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PREFACE

As the University of Southeastern Philippines (USEP) is marching on to new frontiers and into ASEAN integration, it has become more imperative that the university's mission to provide quality education to produce globally competent and well-rounded graduates be given greater attention. Hence, the Office of Student Services (OSS) worked tirelessly with various administrative offices and colleges as well as student organizations to provide a revised and updated student handbook.

Besides the desire to bring forward the university's mission, I hope that you, as a student of this university, also see that this newly-revised handbook is your university's effort to make your life as a student here in USEP as smooth and trouble-

USEP Vision, Mission, Goals and Core Values

Vision

To be a premier university in the ASEAN Region, USEP shall be a center of excellence and development, responsive and adaptive to fast-changing environments. USEP shall also be known as the leading u

Core Values

USEP is a community of scholars that values:

Unity

Stewardship

Excellence

Professionalism

As a learning organization, we shall demonstrate **PROFESSIONALISM** in all our dealings, promote **UNITY** among us and our stakeholders harness **STEWARDSHIP** in managing our resources in order to exemplify **EXCELLENCE** in Instruction, Research, Extension, Production and Development.

University History

respond to th

Strategic Institutional Repositioning Project, the USE

University Symbols



University Seal

Symbols and Meanings

Mount Apo – Found in Region XI, Mount Apo is considered the tallest mountain in the Philippines and is the cultural pride and heritage of the people of the south.

Philippine Eagle - A very rare

The Philippine Eagle monument found at the university entrance embodies the ideals and aspirations of

USEP Hymn

ACADEMIC

ADMISSION

Admission Requirements

For Graduate School

- Entrance Exam Result, if applicable
- Transcript of Records
- Honorable Dismissal
- 2 copies of 2x2 ID pictures
- Personal Data Sheet

For Undergraduate Students

New Students

- Form 138 (High School Card)
- Birth Certificate (Authenticated by NSO)
- Entrance Exam Result (USEPAT)
- Honorable Dismissal-Original (transferees only)
- Photocopy of Transcript of Records (transferees only)

b) Physical and medical examination results from the University Clinic or any government hospital.

c) Psychological exam result

Former students who secured clearance from the University must apply for re-admission at the Office of the University Registrar. Students who have attended another

e) Any or all of the above rules may be set aside in exceptional cases upon the recommendation of th

From another institution - A student who registered in another institution and who wishes to cross-register in USEP must present a written permit from his/her Dean or Registrar. The written permit should state the total number of units for which the student is registered and the courses that he/she is authorized to take in the University.

Regulations on Cross-Enrolment to other Higher Education Institutions (HEI):

- a) Students are not allowed to cross-enroll major subjects of their curriculum except when the subject is not offered in the University in the final semester of his/her studies.
- b) Students may cross-enroll General Education courses, subject to the approval of the Dean of their College, only if there is a conflict of schedule.
- c) Non-graduating students are allowed to cross-enroll only if the subject to be enrolled is not a major course of their curriculum.
- d) Students are not allowed to cross-enroll to more than one (1) HEI.
- e) The HEI where the student may cross enroll should have achieved Level III status for State Universities and Colleges (SUCs) or private institutions that are either deregulated or autonomous.
- f) Students are allowed to cross-enroll a maximum of six (6) academic units per semester.

Shifting of Program Concentration

Students currently enrolled in the university who wish to transfer to another program should file at his/her current college an application or request for transfer. The

ACADEMIC COURSES

Rule on Pre-requisite Subjects

Courses considered by the University Council and approved by the Board of Regents as pre-requisites to other courses should be strictly enforced. Pre-requisites shall be taken and passed before enrolling in requisite subjects. However, in meritorious cases, like graduating students who are in their last semester of residence, simultaneous enrollment of the pre-requisites and requisite subjects are allowed. However, if they fail in the pre-requisite subjects, the grade of the requisite subjects shall also be invalidated.

Changing of Courses

Changing of Academic Program shall be made only for valid reasons. Approval from the Deans and faculty concerned must be sought after which the University Registrar shall be properly notified immediately. No transfers shall be allowed after ten (10) days from the start of classes.

If a student withdraws after 75% of the total number of hours prescribed for the course has already elapsed, his/her teacher may give him a grade of 5.0 if his class standing up to the time of his withdrawal was below 3.0.

Dropping of Courses

Students are allowed to drop the courses they enrolled with the consent of their professors and duly approved by the Department Chair and the Dean of the College. They are subject to the following conditions:

- a) A student who wishes to drop a subject accomplishes the prescribed form of the University;
- b) A student who drops a subject on or before the mid-term period will have his/her records marked with "AW" (Authorized Withdrawal);
- c) A student who drops a subject after the mid-term shall earn a failing grade or "5.0"; and

- d) A student who drops a subject without official approval shall have his/her records marked “UW” (Unauthorized Withdrawal) and automatically gets a grade of 5.0.

Substitution of Courses

Students may be allowed to substitute courses based on any of the following conditions:

- a) When a student is pursuing a curriculum that has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new;
- b) When there is conflict of schedule between two required courses during the last semester of his/her study;
- c) When the required course is not offered during the last semester and the student is scheduled to graduate on the current semester; or
- d) When the student is deficient of a course and/or student has superior competence in the program/discipline desired.

Every petition for substitution requires:

- a) That the involved subjects are offered in the same department, if possible; if not, the two subjects must be allied to each other;
- b) That the number of units of the subject intended to substitute the required subject is equal or greater than number of units of the latter.

Students will not be allowed to substitute any subject prescribed in the curriculum if they obtained a failing grade for it. An exception to the case would be when the subject is no longer offered. They may be allowed to do so provided that in the opinion of the department offering the prescribed subject the proposed substitution covers substantially the same subject matter as the required subject.

still be offered if the faculty member who will handle the course is willing to teach the subject.

For the regular course offerings

Change of Class Schedule

Classes should be held according to the official schedule and in the designated classrooms. Changes in schedule and location may be permitted with the approval of the College Dean.

First Day of Classes

During the first day of classes, faculty members will check the registration certificates of their students. Students who are not officially enrolled are not allowed to attend his/her class, and will be advised to proceed to the Registrar's Office.

A student is considered officially enrolled only after the University/Campus Registrar has duly certified his/her enrolment

Suspension of Classes

The University President has the sole authority to suspend classes in the university. In some special cases, however, the Dean of the College may suspend the classes in his/her unit provided that a report is submitted to the Office of the President stating the reasons for the suspension.

FACULTY SUBSTITUTION

In case of the absence of the assigned faculty member, the Department Head designates another faculty member to substitute him/her. Priority is given to a faculty member who is competent to teach the course and whose schedule does not conflict with any of his/her existing teaching load.

SPECIAL CLASSES

Each special class should comprise a minimum of thirty (30) students. If the number is smaller upon enrolment, the course may still be officially offered provided the enrollees equally share the regular amount of tuition, laboratory (if any), and other obligatory fees. Late or additional enrollees shall likewise pay the same amount shared by the members of the requesting group.

Special class fees are paid in full upon enrollment. This means that the group that requested for the approved special class will pool together their payments and pay the full amount at once. No privilege of free tuition and other fees will be given to scholars and dependents. All fees follow the rates prescribed under the Evening Program scheme and shall adopt the corresponding charges stipulated for the year level where the requested course/subject is being offered.

Graduate

For requested courses in the graduate programs, the guidelines to offer a special class follow the procedure and payment scheme stipulated under the undergraduate program.

For courses under the regular offering of the program in a particular semester, the minimum class size to officially offer a graduate course is fifteen (15) and ten (10) enrollees, for core/basic and major/advance courses, respectively. If the number of enrollees is less than the required size, the course may still be offered as a special class.

In this case, the

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b)

A regular student shall enroll all the subjects prescribed in every semester or term for the curriculum to which he/she belongs. He/she shall carry a load of not more than the number of units prescribed per semester.

A student who fails in at least one (1) subject will not be permitted to carry more subjects or academic units during the following semester than the allowed academic load.

During the summer term, the normal load shall be six (6) units, but in justifiable cases, the Dean of the College may allow a greater load that will not exceed nine (9) units.

MEDIUM OF INSTRUCTION

English is generally used as a medium of instruction in the University. In consonance with the Bilingual Education Policy, a language course, whether Filipino or English, should be taught in the target language. Literature, Humanities and Social Science courses may be taught in Filipino, English or any other language, as long as there are enough instructional materials and both students and teacher are competent in that language.

ATTENDANCE

All students are obliged to attend classes regularly and punctually. Their attendance will be religiously monitored by the teacher.

Absences

The rules on attendance shall be enforced in all classes. A student shall be dropped or failed from his/her class when the the number of class hours missed reaches 20 percent of the total hours required by his/her course. The table below provides the number of absences for the 20 percent rule to apply:

No. of meetings per week (Regular semester)	No. of Absences
3	11
2	7
1	4

If the majority of the absences are excused, the student shall be dropped but if the majority of the absences are unexcused, he/she shall be given a grade of “5”. Time lost by late enrollment shall be considered as time lost by absence. Excuses are for the time missed only. All work covered by the class during the student’s absence shall be made up to the satisfaction of the faculty member within a reasonable period from the date of absence.

Any student who, for unavoidable reasons, is absent from a class must present a

faculty must not impose any form of sanction to his/her students for not being there during that particular instance.

Medical Certificate

Students absent from classes due to illness are required to get excuse slips from the University/Campus Clinic. These certificates are issued to students who have gone for

specify the period of the leave. The leave should not exceed one (1) year or two (2) semesters.

Program

Maximum Residency in Years

Schedule of Examinations

There are three (3) periodic examinations prescribed every semester, namely; preliminary, midterm and final, which shall be conducted in accordance with the schedule prescribed under the University Calendar.

Schedule of examinations may be changed by the course teacher provided it is approved by the Dean of College and the students concerned are informed one (1) week before.

Special Examinations

Special examinations shall be given to students attending seminars, conventions, workshops, athletic and cultural competitions and the like during the time of examination if their participation is considered vital and approved by the Director of Student Services or the College Dean concerned.

Students who missed the exam due to a medical condition or illness are allowed to take a special examination provided that they present a medical certificate.

Types of Examinations

Faculty members enjoy the full academic freedom of deciding the type of examination to give to their students. It is suggested that the examinations assess the significant learning outcomes covered in the course particularly the Higher Order Thinking Skills (HOTS) such as creative and critical thinking skills. Performance-based examinations should be scored by using rubrics.

Departments may also give departmental examinations in general education courses. The Dean assigns a committee who will prepare the examination for each course.

Preparation and Reproduction of Examination Questions

The individual faculty member prepares his/her own examination and uses the resources of the University, if available, to

The detailed rating system is as follows:

Rating Numerical Equivalent			Interpretation
1.0	-	98 – 100	- Marked Excellence
1.25	-	95 – 97	- Outstanding
1.5	-	92 – 94	- Very Good Work
1.75	-	89 – 91	- Very Satisfactory Work
2.0	-	86 – 88	- Quite Good Work
2.25	-	83 – 85	- Good Work
2.5	-	80 – 82	- Satisfactory Work
2.75	-	77 – 79	- Moderately Satisfactory work
3.0	-	75 – 76	- Pass
5.0	-	below 75	- Fail. Requires a re-enrollment and repetition of the course
“INC”	-		- Work is Incomplete

Compliance of Incomplete Grades (INC)

An INC grade is given to a student whose class standing throughout the semester or term is passing but fails to take the final examination or fails to complete other course requirements due to illness or valid reasons. Thereupon, a special examination or completion requirements shall be given to him/her by the faculty concerned or by the Department Chair upon payment of a required fee per course.

In case the class standing is not passing, and the student fails to take the final examination for any reason, a grade of "5" is given.

INC is also given for a work that is of passing quality but some part of which for good reason is unfinished.

The deficiency indicated by the grade of "INC" must be removed within the prescribed period of one year; otherwise it will be converted to a grade of 5.0 by the faculty concerned. In case of unavailability of the concerned faculty, the department chair/program head is authorized to take charge in the completion of the INC.

For scholarship grantees, such deficiency should be completed or removed within a period before the opening of classes of the following semester.

Students not in residence shall pay the registration fee on top of the removal fee in order to be entitled to remove his/her INC grade

Change of Grades

Release of Grades

A student copy of semestral grade can be obtained from the college/department/school for free upon request or print a copy via the university website's online grade copies. Furthermore, students can get a certificate of grades with documentary stamp at the registrar's office upon request.

- 1) Candidates had enrolled no less than the normal load prescribed in the curriculum during all the semesters of stay in the university;
- 2) Candidates had completed the required academic units within the approved prescribed period of study in continuous enrollment except when his/her absence is caused by serious illness or accident as certified by government physician. An LOA for one year maybe granted to student to qualify him/her for honors.
- 3) Candidates had not incurred dropped, incomplete or failed subjects;
- 4) The General Weighted Average (GWA) computation includes all grades obtained in all academic subjects under the curriculum pursued by the candidate except NSTP;
- 5) For transferees, the following additional conditions apply:
 - i. That fifty (50) percent or more of the total number of academic units required for graduation had been completed in the University;
 - ii. That candidate had acquired residence work in the University for a period of at least two years for four-year courses and three years for five-year courses immediately prior to graduation;
 - iii. That candidate had not incurred dropped or failed subjects from any of the schools previously attended;
 - iv. That in the computation of the GWA, the rating system of previous institution will be applied in all accredited/validated subjects required in the curriculum pursued by the candidate.

Formula for Computing General Weighted Average (GWA)

$$\frac{\text{(Course grade x number of units)}}{\text{Total number of units}} = \text{GWA}$$

(rounded off to two decimal places)

GRADUATION MATTERS

A student shall be recommended for graduation only after he/she has satisfied all academic and other requirements prescribed thereto and has completed at least one (1) year of residence work immediately prior to graduation. Residence work may be extended to a longer period by the Dean of the College through their respective department chair.

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

- a) Those who have completed all the requirements of the curriculum but did not apply for, nor were granted the corresponding degree or title shall have their graduation approved as of the date they should have originally graduated.
- b)

co

Warning

Any student who, at the end of the semester, fails by twenty five percent (25%) of the total number of academic units for which he/she is enrolled will be officially warned by the adviser

Permanent Disqualification

**NON-
ACADEMIC
POLICIES
And
REGULATIONS**

SCHOOL TUITION AND MISCELLANEOUS FEES

Tuition fees and other fees must be reflected upon the receipt and certificate of registration and billing (CORB) issued by the University Finance Department. Furthermore, as stipulated by the financial code of the university, all refundable fees must be returned to the students.

REFUND OF FEES

Only fully-paid tuition and miscellaneous fees shall be refunded in accordance with the prescribed schedule and regulation:

- i. Within one week from the opening of classes..... 70%
- ii. Within two weeks from the opening of classes..... 50%
- iii. Within three weeks from the opening of classes..... 30%
- iv. Within four weeks from the opening of classes.....20%

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

SCHOOL UNIFORMS

Regular Uniforms

School uniforms identify the students as belonging to the USEP community thus it

All students are required to wear proper school uniforms except on Wednesdays and Summer Classes.

Exemption of wearing the school uniforms are only given to those students with valid reasons (e.g pregnant, working students). Request for exemption for the said reasons is made at the Office of the Student Services.

Physical Education (PE) Uniforms

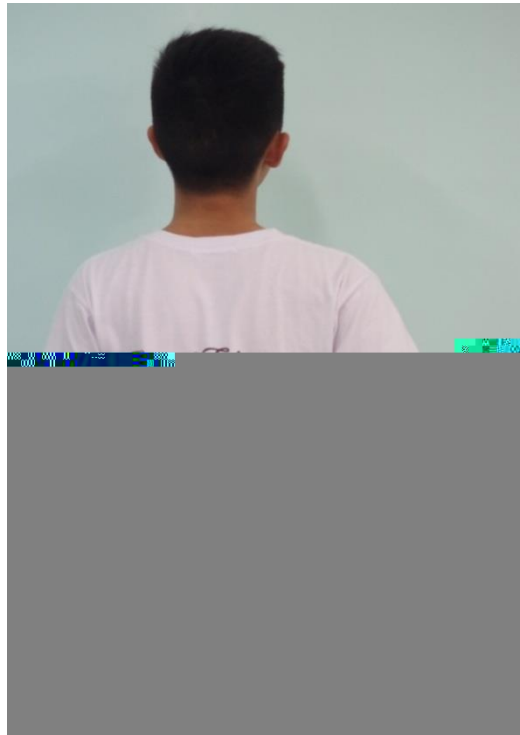
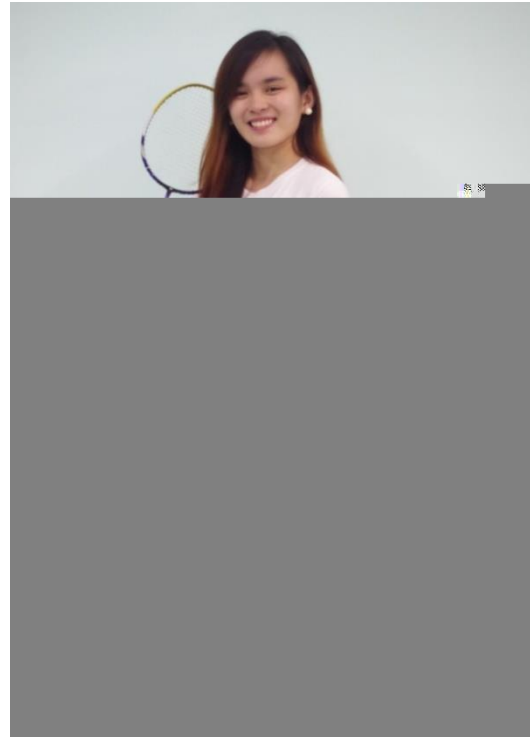
PE uniform for both men and women consists of maroon jogging pants with yellow vertical lines on the side with USEP print/patch and white shirt with the USEP logo print on the front left chest and “Physical Education” print at the back. Physical Education (P.E) uniforms should be worn only during PE classes.

On-the-Job Training (OJT) Uniforms

All OJT uniforms must be approved by the Local Academic Council, Academic Council. The Office of Student Services will be informed regarding this matter. Students are allowed to enter the university premises wearing their complete OJT uniforms with either school ID or nameplate prominently displayed.

Regular Uniforms for Male and Female Students

PE



before the event. It should duly signed by the Office of the Student Services Director, the Vice-President for Academic Affairs and the University President.

FIELD AND EDUCATIONAL TRIPS

Ensuring that the Commission on Higher Education (CHED) memo on field trips is diligently complied, bonafide faculty members may organize relevant educational/field trips which students can join. However, these policies and guidelines should be considered and followed:

- a) The faculty member has written a formal request to hold educational/field trips, stating clearly the objectives and the significance of the trip to the course or program. The letter must include the planned travel itinerary. This must be filed at the Office of the Dean at least one (1) month before the proposed schedule of the trip. Students must secure a certificate of insurance from the local Campus Student Council.
- b) Local trips that are beneficial to the training of students are given priority over long distance trips. This is to minimize time and financial expenses.
- c) Educational field trips are limited to only one (1) per semester per class. Consideration may be made within programs, thus recommendation from the Department Chairman or Program Head is necessary.
- d) Students participating in the trip should secure a waiver duly signed by the parent/guardian at least one (1) week before the scheduled departure.
- e) Students are expected to shoulder all expenses of the trip.
- f) Educational field trips are not compulsory. Students may opt not to join. In its place, the faculty member should give an alternative activity or homework to those who will not be joining the trip.
- g) The faculty member who organized the trip will accompany the students all throughout the trip.

The University may impose additional requirements on educational/field trips to ensure the utmost safety of the participating students and faculty.

STUDENT CONDUCT

Every student is at all times expected to observe the law of the land, the rules and regulations of the University and all standards of good society. In addition to these minimum requirements, every good student always acts with fairness, tolerance and moderation with due regard for the opinions and feelings of others. He/She should bear in mind that education stands for broadness of views, appreciation of principles, consideration of the feelings of others, and a sympathetic understanding of the needs of others.

NORMS OF CONDUCT

Moral Character

A student is imbued with moral character when:

He/She has learned to act, live and think as a person whose values, attitudes and convictions are in accord with the Universal Ethical Norms of Right Reason and the accepted values and approved levels of conduct in the society where he/she lives;

He/She is honest to himself, accepts his shortcomings, and strives to improve and change;

He/She is fair and just in his/her dealings with his/her fellowmen;

He/She lives by the precepts of love, justice, compassion, and concern for others; and,

He/She respects the rights of others, as he/she would want his/her rights to be respected.

disposition and the corresponding sanction on student disciplinary cases shall follow the procedures set in his Handbook.

admission to or registration in, or graduation from the University;

Preventing or threatening students, faculty and administrators from discharging their duties or from attending their classes or entering school premises;

Tampering with and/or lending I.D. card to students or outsiders;

Vandalism or destruction of public property, such as destruction of building parts/fixtures/walls, tearing of pages of library books, magazines;

Fighting or influencing physical injuries as a way to settle disputes;

Illegal posting of posters and buntings;

Failure to wear the prescribed uniform required by the University;

Smoking while in the campus premises;

Drinking alcoholic beverages, or exhibiting drunken behavior, within the University premises;

- c. Demand for apology by the student concerned
 - d. Payment of actual damage inflicted
 - e. Automatic failure of the subject or test
 - f. Exclusion from attending recognized clubs
 - g. Disqualification from holding any position in any organization either by election or appointment
 - h. Withholding of graduation and other privileges
 - i. Cancellation of scholarship
 - j. Suspension
 - k. Dismissal
 - l. Expulsion
2. The gravity of the offense committed and the circumstances attending its commission determines the nature of the disciplinary action or penalty to be imposed.
3. No student is disciplined through suspension, dismissal, or reduction of his/her privileges until an investigation is held wherein the respondent is given the opportunity to be heard.

COMMITTEE ON STUDENT DISCIPLINE

There shall be a Committee on Student Discipline composed of a Chairman, who shall be a member of the bar or with some legal background, two (2) members to be appointed for a period of one (1) year from among the Faculty of the University and two (2) students who shall be chosen by the respondent in a raffle from among the pool of Student Government officers in coordination with the Director of Student Services.

The committee shall be under the general supervision of the Director of Student Services.

Colleges/Units and Student Governments in the University shall set up a Subcommittee on Student Discipline to attend to cases within their jurisdiction.

Jurisdiction

All cases involving discipline of students shall be subject to the jurisdiction of the Committee on Student Discipline, except in cases, which shall fall under the jurisdiction of appropriate college/unit or sub-committee.

Procedures of Disciplinary Actions

Filing of Charges

Disciplinary proceedings will be instituted as determined by the appropriate authority upon the filing of a written charge which specifies the acts or commissions constituting the misconduct. The written charges have to be subscribed to by the student/complainant including his/her parents or guardian. In the absence of a written charge, disciplinary proceedings may also be instituted upon submission of an official report of any violation of existing rules and regulations committed by a student/respondent. The said charges or report is filed with the Office of the Student Services (OSS) where an entry will be made in an official entry book kept for the purpose with the following details: the student/person charged; the complaint(s); witnesses, if any; the date of filing; and the substances of the charge.

Preliminary Inquiry

Upon receipt of the complaint or report, the Director of the OSS will determine whether such complaint or report is sufficient to warrant formal investigations. The Director then will give a copy of the complaint or report to each student/respondent, and his/her parent/guardian. The respondents in turn will be required to answer the charges in writing. Notice to the respondent(s) during the preliminary investigation may be waived. In cases where the complaint or report is found sufficient, formal charges will be filed with the appropriate body.

Answer

Each student/respondent is required to answer in writing, three (3) school days after they have received notice of the charge(s). A formal investigation will then be held on notice as provided below.

Notice of Hearing

will be noted and the hearing will proceed without prejudice to the party's right of appearance in subsequent hearings.

Postponement

Either party may apply for hearing postponement and may be granted for good cause for a period provided that the ends of justice and the rights of parties to a speedy hearing are respected. Each party to the litigation is allowed only a maximum of three postponements.

Sub-Committee Report

The College/Unit Investigating Sub-Committee shall forward the complete record of the case with its report and recommendations to the Dean/Unit Head concerned within fifteen (15) school days after the hearing is terminated. The report signed by a majority of the Members of the Committee shall state the findings or fact, conclusions and recommendations of the regulations of which the decision is based.

Decision by the Dean/Unit Head

The Dean/Unit Head shall transmit the report and the decision to the President of the University within ten (10) school days after receipt of the committee report.

Decision by the Committee of Student Discipline

The Chairman of the committee will decide each case within fifteen (15) school days after the final submission of the written decision and signed statement of the findings of the fact, conclusions and recommendations by the Committee and its Members. The report shall contain, in a brief statement, the findings of fact, conclusions and recommendations of the regulations from which the decision is based.

Finality of Decision

The decision of the Committee on Student Discipline or the Dean – i.e. sanctions other than expulsion, permanent disqualification from enrollment, or suspension for more than thirty (30) calendar school days - shall become final and executory after fifteen (15) school days it was received unless a Motion for

Reconsideration of the same is filed. In which case, the decision shall be final fifteen (15) school days after receipt of the denial of the Motion for Reconsideration.

Appeal to the President

In all cases in which a final decision is rendered by the Sub-Committee or the

the President for not more than fifteen (15) school days where suspension is necessary to maintain the security of the institution and;

- e) To defend himself/herself personally or by Counsel, or by a representative of his/her own choice. If the respondent desires but is unable to secure the services of a Counsel, he/she can request the Investigating Committee on Student Discipline or the Investigating Committee to designate a Counsel for him/her among the faculty members and staff of the institution at least two (2) school days before the hearing.

Summary Investigation by Dean

Notwithstanding provisions of the foregoing articles, the Dean may proceed summarily against a student of his/her college for any of these acts:

- a) Violation of Rules and Regulations issued by the Dean of the College/unit;
and
- b)

Records

All proceedings before any Sub-Committee or Committee on Student Discipline will be recorded in writing. Original records pertaining to student discipline shall be under the custody of the Director of the Office of Student Services. Such records are confidential and no person shall have access to these documents either for inspection or copying unless he/she is officially involved in the case. Any official or employee of the University who shall violate the confidential nature of such records shall be subject to disciplinary action.

Note: Offenses and Penalties for Non-Faculty and Non-Students and where the provisions of this Handbook and the Code of the University cannot be applied, the case shall be brought to the appropriate Court of Justice.

Fact-Finding Committee

When necessary, the University President may create a Fact-Finding Committee to investigate cases/complaints affecting students.

STUDENT

SERVICES

University Guidance and Testing Office (UGTO)

With the concerted efforts of the administration, faculty, staff, and the guidance personnel, the program's objectives will be achieved through the effectiveness and efficiency of the following services:

Counseling Service

This service provides opportunity for the individual students to be assisted in areas of personal, vocational, social and academic concerns through personal and confidential relationship with qualified counselors. These could be availed through walk-in, call-in, or referrals.

Testing

This involves the administration and interpretation of standardized tests for the purpose of assessing individual strengths and weaknesses in the areas of personality, aptitude, interest and motivation. Tests include mental ability, interest, aptitude, personality and other assessments and survey materials.

Included in testing service is the USEP Admission test which is given to all incoming students months before the school year starts for the purpose of screening and evaluation.

Information

The Office secures information and makes these available to students in response to their educational, occupational and socio-personal needs. These are in the form of brochures or articles from published reading materials. Bulletin boards for information are also provided

Career Development

This is concerned with helping students make intelligent decisions regarding their goals in life, as well as planning and charting their career goals.

Placement and Follow-up

Through this service, assistance is given to students to gain admission to certain colleges within the University and other schools for further education. Alumni members are also given assistance in seeking employment by posting job opportunities to meet several employers, undergo interviews at the same venue.

Peer Facilitating

This service aims to train selected students to develop their helping skills to effectively respond to the needs of their fellow students.

Individual Inventory

This involves continuous process of gathering pertinent data about students as

dependents. A student, however, is limited only to a once-every-semester dental treatment in order to accommodate as many students as possible.

The Health Service Division derives its budget from the University Allotment (Fund 101) and from the income (Fund 164) of the medical fee of all students for its supplies and equipment. The Health Team travels to the different campuses of the University specifically the CDM-Mintal, Apokon, Mabini and Bislig Campus once a month or as the need arise to perform medical and dental treatment to the constituents of each campus. The University Clinic is only open from Mondays to Saturdays from 8:00 a.m. to 5:00 p.m.

Medical Services

1. Free consultation and treatment.
2. Treatment of emergency cases whenever necessary.
3. Sustaining of minor cuts and wound.
4. Referral to hospitals for severe cases.

Dental Services

1. Dental Check-up
2. Tooth extraction
3. Tooth Filling

University Learning Resource Center (ULRC)

Service Hours

The Learning Resource Center is open 9 to 12 hours a day from Monday to Saturday, NO NOON BREAK.

SITE	Monday to Friday	Saturday
University Learning Resource Center (ULRC)	8:00 A.M to 8:00 P.M	8:00 A.M to 5:00 P.M
College of Education Library	8:00 A.M to 5:00 P.M	8:00 A.M to 5:00 P.M
College of Governance & Business Library	8:00 A.M to 5:00 P.M	8:00 A.M to 5:00 P.M
College of Technology Library	10:00 A.M to 7:00 P.M	10:00 A.M to 7:00 P.M
College of Arts & Sciences Library	8:00 A.M to 5:00 P.M	8:00 A.M to 5:00 P.M
Knowledge for Development Center (KDC)	8:00 A.M to 5:00 P.M	8:00 A.M to 5:00 P.M
Science & Technology Learning Resource Center (STLRC)		

Library Services

- a) References Services – The Librarian renders guidance and assistance to the readers in locating the information.
- b) Circulation Services – The Library provides assistance in the issuance and retrieval of library resources loaned by the users.
- c) Periodical Services – It provides the researchers current issues of newspaper, journals and magazines, in print and online.
- d) Library Orientation and Instruction Services – It provides orientation and instruction to all freshmen and transferee students in the graduate and undergraduate programs.

- e) Internet Services – It provides access to online resources (Wi-Fi and wired).
- f) Online Resources - It provides access to e-books and e-journals. The University Library is a recipient of the Philippine E-Library project. It is a collaborative project of the National Library of the Philippines (NLP), University of the Philippines (UP), Department of Science and Technology (DOST), Department of Agriculture (DA), and the Commission on Higher Education (CHED). Available resources include:
 - g) Union catalog of the five partners;
 - h) Digitized Filipiniana materials including theses and dissertations;
 - i) Special collection/researches of the five partners; and,
 - j) Online resources/subscription to electronic databases.
- k) Audio-Visual Services – It provides assistance in the use of multimedia materials such as; CD-ROMs, slides, facilities and equipment.
- l) Academic Writing Services– It assists undergraduate and graduate students working on research papers.
- m) Information Dissemination –

Undergraduate Books – Two (2) books may be loaned for three (3) days only excluding Saturdays, Sundays and Holidays.

Reserved Books – One (1) book for library use and may be loaned for 15 minutes for photocopying purposes.

General Reference - One (1) book for library use and may be IT yCID 38BDC BT1 3B use and

2. Photocopies of documents
3. Official Receipt (OR) of payment of fees

Php 14.00 per page

4. Documentary Stamps (1 pc. documentary stamp per document)

Duration: 15 minutes

How to avail of the service:

1. Present all the original and photocopies of documents at the Receiving Counter.
2. Proceed to the Cashier and secure Official Receipt (OR).
3. Submit the OR together with all the required documents at the Receiving Counter.
4. Wait for name to be called at the Releasing Counter.
5. Sign in the logbook and indicate

6. Documentary Stamps

Duration: 3 - 5 working days

How to avail of the service:

1. Present all the requirements at the Receiving Counter.
2. Proceed to the Cashier and secure Official Receipt (OR).
3. Submit the OR together with all the required documents at the Receiving Counter.
4. Present claim slip on the scheduled date of release at the Releasing Counter
5. Sign in the logbook and indicate type of document/s received.

Application for Request of Documents (Transcript of Records, Honorable Dismissal, Diploma & Certifications)

Schedule of Availability of Service: Monday to Saturday, 8:00am-5:00 pm

Who May Avail of the Service: All students and Alumni

Requirements:

For Honorable Dismissal

For Transcript of Records, Diploma and Certification

University Clearance & ID
 Official Receipt (OR)
 Mailing Stamps
 Documentary Stamps
 Valid ID

University Clearance
 Official Receipt (OR)
 Documentary stamps
 Valid ID

Duration: 15-20 minutes

How to avail of the service:

1. Present a valid ID at the Receiving Counter and state what documents to request and the purpose of requesting.
2. Fill up the request form and comply the additional requirements before submitting it at the Receiving Counter.
3. Present the accomplished request form with the complete requirements at the Receiving Counter.

4. Proceed to the Cashier and secure an Official Receipt (OR).
5. Submit the OR together with all the required documents at the Receiving Counter.
6. Receive the Claim Slip

Claiming of Requested Documents (Transcript of Records, Honorable Dismissal, Diploma & Certifications)

Schedule of Availability of Service:

4. Photocopy of grades
5. Admission Slip

Duration: 7 minutes

Fee/Charge: Free

The Clerk In-charge assesses and verifies authenticity of said documents. After which, the Director/Clerk In-charge signs and issues the Scholarship/Grantee Card to the student.

Issuance of Scholarship / Grantee Card (For Internally/USeP Funded)

Schedule of Availability: Monday – Friday, 8:00 am - 5:00 pm

Key Persons: Clerk, Director

Who may avail of the service: Students

What are the requirements:

1. Filled-up Scholarship Application Form
2. College Admission Slip
3. Endorsement for Scholarship
4. Student Handbook; and
5. Photocopy of grades

Duration: 5 minutes

Fee/Charge:

The Clerk In-charge assesses and verifies authenticity of said documents. After which, the Director/Clerk In-charge signs and issues the Scholarship/Grantee Card to the student.

Issuance of Certificate of Scholarship

Schedule of Availability: Monday – Friday, 8:00 am - 5:00 pm

Processing of Application of Scholarship / Grantee Card

Schedule of Availability: Monday – Friday, 8:00 am - 5:00 pm

Who may avail of the service: Scholars / Grantees

What are the requirements:

1. Certification from the Sponsor of Scholarship/Proof of Entitlement to Scholarship/Grant and
2. Supporting Documents
3. Sponsor ID
4. School ID

Duration: 10 minutes

The Clerk In-charge assesses and verifies authenticity of said documents. Verification of financial component is then conducted by the OSS Director/Finance Director. After which, the OSS Director/Finance Director secures the signature of the Scholarship In-charge. Finally, the OSS Dir

FINANCIAL AID

Policy Statement

In line with the constitutional mandate to establish and maintain a system of scholarship grants and other incentives which shall be available to deserving students, especially to the under

Academic Scholarships

a. University Scholarship

1. This scholarship shall be granted to any student who obtains a grade weighted average (GWA) of 1.25 or better at the end of the semester in academic subjects in which he/she has enrolled the full academic load required in his/her curriculum.
2. Students in University Scholarship shall enjoy the following benefits:
 - a. Exemption from payment of tuition and miscellaneous fees except those assessment made by the student government and the school organ.
 - b. Book allowance of Php 500.00 per semester
 - c. Monthly stipend of Php 1,000.00 except during summer session
3. Students in the University Scholarship must not have any failing grade.
4. Failure on the part of the scholar to maintain the required GWA automatically terminates his/her scholarship in the succeeding semester.

b. College Scholarship

1. College Scholarship shall be granted of 1.45 or better at the end of the semester in the subjects in which he/she has enrolled provided he/she has enrolled the full academic load required in the curriculum
2. Recipients of College Scholarship shall enjoy the following benefit
 - a. Exemption from payment of tuition and miscellaneous fees except those assessment made by the student government and school organ.
 - b. Book allowance of Php 500.00 per semester.
 - c. Monthly stipend of Php 700.00 except during summer session.

3. Tuition Privilege

- c. Candidates for University choir shall undergo audition before an appropriate committee created by the University President.

2. University Dance Troupe

Recommended by the audition committee, membership is awarded to those who qualified in the selection process. Regular members

the specified number of years in the curriculum. This privilege applies to dependents enrolled in the undergraduate courses only.

B. USeP Employee Privilege

This applies to a permanent employee who is enrolled in the graduate or undergraduate program of the university. However, a non-permanent employee who has served the University for at least one year shall be entitled to 50% discount. A graduate student employed in full time basis may not be allowed an academic load of more than nine units in formal courses except in thesis/dissertation writing. Undergraduate students are allowed a load of 12 units only.

C. *Editor-in-chief, associate editor and managing editor* of the editorial staff of the official campus publication.

D. All *student Council officers* elected-at-large of the four campuses including the governors in the local student councils of the colleges in Obrero campus.

E. Cultural Minority Privilege.

This privilege shall be awarded to a high school graduate belongs to a cultural minority groups such as Manobo, Kalagan, Davaoeño, Tgacaolo,

G. Legitimate Dependents of Barangay Officials and Sangguniang Kabataang Officials Privilege.

1. Barangay Official Dependents

This privilege shall be limited to a maximum of two (2) qualified and deserving children of barangay officials, including barangay tanods and members of the lupong tagamapayapa who shall be beneficiaries during the incumbency of the aforesaid officials. Provided that a candidate for the privilege must: a) not more than 21 years of age at the time of his application. b) be a high school graduate whose average is 80% or better c) be financially incapable to pursue college education, d) whose parents annual income does not exceed Php 72,000.00 and e) has passed the USEPAT.

2. Sangguniang Kabataan Officials

During their incumbency Sangguniang Kabataan officials shall be exempt from tuition and matriculation fees, provided that, in order to qualify for the privilege, the said officials are coming from Davao City and its immediate environs. Provided further that, the candidate for the privilege shall pass the USEPAT.

H. Cooperating/Critic Teacher Privilege and Training Supervisor Privilege

1. To encourage better rapport between the school and the community, cooperating/critic teachers in the public schools involved in the student-teaching program of the University shall be entitled to 50% tuition discount during the semester they enrolled in the graduate courses of the University. Provided that a certification of said services shall be done by the school/principal concerned and attested by the student-teaching supervisor.

2. To enhance better working relationship between the training college and training station, those involved in the on-job-training (OJT) as training supervisors shall be entitled to 50% tuition discount during the semester they enrolled in the graduate course of the University. Provided that a certification of said services shall be done by the employer and attested by the linkage officer.

Student Labor

Each College and/or division is entitled to not more than 5 and 3 student laborers, respectively except the University library and OUR which may have more slots and approval of which shall be sought with the Office of the President of the University. External campuses may be allotted a number of student labo

3. Applicants must not have an incomplete grades shall, 15 days from date of enrollment

that would be beneficial. These releases must be produce through the efforts of the students who have undergone screening, interviews and trainings on campus journalism.

Publication should uphold press freedom and a catalyst of change may it be in thoughts, in words and in deeds for positive maturity. It also develops students' skills in writing and critical thinking in terms of perusing issues and opinions.

University Clubs and Organizations

The university gives freedom to all students to create their own club or organization as long as it is i

Students have the right to peaceful assembly and to petition for redress of grievances. No student shall be banned for participating an assembly. No student shall be arrested or detained for doing so.

No student shall be held to answer for any offense without due process. Students have the freedom from arbitrary arrest, from arbitrary seizures, and the right to resort to the writ of habeas corpus and to speedy, impartial and public justice.

Students have the right to reasonable bail and the freedom from double jeopardy, excessive fines and cruel or unusual punishment.

Students have the right to freedom from torture, threats, harassment, manhandling combined with interrogation, acts of terror and other means which vitiate free will.

Students have the right to freedom from unwarranted interference. No military detachments shall be installed inside the campus. Military elements shall not interfere with student activities.

Students have the right to procedural fairness in disciplinary proceedings.

Students have the right to accurate information.

Students have the right to hear any opinion or any subject of public concern, whether or not related to any subject they may be currently studying, which they believe is of worthy consideration.

Students have the right to free access of information on matters of public concerns.

Students have the right to free research in connection with academic work and the publication, discussion and exchange of findings and recommendations.

Students have the right to complete instruction and adequate welfare services and curricular facilities.

Every student has the right to receive relevant quality education in line with national goals, educational objectives and standards of the University.

Every student is entitled to guidance and counseling services to enable him to know himself, to make decisions and to select from the alternative in the fields of work in line with his potentialities.

Students have the right to receive reasonable protection inside the school premises.

Students have the right to be informed of the Rules and Regulations of the University.

Students have the right to participate in curricular and co-curricular activities.

Every student is entitled to be respected as a person with human dignity, to full physical, social, moral and intellectual development, to humane and healthy conditions of learning.

Students have the right to academic freedom as provided in the Constitution.

Every student has the right to access to class and other records for the purpose of determining his class standing and the University shall maintain and preserve such records.

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

Students have the right to be assisted by the University through current and adequate information on work opportunities.

Students shall be entitled to expeditious issuance of certificates, diplomas, Transcript of Records, grades and Transfer Credentials.

Students have the right to receive medical ()-999999991 dFdicahru

APPENDICES

Appendix A : COMPOSITION OF THE BOARD OF REGENTS

Hon. Patricia B. Licuanan

Chair, Commission on Higher Education

Chair, USEP Board of Regents

Hon. Lourdes C. Generalao

President, University of Southeastern Philippines

Vice Chair, USEP Board of Regents

MEMBER

Hon. Pia S. Cayetano

Chair, Senate C

Supply Office Console	396	Trunklines	
Supply Office Propriety Phone	397	227-8192	
ULRC	207	227-8192	
Virtual Library	308	227-8557	
		224-4480	

Appendix C: ANTI-SEXUAL HARASSMENT ACT OF THE PHILIPPINES

[REPUBLIC ACT NO. 7877]

AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE
EMPLOYMENT,
EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES

*Be it enacted by the Senate and House of Representatives of the Philippines in
Congress assembled:*

SECTION 1. *Title.* —

stipend, allowance or other benefits, privileges, or considerations; or

(4) When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice. Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in

SEC. 7.*Penalties.* — Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than Ten thousand pesos (P10,000) nor more than Twenty thousand pesos (P20,000), or both such fine and imprisonment at the discretion of the court. Any action arising from the violation of the provisions of this Act shall prescribe in three (3) years.

SEC. 8.*Separability Clause.* — If any portion or provision of this Act is declared void or unconstitutional, the remaining portions or provisions hereof shall not be affected by such declaration.

SEC. 9.*Repealing Clause.* — All laws, decrees, orders, rules and regulations, other issuances, or parts thereof inconsistent with provisions of this Act are hereby repealed or modified accordingly. Republic Act No. 7877 page 4

SEC. 10.*Effectivity Clause.* — This Act shall take effect fifteen (15) days after its complete publication in at least two (2) national newspapers of general circulation.

