Student in the University



A. PROTECTION OF STUDENT RIGHTS

The rights of students prescribed in existing laws shall be protected at all times and the guaranteed freedom of students should not be abridged.

B. DUTIES AND RESPONSIBILITIES OF STUDENTS

Every student in the University shall:

1. Strive to lead an upright and useful life;
2. Exert utmost effort to develop his/her potentials for service through the pursuit of an education suited to his/her talents and abilities;
3. Respect the customs and traditions of the people, the duly constituted authorities, the laws of the country, and the principles of democracy;
4. Participate actively in civic affairs and in the promotion of the general welfare of the people;
5. Help in the observance and exercise of individual rights, the strengthening of freedom, and the fostering of cooperation;
6. Respect and cooperate with the faculty, fellow students, and the university authorities in the attainment of peace and order in the university.

C. RIGHTS OF EVERY STUDENT IN THE UNIVERSITY

1. Exercise rights with responsibility and with due respect for the rights of others;
2. Have the right to receive primarily through competent instruction, relevant quality education in line with national goals and conducive to his/her field development as person with human dignity;
3. Have the right to freely choose his/her field of study subject to existing curricula and to continue his/her course therein up to graduation, except in cases of academic deficiency or violation of disciplinary regulations;



4. Have the right to school guidance and counseling services for decisions and selecting the alternatives in fields of work suited to his/her potentialities;
5. Have the right of access to school records, the confidentiality of which the school shall maintain and preserve;
6. Have the right to issuance of official certificates, diplomas, transcript of records, grades, transfer credentials, and other similar documents within 30 days from request;
7. Have the right to publish student newspaper and similar publications, as well as to invite resource persons during assemblies, symposia, and other activities of similar nature;
8. Have the right to free expression of opinions and suggestions and to effective channels of communication with appropriate academic channels and administrative bodies of the institutions;
9. Have the right to form, establish, join, and participate in organizations and societies recognized by the school to foster his/her intellectual, cultural, spiritual, and physical growth and development or to form, establish join, or maintain organization and societies for purposes not contrary to law;
10. Have the right to be free from involuntary contributions except those approved by his/her own organization or society;
11. Exert utmost effort to develop his/her potentialities for service, particular undergoing education suited to his/her abilities in order to become asset to his/her family and the society;
12. Uphold the academic integrity of the school, endeavor to achieve academic excellence, and abide by the rules and regulations governing academic responsibilities and moral integrity;
13. Promote and maintain the peace and tranquility of the University by observing the rules of discipline and by exerting effort to attain harmonious relationship with fellow



students, teaching and academic staff and other personnel;

14. Participate in civic affairs and in the promotion of the general welfare, particularly in the social, economic, and cultural development of his/her community and in the attainment of a just, compassionate and orderly society; and
15. Exercise his/her right responsively in the knowledge that he/she is answerable for any infringement or violation of the public welfare and of the rights of others.



- A. Student Attire
- B. Guidelines
- C. Student Conduct and Discipline
- D. Major Offenses and Sanctions
- E. Minor Offenses and Sanctions
- F. Student Disciplinary Tribunal

Student Conduct of Discipline

V.



A. STUDENT ATTIRE

All students shall be required to come to school in proper school uniform with ID as prescribed by the University.

1. Male Students

- 1.1 Plain white polo shirt with the University logo printed on the left pocket, white undershirt, black slacks, and black leather shoes on Mondays to Fridays except on Wednesdays.
- 1.2 Length of hair should follow the standard haircut with ears visibly seen.

2. Female Students

- 2.1 White long-sleeved blouse, checkered gray and blue, pleated skirt and tie, and two-inch heeled closed black shoes on Mondays to Fridays except on Wednesdays. The length of skirt should be one or two inches below the knee.
 - 2.2 Unnecessary accessories are prohibited.
3. On Wednesdays and Saturdays, college shirt paired with long pants, not ripped/tattered, shall be worn to school on Wednesdays. Meanwhile, decent and appropriate attire shall be worn during Saturdays.

B. GUIDELINES

1. Students should attend classes regularly in their prescribed uniform set by the University.
2. The uniform must be worn during in and off campus activities which are part of the course requirements such as observation, practice teaching, parades and the like unless specified otherwise.
3. Students with or without classes shall be obliged to wear prescribed school uniform



inside the campus except during approved ground improvement (GI) period or such other activities as may be determined by the College Dean to be coordinated with the Campus Executive Officer (CEO) and the Guard-on-Duty.

4. P.E. and NSTP uniform shall be worn only during Physical Education and NSTP classes, respectively.
5. Any student caught violating these policies shall not be admitted by the Guard-on-Duty/teacher concerned in his/her class.

C. STUDENT CONDUCT AND DISCIPLINE

1. Rules on Disciplinary Action

Bases for Discipline

Disciplinary action, after due process of the law, shall be instituted for conduct prohibited by laws or by the rules and regulations promulgated by the duly constituted authorities of the University.

D. MAJOR OFFENSES AND SANCTIONS

OFFENSES	SANCTIONS		
	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
LIQUOR AND PROHIBITED DRUGS			
• Entering the University under the influence of liquor or intoxicated drink	5 class days suspension	10 class days suspension	20 class days suspension
• Possessing or selling liquor within the university	10 class days suspension	20 class days suspension	Suspension for one semester
• Possessing, selling and using prohibited drugs in any form within the university	Dismissal from the University		



MASS ACTION AND SUBVERSIVE ACTIVITIES			
• Joining unapproved mass actions, subversive activities or instigating rallies, strikes, boycotts, demonstrations and other forms of unapproved group action, which create disorder in the university	30 class days suspension	Suspension for one semester	Dismissal from the University
• Posting, disseminating, distributing and circulating leaflets against any person or the university or any printed matter that tend to instigate subversion towards the government and cause disturbance and chaos to the University	30 class days suspension	Suspension for one semester	Dismissal from the University
• Unauthorized posting of any printed material	Warning	Suspension for 10 class days	Suspension for 30 class days
• Organizing and joining any organization not accredited by the University or fraternity, sorority, subversive groups which create disorder and disciplinary problems to the University	30 class days suspension	Suspension for one semester	Dismissal from the University
• Disrupting classes and barricading the University entrance and other places in the University	30 class days suspension	Suspension for one semester	Dismissal from the University
• Any act which tarnishes the name of the University or any violation of the laws of decency	Dismissal from the University		
DEADLY AND DANGEROUS WEAPONS			
• Unauthorized possession of deadly bladed weapons within the university premises	10 class days suspension	20 class days suspension	30 class days suspension
• Unauthorized possession of fire-arms and explosives within the school premises	Dismissal from the university		



EXTORTION/ BRIBERY			
• Forcibly giving or asking money from anybody or any act of bribery to gain favor in violation of standard instruction	10 class days suspension and payment of damages	20 class days suspension and payment of damages	30 class days suspension and payment of damages
VIOLENCE, PHYSICAL ASSAULT OR INJURY			
• Fighting within the University premises	5 class days suspension	10 class days suspension	20 class days suspension
• Resorting to any act of violence that results to grave and serious injury	10 class days suspension	20 class days suspension	30 class days suspension
• Any act of violence that result to death	expulsion from the University		
• Bringing “trouble makers” within the university premises for purposes of committing a crime of felony	15 class days suspension	20 class days suspension	suspension for one semester
• Gross misconduct and unruly behavior during student meetings, assemblies and programs	10 class days Suspension	20 class days Suspension	30 class days Suspension
• Any other misbehavior or misconduct which may endanger or threaten the health or safety of an individual in the university premises or which may adversely affect students’ welfare as members of the academic community	15 class days Suspension	30 class days suspension	Suspension for one semester
• Hazing or inflicting physical or mental harm and/or unlawful initiation for admission to any organization that tends to injure, degrade or humiliate another even in mere conspiracy	Dismissal from the University		



STEALING			
• Stealing any property within the University	20 class days suspension and replacement of stolen item	45 class days suspension and replacement of the stolen item	Suspension for one semester and replacement of the stolen item
• Illegally picking fruits, flowers, and any other produce which are within the University premises	Planting 5 trees/plants	Replacement of tree/plant by planting 10 trees/plants and 15 class days suspension	Replacement of tree/plant by planting 30 trees/plants and 30 class days suspension
SLANDER, LIBEL, RUMOR MONGERING			
• Circulating written or oral and/or publishing false, derogatory, vulgar, defamatory, slanderous, and libelous words, statements, remarks against any student, faculty or employee	Minimum of 10 days suspension depending on the severity of the action	30 class days suspension	Suspension for one semester
• Disrespect of persons in authority	5 days class suspension	10 days class suspension	15 days class suspension
• Grossly disrespecting in words or in deeds or molesting any student, faculty, or employee by contempt, ridiculing, mocking or instigating a quarrel	Minimum of 10 days suspension depending on the	30 class days suspension	Suspension for one semester



	severity of the action		
SCANDALOUS ACTS			
• Acts of lasciviousness	Suspension for one semester	Dismissal from the University	
• Indecent acts done publicly inside and outside the University	5 days class suspension	10 days class suspension	15 days class suspension
• Sexual Harassment in any form, as defined according to R.A. 7877	Refer to CODI		
• Illicit Relationship	Dismissal		
VANDALISM/ LITTERING			
• Committing any act of vandalism, destroying or any form of mutilation-writing or drawing on walls and pieces of furniture; tearing of pages of library books, magazines and other references, breaking glass windows, showcases, cabinets, connection or disconnection of electrical wires and plumbing device without permission from authorities concerned, improper use of tables and chairs, tools, computers and machines	10 class days suspension and payment of damages	20 class days suspension and payment of damages	30 class days suspension and payment of damages
• Littering pieces of paper and other materials in the classroom and within the vicinity of the University	Warning	1 class day suspension and 1 day community service	3 class days suspension and 3 days community service
ILLEGAL ENTRY AND EXIT			
• Entering in and exiting from the campus using illegal routes	5 class days suspension	10 class days	20 class days



		suspension	Suspension
INTELLECTUAL DISHONESTY, CHEATING, PLAGIARISM			
• Plagiarism	15 class days suspension	30 class days Suspension	Dismissal from the University
• Intellectual dishonesty, cheating in examinations and taking the possession of or passing exam leakages and taking exams by proxy	A failing grade for the test, quiz, term paper, thesis, etc.	A failing grade for the subject and suspension for the rest of the semester	Dismissal from the University
FALSIFICATION OF RECORDS, DOCUMENTS AND CREDENTIALS			
• Forging, falsifying, or tampering university records, documents, or credentials, or knowingly furnishing the university with fraudulent information in connection with an official document	30 class days suspension	Suspension for one semester	Dismissal From the University
• Entering the campus with fake, tampered or borrowed ID	5 class days suspension	10 class days suspension	30 class days suspension
MALVERSATION OF FUND BY ANY STUDENT, ORGANIZATION, CLASS OR GROUP			
• P5000 and below	10 class days suspension and payment of the amount of the amount	15 class days suspension and payment of the amount	30 class days suspension and payment of the amount



• P5001 – P10000	15 class days suspension and payment of the amount	30 class days Suspension and payment of the amount.	Suspension for one semester and payment of the amount
• P10001 and Above	Suspension for one semester and payment of the amount	Dismissal from the University and payment of the amount	

E. MINOR OFFENSES AND SANCTIONS

OFFENSES	SANCTIONS		
	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE
1. Smoking inside the University premises	Warning	5 class days suspension	10 class days suspension
2. Distributing and selling objects, pictures and literature that are pornographic in nature.	Warning	10 class days suspension	20 class days suspension
3. Not wearing of ID and prescribed uniform inside the campus	Reprimand	5 class days suspension	10 class days suspension
4. Misrepresentation of the university like using the name of the University in illegal solicitations	10 class days suspension	15 class days suspension	20 class days suspension
5. Unauthorized use of the university facilities	3 class days suspension	5 class days suspension	10 class days suspension



6. Unauthorized assembly of students even in small groups within the university during class hours.	10 class days suspension	15 class days suspension	20 class days suspension
7. Gambling inside the campus with or without cash except authorized bingo socials	10 class days suspension	15 class days suspension	20 class days suspension
8. Undue noise or disturbances in classrooms, library, quarters and other places within the University	3 class days suspension	5 class days suspension	10 class days suspension
9. Sleeping, cooking and doing toilet necessities in unauthorized places	3 class days suspension	5 class days suspension	10 class days suspension
10. Unauthorized selling of tickets, and/or initiating or participating in fund raising campaigns without prior authorization/ approval from designated university authorities and officials	10 class days suspension	15 class days suspension	30 class days suspension
11. Having long hair and wearing earrings for male inside the school premises and loud-colored hair and body piercings for both male and female.	Warning	5 class days suspension	10 class days suspension

F. STUDENT DISCIPLINARY TRIBUNAL

There shall be a Student Disciplinary Tribunal composed of five members, one of whom is a member of the studentry, in order to have a holistic perspective view of the disciplinary problem put forth.

1. Composition

The Student Disciplinary Tribunal shall be composed of five (5) members, namely, a chairperson, CSDW Coordinator, College Dean or his/her representative, Faculty Club President or his/her representative and the Campus Student Council President or his/her representative.



2. Appointment and Term of Office

The chairperson of the Tribunal shall be appointed by the Campus Executive Officer and shall serve for one (1) year. New members shall be appointed within one (1) month from the expiration of the previous members' term, should they not be reappointed. In case no appointments have been made or prospective appointees have not qualified, the incumbent members of the tribunal shall serve in a holdover capacity.

3. University Investigation

Disciplinary proceeding in cases that fall under the Student Disciplinary Tribunal shall be under the supervision of the Director of Student Development and Welfare.

4. Filing of Charges

A disciplinary proceeding shall be instituted on its own occur motu – proprio by the appropriate authority or upon filing of a written charge specifying the misconduct and subscribed and sworn to by the complainant or upon submission of an official report of any violation of existing rules and regulations. Upon filing of said charge or report with the Student Disciplinary Tribunal at the Office of the Student Development and Welfare, as the case may be, an entry shall be made in an official entry book kept for the purpose or, specifying the person or persons charged, the complainant or his/her witnesses, if any, the site of filing, and the substance of the charge.

5. Preliminary Inquiry

Upon receipt of the complaint or report, which shall be under oath, the Tribunal or the Campus Executive Officer/ College Dean as the case may be, shall determine whether such complaint or report is sufficient to warrant formal investigation. Notice to



the respondent/s during the preliminary investigation may be waived in writing. Where the complaint or report is found sufficient, formal charge/s shall be filed and served upon each respondent and his/her parents/guardian.

6. Answer

Each respondent shall be required to answer in writing within five (5) class days from receipt of charge/s. Formal investigation shall be held on notice as provided for in the succeeding section.

7. Hearing

Hearing shall begin not later than one week after the receipt of the respondent's answer. All hearing of cases shall be terminated within two (2) calendar months from receipt of the respondent's answer.

8. Notice of Hearing

All parties concerned shall be notified of the date set for the hearing at least three (3) class days before such hearing. Notice to counsel or duly authorized representative of a party shall be considered sufficient notice to such party for the purpose of this section.

9. Failure to Appear at Hearing

In cases where neither complainant nor respondents fail to appear at the place set for the initial hearing after due notice and without sufficient justification, this fact shall be noted and hearing shall proceed ex – parte (hearing only the side of the party present) without prejudice to the party's right of appearance in subsequent hearings.



10. Postponement

Application for postponement through writing may be granted for valid causes but shall not be more than seven (7) days from the date of the hearing sought to be postponed. Provided, that not more than two (2) postponements of the litigation shall be allowed.

11. Committee Report

The investigating committee shall forward to the Dean/Campus Executive Officer concerned within fifteen (15) class days after the termination of the hearing the complete record of the case, with its report and the members of the committee shall state the findings of facts, conclusions, recommendations, and specific regulations in which the decision is based.

12. Decision by the College Dean/Student Disciplinary Tribunal

The College Dean/Student Disciplinary Tribunal shall transmit the report after receipt of the committee report together with the decision to the Campus Executive Officer within ten (10) class days.

13. Decision by the Tribunal

The Student Disciplinary Tribunal shall decide each case within fifteen (15) class days after final submission. The decision shall be in writing and signed by at least a majority of its members, which shall contain a brief statement of the finding of facts, conclusions, recommendations, and the specific regulations on which the decision is based.



14. Finality of Decision

The decisions of the Student Disciplinary Tribunal/College Dean approved by the Campus Executive Officer shall be final and executory after ten (10) class days from the receipt of the said decisions. Decisions that, however, carry a penalty of expulsion, permanent disqualification from enrolment, or suspension for more than thirty (30) class days may be appealed to the University President within ten (10) class days from receipt of such decision. All other decisions of such tribunal/College Dean/Campus Executive Officer which imposes lesser penalties than those enumerated above becomes final after ten (10) class days from receipt of such decision unless a motion for reconsideration is filed within said period, in which case the running of the period is suspended. The decision rendered upon a motion for reconsideration is immediately executory.

15. Appeal to the President

In all cases of final decisions conferred by the Student Disciplinary Tribunal, the respondents may file an appeal to the President of the University within ten (10) class days after receipt of the decision.

16. Action by the President

Action by the University President or recommendation coming from the College Dean/Campus Executive Officer or appeal from the decision of the Chairperson of the tribunal shall be rendered within ten (10) class days after receipt of the appeal. In all cases of expulsion, the President shall consult the executive committee. Decision of the President in cases specified in the succeeding sections may be appealed to the Board of Regents within ten (10) class days after the respondents received a copy of such decisions.



17. Decision by the Board of Regents

The Board of Regents need not review all decisions of the President, only those appealed to them if the penalty imposed is expulsion, dismissal, suspension for more than one academic year or any other penalty of equivalent severity.

18. Rights of Respondents

Every respondent shall enjoy the following rights:

- 18.1. To be subjected to any disciplinary penalty only after the requirements of due process shall have been fully complied with;
- 18.2. To be convicted only on the basis of substantial evidences the burden of proof being with the person filing the charge;
- 18.3. To be convicted only on the basis of evidence introduced at the proceedings or of which the respondents have been properly appraised and given the opportunity to rebut the same;
- 18.4. To enjoy, pending final decision on the charges, all his rights and privileges as a student, subject to the powers of the College Dean / Campus Executive Officer/ Tribunal to order the preventive suspension of the respondent for not more than fifteen (15) class days where suspension is necessary to maintain the security of the University; and
- 18.5. 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 Tribunal or the Investigating Committee to designate a counsel for him/her among the faculty members of the University.



19. Effectivity of Decision

Decision(s) shall take effect as provided in these rules; provided, that final decision of suspension or dismissal or expulsion rendered within thirty (30) class days to final examination shall take effect during the semester immediately subsequent to the semester or summer in which such decision was rendered; provided, that when the respondent is graduating, the penalty shall take effect immediately.

20. Record All Proceedings

A competent encoder shall encode all proceedings before any Tribunal or Committee. Original records pertaining to student discipline shall be under the custody of the Director/Coordinator of Student Development and Welfare. Such records shall be declared confidential and no person shall have access to the same for inspection or copying unless he/she has a legal right that cannot be protected or vindicated without access to or copying of both records. Any official or student of the University who shall violate the confidential nature of such records shall be subjected to disciplinary action.

21. Sanctions

21.1. Disciplinary action may take the form of expulsion/dismissal from the University, 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 circumstances attending its commission shall determine the nature of the disciplinary action or penalty to be imposed.

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

21.3. Refusal to submit to the jurisdiction of the University by a student not enrolled at



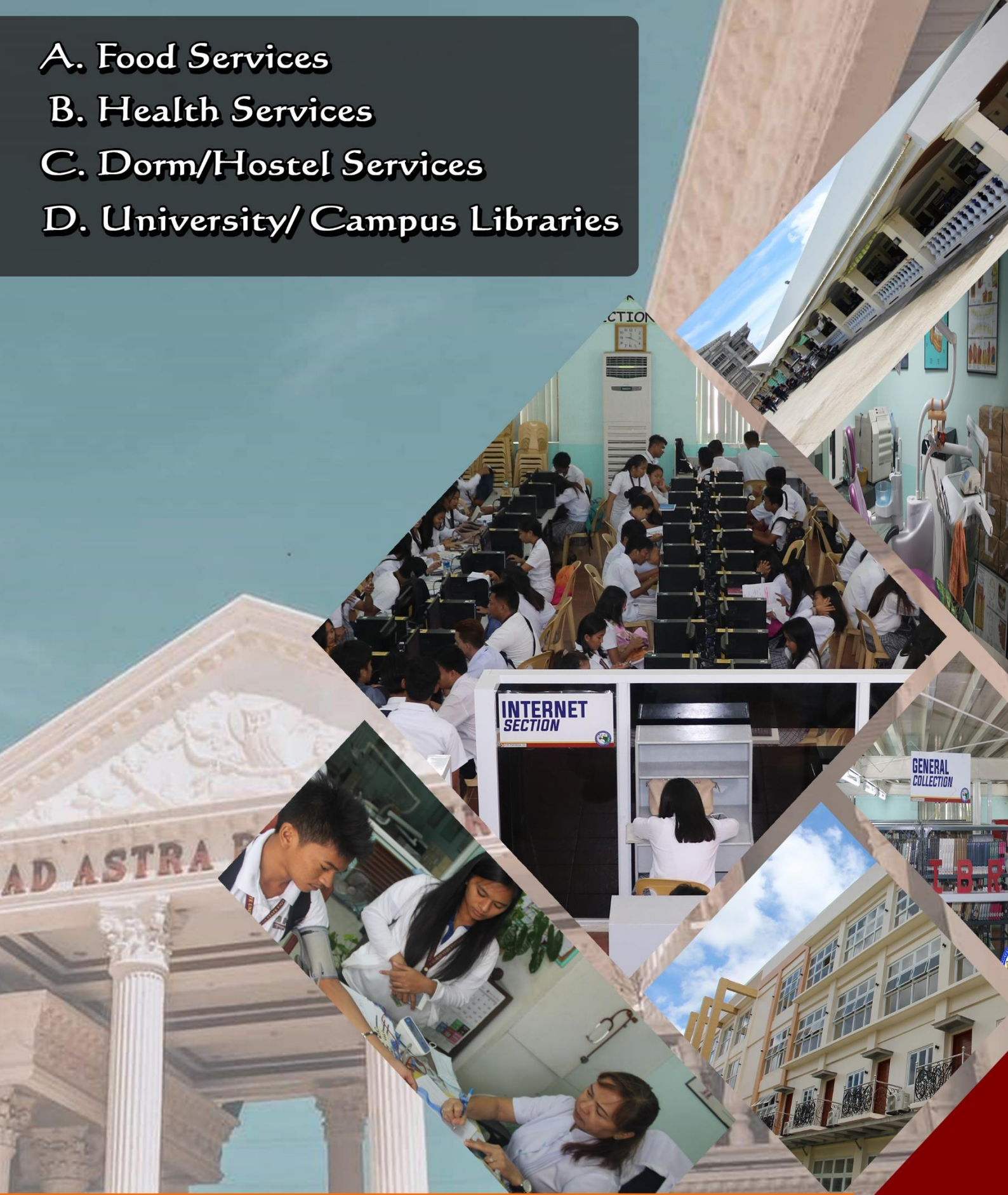
the time a charge against him/her is filed or pending litigation shall prejudice his/her future enrollment in any unit of the University.

22. Summary Investigation by the College Dean and Campus Executive Officer

Notwithstanding the provision of the foregoing sections a College Dean/Campus Executive Officer may precede summarily, against students of his/her College/Campus for any of these acts:

- 22.1.** Violation of rules and regulations issued by the College Dean/Campus Executive Officer.
- 22.2.** Misconduct committed in the presence of authority or faculty of the University or in the course of official function sponsored by the University. The respondent shall be summoned to appear before the College Dean/Campus Executive Officer, shall be informed of the charge/s filed against him/her and shall be afforded the opportunity to present his/her side.
- 22.3.** Every decision rendered under this article 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) class days.

- A. Food Services
- B. Health Services
- C. Dorm/Hostel Services
- D. University/ Campus Libraries



Auxiliary Assistance Program

VI.



A. FOOD SERVICES

- Several food stalls are located within the university premise, which offer a variety of food services for students, faculty, and personnel.
- The University canteen and the various food stalls within the university also provide catering services.

B. HEALTH SERVICES

1. Medical Service

- Handles simple, uncomplicated, and stable medical conditions
- Performs for free physical and medical examinations as well as counselling for all first year students
- Provides some medications for simple medical conditions
- Attends to victims of accidents and emergencies
- Facilitates referral of complicated and emergency cases
- Provides free medical certificate and clearance to students availing of scholarship or those who will be employed in their supervised industrial training or on-the-job-training

2. Dental Service

- Performs free dental consultation and examination for students, faculty, and personnel
- Conducts annual dental examination for all first year students
- Provides dental treatment for minimal fee such as dental extraction, dental filling and oral prophylaxis



3. Guidelines

- Medical and dental examinations for first year students, faculty, and personnel are conducted annually. The physician/dentist shall give his/her diagnosis, recommendations, referrals, requests for laboratory procedures, or writes prescriptions, if necessary.
- Consultations, first-aid treatment, and initial dose of common over-the-counter medicines are free of charge for all students, faculty and personnel. Nebulization is available for asthmatics, the nebulas (medicine) however, need to be replaced by the patient. Patients should come personally to the clinic for consultations for proper evaluation and management. No proxies and/or telephone calls for free delivery of medicines are allowed.
- Students with mild illness, who may need observation or bed rest, may stay in the clinic for a few hours until dismissal time. The school nurse shall notify the student's adviser who in turn will inform the parents/ guardians with regards to the health condition of the students.
- In case of emergency, while first aid is being rendered, the student's adviser shall notify the parents or guardians if hospitalization is necessary; If the patient shall be brought to the nearest hospital or hospital of choice, he/she shall be accompanied by the adviser, the school nurse and the nearest relative or friend.
- Sick students, faculty, and personnel need to consult the University Physician/Medical Officer before they are issued medical certificate.
- Issuance of medical certificates to physically and mentally fit students/ employees necessitate diagnostic exams such as complete blood count (CBC), urinalysis, fecalysis and chest x-ray. Hepa B screening and pregnancy test are performed as per request by the concerned college.
- Tooth extraction, filling and prophylaxis shall be performed by appointment. A



minimal fee shall be paid to the University cashier for anesthesia and other medicines needed for the treatment. The receipt will be presented to the dentist

- Prior to the treatment. Fees for treatment are as follows:
 - Tooth extraction - PhP 75.00
 - Oral Prophylaxis - PhP 75.00
 - Dental Filling - PhP 200.00/ tooth

C. DORM/HOSTEL SERVICES

1. Goals and Objectives

- To assist the students in their adjustment to college life by providing them with maximum opportunities to interact with their fellow students and by situating them close to the school facilities.
- To provide and manage activities and services, inculcate desirable habits, attitudes and values of healthy living, efficient home management, good social relationship and responsiveness among students.
- To ensure that students in residence halls within and outside the vicinity of the university reside in safe and sanitary housing conditions.

2. Services

- Operation of student residence hall for students wishing to be housed within the campus in the duration of their stay in the University.
- Priority is given to freshmen and students from distant homes, coming from low-income brackets and to those who apply early.



3. In respect to the CSU Hostel, the following norms will be strictly followed:

- Persons granted by the University President the privilege to lodge temporarily in the hostel for free may do so only for a period not exceeding one month, unless the President renews the concession.
- Only the University President or any of the Vice –Presidents may allow guests admission without charge.
- The overall operations and maintenance of the hostel and all the equipment therein, shall be the responsibility of the Hostel Supervisor, subject to the accountability of the Dean of the College of Hospitality Industry Management (CHIM).

4. CSU Hostel Checking – in Policy

- Checking in is allowed for any government employee with a valid identification card and those who can present an endorsement letter from their agency heads addressed to Hostel Manager.
- The Room reservation shall be on a “First Come, First Served” basis.
- The Hostel Supervisor shall issue a schedule of payment for all reservations, bookings, check-ins and extra amenities.
- All financial transactions shall be made at the University cashier before checking-in. The cashier’s office is open from Mondays to Fridays at 8:00 am – 5:00 pm and on Saturdays at 8:00 am – 12:00 noon.
- Only guests with fully paid accounts are allowed to check in. For extra amenities, payments should be made first before the said amenities are provided.

5. Hostel House Rules and Regulations

- Management is not liable for loss of property; guests are advised to secure their personal belongings and valuables. The hotel assumes no responsibility for personal items (such as cars, jewelry, money, credit cards, mobile phones, laptops,



watches, glasses, purses, PDAs, etc.) that are lost or damaged during their stay at the hostel.

- If the patron would like his/her room to be made up, he/she should inform the FRONT DESK clerk.
- Make-up time is 8:00 am – 5:00 pm only.
- Visitors are not allowed inside the rooms.
- Being an environmentally-friendly hostel, change of bedding linens and hand/bath towel is done on the second day of stay. Extra pillows, towels, soap and shampoo shall be charged additional fee.

D. UNIVERSITY/ CAMPUS LIBRARIES

1. Vision

The CSU Library fosters an environment of dynamic source of information and advances intellectual discovery that inspires critical thinking and lifelong learning.

2. Mission

The CSU Library is primarily committed to support the University's instructional, curricular, research, extension, and production thrusts through an organized, relevant, and immediate delivery of information and services for the attainment of best education.

3. Library Goals and Objectives

To promote the use of information resources by developing and managing the collections relevant to the university's curricular program and to provide reference and information services that meet the information needs of library clientele.

To fulfill these goals, the library commits to:

- assist in the attainment of the objectives of the University by serving the information needs of the students;
- develop the skills, expertise, commitment, and innovative spirit of its personnel to ensure quality delivery of information to its users;
- work collaboratively with the administration, deans, program coordinators, faculty members, and students to enrich the research and learning facility;
- provide access and promote the discovery and utilization of both print and online information resources;
- build adequate and efficient collections to support research, teaching, and learning;
- forge local, national, and international linkages and partnerships for information initiatives; and
- ensure the availability of physical and virtual environment conducive to reading and learning.

4. Sections of the Library

4.1. General Collection Section

The materials in this section are foreign authored books. This collection covers the broadest spectrum of subject matter in all disciplines.

4.2. Filipiniana Section

The Filipiniana collections are materials about the Philippines or any related topics. The materials may be produced inside or outside the Philippines by Filipino or non-Filipino authors.



4.3. Reference Section

Reference materials are encyclopedias, dictionaries, handbooks, manuals, almanacs, maps, globes, yearbooks, bound indexes, directories, and other related materials. This section has various sources of information about different subjects.

4.4. Periodical Section

The periodical section houses publications issued regularly or irregularly such as newspapers, magazines, newsletters, journals, and pamphlets. The official gazettes of the University and reports of other institutions are also located in this area.

4.5. Theses and Dissertations Section

The researches of the students of undergraduate colleges and the Graduate School, which covers master's and doctorate degrees, are located in this section.

4.6. Multimedia Section

Non-print collections such as video tapes, slides, filmstrips CDs, DVDs, and blue ray discs. Audio visual equipment such as day light projectors, computers, slide projectors, film projectors, and video players are also housed in this area.

4.7. E-Library Section

The E-Library section consists of several computer units with Internet connectivity. Students are entitled to access online database and e-resources subscribed by the University. Free online databases are bookmarked for



research purposes as well.

4.8. Medical Library*

This section solely houses medical books intended for medical and veterinary students and faculty members.

4.9. Law Library**

The Law Library is a wide-range repository of laws, statutes, and codes needed by the Law students. It houses collections such as Supreme Court Reports Annotated, Supreme Court Advance Decisions, Supreme Court Resolutions, Supreme Court Jurisprudence, Commentaries and Jurisprudence on Philippine Commercial Laws, Civil Procedures, Remedial Law, Philippine Constitution, Bar Reviewers, and other sources of law information.

4.10. Philippine Institute for Development Studies Corner**

By virtue of a memorandum of agreement, the Philippine Institute for Development Studies (PIDS) provides books, research papers, discussion papers, journal issues of the Philippine Journal of Development (PJD), newsletter issues of the Development Research News, policy briefs, notes on basic economic concepts, information brochures, CDs of PIDS materials, and the like. PIDS collection is available for free to the students, faculty, researchers, and the general public.

4.11. Philippine Statistics Authority Corner**

The Andrews Campus Library is one of the accredited libraries and authorized by the Philippine Statistics Authority (PSA) as one of the Provincial Database Information Centers (PDICs). The PSA provides relevant brochures, publications, and other materials at no cost to the PDICs. The Campus Library

optimizes the utilization of available resources and widens the dissemination of information for the welfare of the general public.

4.12. Bangko Sentral ng Pilipinas – Knowledge Resource Collection (BSP-KRC)**

This section houses Bangko Sentral ng Pilipinas publication such as books, reports, guides, manuals, primers and brochures. It also provides access to subscribed online publications.

* -Section that is established at the Carig Campus Library only

** - Sections established at the Andrews Campus Library only though several materials from these sections were also distributed to other Campus Libraries for widest dissemination.

5. Circulation Policies

- 5.1.** A college student or a faculty member is entitled to borrow a maximum of two (2) books from the General Circulation for overnight loan and must have it returned before 9:00 AM the following day. One (1) fiction book may also be checked out for a period of one (1) week.
- 5.2.** A Graduate School student may borrow one (1) book from the General Circulation and an additional one (1) fiction book for a period of one (1) week.
- 5.3.** Books for overnight loan may be checked out from 3:00 PM to 6:00 PM.
- 5.4.** Books on loan may be out on reserve on a first come, first serve basis.
- 5.5.** Books should be reexamined by the circulation librarian before having them borrowed to ensure that the materials are in good condition. Hence, any damage upon return of the book is the responsibility of the borrower.
- 5.6.** If a borrower (e.g. college student, Graduate School student or a faculty member) fail to return the book within the specified period, a fine of five pesos



(Php 5.00) per hour will be charged. A fraction of an hour thereof shall be considered one hour.

- 5.7. Lost books must be replaced with the exact copy of it. The current value of the lost material plus a processing fee will be assessed if replacement is not obtainable.
- 5.8. Tearing and/or mutilating of a book requires total replacement.
- 5.9. Books of single copy, periodicals, reference materials and special collections are for library room use only but it may be borrowed for photocopy.
- 5.10. Theses and dissertations are for library room use only.
- 5.11. Borrowing privileges of a borrower with pending library obligations are momentarily forfeited until the account is settled.

6. Inter-Library Loan Policies

- 6.1. A referral letter endorsed by the Head Librarian or any authorized person from the institution/agency together with the client's valid identification card is required upon entering the library.
- 6.2. A fee of fifty pesos (Php 50.00) for undergraduate students and one hundred pesos (Php 100.00) for Graduate School students is collected for inter-library loan services.
- 6.3. Overnight loan privileges are not applicable to inter-library clients.

7. E-Library Policies

- 7.1. Browsing of YouTube, Facebook, and other social networking sites are strictly prohibited unless it is really intended for research or educational purposes.



- 7.2. Each student is entitled to utilize the e-library for a total of fifty (50) hours during a regular semester and twenty-five (25) hours during summer term.
- 7.3. A student caught browsing porn and other prohibited sites will be subjected to disciplinary action. A user committing multiple such offenses will be provisionally banned from using the e-library for the rest of the semester.

8. Printing Policy

Black and white printing per page cost three pesos (Php 3.00) for A4 size bond paper and four pesos (Php 4.00) for long bond paper. Colored printing per page costs a minimum of five pesos (Php 5.00) and a maximum of fifteen pesos (Php15.00).

Note: This policy only applies to the Campus Libraries that offers printing services.



Definition of Terms

Act of lasciviousness is any act which is lustful or excites sensual emotions.

Act of bribery is committed when a student gives either personally or through another gifts or presents in exchange of academic favor or one accepts offers on promises.

Deadly weapon is anything that may render harm to person/s and/or property.

Decent and appropriate attire refers to not wearing of shorts, revealing dresses, slippers and the like.

Derogatory remarks refer to anything offensive remark against a person.

Drunkenness means being under the influence of intoxicated beverages regardless of the amount of beverage taken.

Expulsion is the act of driving out any student from the University. Any student who is expelled is no longer eligible to enroll in any college/campus in the University.

Felony is any crime of a more serious nature than a misdemeanor.

Flagrant indecency refers to heinous, notorious, or scandalous actions.

Illicit relations refer to the existence of unlawful relationship that is relation outside marriage.

Indecent act is any act which is lewd, obscene or grossly vulgar or which violates the proprieties of language or behavior.

Littering is the act of scattering trash in a careless manner.

Physical injury is an injury sustained by a person who is wounded.

Robbery is a crime committed by a person who, with intent to gain, takes any personal property belonging to another by means of violence against or intimidation of any person, or using force upon anything (Art. 293, Rev. Penal Code).

Scandalous disturbance is any reprehensible word or deed that offends public conscience.



Theft is a crime committed by a person who, with intent to gain but without violence against or intimidation of any person, nor force upon things, takes personal property of another without that latter's consent (Art. 308. Rev. Penal Code).



University Student Manual

Review and Revisions Committee

Chairperson: **DR. MARIDEN VENTURA – CAUILAN**
Vice President for Academic Affairs

Vice Chairperson: **DR. LORAINE SUYU – TATTAO**
Director, Office of Student Development and Welfare

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Coordinator, Gonzaga Campus Student Development and Welfare

DR. RECTO AGUIRRE
Coordinator, Andrews Campus Student Development and Welfare

DR. FLORENTINA GULATERA – REYES
Coordinator, Sanchez Mira Campus Student Development and Welfare

❖ **Student Regent/s:**

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USG President/ Board of Regent A.Y. 2018-2019

MR. ARJAY PANDO
USG President/ Board of Regent A.Y. 2017-2018

MR. ABRAHAM MAGUIGAD
USG President/ Board of Regent A.Y. 2016-2017

❖ **University Guidance and Counselling Office**

❖ **University Auxiliary Office**

❖ **University Admission Office**

❖ **Office of the University Librarian**

❖ **University Socio-Cultural Office**

❖ **University Sports Office**

Editors:

✚ **PROF. LOIDA CALONIA**
Faculty

✚ **MR. ARVEE BUCARILE**
Faculty

✚ **OFFICE OF STUDENT DEVELOPMENT AND WELFARE STAFF**

MS. JOLYNE-ANNE M. DE GUZMAN

MS. EUNICE JOY T. LUGUE

MS. RICHELLE GRACE S. UMPIG

MR. SHERNAN P. MABBORANG

Mr. RRAJAMIN VINCENT C. ASPIRAS



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OFFICE OF THE UNIVERSITY PRESIDENT		
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Director of Instruction	<i>Dr. Lirio Gudina C. Mangawil</i>	Phone: (078) 396 1883
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Director, Guidance and Counselling	<i>Dr. Febe Marl G. Paat</i>	Phone: (078) 844 2374
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Director, University Socio-Cultural Affairs	<i>Mr. Joel A. Daquioag</i>	
Gender and Development Focal Person	<i>Dr. Jocelyn D. Tuscano</i>	Phone: (078) 377 0315

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College of Agriculture College of Fisheries College of Veterinary Medicine	<i>Dr. Kathlyn B. Cruz</i>	Phone: (078) 377-0682
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Technical Vocational Education and Training Program	<i>Dr. Herbert C. Imatong</i>	Phone: (078) 377-0682
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University Records Officer	<i>Joseph Kevin A. Tabugay, MAPsy</i>	Phone: (078) 844 0099 loc 107
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BAC 2 Chair	<i>Mr. Abraham C. Bangayan, MLS</i>	Phone: (078) 844 0098 local 123 Phone: (078) 844 0099 local 123
Secretary, BAC	<i>Mr. Reynard P. Cacatian II</i>	Phone: (078) 377 5520

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Director, Alumni Relations and Placement Services	<i>Dr. Mary Joy A. Borja</i>	Phone: (078) 377 2141

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Carig Campus	<i>Dr. Arthur G. Ibañez</i>	Phone: (078) 396 0569
Gonzaga Campus	<i>Dr. Froilan A. Pacris, Jr.</i>	
Lal-lo Campus	<i>Dr. Ricardo B. Casauay</i>	Phone: (078) 822 7004/ 372 - 0407
Lasam Campus	<i>Dr. Florante Victor M. Balatico</i>	Phone: (078) 853 3058
Piat Campus	<i>Dr. Vicente S. Binasoy, Jr.</i>	Mobile: +639175152910
Sanchez Mira Campus	<i>Dr. Narcitas B. Ouano</i>	Phone: (078) 822 9227/ 846 7354 / 822 7365



University Hymn

Music and Lyrics: Fr. Ranhilio Callangan Aquino
Musical Arrangement: Joel A. Daquioag, Jr.

Fount of our visions, cradle of our dreams,
well-spring of the fondest hopes
for the youth of this our vale.
God bless you, our University
God go before you always.
That we your sons and daughters
be servants of truth
Guardians of justice and instruments of love
Rise without fear for our freedoms.
Search without ceasing for all that is true.
God be with you, our cherished CSU,
May His light ever unfold you.

University March

Sa luntiing lambak ng Cagayan
Sumilang ang isang pamantasan
Duyan ng mga kabataan
Sagot tuklas sa karunungan
Panatilihin ang pag-unlad
Minamahal naming CSU
Turo't sining mo ay ilahad
Ang bukas naming ay hawak mo.
Dinggin tawag ng kaunlaran
Isip kabataa'y lawakan
Saliksik pasuri'y tibayan
Buhay at bayan ay yayaman
Bathalang gabay ng CSU
Buksang liwanag ang landas mo
Murang isipa'y bigyang payo
Lakad naming ay taas noo.



Republic of the Philippines
CAGAYAN STATE UNIVERSITY
Andrews Campus, Tuguegarao City, Cagayan

OFFICE OF THE BOARD SECRETARY

COMBINED 73rd AND 74th BOARD OF REGENTS REGULAR MEETINGS

(1st and 2nd Quarter, Calendar Year 2019)
28 June 2019, 10:00 A.M.
Conference Room, CSU Central Administration Building
Andrews Campus, Tuguegarao City

SUMMARY OF DECISIONS

xxx xxx xxx

V. MATTERS FOR INFORMATION AND NOTATION OF THE BOARD

ITEM NO.	AGENDA ITEM	BOARD ACTION
	ACADEMIC MATTERS	
25	xxx xxx xxx	xxx xxx xxx
26	University and College Manuals: <ol style="list-style-type: none"> 1. CSU Student Manual 2019; 2. College of Teacher Education (CTE) and College of Human Kinetics Student Internship Manual; 3. College of Engineering Academic Policies, Procedures and Services; 4. College of Engineering OJT Manual; 5. College of Engineering Research Manual; and 6. College of Engineering Extension Manual. 	NOTED.

xxx xxx xxx

Certified True and Correct:


JOEY L. GAULAN
Board Secretary



Republic of the Philippines
CAGAYAN STATE UNIVERSITY
Andrews Campus
Caritan, Tuguegarao City Cagayan



OFFICE OF STUDENT DEVELOPMENT & WELFARE
Telefax No.: (078) 844-1903

OSSW-StudManual-5154-IC-OP-2019-510

June 10, 2019

DR. URDUJAH A. TEJADA, CESO II
President
This University

Through: **DR. MARIDEN VENTURA-CAUILAN**
Vice-President for Academic Affairs

Madam:

Greetings and God be with you!

The Office of Student Development and Welfare conducted series of meetings to craft the new CSU Student Manual which is in compliance with existing Policies, Guidelines and Laws that govern academic institutions and our University.

The CSU Student Manual revised 2019 went through several reviews by the Review Committee together with the concerned offices before it was presented to the University Academic Council.

As a result, the CSU Student Manual Revised 2019 was duly accepted and endorsed by the University Academic Council for approval.

Hence, the undersigned humbly request for the approval of the said manual so it may be used beginning academic year 2019-2020.

Attached herewith is the CSU Student Manual Revised 2019 for your perusal.

Hoping for your favorable response on this matter.

Thank you and God bless us all.

Respectfully yours,

Lorraine S. Tattao
LORAINÉ S. TATTAO, Ph.D.
Director, Student Development and Welfare

Recommending approval:

Mariden Ventura-Caulan
MARIDEN VENTURA – CAUILAN, DPA
Vice President for Academic Affairs

Approved



VISION
Transforming lives
by educating for the best.

MISSION
CSU is committed to transform the lives
of people and communities through high
quality instruction and innovative research,
development, production and extension.



metatag, maginhawa at panatag na buhay

