

**BOOK IV
THE STUDENT CODE**

**TITLE 13
STUDENT AFFAIRS**

**CHAPTER 73
RIGHTS AND DUTIES OF STUDENTS**

Article 316. Rights of Students

- Sec. 1. In addition to other rights, and subject to the limitations prescribed by law and regulations, students shall enjoy the following rights:
- a. The right to receive, primarily through competent instruction, relevant quality education conducive to their full development as persons with human dignity.
 - b. The right to freely choose their field of study subject to existing curricula and to continue their course up to graduation, except on cases of academic deficiency, or violation of disciplinary regulations.
 - c. The right to school guidance and counseling services for making decisions and selecting the alternative in the fields of work suited to his potentials.
 - d. The right to access his own school records, the confidentiality of which the school shall maintain and preserve.
 - e. The right to the issuance of official certificates, diplomas, transcript of records, grades, transfer credentials and other similar documents upon compliance of the requirements set forth by the College within thirty days from request.
 - f. The right to publish a student newspaper and similar publication, as well as the right to invite resource persons during assemblies, symposia and other activities of similar nature.
 - g. The right to free expression of opinions and suggestions and to effective channels of communications with appropriate bodies of the college.
 - h. The right to form, establish, join and participate in organization and societies recognized by the college to foster their intellectual, cultural, spiritual and physical growth and development or to form, establish, join and maintain organizations and societies for purposes not contrary to law.
 - i. The right to participate in the formulation and development of policies affecting the school in relation to the locality/region and national through representation in the appropriate body/bodies of the college to be determined by the governing Board;
 - j. The right to receive reasonable protection and security within

the school premises;

- k. The right to know or to be informed of the rules and regulations affecting him;
- l. The right to participate in relevant curricular and co-curricular activities duly authorized and recognized by the college.
- m. The right to due process of law;
- n. The right to be assisted by his college through current and adequate information on work opportunities; and
- o. The right to receive medical and dental services as well as first aid services.

Article 317. Duties and Responsibilities

- Sec. 1. In addition to those provided for under existing laws, every student shall:
- a. Exert his utmost to develop his potential for service, by pursuing an education suited to his abilities, in order that he may become an asset to his family and to society;
 - b. Uphold the academic integrity of the College, endeavor to achieve academic excellence and abide by the rules and regulations governing his academic responsibilities and moral integrity;
 - c. Promote and maintain the peace and tranquility of the Institution by observing the rules on discipline, and by exerting efforts to attain harmonious relationships with fellow students, the teaching and academic staff and other college personnel;
 - d. Participate actively in civic affairs in the promotion of the general welfare, particularly in the social, economic and cultural development of his community and in the attainment of a just, compassionate and orderly society; and
 - e. Exercise his rights responsibly in the knowledge that he is answerable for any infringement or violation of the public welfare and of the rights of others.

CHAPTER 74 STUDENT WELFARE SERVICES

Article 318. Guidance and Counseling

- Sec. 1. The College shall provide guidance and counseling and consultation services to students in connection with their programs of studies.
- Sec. 2. Guidance and Counseling Office shall be composed of competent personnel, to provide the following services:

- a. Individual and group counseling
- b. Information services
- c. Guidance enrichment and counseling services
- d. Academic follow-up
- e. Student peer facilitators' program
- f. Testing and Research

Article 319. Health Services

- Sec. 1. The College shall provide and maintain health facilities and services in terms of the following;
- a. Medical
 - b. Dental
 - c. First Aid

Article 320. Financial Aids

- Sec. 1. Scholarship grants, assistantships, grant in aids, and other forms of financial aid shall be provided and awarded to deserving students under the supervision of the Office of Academic Related Services (ARS) and in accordance with the provisions stated in the Academic Policies.
- Sec. 2. The College through the Office of ARS shall likewise provide opportunities for student assistantship to deserving and promising students, upon the recommendation of the Dean concerned or his equivalent of the various units of the Institution with compensation commensurate to the nature and scope of their responsibilities. The working hours, academic, load and compensation of such student shall be in accordance with the rules of the College, subject to existing laws and regulations.

CHAPTER 75 HOUSING SERVICES

Article 321. Housing

- Sec. 1. The institution if possible, shall provide residence halls/dormitories for students where they are expected to reside. Students not living in the institution residence halls/dormitories shall reside in the homes for dormitories included in the approved list in the office of the Chairman of Student Affairs or equivalent office.
- Sec. 2. The residence halls/dormitories shall have a Dorm Manager/Matron and assistant, as may be needed in the performance of his housekeeping and custodial responsibilities as well as in the maintenance of order and discipline and improvement of student personal behavior and academic work. The financial operation and administrative direction of the Dorm Manager, who shall be under the supervision of the Chairman of Student Affairs to whom all budgetary requests for administrative positions, appointments, and other housekeeping matters shall be submitted.

- Sec. 3. There shall be created a housing committee under the supervision of the Chairman of Student Affairs or his equivalent, who shall be responsible for the assignment of students to the different residence halls, and who shall see to it that only students with proper character certification are admitted.
- Sec. 4. The College, if possible, shall provide other auxiliary services to cater to the needs of the students like canteen or cafeteria, bookstore and supplies; recreational facilities; malls/telegrams/telephones: and; lost and found services.

CHAPTER 76
SCHOLARSHIPS, GRANTS-IN-AIDS AND SPECIAL
ENROLLMENT PRIVILEGES

Article 322. Scholarship Program

- Sec. 1. The College may provide a scholarship program subject to the availability of funds. Scholarships may be classified as follows:
- a. Entrance Scholarship
 - b. Institutional Scholarship
 - c. Academic Scholarship
- Sec. 2. The foregoing scholarships may either be full or partial subject to the conditions set by the College.

Article 323. Entrance Scholarship

- Sec. 1. Bonafide students of the College shall enjoy scholarship grants like:

Article 324. Athletic Scholarship Grants

- Sec. 1. Rationale:
To encourage an all-round academic and physical development and to exert leadership in sports and athletics, the College provides incentives to attract and involve students with potentials for excellence and leadership in sports and athletics.

Article 325. Entrance Athletics Scholarships

- Sec. 1. The College provide entrance athletic scholarships to students who possess athletic potentials and prowess and are joining for the first time in the athletic team.
- Sec. 2. The President of the College shall create a standing 3-member Athletic Screening Committee composed of the Director of SPEED as Chairman; the Academic Related Services Director as permanent member; and a rotating member who is the coach of the event or team in which the athlete is to be selected.

- Sec. 3. The Committee shall adopt its own rules and procedures and conduct the screening of entering students within one month before every semestral enrollment, and shall submit its recommendation to the President on or before the enrollment period for approval. The athletes approved by the Committee shall enjoy the privilege (s) provided in its category.

Article 326. Continuing Athletic Scholarship

- Sec. 1. The same committee shall select or reclassify resident student varsity athletes according to the categories set forth by the College for screening entering athletes to facilitate assessment.
- Sec. 2. In case the resident student is not yet a varsity athlete belonging to any category, the Athletics Screening Committee shall conduct the selection process.
- Sec. 3. Rules in Enjoying Athletic Scholarship
- a. The Athletic Scholarship shall be enjoyed for one semester only, summer term is excluded. However, said scholarship may be extended to another semester upon favorable recommendation of the Athletic Screening Committee but in no case shall the extension be given to an athlete who has already earned one academic degree.
 - b. The pre-semestral screening or reclassification shall be made every semester and should take effect the following semester and the privileges to be enjoyed shall be limited to the corresponding category.
 - c. An athlete in the college level shall carry the regular full load but shall not be allowed to get more than the prescribed normal load for the semester.
 - d. In case of suspension or expulsion due to disciplinary action, the athlete concerned shall refund all school fees or privileges enjoyed before any clearance/certificate of transfer shall be issued.
 - e. An athlete to maintain the scholarship must pass in majority of the subjects or units enrolled. The athlete shall pay the tuition fees for re-enrollment of any subject failed.
 - f. An athlete while participating in higher meet/game/competition officially approved or hosted by the College, should be given an opportunity to make-up for any academic deficiency incurred in any course officially enrolled. He/she may be allowed to take special examination within a week after returning officially from an athletic competition, and in case of Final Grade, a grade of Incomplete may be given for failure to take the final examination during the grace period.

- g. When the college student has a condition/failing grade in the midterm examination, he/she may opt to participate in the higher meet at his/her own risk in regard to the final grade.
- h. The athletic scholarship may be withdrawn if it can be verified that statements/certifications/medals/trophies upon which the grant has been made are false; incorrect, tampered or spurious.
- i. The athletic scholarship may also be withdrawn if the athlete is disqualified on account of age, turning professional, gainful employment, taking drugs, and may have criminal offenses. In this case the student shall be made to refund fees and waive privileges enjoyed.
- j. In case of physical injury to an athlete participating in any game approved by the Administration, the College is liable to transact in his behalf for the payment of insurance provided and other mutual benefits. When an athlete drops or marked Dropped because of completion of the athletic activity; it shall be without prejudice to records or fees and/or privileges enjoyed.
- k. Any previous provisions contrary to these guidelines are considered null and void and without effect.

Article 327. Salamindanao Scholarship Grant

Sec. 1. Rationale

The Salamindanao Cultural Troupe is a organization recognized by the College, and as such the organization and its clientele who wish to avail of its services and facilities are subject to the rules and regulations provided and approved by the duly recognized authority or the College President.

Sec. 2. Terms and Conditions

To qualify for regular membership and avail of the privileges granted by the College, a member of the Salamindanao Cultural Troupe must meet the following terms and conditions. A member:

- a. Shall maintain an average of 8% in all academic subjects;
- b. Shall uphold the ideals of the group and of the College by serving as model in terms of discipline and character;
- c. Must be able to maintain good relationship with other members of the group;
- d. Must not indulge in any vice like smoking, gambling, drinking intoxicating wines/ales;
- e. Must be responsible to the needs of the group especially in the maintenance of, security and cleanliness of the surrounding, facilities, equipment's assigned to;

- f. Must be punctual and regular in attendance during rehearsals and other related activities as required by the chairman or director;
- g. Must have passed the probationary period of six months to qualify for regular membership; and
- h. Must be loyal to the Salamindanao Cultural Troupe and to the College.

Sec. 3. Goals and Objectives

- a. To develop appreciation and love for the native folksongs and dances.
- b. To foster nationalism patriotism through the study of our cultural dances, songs, music.
- c. To be able to perform and participate and enjoy Philippine folk dances.
- d. To enjoy a health for of recreation.
- e. To help preserve for posterity, our own folk dances and music indigenous to the different regions of the Philippines particularly in Mindanao.
- f. To help secure the Filipino identity through the native arts and show the growth of Filipino culture through the dances.
- g. To gain pride for the Filipino race through the beautiful cultural dances, songs, and music.

Article 328. Publication Scholarship Grant

Sec. 1. Rationale

Republic Act No. 7079, an act for the development and promotion of campus journalism and for other purposes, declares its policy regarding promoting and developing the growth of campus journalism as a means of strengthening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline of Filipino youth. In cognizance of this policy, the College undertakes various programs and projects in promoting responsible journalism, through a scholarship program for its students.

Sec. 2. Objectives

- a. To provide opportunities for student journalism for financial assistance through scholarship grants.
- b. To extend opportunities in order to develop the talent and skills of students in newswriting, editing and photojournalism.

Sec. 3. Requirements

- a. Secure application form for scholarship at the Academic Related Services Office.
- b. Fill-up the form and accomplish the requirements stipulated

thereof.

- c. Submit certification and recommendation from the adviser chairman concerned as to qualification.

Article 329. Dependent Scholarship Grant

Sec. 1. Legitimate children, wife or husband of permanent fulltime faculty and personnel including those on daily wage basis who have served continuously for a period of not less than five (5) years in the College may be entitled to tuition fees privileges upon enrollment, subject to admission requirements and provided, that said privileges shall be renewed every semester if they pass the subjects taken in the last semester attended.

Sec. 2. Qualification and Limitations

- a. Legitimate children of faculty members and employees are listed in the latest income tax return of their parents are qualified to avail of the free tuition fee privileges upon enrollment.
- b. Only legitimate children of faculty members and employees who have served continuously for not less than five (5) years are qualified to avail of this study privilege.
- c. Parents of enrolling students must be on full time/permanent position in the College.
- d. The enrolling students must pay other fees including miscellaneous fees.
- e. This study privilege is renewable every semester and is subject to the admission requirements of the College. The students must also pass the subjects taken during the previous semester.
- f. The College President, prior to the start of the registration, must first approve an application for this study privilege.
- g. This study privilege can only be availed by the qualified dependent once in the undergraduate level and once in the graduate level. This is also limited up to four children only.

Article 330. Faculty/Employee Study Privilege

Sec. 1. Members of the faculty, officers and employees shall have the privileges of enrolling in the College for not more than nine units a semester for undergraduate courses or six units for graduate (Master's) courses, subject to the approval of the President, provided that the course in which they are enrolled in shall redound to the benefits of their regular work in the College.

Sec. 2. Qualification and Limitations

- a. Faculty members, officials and employees who are included in the Department of Budget and Management approved plantilla can avail of the study privilege.
- b. Other personnel whether teaching and non-teaching whose

plantilla were approved by the Department of Budget and Management with corresponding funding, can also avail of said study privilege.

- c. Only six (6) units are allowed for graduate (Master's) courses. The enrolling personnel shall pay any excess, thereof.
- d. Only tuition fees are free.
- e. The course to be enrolled in shall redound to the benefit of the regular work in the College.
- f. This study privilege can only be availed by a particular faculty member or employee once in the undergraduate level and once in the graduate level. No shifting to another course is allowed.
- g. The College President prior to the start of registration, shall approve first all applications for study privileges. The registering/enrolling faculty or employee shall make a request to this effect.

Article 331. Student Assistance Program (Student Labor)

Sec. 1. Rationale

Student Labor has been a part and parcel of the service afforded by the College. The ARS is responsible of assignment, placement and evaluation of student application.

Sec. 2. Qualifications

1. Must be a bonafide student of this College
2. Must be of Good Moral Character
3. Must be in Good Health
4. Must not be a recipient of any scholarship or employee in any private or government agency.
5. Must have an average of not less than 80% in any of the academic subjects.

Sec. 3. Requirements

1. At the beginning of the semester, the Director of the ARS shall announce the number of available slots funded for student labor.
2. Only the Dean can recommend the names of students from his college to avail of the student labor.
3. Must submit a copy of the final grades of the previous semester attended (Registrar).
4. Must submit a medical certification from the school clinic.
5. Must submit a certificate of good moral character from the guidance office.
6. Must submit latest BIR income tax form.

Sec. 4. Terms and Conditions

1. The amount to be provided for payment of allowances for student labor shall be computed at P10.00 per hour but not to exceed 4 hours a day.
2. He/She is allowed to enroll full academic load and per

semester.

3. Only 10-student labors can be hired and the duration of employment is one (1) year only without renewal.

Article 332. Academic Scholarship

- Sec. 1. Students with high scholastic rating shall enjoy scholarship with full/partial free tuition fee for the succeeding semester provided that the following range of weighted average, computed to the second decimal places shall be attained. Miscellaneous and other fees as required by the student organizations are not included.

Full Scholar	-	1.00-1.50
Partial/Half scholar	-	1.51-1.75

- Sec. 2. Qualified applicants are required to see the scholarship in-charge at the Academic Related Service Office for application procedures.

- Sec. 3. Academic Scholarship shall be granted to any student who obtained a grade point average specified at the end of the semester in the academic subjects in which he has enrolled provided that he has carried the full academic load required in his curriculum.

- Sec. 4. He must not have any failing grade.

Article 333. Grants-In-Aid

- Sec. 1. The College shall provide grants-in-aids to deserving college students belonging to the cultural communities. This privilege is renewable every semester, subject to the academic performance of the grantees. Grantees of the same are exempted from the payment of tuition fees. Miscellaneous and other fees as required by the student organizations are not included as free.

- Sec. 2. The following shall be granted special enrollment privileges:
- a. Members of the College Band, College Choir, Dramatic Guild
 - b. Dependent children of College personnel who are at least on temporary status of employment.
 - c. Members of the College varsity or athletes who have participated in at least the MSCUAA or its equivalent.
 - d. Holders of educational benefits under the AFP, PD 557, BP 337, and others; and
 - e. Other scholarship privileges to be established by the College, subject to the approval of the Board of Trustees.

CHAPTER 77
STUDENT ORGANIZATION AND ACTIVITIES

Article 334. General Provisions

- Sec. 1. A duly recognized student organization of the College or any of the colleges/units which shall be any association, club, fraternity, society or order whose members are bonafide students of this College and/or whose principal officers are such students of organizations which have been duly registered and accredited in accordance with existing rules and regulations adopted by the College.
- Sec. 2. Only duly recognized student organizations shall be allowed to function inside the College campus.

Article 335. The Supreme Student Government

- Sec. 1. There shall be a Supreme Student Government (SSG) in the Undergraduate Level with the following functions:
- a. To help promote the general welfare of the College students;
 - b. To foster the intellectual, cultural, spiritual and physical growth and development of the students in consonance with the ideals and aspirations of the College.
 - c. To serve as an active forum for students' ideas and sentiments and as training ground for molding them to become future leaders of the community.
 - d. To instill unity in diversity and promote sense of oneness among the students for the best interest of the College and the Community.
 - e. To help develop and instill academic excellence, social awareness, cultural sensitivity and moral responsiveness among the students.
 - f. To develop sense of public service and responsibility among the students for the welfare of the society.
 - g. To organize and direct student activities in accordance with the existing rules and regulations, and;
 - h. To inform or consult the President of the College through the Office of Student Affairs on student matters, affairs, and activities.
- Sec. 2. The composition of the Student Government, its offices and the manner of electing its members and offices shall be in accordance with the constitution and by-laws promulgated by the Student Government. The President of the Student Government maybe allowed by invitation or request to represent the Student Government in the Administrative Council of the College during his term.

Article 336. The Graduate College Student Government

- Sec. 1. There shall be a Graduate College Student Organization (GCSO) with the following functions:
- a. To help promote the general welfare of the Graduate College students;
 - b. To foster the intellectual, cultural, spiritual and physical growth and development of the students in consonance with the ideals and aspirations of the College.
 - c. To serve as an active forum for students' ideas and sentiments and as training ground for molding them to become future leaders of the community.
 - d. To instill unity in diversity and promote sense of oneness among the students for the best interest of the College and the Community.
 - e. To help develop and instill academic excellence, social awareness, cultural sensitivity and moral responsiveness among the students.
 - f. To develop sense of public service and responsibility among the students for the welfare of the society.
 - g. To organize and direct student activities in accordance with the existing rules and regulations, and;
 - h. To inform or consult the President and the Dean of the college through the GC Committee Chairman on Student and Alumni Services on student matters, affairs, and activities.
- Sec. 2. The composition of the Student Organization, its offices and the manner of electing its members and officers shall be in accordance with the constitution and by-laws promulgated by the Student Organization.

Article 337. Supervision of Student Organizations and Activities

- Sec. 1. A duly recognized student organization of the College or any of the colleges/units which shall be any association, club, fraternity, society or order whose members are bonafide students of this College and/ or whose principal officers are such students of organizations which have been duly registered and accredited in accordance with existing rules and regulations adopted by the College.
- Sec. 2. Only duly recognized student organizations shall be allowed to function inside the College campus.

Article 338. Supervision of Graduate College Student Activities

- Sec. 1. The GCSO shall be directly under the general supervision of the GC Chairman on Student and Alumni Services (GCSAS).

- Sec. 2. No student organization may hold any meeting or undertake any activity for any purpose whatsoever except that of adopting a constitution, before its adviser or advisers are appointed and have assumed office as such.
- Sec. 3. No student organization shall be allowed to function without a constitution and by-laws which has been recommended by the GCSAS Chairman to the Director of Academic Related Services and approved by the President of the College.

CHAPTER 78 GENERAL POLICIES ON SCHOOL CLUBS AND ORGANIZATIONS

Article 339. Membership / Registration

- Sec. 1. Only a bonafide student currently enrolled in this College may become member of a student organization.
- Sec. 2. Registration of and renewal of clubs and organizations shall be done on semestral basis.
- Sec. 3. Recognition of registered clubs ad organizations shall be done on a yearly basis.
- Sec. 4. There shall be at least one adviser to monitor the activities of the organization to be selected by the members of the organization. The organization has the right to change the adviser, if necessary.
- Sec. 5. The adviser must be presently working in the college and is holding permanent status of employment.
- Sec. 6. An application letter should be addressed to the President of the College through channel.
- Sec. 7. No club or organizational shall impose compulsory membership on any undergraduate or graduate student except the Supreme Student Government (SSG) or Graduate College Student Organization (GCSO).

Article 340. Recognition/Renewal

- Sec. 1. Only duly registered school clubs and organizations shall be eligible for recognition.
- Sec. 2. All clubs/organizations to be recognized must submit the following requirements to the ARS Office:
- a. Application letter for recognition duly noted by the adviser:
 - b. Accomplishment report of the previous semester prior to application (attach document).
 - c. Financial statement of the previous semester
 - d. New list of officers
 - e. New list of members
 - f. Constitution and by-laws (if there are changes)
 - g. Program of activities for the next year

- Sec. 3. The College President makes the final decision on recognition of clubs/organizations.

Article 341. Privileges of Recognized Organizations

- Sec. 1. The club/organization can enjoy the privileges such as availment of the use of school facilities for free, sponsorship of other activities as approved by the ARS office, recipients of College awards and recognition as nominated by the College awarding body.

Article 342. Effects of Withdrawal of Recognition

- Sec. 1. The club/organization cannot avail of the privileges accorded to recognized clubs and organizations. Unrecognized clubs/organization cannot use the name of the CCSPC in solicitations and in other fund-raising activities. They cannot collect fees from students in the college.

Article 343. Grounds for Withdrawal of Recognition

- Sec. 1. Unauthorized collection of fees from students.
- Sec. 2. Using the club/organizations name as a front for affiliation with subversive groups or leftist organizations.
- Sec. 3. When the club/organizations group is used as a conduit to drug trafficking activities.
- Sec. 4. Unauthorized spending of the clubs/ organization's fund.

CHAPTER 79 SPORTS AND PHYSICAL EXTENSION DEVELOPMENT

Article 344. The Speed Composition

- Sec. 1. Every student duly registered in any of the units of the College shall upon payment of the athletic fee, be a member of the College athletic association. There shall be created Sports and Physical Education Extension Development (SPEED) Committee which may be composed of the following:
- a. Vice-President for Academic Affairs or his equivalent.
 - b. The SPEED Director
 - c. The Director of Academic Related Services
 - d. The Budget Officer
 - e. The President of the Alumni Association or his authorized representative.
 - f. One representative from the SSG who shall serve for one year.
- Sec. 2. The Committee on SPEED or shall lay down the Athletics Policies of the College and administer the financial requirements of all athletic affairs.

CHAPTER 80 CONVOCAATION

Article 345. Convocation

- Sec. 1. The President of the College or his duly designated representative shall hold convocation under the auspices of its different units or other organizations, upon approval.
- Sec. 2. Any person with permission of the President of the College or his duly designated representative thru the Director of Academic Related Services may speak for/address before student groups or organizations of the College.

CHAPTER 81 CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

Article 346. CO-EE Purpose

- Sec. 1. Students of the College shall be free to participate in co-curricular and extra-curricular activities to promote leadership and social awareness for constructive purposes.
- Sec. 2. Their participation in such activities shall not excuse them from attending classes and fulfilling other requirements and such participation shall be their own personal responsibility.
- Sec. 3. As much as possible, all co-curricular and extra curricular activities of the college shall be suspended or shall not be conducted one week before the final examination.

CHAPTER 82 STUDENT PUBLICATION

Article 347. Philosophy, Aims and Objectives

- Sec. 1. The student publication shall define its mission, goals and objectives for the information and guidance of the student body, the members of the academic community, the College and the general public.
- Sec. 2. The mission, goals and objectives of the student publication shall aim to support the College in the quest for educational excellence, particularly in the improvement of instruction, promotion of research and extension and involvement in meaningful activities of the community.
- Sec. 3. Further, the student publication should maximize its leadership and influence to foster and enhance regional development.

Article 348. Statement of Principle

- Sec. 1. Freedom of expression which subsumes free speech, press and assembly is an inalienable and cherished right that is enshrined and guaranteed by the Philippine Constitution and the existing laws as well as national policies and democratic traditions.

- Sec. 2. Freedom of expression is the mother of all human rights and for as long as this freedom exists, violation of rights can be protested and denounced so that, democracy will live and prevail.
- Sec. 3. Freedom of expression like other human rights, however, is not absolute; the right imposed the correlative duty to exercise its responsibility with due regard for the rights of others in the larger interest or harmony and welfare of society, and to preclude mob rule.

Article 349. Organization and Recognition

- Sec. 1. There shall be a student publication which shall be the official organ of the undergraduate and graduate students of the College, anchored on the principle of freedom of the press, and the same shall be financed out of such sum which may be allotted from the publication fees paid by the students.
- Sec. 2. Student publication and mechanism for implementation shall be established, organized and maintained in the College campus only after prior recognition and authorization have been obtained from the college administration.

CHAPTER 83 THE GRADUATE AND UNDERGRADUATE SCHOOLPAPERS

Article 350. General Objective

- Sec. 1. The graduate and undergraduate schoolpapers aim to serve as vehicle in the transmission of vital and relevant information and values for the entire CCSPC sectors as well as the community they serve. It further endeavors to develop students' involvement in school concerns and enhance in them critical thinking and responsible journalism.

Article 351. Specific Objectives

1. To address the information needs of the student and faculty populace
2. To increase the students' level of awareness on issues and other concerns that directly or indirectly affect them.
3. To train students in the field of journalism.
4. To hone students' thinking and creative writing skills.
5. To be an avenue for students' insights, observations and recommendations that are geared toward institutional development

Article 352. Composition of the Screening Committee

- Sec. 1. The Screening Committee of the graduate and undergraduate schoolpapers shall consists of three (3) full time faculty members for each level.

Article 353. Functions of the Screening Committee

- Sec. 1. The positions to compose the Editorial Staff are:
- a. Editor-in-Chief
 - b. Managing Editor
 - c. Lay-out Artist
 - d. Staff Writers (two for each degree program)
 - e. Computer Encoder
 - f. Contributors
- Sec. 2. The Committee shall schedule and announce the qualifying examinations, such as written and interview, for the different staff positions.
- Sec. 3. The Committee shall determine the criteria for both qualifying examinations to be given to the aspiring writers of the Graduate College Newsletter.
- Sec. 4. The Committee shall conduct first the written test before the interview of applicants.
- Sec. 5. The Committee shall determine the overall rating of applicants based on the final results of the qualifying examinations. The distribution of percentages is as follows:
- 70% for the written test
30% for the interview
- Sec. 6. The Committee shall decide who among the applicants are qualified to hold the different staff positions.
- Sec. 7. The Committee shall announce the selected Editorial Staff one week after the interview.

Article 354. Guidelines in the Selection of the Editorial Staff

- Sec. 1. The applicant must be a bonafide student of CCSPC.
- Sec. 2. He/She must secure an application form duly accomplished on or before the scheduled deadline of submission.
- Sec. 3. He/She must undergo the scheduled screening of applicants for the schoolpapers to be spearheaded by the Screening Committee.
- Sec. 4. He/She must pass both the written and oral examinations based on the criteria set by the Committee.
- Sec. 5. The decision of the Committee shall be final.

Article 355. Criteria for the Selection of the Editorial Staff

- Sec. 1. Applicants shall be judged according to the following criteria:
1. For the Interview (30%)
 - a. Commitment - 20%

b. Competence	-	20%
c. Responsibility	-	20%
d. Dependability	-	20%
e. Positive Attitudes	-	<u>20%</u>
		100%

2. For the Written Examination (70%)

a. Content/Relevance to the Topic	-	25%
b. Clarity	-	25%
c. Organization	-	25%
d. Form and Style	-	<u>25%</u>
		100%

Article 356. Power, Duties and Privileges of Staff

- Sec. 1. The powers, duties, and privileges of these staff, including disciplinary actions against them shall be in accordance with the policy guidelines provided in the College Code.
- Sec. 2. No individual member of the publication staff shall determine the content of the student publication. The Editor-in-Chief and members of the staff are fully responsible for the consequences arising from the publication of any editorial, comment, article or other materials.
- Sec. 3. The staff of the publication shall nominate the faculty adviser for approval by the College President upon recommendation by the GC Chairman on Student and Alumni Services or the ARS Director subject to existing internal policy, rules and regulations. The function of the faculty adviser shall be limited to technical guidance.
- Sec. 4. Editors shall enjoy security of tenure, which shall be terminated before a lapse of the prescribed term, except for cause.
- Sec. 5. Student papers shall enjoy the right to access to College record unless otherwise provided by law.
- Sec. 6. Student publication may be published independently by the students.

**CHAPTER 84
CULTURAL GROUP AND PRESENTATION**

Article 357. The College Cultural Group

- Sec. 1. There shall be a cultural group that shall be the official cultural group of the College whose members are bonafide students or whose principal officers and advisers are students and faculty of the College.
- Sec. 2. No cultural shows, literary, musical and other similar presentation shall be performed in or outside of the College without any formal written request approved by the College President.

CHAPTER 85 STUDENT CONDUCT AND DISCIPLINE

Article 358. General Provisions

- Sec. 1. Every student shall obey the law of the land, the rules and regulations of the College and the accepted standards of the society.
- Sec. 2. The definition or specification of the offenses or breaches of discipline, formulated by the Academic Council and approved by the Board of Trustees, shall not be construed to exclude other offenses or breaches against the rules of discipline promulgated by the offices of the College President, deans or directors or by the committee on Conduct and Discipline in cases not provided by the College Academic Council.
- Sec. 3. For purposes of keeping order and promoting decorum in the classes, a faculty member is empowered to exclude a student for unbecoming behavior from his class and immediately thereafter to make a report of such action to the Dean.
- Sec. 4. Any student who causes nuisance, disturb and disrupt classroom activities or other similar proceedings in the College premises shall be suspended by the Dean for a period not exceeding one week; for the second offense, the cases of the student shall be recommended to the President of the College for appropriate action.
- Sec. 5. Smoking cigarettes is allowed only in designated places.
- Sec. 6. The College need not take any action on complaints regarding ordinary debts of the student to private parties. However, if the cases clearly involve the moral character of the student, the Director of Academic Related services or his representative may take disciplinary action. If it is a case of indebtedness to the college such as withholding of grades or barring from the examination, existing rules shall be applied, without prejudice to the authorities taking further action as the circumstances may warrant. No student, unless required in the course, shall carry in the College's premises any knife or other dangerous weapon, unless otherwise allowed by existing College's laws and regulations. Any student violating this rule shall be subjected to disciplinary action.

Article 359. Norms of Student Conduct and Discipline

- Sec. 1. Moral Character. A student is imbued with moral character and possesses the following qualities when:
 - a. He has learned to act, live and think as a person whose values, attitudes and convictions are in accord with the ethical norms of Right Reason and the accepted value in approved levels of conduct in the society where he lives;
 - b. He is honest to himself; accepting his shortcomings striving to improve and change;
 - c. He is fair and just in his dealing with his fellowmen;

- d. He lives by the precepts of love, justice, compassion and concern for others; and
- e. He respects the rights of others as he would want his right to be respected.

Sec. 2. Personal Discipline. A student is imbued with personal discipline and possesses the following qualities when:

- a. He devotes himself to the fulfillment of his obligation;
- b. He learns to forego the enjoyment of certain rights and privileges that other more needy may be benefited for the greater good of the society;
- c. He resolves the problems and conflicts without prejudicing others;
- d. He is tolerant of others; and humble to accept that there are other persons than him;
- e. He has developed temperance and propriety in words; and in action, especially against vices, e.g. gambling, drinking liquor, drugs, sexual excesses and aberration;
- f. Right reason guides and controls his life, actions and behavior.

Sec. 3. Civic conscience and patriotism. A student is imbued with civic conscience and patriotism, and possesses the following qualities when:

- a. He devotes himself to the growth and to development of the Philippines;
- b. He puts the welfare of the entire country above his personal family and regionalistic interest;
- c. He respects and obeys all duly constituted authorities and laws, rules and regulations;
- d. He settles all disputes, problems and conflicts through the channels provided by laws and society; and
- e. He strives to bring necessary changes through peaceful means.

Article 360. Basis of the Discipline

Sec. 1. At all times every student must observe/follow/abide by all the laws of the land, and all the policies and regulations adopted by the College. The investigation, disposition and corresponding sanction on a student disciplinary cases shall follow the procedures set in the College Code, and as far as practicable, the Philippine Constitution, the Revised Penal Code, the Civil code, the Revised Rules of Court and other applicable laws and regulations as suppletory to this Code.

Sec. 2. Every student shall observe at all times the pledge of loyalty and discipline to the College.

Sec. 3. The maintenance of the student conduct and discipline is anchored on the willful acceptance by the student of all policies, rules and regulations prescribed by the College as signified by their enrollment pledge and the guidance and counseling provided by the faculty who shall be exercising authority.

Article 361. Grounds for Student Disciplinary Action and Penalties

Sec. 1. A student shall be subject to disciplinary action after due process for any of the following offenses with corresponding penalties;

a. Insulting, uttering derogatory remarks for flagrant indecency in language: against a fellow student or any person or agent in authority.

1st offense	-	Suspension for 2-5 days
2nd offense	-	Suspension for 6-10 days
3rd offense	-	Suspension for 2-3 weeks

b. Immorality

b1. Illicit relations - Suspension for 2-5 days

b2. Acts of lasciviousness and indecent acts done publicly inside the College;

1st offense	-	Suspension for 1 week
2nd offense	-	Suspension for 1 month
3rd offense	-	Suspension for 1 semester

c. Drinking Intoxicating beverages and drunkenness

c1. Drinking alcoholic beverage and/or drunken behavior within the College jurisdiction on:

1st offense	-	Suspension for 2-5 days
2nd offense	-	Suspension for 6-10 days
3rd offense	-	Suspension for 1 month

c2. Any drunkenness resulting to physical injuries to other persons:

1st offense	-	Suspension for 2 weeks
2nd offense	-	Suspension for 1 month
3rd offense	-	Suspension for 1 semester
Subsequent Offense	-	Expulsion from the College

c3. Any drunkenness resulting to school vandalism

1st offense	-	Suspension for 2 weeks
2nd offense	-	Suspension for 1 month
3rd offense	-	Suspension for 1 semester
Subsequent Offense	-	Expulsion from the College

d. Fighting or resorting to physical force or violence to settle dispute, provided that the party who acted in self-defense shall be exempted from the punishment

d1. Slight physical injuries

1st offense	-	Suspension for 1 week
2nd offense	-	Suspension for 1 month
3rd offense	-	Suspension for 1 semester
Subsequent Offense	-	Expulsion from the College

d2. Less serious Physical Injuries

1st offense	-	Suspension for 1 week
2nd offense	-	Suspension for 1 month
3rd offense	-	Suspension for 1 semester

d3. Serious Physical injuries

1st offense	-	Suspension for 1 semester
2nd offense	-	Expulsion from the College

- e. Gambling inside the school campus with or without cash
- | | | |
|-------------|---|---------------------------|
| 1st offense | - | Suspension for 1 week |
| 2nd offense | - | Suspension for 1 month |
| 3rd offense | - | Suspension for 1 semester |
- f. Robbery
- f.1 Attempted/Frustrated Robbery
- | | | |
|-------------|---|---------------------------|
| 1st offense | - | Suspension for 1 semester |
| 2nd offense | - | Suspension for 1 year |
- f.2 Consummated Robbery
- f.3.2 Cash involving values of P1,000.00 or less
- | | | |
|---------------------|---|------------------------------------------------------------|
| 1st offense | - | Suspension for 1 semester to 1 year and payment of damages |
| 2nd offense | - | Suspension for 1 year and payment of damages |
| Subsequent offense- | | Expulsion from the College |
- g. Theft
- g.1 Attempted or Frustrated Theft
- | | | |
|---------------------|---|-------------------------------------|
| 1st offense | - | Suspension for 1 semester to 1 year |
| 2nd offense | - | Suspension for 1 year to expulsion |
| Subsequent offense- | | Expulsion from the College |
- g.2 Consummated theft including misappropriation of funds
- | | | |
|-------------|---|----------------------------------------------------------------------------------------|
| 1st offense | - | Restitution of stolen goods/ misappropriation of funds) suspension for 1 semester |
| 2nd offense | - | Restitution of stolen goods/ misappropriation of funds) and expulsion from the College |
- h. Forging the signature, falsification of public documents, perjury, impersonating or giving names, misrepresentation of facts, tampering of officials records and documents, unauthorized solicitation
- | | | |
|-------------|---|----------------------------|
| 1st offense | - | Suspension for 1 semester |
| 2nd offense | - | Expulsion from the College |
- i. Cheating in examination and quizzes
- | | | |
|---------------------|---|--------------------------------------------------------------------------------------------------------|
| 1st offense | - | (invalidating the examination paper on the subject concerned)
Automatic grade of "3" in the subject |
| 2nd offense | - | Automatic grade of "3" in the subject concerned |
| 3rd offense | - | Automatic grade of "3" in subject concerned and suspension for 1 semester |
| Subsequent offense- | | Suspension for 1 year |
- j. Scandalous Disturbance on Public Order and College Activities
- | | | |
|-------------|---|----------------------------|
| 1st offense | - | Suspension for 1 semester |
| 2nd offense | - | Expulsion from the College |
- k. Each of the following offenses
- k.1 Connecting or disconnecting electrical wires and plumbing device without permission from authorities concerned;
- k.2 Sleeping, cooking and doing toilet necessities in unauthorized place;
- k.3 Undue noise or disturbance in classroom, library, quarters, public places or gathering; and

- k.4 Climbing or jumping over the boundary fence of the College shall be punishable by:
- 1st offense - Suspension for 1 month
 - 2nd offense - Suspension for 1 semester
- l. Acts of bribery to gain favor in violation of the standards of instruction
- 1st offense - Suspension for 1 month
 - 2nd offense - Suspension for 1 semester
 - 3rd offense - Expulsion from the College
- m. Tampering and Mutilating of ID's
- 1st offense - Warning
 - 2nd offense - Suspension for 3-5 days
- n. Vandalism or destruction of public property such as destruction of building parts/fixtures/walls, tearing of pages of library book, magazine and malicious mischief
- 1st offense - Suspension for 1 month and payment of damages
 - 2nd offense - Suspension for 1 semester and payment of damages
 - 3rd offense - Expulsion from the College and payment of damages
- o. Littering or scattering of trash inside the campus
- 1st offense - Picking up litters and cutting of grasses for half day
 - 2nd offense - Suspension for 2-3 days picking up litters and cut grasses for 1 day
 - Subsequent offense- Expulsion from the College and payment of damages
- p. Violation of legally posted signs and notices such as "No trespassing", "Keep off the grass", "Off limits", and marring legally posted signs and notices and marring public buildings, furniture etc.
- 1st offense - warning
 - 2nd offense - Suspension for 3-5 days
 - 3rd offense - Suspension for 1 month
- q. Speeding within the college jurisdiction with a motorized vehicle, i.e. driving at more than 40kph
- 1st offense - Suspension for 2-3 days
 - 2nd offense - Suspension for 1 week
 - 3rd offense - Suspension for 1 month
- r. Ingestion, use, possession and or peddling of dangerous unregulated drugs or paraphernalia
- 1st offense - Suspension for 15 days and to be reported to proper police authorities
 - 2nd offense - Suspension for 30 days and to be reported to proper police authorities
 - 3rd offense - Expulsion from the College
- s. Unauthorized possession of firearms, i.e. in one's person or custody and or other deadly weapons, including kitchen knives in one's person (involving the unauthorized possession of firearms shall be reported to proper military authorities)
- 1st offense - Suspension for 1 month
 - 2nd offense - Suspension for 1 semester
 - 3rd offense - Expulsion from the College

- t. Non-possession of a school I.D. and failure to wear the prescribed school uniform upon demand of the College
- | | | |
|-------------|---|-------------------------|
| 1st offense | - | Non-entry to the campus |
| 2nd offense | - | Suspension for 3 days |
| 3rd offense | - | Suspension for 1 week |
- u. Smoking in classroom/laboratory rooms and other “no smoking areas”;
- | | | |
|-----------------------|---|-----------------------|
| 1st offense | - | warning |
| 2nd offense | - | reprimand |
| Subsequent commission | - | Suspension for 1 week |
- v. Coming late to class i.e. 15 minutes after the start of the classes shall be punishable:
- | | | |
|-----------------------|---|--------------------------------------|
| 1st commission | - | warning with letter of excuse |
| 2nd commission | - | reprimand and inform parent/guardian |
| 3rd commission | - | unexcused absence but to be admitted |
| Subsequent commission | - | dropped from the subject |
- w. Cutting/uprooting/stoning/picking of fruits, trees, ornamental plants and unauthorized fishing within the campus shall be punishable by
- | | | |
|-------------|---|-----------------------------------------------|
| 1st offense | - | Suspension for 1 week and payment of damages |
| 2nd offense | - | Suspension for 2 weeks and payment of damages |
- x. Owners of stray animals within the campus shall be liable to pay for damages caused by the stray animals. The cause of such damage to objects shall be determined by the concerned school authority.

Article 362. Sanctions and Operative Effects

- Sec. 1. Where the suspension is for one semester or more, the student shall move out of the College jurisdiction within 72 hours after the suspension order took effect.
- Sec. 2. In the case of those students who reside with their parents inside the College campus, they shall not be allowed to freely roam around the campus during class hours within the period of suspension.
- Sec. 3. Any student whose suspension covers an examination period shall have to miss the said examination except the final examination.
- Sec. 4. In all cases of suspension, a written promise of future exemplary conduct by the student and countersigned by his parents (s) or guardian (s) is required as a condition for readmission.
- Sec. 5. When penalty of expulsion is meted, the student cannot re-enroll in any course in the College.
- Sec. 6. Where a prescribed penalty can no longer be imposed such as in cases where the offender is already declared a candidate for graduation, transferring to other school or dropping his enrollment, penalties such as stripping of title for graduating honors student, delaying the graduation or other appropriate penalties may be meted in lieu of the prescribed penalty therefore depending on the gravity of the offense committed.

CHAPTER 86

RULES IN THE CONDUCT OF INVESTIGATION OF STUDENT DISCIPLINARY CASES

Article 363. Committee on Student Discipline

- Sec. 1. There shall be a College Committee on Student Discipline (CCSD) composed of a Chairman, who shall be the Director of the Academic Related Services, the SSG President/GCSO as Vice Chairman, and another member to be appointed by the College President for a term of one (1) year from among the faculty and staff of the College. In any disciplinary case before the committee, a respondent may request that two (2) students of his choice be appointed to sit without right to vote with the Committee.
- Sec. 2. The College Committee on Student Discipline shall be under the general supervision of the Director of Academic Related Services who shall designate whenever requested, the student members to sit with the Committee.

Article 364. Jurisdiction

- Sec. 1. The investigation of all cases, involving discipline of students under these rules shall be subject to the jurisdiction of the College Committee on Student Discipline.
- a. Violation of rules and regulations by students of their respective college;
 - b. Misconduct committed by students in the presence of a faculty member or any official of the College within the classroom or premises of their college in the course of an official activity.

Article 365. Filing of Charges

- Sec. 1. A disciplinary proceedings may be instituted motu proprio by any appropriate authority of the College, upon the filing of written charge specifying the acts or omissions constituting the misconduct and subscribed to by the complainant, or upon filing of appropriate complaint or submission of an official report of any violation of existing rules and regulations committed by a student by any aggrieved party with the Student Affairs Chairman of the ARS.
- Sec. 2. Upon filing of appropriate charge or report with the investigating body mentioned in the preceding sections, an entry shall be made in an official record book kept for the purpose, specifying the person or persons charged, the complainant (2), his/her witnesses, if any, the date of filing, and the substance of the charge.

Article 366. Preliminary Inquiry

- Sec. 1. Upon receipt of the complaint or report, which shall be under oath, the investigating body concerned shall determine whether such complaint or report is sufficient to warrant formal investigation.
- Sec. 2. Notice to the respondent(s) is required but presence of the respondent(s) during the preliminary investigation may be waived.
- Sec. 3. In cases where the complaint or report is found sufficient, formal charge(s) shall be filed and served upon each respondent and parents/guardians.

Article 367. Answer

- Sec. 1. Each respondent shall be required to answer in writing three (3) days from receipt of the charge(s). Formal investigation shall be held on notice as provided in the succeeding articles.

Article 368. Notice of Hearing

- Sec. 1. All parties concerned shall be notified of the time, date and place of hearing at least two (2) days before such hearing.
- Sec. 2. Notice to counsel of record or duly authorized representative of a party shall be considered sufficient notice to such party for the purpose of this Article.

Article 369. Hearing

- Sec. 1. Hearing shall begin not later than one (1) week after the receipt of the respondent's answer or after the expiration of the period within which the respondent shall answer.
- Sec. 2. No hearing on any case shall last beyond thirty (30) calendar days.

Article 370. Failure to Appear on Hearing

- Sec. 1. In case either complainant or respondent fails to appear in the place and date set for the initial hearing after due notice and without sufficient jurisdiction, this fact shall be noted and the hearing shall proceed ex parte without prejudice to the party's right of appearance in subsequent hearings.

Article 371. Postponement

- Sec. 1. Application for postponement may be granted for good cause for such period as the ends of justice and rights of parties to a speedy hearing require, provided that not more than three postponements per party to the litigation should be allowed.

Article 372. Investigation Report by the Committee on Student Discipline (CSD)

- Sec. 1. The College Committee on Student Discipline shall forward to the College President within five (5) days after the termination of the hearing the complete record of the case, with its report and recommendations.

- Sec. 2. The report signed by the CCSD Members shall state the findings or fact, conclusions and recommendations and the regulations on which the decision is based.

Article 373. Decision by the Committee on Student Discipline

- Sec. 1. Where the decision of the Committee on Student Discipline concerned is not final and executory as provided in this rules, he shall within five (5) days after he has rendered his decision, transmit the same together with his decision to the President of the College.

Article 374. Decision by the College President

- Sec. 1. The College President shall render his decision whether to overrule, sustain or amend the decision of the College Committee on Student Discipline five (5) days after his receipt of its recommendation. In all cases of expulsion, permanent disqualification, suspension for not less than one (1) semester, or other penalties of equivalent, the College President shall consult the Academic Council and forward all cases to the Board of Trustees for final action.

Article 375. Finality of Decision

- Sec. 1. The decision of the College Committee on Student Discipline other than expulsion, permanent disqualification from enrollment, or suspension for more than thirty (30) calendar days shall become final and executory, unless a motion for reconsideration of the same is filed in which case the decision shall be final and executory fifteen (15) days after receipt of the denial of the motion for reconsideration.

Article 376. Appeal to the President

- Sec. 1. In all cases decided by the College Committee on Student Discipline the respondent may file an appeal with the College President, after his motion for reconsideration has been denied by the former, in which case the College President may sustain or overrule the decision of the College Committee on Student Discipline within ten (10) days after receipt of the appeal. In all cases of expulsion, permanent disqualification from enrollment or suspension for not less than one (1) semester, or other penalties of equivalent severity, the College President shall consult the Academic Council.

Article 377. Appeal to the Board of Trustees

- Sec. 1. Decision of the College President shall be elevated to the Board of Trustees for review, when the penalty imposed is expulsion, permanent disqualification from enrollment or suspension for more than thirty (30) days or other penalties of equivalent severity, and to render final judgment thereof whether to sustain, amend or overrule the decision of the former.
- Sec. 2. Notwithstanding the provisions of the preceding section, decisions of the President in cases imposing penalties other than those

above specified may also be appealed by the student concerned to the Board of Trustees within ten (10) days after respondent received a copy of such decision.

Article 378. Rights of the Respondent Student

- Sec. 1. Every respondent student shall enjoy the following rights:
- a. To be subjected to any disciplinary penalty only after the requirements of due process shall have been fully completed and complied with;
 - b. To be convicted only on the basis of substantial evidences the burden of proof being with the person filing the charge;
 - c. To be convicted on the basis of evidences introduced at the proceedings or of which the respondent has been properly appraised and given the opportunity to rebut the same;
 - d. To avail, pending final decision on the charge of all rights and privileges as student, subject to the power of the preventive suspension of the College President for not more than fifteen (15) days where such suspension is necessary to maintain the security of the College; and
 - e. To defend himself personally or by the counsel or by representative of his own choice. If the respondent desire, but is unable to secure the services of the counsel, he shall manifest that fact at least two (2) days before the date of hearing, and request the College Committee on Student Discipline to designate a counsel for him from among the faculty members and staff of the College.

Article 379. Summary Investigation by the Dean

- Sec. 1. Notwithstanding the provisions of the foregoing Articles, a College Dean, through an Investigating Committee to be constituted by him for the purpose, may proceed summarily against a student of his College for any of the these acts:
- a. Violation of rules and regulations issued by the Dean of the College; and
 - b. Misconduct committed in the presence of a faculty member or any official of the College within the classroom or premises of the college or in the course of an official function sponsored by the College.
- Sec. 2. The respondent shall be summoned to appear before the College Investigating Committee, informed of the charge(s) against him, and afforded the opportunity to present his side.
- Sec. 3. The decision of the Committee shall be subject to the confirmation of the Dean.
- Sec. 4. Every decision rendered under this Article shall be in writing stating the facts of the case and the basis of the penalty imposed.

Such decision shall be final and executory immediately after the issuance of the order; provided, that the penalty imposed shall not exceed a suspension of one (1) weeks or its equivalent.

- Sec. 5. The Dean concerned shall submit the records of cases decided under this Article to ARS for records purposes.

Article 380. Effectivity of Decision

- Sec. 1. Decision(s) shall take effect as provided in these rules. Provided that the final decisions of suspensions or dismissals rendered within thirty (30) days prior to any final examination, shall take effect during the semester/summer in which such decisions was rendered. Provided further that when the respondent is graduating, the penalty shall, as far as practicable take effect immediately.

Article 381. Record of Proceedings

- Sec. 1. All proceedings before any Student Discipline Investigating Body shall be reduced in writing.
- Sec. 2. Original records pertaining to student discipline be under the custody of the Director for Academic Related Services. Such records are hereby declared Confidential and no person shall have access to the same for inspection or copying unless he is officially involved therein or has a legal right which cannot be protected or vindicated without access to or copying such records.
- Sec. 3. Any official or employee of the College who shall violate the confidential nature of the records mentioned in this Article shall be subject to disciplinary action.

Article 382. Offenses and Penalties for Non-Student and Non-Campus Resident

- Sec. 1. For the offenses of non-student and non-campus residents and in cases where the provisions of the Code cannot be applied, the same shall be brought to the appropriate court of justice or law enforcement agency.

CONCLUDING TITLE

CHAPTER 87 ENCLOSURES AND AMENDMENTS

Articles 383. Enclosures

- Sec. 1. All existing laws, orders and other government rules and regulations and those which shall hereinafter be promulgated which reinforce any provision of this Code shall be incorporated as integral parts hereof.
- Sec. 2. This code shall also incorporate as integral parts hereof all existing and subsequent pertinent policies and implementing guidelines, rules and regulations promulgated by the Board of

Trustees, the College President and other competent authorities of this College, provided that the same are not inconsistent with any of its provisions.

**CHAPTER 88
SEPARABILITY, REPEALING AND
EFFECTIVITY CLAUSE**

Articles 384. Separability Clause

Sec. 1. If, for any reason, any part or provision of this Code is declared invalid, the remaining parts of provisions not affected thereby shall remain in full force and effect.

Articles 385. Repealing Clause

Sec. 1. All other existing policies, rules and regulations which are not embodied in this Code are hereby repealed or amended accordingly.

Articles 386. Effectivity Clause

Sec. 1. This Code shall take effect immediately upon its approval, per Administrative Council Resolution No. _____ s. _____; and per BOT Resolution No. _____ s. _____

DR. FRANCISCO P. BALUCAS, JR.
College/Board Secretary

DR. BOLOGIONG P. PENDALIDAY
VP for Administration & Finance

DR. THELMA F. VILLA
VP for Academic Affairs

DR. DINGAN C. ALI
College President

APPROVED:

Commissioner LUNINGNING MISUAREZ-UMAR, Ph.D.
BOT Chairman

DATE