

Himno ng Pamantasang Mindanao

Tugtugin: Lucio San Pedro

Titik: Angelito G. Flores

*Silahis ang katulad mong
nagsabog ng liwanag.
Ng pag-asa't hangarin
Ng pag-unlad.*

*Ang pook ng Mindanao
tinanglaw't pinalad.
Nang ikaw'y isilang
na dakila ang hangad.*

*Ating ipagkapuri
itong pamantasan.
Ang buhay at pag-ibig
sa kanya'y iaalay.*

*Saan man naroon
ay bigyang karangalan.
Dakilang paaralan
Pamantasang Mindanao.*



Student Handbook



Mindanao State University at Naawan
9023 Naawan Misamis Oriental
www.msunaawan.edu.ph



The Seal of MSU Naawan shows an encircled University System Seal (depicting the Meranaw "awang" in full sail and Maguindanao lamp with three rays whose flames rest on top of Meranaw boat with the figure "1961"). Within the circle is the name "Mindanao State University at Naawan" and its founding year "1973".

MSU NAAWAN

ALMA MATER SONG

Lyrics: Susano M. Taganas, Ph.D. & Asuncion B. de Guzman, Ph.D.

Music: Frank Englis,

On thy shore we learned the truth
And saw the bounties of the seas
For thy honor and thy glory
Our success we offer thee.

Our voices ring o'er hills and seas
As we leave thy wing and shore
Thou alone and country dear
Almighty God has blest.

Refrain:

Thou hast led us, thou has taught us
Values, truth and unity
Mindanao State University at Naawan!

We're prepared to change the world
And face the challenges of time
Rest assured we'll do our best
'Til we reach thy desired goal.

Thy memory will be our strength
So justice, truth and peace may reign
Thou alone and country dear
Almighty God has blest.

(Repeat Refrain then Coda)

CODA:

Mindanao State University
Proud are we of thee!



HRM Center



Hostel and Cafe



Girls' Dormitory



Training & Students Activity Center



Republic of the Philippines
MINDANAO STATE UNIVERSITY AT NAAWAN
9023 Naawan, Misamis Oriental

Office of the Chancellor

Welcome to Mindanao State University at Naawan! We are happy to have you join the MSUN family. As you begin your academic career, you are embarking on a path full of promise and hope. The Office of the Chancellor and the Office of the Students Affairs are committed to working with you and challenging you on this wonderful journey to take full advantage of the opportunities you will find at this great institution.

We are dedicated to meeting the needs of all students. We have committed faculty and staff, a beautiful campus by the sea and an atmosphere conducive to your academic goals. We all know that students are most successful in the university setting if they make connections. So, whether you are planning to commute or stay on campus, getting involved in student life will take you a step further in your journey. We encourage you to join one or more student organizations. All of them offer opportunities for leadership development, academic support, networking, personal growth and community service.

Meet the officials, faculty and staff, and learn all you can about your university. Study hard, make new friends, get involved and have fun. These are the best of times for you. We are here to help in any way we can. Stand firm and achieve your goals.

God bless all your endeavors.


ELNOR C. ROA, Ph.D.
Chancellor



Republic of the Philippines
MINDANAO STATE UNIVERSITY AT NAAWAN
9023 Naawan, Misamis Oriental

Office of the Vice Chancellor for Academic Affairs

The Mindanao State University at Naawan Student's handbook is a ready reference that provides information not only to students but also to the MSUN officials and faculty, the guardians, and the parents. It is imperative for the administration to produce, publish, and distribute it. This handbook, specifically, provides rules and guidelines for attending and receiving an education in MSU Naawan. Essentially, it is a requisite for every student to secure a copy of the handbook to understand his or her rights and responsibilities during the residency in the Campus.

It is emancipating for a student to understand his or her rights because this certainty will provide proper direction in fulfilling his or her academic pursuits. Moreover, the student will become an individual who is ready to stand when aggrieved and humiliated.

Understanding and exercising one's rights is coexistent with the obligation of taking responsibilities. When a student is exercising and enjoying his or her rights, he or she is also accountable for the responsibilities that accompany it. Appreciating rights and taking responsibility are ideal qualities in surmounting challenges in the academe. It is a student's character that will determine the kind of success that he or she will have in the future. This character becomes apparent when availing one's rights and accepting one's responsibilities.

To the officials, faculty, guardians, and parents, I request all of you to read this handbook. As mentors, we have the utmost influence to our students and we can only become positive influencers when we recognize and observe the rules and policies created for them to become holistic individuals.

Lastly, I would like to thank the committee for enhancing, in a limited time, a truly useful resource for the MSU Naawan constituents.

God bless us all!

Grace I. Prado

PROF. GRACE I. PRADO
Acting Vice Chancellor for Academic Affairs



College of Science and Environment



College of Agriculture & Forestry



Aggie Ville



Institute of Fisheries Research and Development



Fisheries Technology Resource Center



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ACADEMIC PROGRAMS

College of Education and Social Sciences

Department of Secondary and Elementary Education

Bachelor of Secondary Education (Sciences), 4-year
Bachelor of Secondary Education (Mathematics), 4-year
Bachelor of Secondary Education (English), 4-year
Bachelor of Elementary Education (General Education), 4-year

Integrated Developmental School

Junior High School (Grades 7 to 10)
Senior High School (Grades 11 to 12)

College of Business Administration and Accountancy

Department of Accountancy and Business Management

Bachelor of Science in Accountancy, 4-year
Bachelor of Science in Business Administration
(Human Resource Management), 4-year
Bachelor of Science in Business Administration
(Marketing Management), 4-year
Bachelor of Science in Hospitality Management, 4-year

COMMITTEE ON STUDENT HANDBOOK EDITED 2019

PROF. GRACE I. PRADO
Chair

MS. ARLEEN B. UY
MS. JOVELYN L. CABANATAN
ASST. PROF. SYLVIA C. LABIAL
ASST. PROF. GERGIE P. AMBATO
ASST. PROF. LOVELY A. PARUNGAO
Members



Republic of the Philippines
MINDANAO STATE UNIVERSITY
Marawi City

PHILOSOPHY

Mindanao State University System is committed to the total development of man and to the search for truth, virtue and academic excellence.

VISION AND MISSION

Vision

MSU System aspires to be a Center of Excellence in Instruction, research and Extension transforming itself into a premier and globally competitive peace University.

Mission

MSU System is committed to:

1. Lead in social transformation through peace education and integration of the Muslims and other cultural minority groups into the mainstream society;
2. Ensure excellence in instruction, research development, innovation, extension, and environmental education and discovery;
3. advance national and international linkages through collaborations and;
4. Demonstrates greater excellence, relevance, and inclusiveness for Mindanao and the Filipino nation.

Brief History of MSU Naawan

MSU Naawan is an autonomous campus of the Mindanao State University System. It foresees to become the premier state institution in aquaculture, fisheries and marine sciences in Southern Philippines. It humbly started as a field laboratory of the MSU Marawi College of Fisheries during the early 60's. This field laboratory spawned the breakthrough in the study of the life cycle of the jumbo tiger shrimp, *Penaeus monodon* Fab., locally known as sugpo. This field laboratory later became the Institute of Fisheries Research and Development (IFRD) in 1973 with the main task to undertake research and extension projects. Instruction started in the academic year 1980-81, thereby giving birth to the School of Marine Fisheries and Technology (SMFT) as an extension unit of MSU Marawi College of Fisheries (MSU-BOR Resolution No. 2190 s. 1980). The School aims to provide a trained work force in fisheries and allied industries. In 1988, MSU at Naawan gained autonomy as a degree-granting campus of the MSU System (MSU-BOR Resolution No. 92 s. 1988).

The Office of the Vice Chancellor for Academic Affairs (OVCAA) was created per MSU-BOR 72 S. 2008, and later one school, School of Graduate Studies (SGS) and one college, College of Education and Social Sciences (CESS), were added. However, in 2010, more colleges are created in order to supervise the increasing student population. Aiming to cater the community's demands and needs, the school augmented its programs which resulted to six (6) Colleges/Schools School of Graduate Studies (SGS), School of Marine Fisheries and Technology (SMFT), College of Agriculture and Forestry (CAF), College of Science and Environment (CSE), College of Education and Social Sciences (CESS), and College of Business Administration and Accountancy (CBAA).

In 1998-2001, the SMFT was awarded as the Center of Development in Marine Science by the Commission on Higher Education and in 2006, the school received a plaque of recognition for having accomplished its academic duties to the benefit of the stakeholders in the community and for its potential to provide excellent teaching, research and extension. MSU at Naawan was designated as the Center of Excellence in Fisheries and Center of Development in Marine Science from January 2016 up to the present.

ACADEMIC PROGRAMS

School of Graduate Studies

Doctor of Philosophy in Marine Biology
 Doctor of Philosophy in Aquaculture
 Doctor of Philosophy in Biology
 Doctor in Sustainable Development Studies (Ladderized Program)
 Master of Biology
 Master of Science in Aquaculture
 Master of Science in Biology
 Master of Science in Marine Biology
 Master of Science in Environmental Science
 Master of Science in Education (Biology)
 Master of Science in Education (Chemistry)
 Master of Science in Education (General Science)
 Master of Science in Education (Elementary Mathematics)
 Master of Science in Education (Secondary Mathematics)
 Master of Science in Teaching Elementary Science
 Master of Public Administration

School of Marine Fisheries and Technology

Department of Fisheries Science and Technology

Bachelor of Science in Fisheries, 4-year
 Diploma in Technology (Aquaculture), 2-year
 Diploma in Technology (Fish Processing), 2-year

College of Science and Environment

Department of Marine Biology and Environmental Science

Bachelor of Science in Marine Biology, 4-year
 Bachelor of Science in Environmental Science, 4-year

Department of Information Technology

Bachelor of Science in Information Technology, 4-year
 (Database Systems Tract)

College of Agriculture and Forestry

Department of Agriculture and Forestry

Bachelor of Science in Agriculture (Agronomy), 4-year
 Bachelor of Science in Agriculture (Animal Science), 4-year
 Bachelor of Science in Forestry, 4-year
 Bachelor of Science in Forest (Agroforestry), 4-year

MSU NAAWAN OFFICIALS

RUTH D. GAID	Secretary, School of Marine Fisheries & Tech.
FLOREMIE C. BAGAYNA	Secretary, College of Science & Environment
JERICO M. CONSOLACION	Secretary, College of Agriculture & Forestry
DANIZA MAE J. CALIMOT	Secretary, College of Bus. Adm. & Accountancy
SERPOLETTE V. BOHOL	Secretary, College of Educ. & Soc. Sci.
ANALEE M. VEQUIZO	Admission Officer
LILIBETH P. CORONEL	ICTU Head
VOLTAIRE M. BERNAL	Human Resource Management Officer
JEANLY Q. VIADO, CPA	Accountant
MITZI GLYN M. ONDO	Budget Officer
MARILOU P. JALOP	Cashier
RYAN N. GOMEZ	Supply Officer
DEANNA PAULEEN G. VALDEZ	Medical Officer
DANILO B. RUBIO	Chief, Physical Plant & Motorpool Division
ANGELITO P. MANGUNAY	Chief, Campus Security & Investigation Office
SANDRA M. BALT	Auditor, Commission on Audit

The Location of MSU Naawan

The Campus University is located in the Municipality of Naawan. Naawan is a fifth-class coastal agricultural town situated at Northern Mindanao. It is located between the two cities, 59.9 kilometers from Cagayan de Oro City and 28.1 kilometers from Iligan City. It is one of the 24 municipalities of the province of Misamis Oriental bounded by the Municipality of Initao at the North, Iligan Bay at the West, Kitanglad Mountain Range and Lambuyo Mountain Range at the East, and the Municipality of Manticao at the South.

Vision, Mission and Goals

Vision

An internationally recognized university in research and education in the Philippines.

Mission

Provide culturally-sensitive research, education, innovation, and entrepreneurship programs.

Goals

- To produce leader-professionals committed to nation building and to the core values of integrity, industry, respect to cultural diversity and environmental sustainability;
- To champion collaborative research and development programs that generate technologies and innovations responsive to the needs of stakeholders toward food security, poverty alleviation and sustainable development;
- To proactively transform communities toward economic development through relevant trainings and interventions;
- To strengthen the culture of entrepreneurship through sustainable and innovative technologies toward self-sufficiency, food security, and poverty alleviation;
- To provide transparent financial management services through efficient allocation and effective operation; and
- To provide adequate and responsive administrative support services for the university to perform its core functions.

Campus University Administration

The Chancellor of MSU Naawan

The Chancellor administers the MSU Naawan Campus and acts as the *ex-officio* head of its faculty. He/She serves as chair of the Campus University Council. The Chancellor manages the affairs of the campus with the able assistance of the Vice Chancellor for Academic Affairs, Directors, and Deans.

The Vice Chancellor for Academic Affairs

The Vice Chancellor provides academic leadership and supervision for all academic programs (undergraduate and graduate) and faculty matters, promotes continuous improvement of existing academic programs, and administers the promotion and tenure process. Unless otherwise provided, the Vice Chancellor for Academic Affairs shall be responsible to the Chancellor for the supervision of academic support service units to include the library and secondary education, office of the registrar, and office of the student affairs. He/She shall be responsible for the supervision of the coordination of the staff members for instruction, research, and extension. He/She shall assist in the planning, monitoring, reviewing and coordination of policies, programs, systems, and standards pertaining to instruction, curricula, student body, academic personnel, and library matters of the campus. He/She shall be responsible for the implementation of admission and scholarship programs. He/She shall perform such other functions and duties as the Chancellor may assign. (The Code of Governance of the MSU System, 1987).

The Dean

The Dean of each school/college assists the Vice Chancellor for Academic Affairs in the planning, monitoring, reviewing and coordinating policies, programs, systems, and standards pertaining to instruction, curricula, student body, and academic personnel.

The Department Chairperson

Chairpersons are designated for each program and service courses department. The different departments of the colleges are:

- Department of Fisheries and Technology
- Department of Marine Biology and Environmental Science
- Department of Physical Sciences and Mathematics
- Department of Information Technology
- Department of Secondary and Elementary Education
- Department of Social Sciences and Humanities
- Department of Accountancy and Business Management
- Department of Hotel and Restaurant Management
- Department of Agriculture and Forestry

MSU NAAWAN OFFICIALS

ELNOR C. ROA, Ph.D.	Chancellor
GRACE I. PRADO	Vice Chancellor for Academic Affairs
JOCELYN N. GOROSPE, Ph.D.	Dean, School of Graduate Studies
DAN M. ARRIESGADO, Ph.D.	Dean, School of Marine Fisheries and Technology
MECHIE ANN C. FLORIDA	Dean, College of Agriculture and Forestry
RODOLFO B. TRINIDAD, D.M.	Dean, College of Bus. Adm. & Accountancy
BLESSA KAY F. CABALLERO, Ph.D.	Dean, College of Education & Social Sciences
RENOIR A. ABREA	Dean, College of Science and Environment
GERGIE A. AMBATO	Campus Secretary
NORMAN C. EBALLE	Chief, Administration Division
RHODA P. ABARY, CPA	Chief, Finance Division
RUBY C. GONZALES, Ph.D.	Director, Research Division
RENATO D. BONIAO, Ph.D.	Director, Extension Division
ROSALINA L. DIVINAGRACIA	Principal, Integrated Developmental School
MANOLITO E. PARUNGAO	President, MSUN Faculty Union
LOVELY A. PARUNGAO	OVCAA Secretary
ERIC JOHN C. FLORIDA	Chairperson, Dept. of Agriculture & Forestry
RODRIGO E. ACUÑA	Chairperson, Dept. of Fisheries Sci. & Tech.
HESLIE REE P. PONTILLO	Chairperson, Dept. of Accountancy & Bus. Mgt.
RHOY F. CASTILLO	Chairperson, Dept. of Hotel & Restaurant Mgt.
BELLA S. AMARGA	Chairperson, Dept. of Sec. & Elem. Educ..
MARILYN T. VILLADOLID	Chairperson, Dept. of Social Sci. & Humanities
EDWARD ROWE M. ALELUYA	Chairperson, Dept. of Physical Sci. & Math.
EMILIE G. TUBIO	Chairperson, Dept. of Marine Biol. & Envi. Sci.
LILIBETH P. CORONEL	Chairperson, Dept. of Information Technology
ARLEEN B. UY	Campus Registrar
REBECCA E. EBALLE	Campus Librarian
SYLVIA C. LABIAL	Guidance Counselor/OSA Coordinator
NOLI VERGEL E. KIRIT	NSTP Coordinator
JAY PHILMORE B. ANSALE	Sports Development Coordinator
ROSEVEL B. COLEGADO	Cultural Development Coordinator

MSU SYSTEM EXECUTIVE OFFICIALS

HON. HABIB W. MACAAYONG, DPA
President

MACABANGKIT P. ATI, DPA
Executive Vice President

ALMA E. BEROWA, Ph.D.
Vice President for Academic Affairs

ATTY. JAMALODEN A. BASAR
Vice President for Administration and Finance

RASID M. PACA, J.D.
Vice President for Planning and Development

USMAN D. ARAGASI, MPA, J.D.
Secretary of the University/Board of Regents

CHANCELLORS AND SUPERINTENDENTS OF AUTONOMOUS MSU CAMPUSES

DR. HABIB W. MACAAYONG
Chancellor, MSU Marawi

DR. SUKARNO D. TANGGOL
Chancellor, MSU-IIT

DR. ANSHARI P. ALI
Chancellor, MSU General Santos

DR. MARY JOYCE Z. GUINTO-SALI
Chancellor, MSU-Tawi-Tawi

DR. ELNOR C. ROA
Chancellor, MSU Naawan

DR. ADJARAIL B. HAPAS
Chancellor, MSU Sulu

DR. BAI SORAYA Q. SINSUAT
Chancellor, MSU Maguindanao

DR. PANGANDAG M. MAGOLAMA
Chancellor, MSU Buug

DR. MACABANGKIT P. ATI
Officer-in-Charge
MSU Maigo School of Arts & Trade

DR. INDIHRA DIMAPORO-TAWANTAWAN
OIC on Concurrent Capacity
MSU Lanao Norte Agricultural College

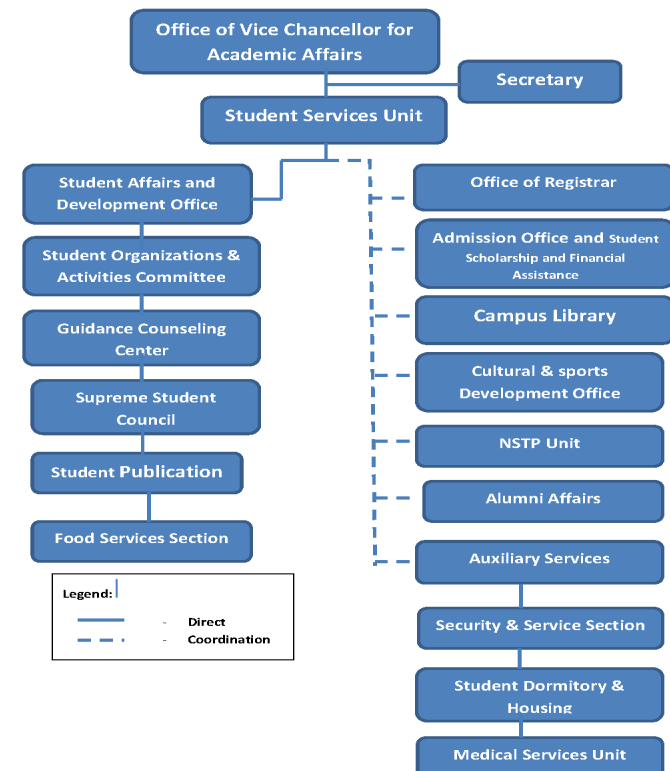
CAIRANY D. GANDAMRA, J.D.
Officer-in-Charge
MSU Lanao Nat'l. College of Arts & Trades

Campus University Administration**The Academic Adviser**

Faculty members are designated as Academic advisers to assist the monitoring and evaluation of the academic and holistic development of students in their matriculation at MSU Naawan.

Student Services of the Campus

The University promotes the concept of an all-inclusive approach to student development through its different Student Services Offices. These offices ensure that student welfare is foremost and should be cultivated and provided. Support services for students are made available to help them realize their potential and become an agent of transformation through a meaningful contribution in their area of expertise in community building.

Structure of the Student Services

Campus University Administration**Students Affairs and Development Office**

The Office is headed by a faculty member designated as Student Affairs Coordinator. The Office shall coordinate and oversee the following:

- **Student Organizations and Activities Committee.** The committee is composed of college faculty members designated to oversee and consolidate all co-curricular and extra curricular activities of students in their respective colleges. Course-based and co-curricular organizations are also monitored by the committee.
- **Guidance and Counseling Center.** It is committed to the total development of students through its preventive and curative programs. This vision is carried through the following services:
 - a. Individual and Group Counseling (both referred and self-referred);
 - b. Group dynamics sessions/seminar-workshops/symposia;
 - c. Student Peer Facilitation;
 - d. Academic Surveys and Testing (IQ, Aptitude, Skills and temperament);
 - e. Career Guidance
- **Supreme Student Council (SSC).** It is an organization that embodies the ideals and sentiments of all college students. Its primary aim is to uphold common interests and welfare of the students for the promotion of educational, moral, and social development. It also oversees campus co-curricular and extra-curricular activities in coordination with the Office of the Student Affairs Coordinator.
- **Student Publication.** Established in 1984, the Marine Echo is an independent school publication of the students of MSU Naawan. It is a bi-annual publication managed by an Editorial Board with the help of a faculty adviser. As a student publication, it primarily serves as a medium in disseminating information on a wide spectrum of environmental, scientific, literacy, and general subjects of interest and relevance to the academic community. The student Affairs coordinator shall directly monitor the publication in coordination with the Faculty Adviser of the Marine Echo and the Student Editorial Board.

MINDANAO STATE UNIVERSITY
BOARD OF REGENTS
 Ex-Officio Members

HON. J. PROSPERO E. DE VERA III, Ph.D. Chairman, Commission on Higher Education Chairman	HON. HABIB W. MACAAYONG, DPA President, MSU System Vice-Chairman
HON. FRANCIS JOSEPH G. ESCUDERO Chairman, Senate Com. on Education & Culture (Represented by Atty. SALMA Jayne A. Tamano) Member	HON. SUKARNO D. TANGGOL, DPA Chancellor, MSU-IIT Member
HON. PAOLO EVERARDO S. JAVIER Chairman, House of Representatives Com. on Higher & Technical Education (Represented by Cong. Ansaruddin Abdul Malik A. Adiong) Member	HON. MARY JOYCE Z. GUINTO-SALI, Ph.D. Chancellor, MSU Tawi-Tawi Member
HON. BENJAMIN E. DIOKNO Acting Secretary, Department of Budget & Management (Represented by Herman B. Jumilla) Member	HON. ANSHARI P. ALI, Ph.D. Chancellor, MSU General Santos Member
HON. ERNESTO DEL MAR PERNIA Director-General, NEDA (Represented by Usec. Adoracion M. Navarro) Member	HON. SANTIAGO R. EVASCO, JR. President, MSUS Faculty Confederation Member
HON. ZIA-UR RAHMAN A. ADIONG Chairperson, Com. On Education, Culture & Sports RIA-ARMM Member	HON. ROBERTO N. LIM President, MSU Alumni Association Member

HON. JASMIN P. SARICALA
 President, MSU System Student Council
 Member

APPOINTIVE MEMBERS

HON. AMINA RASUL T. BERNARDO HON. SANCHEZ A. ALI

HON. USMAN D. ARAGASI, MPA, J.D.
 Secretary of the University and to the Board of Regents

If the appeal of any suspension made under this Article is filed with the University President, the latter may order the holding in abeyance of the suspension. If no such order is made within two (2) days after the appeal is filed, the suspension shall take effect.

BASIC PROVISIONS FOR STUDENTS' RIGHTS

1. Magna Carta for Students Rights and Welfare Act of 2016 (R.A.7722)
2. UNIFAST (R.A. 10931)
3. Anti Bullying Act (R.A. 10627)
4. Sexual Harrasment Act (R.A. 7877)
5. Magna Carta for Women (R.A. 9710)

- **Food Services Section-** The campus has a Food Court and Arcade located across the campus Gate 1 . It caters not only the MSUN employees and students but also the Naawan community.

The building is open, a pergola-like design with a number of stalls and vendors inside. The stalls display variety of food choices and some stalls display novelty items, school and office supplies. Food stalls offer local cuisine at a very cheap cost, ranging from P5.00 per serving on dish veggies to P20.00 of dish meat. Meals are available by short order and prepared ready for preheat.

Privately owned food stalls and restaurants along the street of the arcade are likewise offering food items . Regulation and monitoring of health sanitation permit is done through the Local Government Unit. The Student Affairs Coordinator will closely coordinate with the LGU to ensure the strict implementation of permits.

Office of the Registrar and Admission

The Office is under the supervision of the Vice Chancellor for Academic Affairs. It is an integral part of the administrative operation and a member of the policy-making body of the campus. In coordination with other academic units, the office enforces approved academic policies and guidelines regarding **admission, registration, and graduation** of students. As the custodian of all scholastic records of students, it sees to it that its confidentiality is always safeguarded. It integrates three major functions of the Campus:

- Promoting the University through its degree program offerings, and recruitment of prospective students and their admission process to MSU Naawan;
- Monitoring of scholarship, grants, and financial assistance program; and overseeing the implementation of the System admission examination in the campus (Admission).
- Enrolling students, issuing transfer credentials, receiving, evaluating, consolidating, systematizing, controlling, and preserving student records;
- Prepares billing statements for tuition and other school fees to be submitted to MSU System Coordinator; and
- Serves as the school liaison to government and private agencies (CHED, DepEd, PRC, DFA and other linkages) and does public relations, and monitors the school events that are taking place outside the University.

Students Scholarship and Financial Assistance

The approval of RA 10931 known as the “Universal Access to Quality Tertiary Education Act” provides free tuition and miscellaneous fees for all students who are enrolled in undergraduate courses or its equivalent in SUCs and CHED recognized LUCs starting School Year 2018-2019. The Office of the Registrar and Admission has an oversight function for its documentation, information campaign and effective implementation. Tertiary Education Subsidy (TES) is also accessible to all registered students through its portal located and monitored by the Office of Admission.

Similarly, Scholarship and Financial Assistance (FA) such as academic, athletic and socio-cultural scholarships, student assistantships and grants are still granted to students following an established guidelines.

Linkages with both government and private agencies in national, provincial, and local arena that are providing scholarship and financial assistance are encouraged and implemented in coordination with the Deans of the Colleges/School of the Campus.

Campus Library

The MSU Naawan Library has a collection of books, pamphlets, periodicals and other reading and reference materials. It offers textbooks, reference, serials and information services to bonafide students, faculty and staff of the university.

The Library opens Monday to Friday from 8:00am - 6:00pm and Saturday, 8:00am -12:00nn and 1:00pm-5:00.

Library Cards is a must for students who are officially enrolled during the school year. To secure the Library Card, an officially enrolled student must submit 1 (1x1) ID picture, Certificate of Enrollment and 10.00 pesos for lamination.

Certain areas are available to students for their informational needs: Text-book Section, Reference Section, Graduate/Thesis Section, Serials Section and E-Lib Section are available for Internet Usage.

For Borrowing Regulations: Students are allowed to borrow a book for overnight use only from the textbook section. The borrowed book should be returned the following morning before 9:00am. If the borrowed book is not returned before 9:00am, a fine of one (1) peso per hour will be imposed. Materials from the Reference Section, Thesis/Graduate Section and Serials Section are for room use only.

NSTP Unit

The National Service Training Program (NSTP) unit of the campus is supervised by the OVCAA. The faculty member designated as the NSTP Coordinator handles the following:

- Monitoring of ROTC Commandant in the implementation of ROTC component of the program;
- Coordination with Faculty members assigned in implementing the CWTS component;
- Coordination of some aspects of the civic engagement activities of the students in partnership with the Office of Student Affairs such as Tree Planting, Risk Disaster activities and the like;
- Monitoring of the submission of NSTP grades and submission of names of students who completed the NSTP to CHED for the issuance of serial number;
- Crafting programs and activities of the unit for funding and approval .

Art 488. Action By the Board of Regents. If the Board deems the appeal meritorious, and in cases of recommendations for expulsion and/or dismissal, it shall refer the pertinent records to the committee of its members for review. Said committee shall submit a report thereon with its recommendations at the next meeting of the Board.

Art 489. Motion for Reconsideration. If the respondent had filed a petition for reconsideration with the President, and the President denies such petition for reconsideration, he may still file an appeal to the Board of Regents, provided the same is submitted within (10) days following notice of denial of the reconsideration.

Art 490. Effect of the Decision. In case final decision involving suspension or dismissal is rendered within 30 days prior to any final examination, the penalty shall take effect during the subsequent semester except when the respondent is graduating in which case the penalty shall immediately take effect.

Art 491. Record. All original records pertaining to student discipline shall be under the custody of the OSA (Office of the Students Affairs) Coordinator. Such records are hereby declared confidential and no person shall have access to the same for inspection or copying unless he is involved therein, or unless he has legal right, which cannot be protected or vindicated without access, or copying of such records. Any university official or employee who shall violate the confidential nature of such records shall be subject to disciplinary action.

Art 492. Sanctions. The penalty of expulsion or dismissal shall carry with it the accessory penalty of withholding graduation and permanent disqualification of the respondent to continue studying in any unit of the University. The penalty of suspension shall carry with it the accessory penalty of forfeiture of the privilege to enjoy scholarship benefits, and dormitory and library facilities, during the period of suspension. The gravity of the offense committed and the circumstances attending its commission shall determine the nature of disciplinary action taken against a student and shall be reported to his parents or guardians. Refusal to submit to the jurisdiction of the University by any person not enrolled at the time a charge against him is filed shall prejudice his future enrolment in any unit of the University.

Art 493. Summary Action. Any provision in these rules notwithstanding, a Dean may, upon the recommendation of the Student Disciplinary Board, immediately suspend for a period not exceeding fifteen (15) days any student in his unit for any breach of order or discipline.

The order of suspension shall state the ground, the circumstances showing the responsibility of the students and the period of suspension. Before the order of suspension is served on the student, copy thereof shall be furnished to the Vice Chancellor for Academic Affairs and the OSA Coordinator.

The order of suspension may be appealed to the Chancellor.

Art 480. Notice of Hearing. All parties concerned shall be notified of the date set for hearing at least two days before such hearing. The respondent may defend himself personally or by counsel or representative of his own choice. If the complainant or the respondent should desire but is unable to secure the services of the counsel, he manifests such fact to the **SDB** before the date set for hearing and the **SDB** shall designate a counsel for him from among the members of the University Constituents.

Art 481. Failure to appear at Hearing. Should either complainant or respondent fail to appear for the initial hearing after due notice and without sufficient cause, the **SDB** shall note this fact and thereafter proceed to hear the case *ex parte* without prejudice to the appearance of the absent party in subsequent hearings.

Art 482. Postponement. The **SDB** on the application of either the complainant or the respondent or in its own motion, may at its discretion and for good cause, postpone the hearing, for such period of time as the end of justice and the rights of the parties for speedy hearing require. As much as possible, postponement should be limited to a maximum of three days.

Art 483. Amicable Settlement. Amicable settlement made by and between the parties complainant and respondent will not prevent the University from proceeding with the case for the purpose of instilling discipline among the studentry.

Art 484. Comment and Recommendations. The complete records of the case, with the report of findings thereon and the recommendation signed by majority of the members of the Committee shall be forwarded to the Office of the Vice Chancellor for Academic Affairs or the Chancellor within fifteen days after termination of the hearing. The recommendation shall state the findings of fact and the specific on which it is based.

Art 485. Action by the Vice Chancellor for Academic Affairs. The OVCAA shall submit within ten days after receipt of the **SDB** report, a recommendation to the Chancellor of the University.

Art 486. Action by the Chancellor and/or President. The decision of the Chancellor and/or President shall be rendered within ten (10) days after receipt of the recommendation of the OVCAA. All decisions of suspension not exceeding one year shall be executory. Suspensions exceeding one year must be confirmed by the Board of Regents; Provided, that the President cannot impose but only recommend cases of expulsion and/or dismissal to the Board of Regents. All decisions not needing the confirmation of the Board may be appealed to the Board within ten (10) days after the respondent has received a copy of the decision.

Art 487. How Appeal is Made. An appeal shall be made within ten (10) days after the respondent has received a copy of the decision by filing with the President the notice of appeal. The appeal shall not in any way stay the decision appealed.

Culture, Arts and Sports Development Office

The office is under the direct supervision of the OVCAA and is managed by two faculty members as coordinators with expertise in cultural affairs and athletic activities, respectively. The office is created to envision relevant campus activities that will stimulate sports and talent development, and cultural awareness among students. The office is tasked with the following:

- Monitoring of resident varsity teams, cultural troupes, and art clubs;
- Coordination and facilitation in implementing the Campus wide sports, culture and arts activities in partnership with the Student Affairs Development Office and the Supreme Student Council; and
- Serving as a liaison office for System wide, local, regional, national and international sports, culture and arts involvement of the students. Thus, it extends its services to the community and facilitates the participation of the campus in all external invitational events related to aesthetics, theater, music, dance, and sports.

Alumni Affairs Office

The office is responsible for the management, planning, and implementation of projects and programs that engage the alumni of MSU Naawan. The alumni affairs coordinator communicates with the alumni community through newsletters, web pages, e-mails, and other resources.

Security and Service Section

The campus has an approximate total land area of 25 hectares which is non-contiguous and is separated into four (4) major lots. The Campus has nine (9) buildings within the Administration and College areas and five (5) buildings in the Research and Extension areas. The whole campus also includes fishponds and hatchery complexes. To ensure safety and protection of lives and properties, the Campus Police renders 24/7 shifting duties.

Coordination with the Local Government Unit through request for police visibility and assistance, specially during night time activities of the students is undertaken by the office.

LIBRARY OPERATION

Borrowing of book

Borrowing starts at 3:00 to 6:00pm on weekdays. Borrowed books are for overnight use only.

- Present validated library card with the book you want to borrow
- Fill out the book card
- Give the library card and book card to the section-in-charge for recording

Returning of Books

Borrowed books must be returned on or before 9:00am of the following school day. Overdue fines of 1 peso per hour is imposed for the late return of books

Present borrowed book to the section in charge for checking.
Once cleared and without overdue fines, your library card is returned.

*Late return of books/s: the section-in-charge determines the overdue fines to be paid at the cashier. After payment, the student must present receipt to the section-in-charge to reclaim his/her library card.

Fines for overdue materials

Books (for photocopy)	5 peso per hour after 15 minutes
Textbooks	1 peso per hour / 8 pesos per day

Loss of Books

Any lost book should be replaced by the same or later edition of the same title of the original book and the corresponding fine must be paid. If replacement is not possible, a recent book with the same subject content may be substituted and corresponding fines must be paid.

Art. 477. Procedure in Filing Complaint and Answer involving Student Discipline

1. Any and all complaints shall be filed and/or endorsed to the **Student Discipline Board (SDB)** through the Office of Student Affairs. The **Student Discipline Board** shall be composed of the following:

Coordinator, Office of Student Affairs.....	Chairman
President of the Faculty Association.....	Co-Chairman
Chief Security Officer.....	Member
Campus Registrar.....	Member
Guidance Counselor.....	Member
President of the Student Council.....	Member
Dept Chairman of the Students Concerned ...	Member

2. Even before the actual constitution of the **SDB** for any particular case any complaint filed or endorsed to the Board through the OSA shall be preceded within the following manner.
 - 2.1 The OSA Coordinator or his representative confers with the Director of the Legal Services Division to determine whether or not a *prima facie* case exists. The respondent shall be notified in writing of the charges against him, attaching to said copies of complaint, sworn statement and other documents submitted and the respondent shall be allowed not less than seventy-two (72) hours to answer the charges in writing under oath. In the notice the respondent shall be informed that he is entitled to the assistance of a lawyer and that he should indicate whether or not he elects a formal investigation if his answer is not considered satisfactory. If the answer is found satisfactory, the **SDB** shall recommend dismissal of the case.
 - 2.2 While the notice to the respondent is being served, the Dean shall be notified for record purposes.
 - 2.3 Even if a respondent does not request a formal investigation, one shall nevertheless be conducted when from the complaint and the answer, including their supporting documents the merits of the case cannot be decided judiciously without conducting such an investigation.

Art 478. Hearing. Hearing by the **SDB** shall be given not later than one week after receipt of the respondent's answer or after the expiration of the period within which the respondent should answer.

Art 479. Frequency and Duration of Hearing. In the interest of speedy justice, the **SDB** shall hold a hearing at least once a week until the case has been resolved. In case a failure to adhere to these rules, written explanation in every case shall be submitted by the board Chairman to the University President. No hearing on any case shall last beyond two calendar months.

- 4.17 Creating disorder, tumult, breach of peace, or serious disturbances within the University premises.

Sanction:

Any student found guilty of the misconduct defined in 4.16 and 4.17 shall be penalized with suspension for not less than fifteen (15) calendar days but not more than 45 calendar days, Provided that should the student be found guilty for the third time, the penalty shall be Dismissal.

- 4.18 Any form of misconduct and/or misbehavior

Sanction

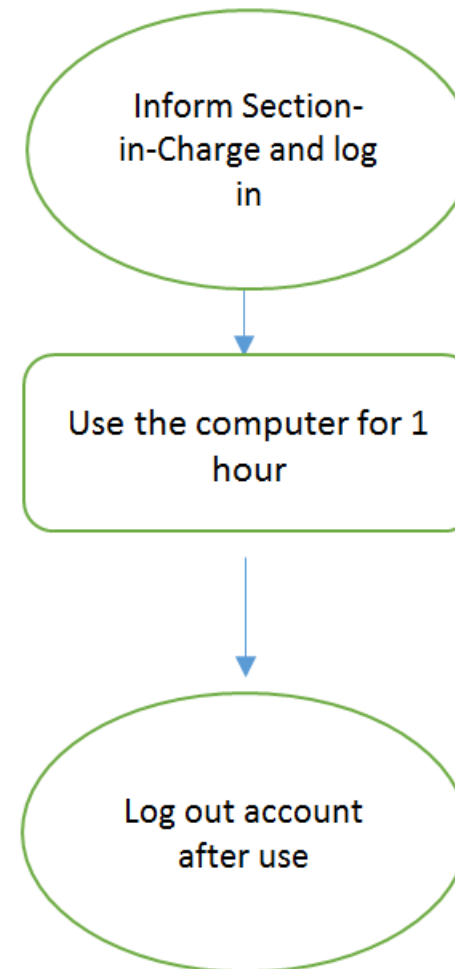
The disciplinary action that may be imposed for the violations defined above may take the form of suspension or dismissal, from the University, withholding of graduation and other privileges, permanent disqualification from enrolment, exclusion from any class, reprimand, warning, or expression of apology.

No complaint against any student shall be given due course unless the same is in writing and, subscribed and sworn to by the complainant. However, when initiated by the University authorities it is enough that the complaint is in writing and states in substantial recital the facts of the alleged offense.

Amendments of the University Code Relating to Student Conduct and Discipline (BOR Resolution No. 216, S.1982)

1. That the authority to expel a student shall be the Board of Regents;
2. That suspension for two semesters or one year should be acted upon by the Board;
3. That if the penalty is less than one year, it shall be submitted to the Board for information purposes only; and
4. The Board unless already covered by other provisions shall propose those penalties less than that under Amendment No. 3.

e-Library Flowchart



Medical Services Unit

The campus infirmary is headed by a licensed Physician, and accompanied by two (2) registered nurses and one (1) medical clerk. It provides primary health services and first-aid management to students, employees and their dependents. Patients from the nearby community are likewise catered to as the need arises. Outpatient consultations are scheduled during weekdays from 8:00 AM to 12:00NN and 1:00 PM to 5:00PM. Emergency cases inside the campus that happens after office hours are responded to by the medical team and complicated cases are immediately referred to the nearest hospital after evaluation and initial management.

All new students are required to undergo a general physical examination during enrolment and/or at the start of regular classes in order to identify those with chronic diseases and physical disabilities. On the other hand, newly hired employees may secure pre-employment medical clearance. The unit adopts the following health programs:

- Free starter dose of medicines for common ailments (students only);
- Free nebulization for asthma attack among students;
- Free ECG (electrocardiogram) test for students or employees who may be at risk of any heart disease;
- Minor surgical treatment for non complicated injuries or cases;
- Issuance of medical certificate (students and employees only) for those who had medical consultation and treatment. Medical certificates secured outside the campus must be assessed by the campus physician.;
- Health education for students with topics that may include proper hygiene, basic first aid, sexually transmitted diseases and HIV-AIDS awareness, and other related topics;
- Lactation support program through a provision of lactation room that encourages the practice of breastfeeding and promotes the welfare of women. Female employees are allowed with maternal functions during the 8-hour working period;
- Regular blood pressure monitoring among known hypertensive students and employees to encourage medication compliance; and
- Medical support team that provides basic medical assistance for injuries during sports fests and other student related activities inside the campus.

In order to improve office operation, electronic medical recording system is adopted to facilitate patient profiling and inventory tracking system for medicine and supplies monitoring.

- 4.11 Indulging in any immoral act in and outside the campus of the University;

Sanction:

Any student found guilty of the misconduct defined above shall be penalized with suspension for not less than seven (7) calendar days but not more than thirty (30) calendar days, Provided, that should the student be found guilty for the third time, the penalty shall be Dismissal.

- 4.12 Any student who shall, by means of force or violence, assault or attack another student shall suffer the penalty of expulsion or dismissal from the university; The same penalty shall be imposed upon individual members of a group of students in case conspiracy exist, even though one or some of them shall not have physically participated in the commission of the act;
- 4.13 The penalty of expulsion or dismissal from the University shall be imposed upon any student who shall, by means of violence, prevent another student from doing something not prohibited by law or the Code of University or compel him to do something against his will, whether it be right or wrong;
- 4.14 Any student carrying any firearm within the University premises, unless in connection with ROTC training and is duly authorized by competent authorities, shall suffer the penalty of expulsion or dismissal. If the firearm shall have been discharged or used to threaten another student, the penalty to be imposed on the offender shall be expulsion or dismissal from the University without prejudice to the filing of criminal charges;
- 4.15 Gross and deliberate discourtesy to any University official, faculty member, or person in authority.

Sanction:

- 1) For the first offense, suspension for not less than seven (7) calendar days but nor more than thirty (30) calendar days;
 - 2) For the second offense, suspension for not less than thirty (30) calendar days but not more than one (1) semester;
 - 3) For the third offense, Dismissal from the University.
- 4.16 Should the student assault, strike or inflict physical violence upon any University official, faculty member or person in authority, the penalty for the first offense shall be suspension for one semester and for the second offense, Dismissal from the University.

4.6 Illegal gambling in any form including betting in “masiao”;

Sanction:

Any student found guilty of the misconduct defined above shall be penalized with suspension for not less than seven (7) calendar days but not more than thirty (30) calendar days. Provided, that should the student be found guilty for the third time, the penalty shall be Dismissal.

4.7 Threatening another student with the imputation upon his person, honor or property of any wrong amounting to a crime;

Sanction:

- 1) For the first offense, suspension for not less than seven (7) calendar days but not more than thirty (30) calendar days;
- 2) For the second offense, suspension for not less than thirty (30) calendar days; but not more than one semester;
- 3) For the third offense, dismissal from the University.

4.8 Violation of curfew hours prescribed by competent authorities;

Sanction:

- 1) For the first offense, Warning;
- 2) For the second offense, suspension for seven (7) calendar days;
- 3) For the third offense, suspension for fourteen (14) calendar days;
- 4) For the fourth offense, Dismissal from the University.

4.9 Vandalism of textbooks, references or other reading materials belonging to the University;

4.10 Destroying, defacing or unlawfully taking any property belonging to the University;

Sanction:

Any student found guilty of the misconduct defined above shall be penalized as follows;

- 1) For the first offense, suspension for not less than seven (7) calendar days but not more than (15) fifteen calendar days;
- 2) For the second offense, suspension for not less than (15) calendar days but not more than (30) calendar days;
- 3) For the third offense, suspension for one (1) semester;
- 4) For the fourth offense, Dismissal from the University.
- 5) In addition, the student may also be required to pay for the repair and/or replacement of the damaged property, or undertake the repair of the damaged property.

Student Dormitory and Housing

The student dormitory and housing facility in the campus, as part of the auxiliary services, is under the direct supervision of the Chief Administrative Officer. Presently, the campus has four (4) student dormitories in which three (3) units are designated for girls and can accommodate 248 persons, and one (1) unit for boys with a maximum capacity of 78 persons.

To ensure safety and orderly conduct of the occupants, house parents are detailed 24/7 and guidelines for curfew and visitation are implemented. Scholars who are non-residents of Naawan municipality are given priority in the selection of occupants. Monthly rental ranges from Php 200 to Php 500. A new dormitory that was donated by the Health Education Environment Discipline (HEED) Foundation has the highest monthly rental since the income from which would subsidize grants for MSU students. Likewise, additional infrastructure for Boy's Dormitory was also approved by the national government and will be constructed during SY 2018-2019.

Boarding houses within the municipality also cater to the accommodation needs of the students. Accreditation of these boarding houses shall be undertaken by the Student Affairs and Development Office in coordination with owners/proprietor of the boarding houses.

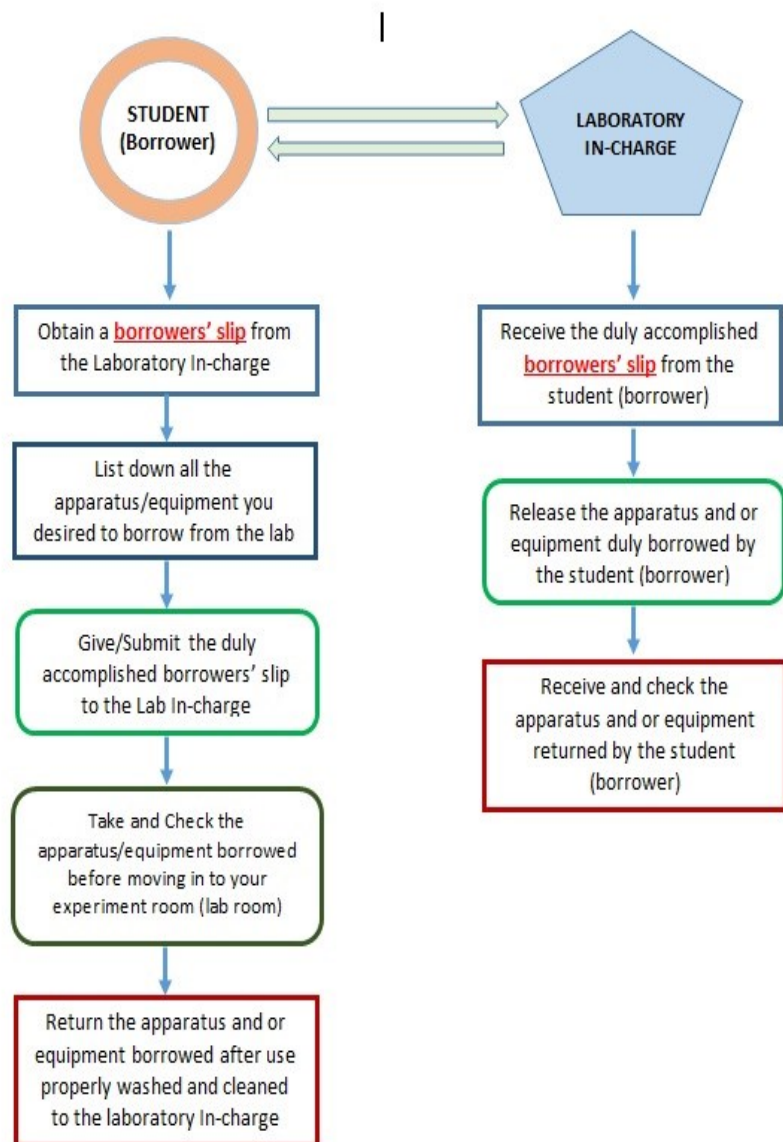
OTHER FACILITIES AND SERVICES**Science Laboratory**

Students who are enrolled in laboratory classes can avail of the laboratory services and privileges subject to laboratory rules and regulations. It is open on weekdays from 8:00-12:00NN and 1:00-5:00 PM, and is supervised by a laboratory custodian. The students can avail of the following:

- Laboratory apparatus and materials; and
- Chemicals and reagents;

Policy Guidelines on the Use of Science Laboratory Equipment and Materials

BORROWERS' GUIDE



dangerous or deadly weapon, Provided, that this shall not apply to one who has permit from the Dean to possess any of the above mentioned weapons in connection with his/her studies in addition to a permit form competent authorities where the carrying of such weapon is so required.

Sanctions:

- 1) For the first offense, suspension for a period of not less than ten (10) calendar days but not more than twenty (20) calendar days;
- 2) For the first offense, suspension for a period of not less than ten (10) calendar days but not more than twenty (20) calendar days;
- 3) For the third offense, the penalty shall be Dismissal, Provided, that should the deadly weapon be a firearm, the penalty for the first offense shall be suspension for not less than twenty (20) calendar days but not more than 1 semester, for the second offense, the penalty shall be dismissal.

- 4.3 Bringing, selling, keeping or drinking any alcoholic beverage, drunkenness or drunken behavior within the University premises;

Sanction:

Suspension for not less than seven (7) calendar days but not more than fifteen (15) calendar days; Provided, that should the student be found guilty for the third time, the penalty shall be dismissal.

- 4.4 Hoarding, selling or taking, administering or giving out any regulated or prohibited drug without prior prescription by a duly licensed physician;
- 4.5 Any violation of law connected with marijuana, opium, morphine and other prohibited drugs;

Sanction:

Any student found guilty of the misconduct defined in 4.4 and 4.5 shall be penalized as follows:

Suspension for not less than fifteen (15) calendar days but not more than forty-five (45) calendar days, provided, that should the student be found guilty for the third time, the penalty shall be Dismissal.

- 1)

Code of Conduct and Discipline (Chap. 67 Art 475 of the University Code)

Students should strive at all times to observe the rules and regulations of the University. It is presumed that inherent to their admission to the University, is their willingness to recognize, accept and comply with all its existing policies and regulations, utmost of which are the following:

1. Students should wear their prescribed uniform with University IDs to school for identification and official transaction purposes. Every Wednesday is considered as wash day or no-uniform day. However during wash days, students are encouraged to present themselves respectable while inside the school by wearing outfits or clothes that do not offend the University's value of decency and propriety.
2. Proper grooming and neat attire are assets to develop a wholesome personality; hence, students entering the school premises are discouraged from wearing slippers, short pants, sleeveless T-shirts, and tattered pants.
3. Campus Behavior. To enhance the scholastic atmosphere of the campus, students must observe the following:

Courtesy and respect towards everybody, honesty and integrity in dealing with others, not going out the classroom without the instructor's permission, loitering in the corridor, shouting, laughing and talking loudly, and other unnecessary noise while classes nearby are going on, smoking in the classroom and corridor, vandalism in classrooms and toilets, improper use of the toilet, littering or throwing of candy wrappers and papers on campus grounds. A student found guilty for the third time shall receive a penalty of dismissal.

4. **Grounds for Discipline:** No student shall be suspended, expelled or dismissed except for a reasonable cause and after due process after provided by this Code.

The following shall be the grounds for disciplinary action:

- 4.1 Cheating in any form in any examination or any act of dishonesty in relation to his/her studies:

Sanctions:

- 1) For the first offense, suspension for fifteen (15) Calendar days;
- 2) For the second offense, suspension for one semester;
- 3) For the third offense, Dismissal from the university.

Students found guilty of cheating/dishonesty shall be disqualified from receiving academic awards and shall be barred from graduating with honors, even if their weighted average is within the requirements for graduation with honors.

- 4.2 Carrying within the University premises any firearm, bladed,

Information Technology (IT) Center

The IT Center occupies an area which is a part of the Library. The Center provides high-quality information technology and communications resources and services through shared resources, common infrastructure, and common functions in support of the administrative and academic activities of the University. This office is responsible for the development and maintenance of computerized systems used by the different offices of the University, particularly in the area of student information, student accounts and grade ledger maintenance.

Computer Laboratory Rules

1. All computer users (staff, students, and others) are expected to be responsible for their own behavior when using the computer and the Internet. This includes materials they choose to access their choice of online information, language they use, ideas they express language and expression of ideas online, and other actions which they take.
2. The user is expected to log out of his/her account after the allotted time for computer access.
3. Smoking, drinking, or eating in the lab may cause damage to the equipment and may attract insects or rodents. The user should keep the cleanliness of his computer area in the lab after usage. clean up any messes, use rubbish bins, and leave equipment and furniture properly arranged.
4. All forms of games/movies are not allowed.
5. All computing jobs shall be done until 8:00 P.M. only except overnight usage.
6. Bringing of personal computer/laptop must be properly documented and justifiable. How?
7. After At the end of every semester, all users are given one week to back up their files.

Fisheries Processing Plant

The Fisheries Processing Plant is a facility for processing fish and fish products. It is located adjacent to the School of Marine Fisheries and Technology (SMFT) Building. This is provided with screen, a lavatory with water connection. It has equipment and kitchen accessories where food processing laboratory courses are held.

Campus Hostel

The Campus Hostel is an establishment where the students simulate exercises for housekeeping, kitchen management, hotel administration, front office procedures, and other operations. The Hostel has air-conditioned rooms that provide good and safe facilities for convenient lodging of guests. Each room has beds and a private toilet and bathroom. The rates range from P250 to P1,800 per day.

Training and Students Activity Center (TSAC)

The TSAC is a community center of MSU Naawan, which is envisioned to be a center where the various multidimensional development of the students will be addressed. In its completion, it will serve as a career development center, counseling center, co-curricular and extracurricular activity center, area for student council offices, alumni relations office, and food services.

Function Hall

The Function Hall, which is oftentimes called the Function House of MSU Naawan, is a large conference hall that hosts to a variety of school activities such as school meetings, seminars, workshops, student trainings, and commencement ceremonies. The Function Hall is also open to the community at an affordable rental fee (ranging from P1,200-2,000) for other non-academic related activities such as weddings, parties, banquet reception, and other social events.

Research Facilities and Laboratories

MSU Naawan is a higher learning institution that renders three-pronged services to the academic community: Instruction, research, and extension. To provide excellent instructional services to the students, MSU Naawan has research laboratories designed for conducting experimental research activities. The research laboratory is managed by the MSUN-IFRD research division, with competent technicians and researchers who provide the students the necessary assistance in conducting scientific researches in the field of Natural Sciences.

societies are organizations under the CESS-SO : Council of English Majors (CEM), Math Education and Science Club (MESH), Guild of Education Student Teachers (GUEST), and The Budding Scientist (TBS). The following are the organizations under the CSE-SA: Environmental Science Society, Marine Biological Science Society, Computer Developers Society (CODES). The following are the organizations under the CBAA-EC: Junior Executive Camp (JEC), Junior Philippine Institute of Accountants (JPIA), Junior Executive Marketing Students (JEMS), and Society of HRM Students (SOHRMS). The following organizations are the societies under the SMFT-SS: Fisheries Science (FiSci) Society and Diploma of Fisheries Technology Society (DFTS).

3. Students' Peer Facilitators Organization

The Students' Peer Facilitators Organization (SPFO) envisions offering assistance to students with problems related to peer adjustment, college survival and academic difficulties. This task is carried out through peer counseling, group dynamics sessions and facilitation of some campus activities and community services.

4. Co-Curricular Organizations

The co-curricular organizations include Junior Philippine Institute of Accountants (JPIA), Junior Entrepreneurial Marketing Society (JEMS), Junior Executive Club (JEC) and Mathematics Education Students Hub (MESH). The Yearbook Editorial Board (YEB) is composed of third and fourth students who work for the production of the student Yearbook. Officers of these organizations are both junior and senior students from the different course-based societies. MSUN Debaters' Society is another recognized co-curricular organization that seeks to develop communication and debating skills of interested students, with the ultimate goal of participating in local, regional, and national debate competitions.

3) Have the form signed by the following campus officials/signatories:

- Officer of the Student Organization
- Organization Adviser
- OSA Coordinator
- Dean of the College
- Campus Police
- VCAA

4) Inform the campus police concerning the event and give them a copy of the approved permit of the activity.

5) For activities done at night, the OSA will coordinate with the local police officers of Naawan for police visibility surrounding the venue.

6) Student leaders of the organization shall actively remind students to observe safety during night activities. Students are not allowed to walk home alone. After a school activity done at night, students must go home with the company of other two or more students.

Officially Recognized Student Organizations in MSU-Naawan

1. Supreme Student Council

All students who are officially enrolled at MSUN for the particular school year and have paid their membership fees for the semester to the Supreme Student Council automatically become members of the said council, which is considered as the highest student body organization in the campus. Officers of the SSC are duly elected yearly by the students, ensuring a more than 50% voter turn out. Members of the COMELEC shall facilitate the election of the SSC officers every year. With the OSA Coordinator as the ex-officio COMELEC chairman along with a selected faculty member as co-coordinator, the COMELEC is further composed of two student representatives from each college, per recommendation of the dean of the college.

The SSC functions as the student's support in implementing socially relevant activities in the campus, SSC also spearheads in conducting various extracurricular activities such as acquaintance activities, environmental awareness programs, Palakasan activities, advocacy lectures, leadership trainings, and community involvement activities. The SSC also acts as the mediating office where students could express their concerns in order to be heard out by the school administration.

2. Course-based Societies

All students who are bona fide students of MSU Naawan for the particular academic year shall automatically become society members of their respective course organization. The campus officially recognizes the following course-based societies namely: College of Science and Environment Students Association (CSE-SA), College of Education and Social Sciences Student Organization (CESS-SO), College of Business Administration and Accountancy Executive Council (CBAA-EC), College of Agriculture Students Society (AGGIES), School of Marine Fisheries and Technology Science Society (SMFT-SS), and Fisheries and Agriculture Students Alliance (FASA). The following

Higaonon Tribal Village

MSU-Naawan opens its academic services, especially to the most educationally-disadvantaged youth of the locality, such as the Higaonon people of the province of Misamis Oriental. The Higaonon scholars are safely housed in a *torogan* in the duration of their stay in the University. It is made of huge wooden pegs built to resist typhoons and earthquakes and is located at the Higaonon Tribal Village inside the MSU-Naawan campus. Through a communal practice called *pahina*, the Higaonon community contributed their resources (food and building materials), and unified their physical efforts in building their *torogan*.

MSU Naawan Intellectual Property Rights Office

The Intellectual Property Rights Office (IPRO) is the channel through which students' creative work will be facilitated for application on the grant of patents, utility models, trademarks, industrial design, and copyrights. Technology and product developed as a result of student thesis or any other means shall be accommodated by the office for application. The office shall be responsible for IP protection, IP technology transfer, IP commercialization and IP management by fostering, promoting, and enabling university-industry interactions. As such, students shall be guided by the MSU IIT IP Policy of 2012, approved for system-wide implementation.

Student as IP Originator

Student shall own the copyright of their theses/dissertation or any intellectual property that they make, discover, or create in the course of their research except as provided in article 5.2.2.

When the student owned the copyright, the Institute is granted a royalty-free permission to reproduce, publicly distribute copies of the thesis / dissertation in pursuance of its research and teaching function, in whatever form, electronic or otherwise.

When the thesis or dissertation to an invention is patentable,

The campus shall withhold public access to the thesis or dissertation until such time that a patent application is filed by the IP Unit.

If the IP unit decide not to pursue a patent protection for reasons articulated in Article 6.1.1 and 6.1.2 of this IP policy the thesis / dissertation may be released in accordance with the procedures adopted by the Institute

GUIDELINES AND POLICIES

I. ACADEMIC INFORMATION

A. Academic Year and Calendar

The campus follows the prescribed framework (program mode- semester) in determining the academic year, which is computed as two semesters (1st and 2nd) and one summer. The school days shall consist of not less than 18 weeks per semester and six (6) weeks for summer classes.

The Academic Calendar is established in conformity with the academic year and reflects all academic undertakings and activities.

B. Orientation and General Convocation

Convocation and orientation program for all students is conducted every first semester by different colleges/school. The activity aims to provide information on academic policies and campus regulations.

II. ADMISSION POLICIES AND GUIDELINES

A. GRADUATE PROGRAM

1. Requirements

To qualify for admission in the program the applicant must have:

- a. A Bachelor's Degree
- b. A high grade point average (GPA) in the baccalaureate degree from a reputable institution and/or has demonstrated ability to pursue advanced studies.
- c. A satisfactory evaluation conducted by the Dean of the School of Graduate Studies through:
 - Examination of Official Transcript of Records
 - Admission Fee
 - Personal Interview
 - Recommendation by two former undergraduate instructors or work supervisor

3. The Student Affairs Coordinator shall endorse the submitted recommendation to the Vice Chancellor for Academic Affairs and to the Chancellor for the approval of operation of the organization and issuance of approval order.
4. The Student Affairs Coordinator shall inform the officers regarding the approval. After the release of approval order, the president as representative of the organization shall then sign an allegiance contract at the Office of Student Affairs.

Privileges of a Recognized Organization

1. Use of campus facilities and equipment
2. Posting of announcements and notices
3. Hosting of activities
4. Representation of campus in external activities
5. Assistance of a faculty adviser
6. Assistance from the OSA in the conduct of various activities

Faculty Advisers

Any faculty member of MSU-Naawan with specialization, training, experience and interest based on the objectives of the organization shall be qualified to serve as the organization's adviser. The tenure of advisory shall be co-terminus with the organization's permit for the school year.

Any organization shall have the right to choose for the organization's adviser, who can effectively work with the officers and members of the organization. Renewal of the designation of the faculty adviser shall be at the start of the academic year upon approval of the Chancellor. Every faculty adviser is officially recognized only upon issuance of a special order from the campus Chancellor. The advisory is equivalent to one unit credit.

Guidelines for the conduct of Student Activities

Every extracurricular activity in the campus, which will be facilitated by a recognized organization, shall follow the following procedures before implementing the activity:

- 1) Secure a permit-to-hold-an-activity form from the OSA office.
- 2) Fill in the form in three copies (one copy for OSA, one copy for the guard house, and one copy for the organization)

STUDENT ORGANIZATIONS AND ACTIVITIES

MSU Naawan encourages the creation of various co-curricular and extra-curricular organizations in the campus, with the goal of providing the students with a holistic experience during college. The various campus student organizations shall develop qualities of cooperation, tact, accuracy, tolerance, responsibility and leadership among MSU Naawan students.

1. All student organizations are monitored by the Office of Student Affairs (OSA).
2. Only officially recognized student organizations shall be allowed to operate in MSU-Naawan. Fraternities or sororities not duly recognized in the campus are strictly prohibited.
3. An organization is still on probationary status on the first year of its recognition. Recognition shall be renewed every year after evaluation of the organization's performance and after submission of financial statement, list of newly-elected officers, list of members for the current school year.
4. If and when a particular organization shall commit minor violations of the school policies, it shall be placed on temporary suspension after a thorough investigation of the offense committed.
5. For major offenses, the recognition of an organization in the campus shall be revoked.

.Guidelines in the application for recognition of an organization

In order to be officially recognized as an organization that operates for the whole year in the campus, each organization shall apply or renew their organizations annually at the Office of Student Affairs. The following requirements must be accomplished before approval of recognition.

1. Submit a duly accomplished application or renewal form every start of the academic year.
2. The organization's president shall submit accomplished forms duly signed and approved by the organization's adviser, the Department Chairman, and the College Dean, to the Student Affairs Coordinator with the following documents not later than the first month of the regular term:
 - 2.1 Copy of Constitution and By-Laws
 - 2.2 List of Officers indicating their respective positions
 - 2.3 . Letter of recommendation for a faculty adviser
 - 2.4 Plan of activities for the current school year (Calendar of activities and Objectives of activities)
 - 2.5 . Budget Operations
 - 2.6 Financial status of the organization
 - 2.7 . List of current members

B. UNDERGRADUATE AND DIPLOMA PROGRAMS

1. Requirements

First Year

- Senior High School Report Card or Form 138-A (Original)
- Certificate of Good Moral Character from High School Principal or Guidance Counselor.
- Passing Score for MSU SASE or CET.
- Police clearance
- Long brown envelope
- PSA Birth Certificate, Original (to be returned) and a photocopy

Transferee/Second Degree Applicants

- Honorable Dismissal with an Evaluative Copy of the Transcript of Record
- Certificate of Good Moral Character from school last attended
- MSU CET Report of Rating (with passing score)
- Police clearance
- Long brown envelope
- PSA Birth Certificate, Original (to be returned) and a photocopy

Foreign Students

Foreign students must comply all the basic policies and procedures stipulated in Executive Order No. 285 dated September 4, 2000 (Amendment on the Guidelines governing the entry and stay of foreign students in the Philippines and the establishment of an Inter-agency Committee on Foreign Students).

A certification of English proficiency must be submitted by all foreign students from countries where English is not the medium of instruction and/or not the native language. The Office of the Registrar must receive all documents and other admission requirements at least one month before the start of the registration.

2. Admission Guidelines

First Year

Students seeking admission to the degree and non-degree courses must take and pass the MSU Systems Admission and Scholarship Examination (MSU-SASE) conducted once a year for graduating senior high school students who intend to enroll in the University for the succeeding school year. Alternative Learning System (ALS) completers with certification of completion for the Senior High School requirements are likewise required to take the SASE/CET.

The University System also administers the College Entrance Test (CET) before the start of the registration period every semester, for students from other university and senior high school graduates who have not taken the MSU SASE. The guidelines for admission are the following:

- The system/campus SASE median score is adopted as cut-off scores for admission during the academic year.
- The SASE Conditional Passers are required to enroll and pass the College Bound Program (CBP) held during the Summer Term. Only those who passed the subjects enrolled and obtained a grade point average of 85% or better are automatically allowed admission to the regular Baccalaureate programs.
- Students who intend to enroll in Technology Programs at SMFT are exempted from SASE cut off requirement, subject to a pre-determined cut-off score to be decided by the Chancellor (BOR Res. 41, s. 1999).

Second Degree Applicants

- Graduates of baccalaureate program from any MSU units or any accredited school are allowed admission to another program in MSU Naawan without taking the MSU SASE or CET.
- Graduates of technology courses from any MSU units or any accredited school can be admitted to any baccalaureate program in MSU Naawan in the condition that they obtained a cumulative grade point average (CGPA) of 2.5 or better.

Transferees (Transfer Students)

Students from other MSU campuses and other Higher Education Institution(HEI) who seek admission in the campus shall adhere to the following guidelines:

- a. Transferees from any MSU units will be admitted without taking the College Entrance Test (CET);
- b. Transferees from other accredited schools, who intend to pursue baccalaureate programs must take and pass the CET. All courses taken from former schools must be evaluated and validated.
- c. Transferees who intend to pursue Technology programs of SMFT must be from other accredited Fisheries Schools. They must take and pass the College Entrance Test (CET).

- SANTEH Scholars
- HOLCIM Scholars
- MSUans of Metro Manila, Japan, Belgium, and MEVI

This is part of the philanthropic program of some LGUs, NGOs and private individuals/groups. They shall enjoy privileges such as but not limited to monthly stipend and book allowance per semester.

2. Government Organization (GO) Scholarship/Grant

Various government organizations (GOs) or agencies offer scholarships to promote the countryside development and poverty alleviation program of the government; while some of them provide assistance and grants aligned to its mandate. Among these agencies are:

- Commission on Higher Education Student Financial Assistance Program (CHED- STuFAP);
- Department of Agriculture - Agricultural Competitiveness Enhancement Fund – Grant-in-Aid in Higher Education Program (DA-ACEF-GIAHEP)
- DSWD Educational Assistance
- Overseas Workers Welfare Administration (OWWA) Scholarship Programs for dependents
- National Commission for Indigenous Peoples (NCIP) Educational Assistance Program
- Bureau of Fisheries and Aquatic Resources (BFAR) Fisheries Scholarship Program
- Department of Science and Technology (DOST); and
- Philippine Council for Aquatic and Marine Research and Development (PCAMRD)

Most of the MSU Naawan students have availed of the scholarships offered by these government agencies. One has to apply for these scholarships.

5. Chancellor's List Award

This especially applies to all students who have gained/maintained a GPA of 1.5 or better. The students shall be awarded the Certificate of Recognition and monthly stipend similar to an Academic Scholar plus with an additional amount of Php300 in the succeeding semesters. They can avail of this award provided that they have no failing grades in any subject and carried the academic load as prescribed in their respective curriculum. The rest of the privileges are similar to those of the academic scholars.

6. President's List Award

This especially applies to all students who have gained/maintained a GPA of 1.5 or better. The students shall be awarded the Certificate of Recognition and monthly stipend similar to Academic Scholar plus with an additional amount of Php500 in the succeeding semesters. They can avail of this award provided that they have no failing grades in any subject and carried the academic load as prescribed in their respective curriculum. The rest of the privileges are similar to those of the academic scholars.

7. Cultural Community Grants

This is awarded to students who belong to the cultural communities of the MIN-SUPALA area and have taken the SASE but are financially handicapped to study in the University as determined by the screening committee. The grade to be maintained for this grant is 3.00 or better, and one failed subject is allowed. They shall enjoy a monthly stipend.

EXTERNALLY FUNDED SCHOLARSHIP AND GRANT

1. LGU, NGO and Private Individual/Group Scholarships

At their own initiatives, the local government units (LGUs), some non-government organizations (NGOs), and private individuals sponsor scholarships every now and then. Some of these are:

- MSU Naawan Foundation for Science and Technology Development Grantee
- UCPB-CIIF (Coco Foundation) Scholars
- Health Education Environment Discipleship (HEED) Foundation, Inc. Scholars and Grantees
- LGU Naawan Grantees;
- ISKOLAR ni Bambi
- Veterans Grantee

d. A transferee, upon presentation of a valid Transfer Credential (Honorable Dismissal) and a copy of previous academic records, may be admitted, provided that:

- i. He/She obtained an average grade of at least 2.0 or better for all academic units earned;
- ii. He/She shall complete at MSU Naawan the 50% of the academic units required in his/her curriculum; and
- iii. He/She shall be on a probationary basis until such time that he/she has validated or repeated all subjects taken outside the University as requisite for his/her course subject to the following conditions (**MSU Code, Chapter 44, Art. 351-352**):
 - He/She may not be allowed to enroll in a subject with prerequisites that were taken elsewhere without validation of the University (specific college that manages the subject);
 - Courses being offered for advanced credits must be validated at the rate of 18 units a semester within a period not exceeding four semesters from the date of the student's admission.
 - Failure to comply with this requirement will mean cancellation of the student's registration privileges.

Provided, however, that validation may be waived in certain subjects when in the judgment of the department, his/her quality of performance in the higher or related courses in which the student is registered in the University demonstrate that he can carry on satisfactorily the academic requirements of the University.

Provided, moreover, the student concerned must initiate that request for waiver or validation within a period not exceeding four terms from the date of his/her admission.

Provided, finally, that the chairperson of the department favorably recommends such request and the Dean of the College approves it.

Internal Transferees

"Internal transferees" refer to MSU Naawan students leaving one program to another program. The Dean must duly approve such transfer with the recommendation of the Department Chairperson, provided, that he/she meets the entry requirements to the program.

A student from a degree program may be admitted to the technology program if he/she has incurred not more than 50% failing grades in all subjects enrolled previously.

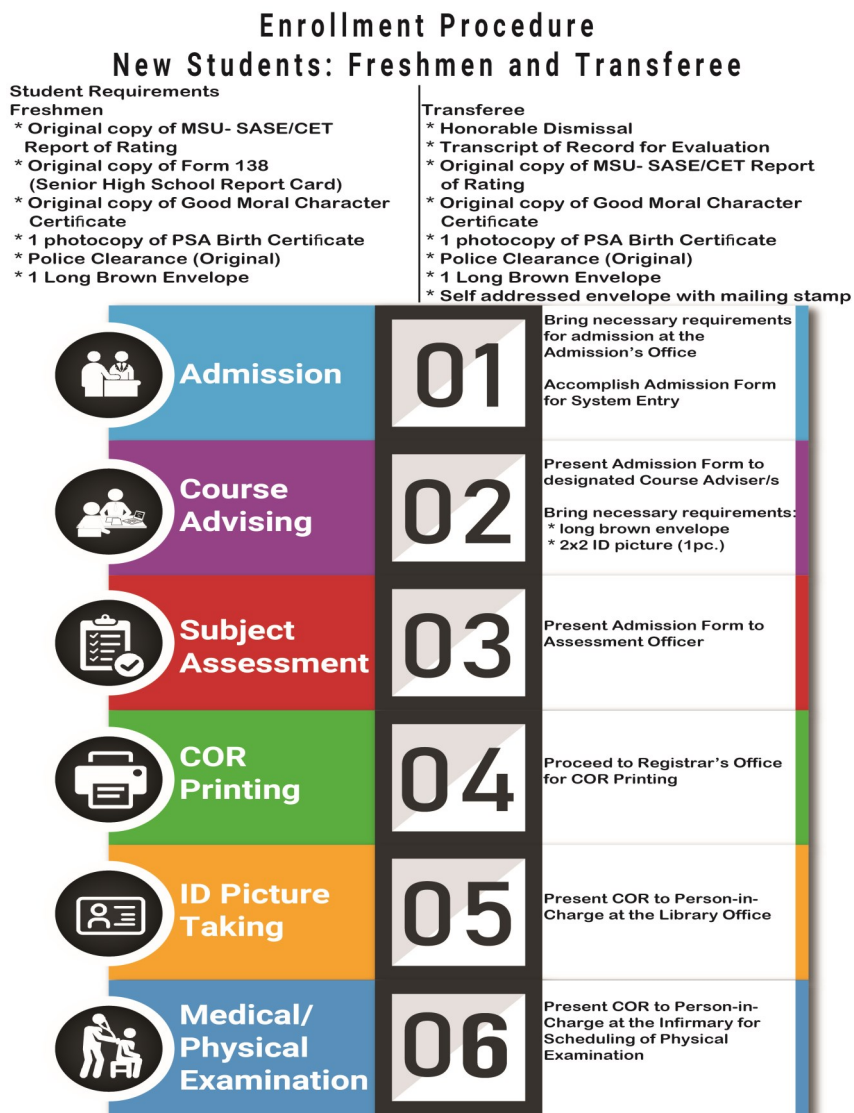
No student previously dismissed from the program, due to scholastic deficiency, shall be allowed to transfer to another program.

Returnees

Returnees refer to students who previously enrolled in MSU Naawan but did not complete the program.

Returnees are required to consult the Department Chairperson of the program where they intend to enroll. Readmission is subject to the admission policies, including GPA requirements and entrance test norms enforced at the time of their return.

ADMISSION AND ENROLMENT FLOW CHART



Scholars are required to maintain a grade point average (GPA) of 2.0 or better every semester and carry the prescribed academic load of the curriculum.

Privileges of an academic scholar:

- Monthly board stipend of Php1,000.00 for AHIME (Accountancy, HM, IT, Management and Education) courses and Php1,500.00 for AFNS (Agriculture, Fisheries and Natural Sciences) courses;
- Free dormitory accommodation/lodging allowance;
- Transportation allowance of Php1,000.00 per year to be given at the last month of the second semester;
- Book allowance of

P1,000.00	- First and Second year
P1,500.00	- Third, Fourth and Fifth year

3. Talents/Skills Study Grant

This grant is given to members of the varsity teams, performing and visual arts, and editorial staff of the school paper. Grantees are required to carry the prescribed academic load of the curriculum and must have a grade of 3.0 or better. The scholarship committee shall determine the number of grantees every semester based on the endorsement of the Coordinators/Coaches/Advisers, and depending upon the availability of funds.

Privilege :

- Monthly Stipend of Php 500.00

4. Dean's List Award

This especially applies to all students who have gained/maintained a GPA of 1.75 or better. The students shall be awarded the Certificate of Recognition. They can avail of this award provided they have no failing grades in any subject and carried the academic load of their respective curriculum.

4. Vice-Chancellor's List Award

This especially applies to all students who have gained/maintained a GPA of 1.5 or better. The students shall be awarded the Certificate of Recognition and monthly stipend similar to an Academic Scholar plus with an additional amount of Php200 in the succeeding semesters. They can avail of this award provided that they have no failing grades in any subject and carried the academic load as prescribed in their respective curriculum. Privileges are similar to those of the academic scholars.

SCHOLARSHIP AND GRANTS

The University acknowledges the academic achievements of students by way of scholarships and grants. This, hopefully, motivates the non-scholars to study harder and strive for academic excellence. Students may also refer to BOR Res. No.125, S. 2019 for the Enhanced Scholarships and Grants Program.

A. Internally Funded

1. Science Scholarship

This scholarship is awarded to:

- MSU SASE examinees who obtained a score of 100 or better and who will enroll in the pure and applied sciences in the School of Marine Fisheries and Technology, College of Science and Environment and College of Agriculture and Forestry; and
- Students in baccalaureate program who obtained a cumulative grade point average (CGPA) of 1.5 in the preceding semesters (at least two consecutive semesters) and enrolled in pure and applied sciences in the School of Marine Fisheries and Technology, College of Science and Environment and College of Agriculture and Forestry.

Scholars are required to enroll the prescribed academic load of the curriculum and to maintain a grade point average (GPA) of 2.0 or better every semester.

Privileges of a Science Scholar:

- Monthly board allowance of PhP1,500.00;
- Free dormitory accommodation;
- Round trip transportation allowance from home to MSU Naawan once a year (not to exceed PhP1,000.00);
- Book allowance of

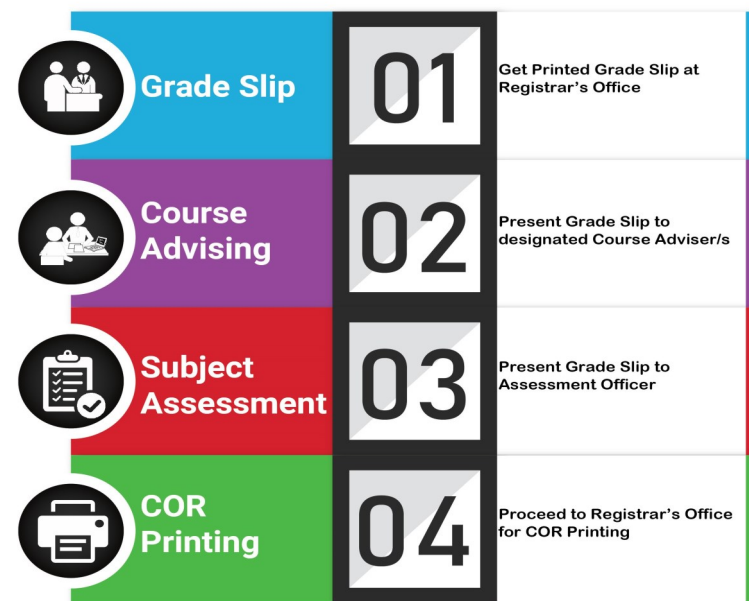
P1,000.00	- First and second year
P1,500.00	- Third and fourth year

2. Academic Scholarship

This scholarship is awarded to:

- Students who obtained an MSU SASE score of 100 or better and who will enroll in courses offered in College of Education and Social Sciences and College of Business Administration and Accountancy, regardless of campus preference.
- Students in baccalaureate programs with a cumulative grade point average (CGPA) of 1.5 or better (with no failing grade in any subject) during the preceding semesters, provided that he has carried the prescribed academic load of the curriculum.

Old Student Enrollment Procedure



Registration Policies and Procedure

Official registration begins one (1) week before the first day of classes. For new students, the registration follows immediately after the admission process is completed.

Registration procedures and enrollment flow chart are posted and distributed to students for information and guidance. Students are required to see their respective Registration Adviser/Department Chairperson for the courses they want to enroll.

Late registration begins one (1) week after the regular registration period. A fine of P50.00 and an added P10.00 for each succeeding day but not exceeding P100, shall be imposed to each late registrant. As prescribed in the University Code, students shall not be registered in any subject after 12% of regular class meetings has been held.

A student must be **officially registered** in order to earn credit for course work. An **officially registered** student would mean that he has:

- Submitted the requisite valid credentials;
- Paid the tuition and other school fees;
- Accomplished the Certificate of Registration; and
- Attended his/her classes as certified by faculty-in-charge.

As a rule, enrolment by proxy is not allowed. The student being enrolled by proxy shall be responsible for any unlikable consequence. The registration privileges shall be curtailed or entirely be withdrawn for any student who **drops all courses and/or drops a course without the proper approval**.

Change of Matriculation (MSU Code, Art. 345)

Changing, adding, and dropping of subjects shall be made only when the following conditions are observed: a) valid reasons b) within the prescribed period indicated in the school calendar, and c) after consultation with the Department Chairperson and/or the Instructor handling the course.

A prescribed form from the Registrar's Office shall be filled-out by the student concerned. The form is then submitted to the Accounting Office for adjustment of fees and is returned to the Registrar for approval.

No change of matriculation involving the taking of new subject shall be allowed after 12% of regular class meetings has been held.

Dropping of Courses (MSU Code, Art. 342-343)

A student, with the consent of his instructor and the Dean, may drop a subject by filling out the prescribed form and within the time period indicated in the school calendar.

If the dropping of subject takes place after three-fourths or 75% of the hours prescribed for the course has elapsed, the instructor concerned shall be requested to state whether or not the student shall be given a grade of "5.00" for the course.

Cross Enrolment or Cross Registration (MSU Code, Art. 315-318)**Maximum Academic Load**

The total number of credit units for which a student may register in two or more colleges or schools shall not exceed the maximum number of credit units allowed by the rules on academic load.

1. From any MSU Unit and other Accredited Institution

Cross-enrollees from any MSU unit and from other accredited universities are required to present to the Registrar an Official Permit to cross enroll, specifying the authorized subjects to be enrolled for a given school term.

2. To another institution

Students who wish to cross-enroll in another accredited institution or to any MSU unit must first secure an authorization from the Dean upon recommendation of the Department Chair, provided, that the subjects to be cross-enrolled are not offered in the campus within the given term.

The students must submit the authorization to the Campus Registrar for the issuance of Official Permit to Cross-enroll, specifying and

The student must submit the authorization to the Campus Registrar for the issuance of *Official Permit to Cross-enroll*, specifying and

Awards Rites (MSU Code, Chapter 56, Art. 431-435)

The various honors and awards shall be given to the awardees during the baccalaureate services and commencement exercises to be held in the campus.

Commencement Exercises

Attendance at general commencement exercises is compulsory. Graduating students who cannot participate in the general commencement exercises due to justifiable reasons must write a petition to the President of the MSU System through the respective Deans, Vice Chancellor for Academic Affairs, and the Chancellor or their duly designated representatives one month before the commencement exercises, to be recorded by the Registrar.

Graduating students who are absent during the general commencement exercises shall obtain their diplomas or certifications, and transcripts of records from the Office of the Registrar, provided that they comply with the above provision on attendance and upon presentation of the receipt of payment of the graduation fee and student's clearance.

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

Academic Costumes (MSU Code, Chapter 57, Art. 436-437)

Candidates for graduation with degrees requiring no less than four years of collegiate instruction shall be required to wear the prescribed academic costumes during the baccalaureate service and commencement exercises in accordance with the rules and regulations of the University (Art. 436).

The prescribed academic costumes for attendance in the commencement exercises shall be as follows:

- | | |
|-----------------------|------------------------------|
| 1. Members of the BOR | - plain gown without stripes |
| 2. MSU President | - according to degree earned |
| 3. Faculty | |
| Ph.D. | - 3 stripes |
| MA/MS | - 2 stripes |
| BS/AB | - 1 stripe |
| 4. Registrar | - according to degree earned |
| 5. Guests | - according to degree earned |
| 6. Guest Speaker | - Special gown |

Provided, that wearing of the academic gown shall be limited to those holding academic ranks (Art. 437).

- **Certificate of Recognition in Journalism** is awarded to a student for his/her meritorious contributions in the various literary and journal entries in school publication and outside publications.
- **Certificate of Recognition in Performing Arts** is awarded to a student for his/her contributions in the various cultural activities in and outside the campus.

Qualifications

1. *Bona fide* students of MSU Naawan who are candidates for graduation with a grade point average of 2.75 or better, and have not incurred failing grades any failing grade.
2. All candidates for graduation without any criminal or administrative record or those who do not have any pending case in the University at the time of nomination.

Requirements

1. The Department Chairperson or Co-curricular Coordinators must make the nomination.
2. Submission of the following supporting documents in 6 copies:
 - 2.1 Recommendation of nominating bodies.
 - 2.2 Certification of the Student Affairs Coordinator that the nominee has not been found guilty of any criminal and/or administrative offense or that he/she has no pending case at the time of the nomination.
 - 2.3 Supporting documents such as clippings, citations, publications, pictures and/or accomplished certification by authorized officers.
 - 2.4 Copies of 5cm x 5cm photo of the nominee.

The various non-academic awards will be determined following a point system scheme prepared by the Honors and Awards Committee.

Forms of Honors and Awards

Honors granted to the different invited dignitaries, as keynote speakers shall be in the form of plaques and tokens. The plaques shall contain citation and the signatures of the Vice Chancellor for Academic Affairs, the Chancellor, and the University President.

Academic awards shall be in the form of medals and tokens designed by the Committee.

The University/College Leadership Award shall be in the form of a plaque signed by the Chairperson of the Honors and Awards Committee, the Dean, the Vice Chancellor for Academic Affairs, and the Chancellor.

The Science Leadership Award shall be in the form of a medal sponsored by the MSU Naawan Foundation for Science and Technology Development, Inc.

Certificate of Distinction shall be given to awardees for exemplary contribution in journalism, sports, and performing arts.

describing the subjects, indicating the authorized school, semester and school year.

No credits will be given to any unauthorized cross-enrolment for any course taken in other institution.

Enrolment Privileges

Universal Access to Quality Tertiary Education Act (R.A. 10931)

Rule 4 Sec. 22-29, provides Tertiary Education Subsidy (TES) which shall cover the following:

- a) Tuition and school fees in private institutions if there are no SUCs and LUCs in the area;
- b) Allowance for books, supplies, transportation, and other personal and education-related expenses, which include a "reasonable allowance for the documented rental or purchase of a personal computer or laptop;
- c) Allowance for board and lodging;
- d) For student with disability, allowance related to student's disability;
- e) One time cost for first time Professional licensure or certification (notarial fee, review class, insurance premium fee, and documentation fee).

Prioritization:

- Students in private institutions if there are no SUCs and LUCs in the area;
- Students included in the Listahanan (an information management system that identifies who and where the poor are in the country) from the Department of Social Welfare and Development (DSWD); and
- Student ranked according to per capita income based on submitted documents and to be determined by the UNIFAST Board.

Transfer Credential

A student in good standing who desires to sever his connection from the school can apply for Transfer Credential at the Registrar's Office. The student petition for transfer credential will be approved upon:

1. Presentation of written petition signed by his parents or guardian;
2. Accomplishment of Certificate of Clearance to verify that he/she is cleared of accountabilities from the Institute;
3. Payment of Transfer Credential, Transcript, and Certification fees; and
4. Submission of Documentary stamps and return of the School ID.

The transfer credential (Honorable Dismissal) with an evaluative copy of Transcript of Records shall be issued following the scheduled dates indicated in the claim stub.

A Special Power of Attorney (SPA) from the student, and a valid ID of the student and two valid IDs of the proxy are required in cases when the concerned student assigns a proxy to claim the said documents.

A statement that the student has been dropped from the roll because of poor scholastic performance may be indicated in the transfer credential.

A student who leaves the University for reason of suspension, dropping, or expulsion due to disciplinary action shall not be entitled to honorable dismissal. Should he be permitted to receive his transcript of records or the certification of his academic status in the University, it shall contain a statement of disciplinary action rendered against him.

Consultation Hours (MSU Code, Chapter 46, Art. 361)

All course advisers and faculty members must provide students with academic counseling for improvement of academic work within a prescribed schedule and place.

Integration Period

The Department Chair, with the approval of the Dean, may authorize any member of his unit to suspend formal classes for the period not exceeding three days before the final examinations to enable the students to review.

The faculty members, however, who have been authorized to suspend their classes, shall keep regular hours for consultation of work.

Examinations

Regular comprehensive exams such as prelim, midterm, and final examination are given every term or semester. Schedules are indicated in the school calendar. The maximum period for each final examination shall be four hours (MSU Code, Article 362).

Student Classification (MSU Code, Chapter 38 Art. 319-325)

1. **Regular Student.** He/she is officially registered for formal academic credits and enrolls the full academic load in a semester as specified in the curriculum. If a student has already finished some of the required subjects, the completed units shall be added to the units he/she is actually currently taking in the computation of his load for determining his status.

Graduation with Honors

Academic Awards

Students who completed their courses with the following averages, computed based on units shall graduate with honors.

Cum Laude	-	1.46 to 1.75
Magna cum Laude	-	1.21 to 1.45
Summa cum Laude	-	1.00 to 1.20

However, the grades in all academic subjects prescribed in the curriculum shall be included in the computation of the average.

Students who are candidates for graduation with honors must have completed in the University at least 76% of the total number of academic units or hours for graduation and must have been in residence therein for at least two years before graduation.

In the computation of the final grade average of students who are candidates for graduation with honors, only resident credits shall be included (Art. 428).

Students who are candidates for graduation with honors must have taken during each term not less than fifteen (15) units, unless the taking of a lesser academic load was due to justifiable causes; for instance, the candidate was a working student (Art. 429).

In cases of students graduating with honors in courses prescribed length of which is less than four years, the English equivalent namely, "With Honors", "With High Honors", and "With Highest Honors" shall be used.

Non- Academic Awards

These awards are given to an individual or group of individuals for contributions of an idea or performance that is beneficial to the school, the University as a whole and the community.

Categories of the Awards

- **University Leadership Award** is awarded to a student for his/her outstanding and consistent dedicated performance as a leader of a university or campus-wide organization and activities.
- **College Leadership Award** is awarded to a student for his/her outstanding and consistent dedicated performance as leader of an association or department/school activities.
- **Science Leadership Award** is awarded for outstanding and consistent dedicated performance as leader of scientific endeavors.
- **Certificate of Recognition** in Sports is awarded for outstanding performance in at least three (3) events in sports competition within or outside the campus.

P.E. and NSTP Requirements

Basic Physical Education is a pre-requisite for graduation. All students shall comply with the requirements during their freshmen and sophomore years. Eight units of P.E. are required for all undergraduate students.

The National Service Training Program (NSTP) Act of 2001 (**RA. 9163**), states that the National Service Training Program (NSTP) is hereby established and shall form part of the curricula of all baccalaureate degree courses and of at least two year technical-vocational courses. The NSTP is a requisite for graduation, consisting of the following service components: 1) The Reserve Officers' Training Corps (ROTC), which is optional and voluntary; 2) The Literacy Training Service; and 3) The Civic Welfare Training Service.

Civic Engagement and Tree Planting

No student shall be granted a degree/title unless he/she has satisfactorily completed the requirements of On-The-Job Training (OJT) as prescribed by the School/College.

Civic Engagement and Tree planting is a requirement for graduation for the undergraduate programs. The Certificate of civic engagement compliance and Tree Planting shall be issued by the Office of the Students Affairs (OSA). Civic engagement requirement shall be implemented starting SY 2019-2020.

Tree planting requirement is also implemented to students of Graduate Programs and a certification of completion shall be issued by the OSA.

Application for Graduation and Graduation Fee

Students must file their formal application as candidates for graduation at the office of the Dean. The Registrar shall be furnished a copy of the application for graduation.

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

Bound Thesis and Practicum Report

No candidate for graduation shall be allowed to join the Commencement Exercises unless he has submitted his bound thesis (for both undergraduate and graduate programs) or Practicum Report (Technology) to the Dean within the prescribed period indicated in the school calendar.

2. **Irregular Student.** He/she is registered for formal credits but enrolls less than the full academic load prescribed in a given semester by the curriculum for which he is registered.
3. **Special or Auditing Student.** He/she is not earning formal academic credits for his work.
4. **Full-time Student.** He/she is registered for formal academic credits and enrolls at least 80% of the academic load prescribed in a given term of the curriculum.
5. **Part-Time Student.** He/she is registered for formal academic credits but enrolls less than 80% of the academic load prescribed in a given term of the curriculum.
6. **Freshman.** He/she is a student who has finished not more than 25% of the total number of units required in his entire course.
7. **Sophomore.** He/she is a student who has finished at least 26% but not more than 50% of the total number of units required in his entire course.
8. **Junior.** He/she is a student who has finished at least 51% but not more than 75% of the total number of units required in his entire course.
9. **Senior.** He/she is a student who has finished 76% of the total number of units required in his entire course

University Identification

The Office of the Campus Registrar issues each bona fide MSU Naawan student a University ID. Students should report to the registrar any loss of the ID Card at once. Students may obtain a replacement from the Registrar's Office upon payment of fee for ID replacement.

Academic Load (MSU Code, Chapter 39, Art. 327-332)

Undergraduate and Diploma Programs

One university unit of credit is at least 18 full hours of instruction in the form of lecture, discussion, seminar, tutorial or recitation or in any combination of these forms within a semester.

1. No undergraduate student shall be allowed to take in one semester more than 18 non-laboratory units or 20 units including laboratory work. Exceptions to this are courses in which the formal semestral load is more than 18 units.
2. However, a student with a GPA of "1.5" or better in the previous regular semester may be permitted by the Dean to carry more than 21 non-laboratory units or 23 units including laboratory work.

3. This rule, however, shall not affect or alter existing course duly approved by the University Council and Board of Regents in which the normal load per semester is more than 18 units.
4. In the third or summer term, the normal load shall be six (6) units; the Dean may allow a student to take nine (9) units but only for justifiable cases.
5. A graduating student (one who needs only 42 units to satisfy the requirements of his course) may be permitted to enroll 21 non-laboratory units or 23 units with laboratory work in either a regular term of his last year.
6. The graduating student, however, must have a GPA of "2.0" or better during the previous regular term, provided, that his maximum load during the third term shall not be more than 9 units.

Attendance (MSU Code, Chapter 40, Art. 333-338)

The rules on attendance, unless otherwise specifically provided, shall be followed in all other units of the University including the National Service Training Program (NSTP) and Physical Education.

1. Any student, who is obliged to be absent from class due to unavoidable cause/s, must obtain an excuse slip from the Office of the Students Affairs/Dean and present it to the instructor concerned not later than the second session of the class after the date of the student's return.
2. The student must secure a certificate of illness from the University Physician. The student must report all illness causing his absence from class to the Institute Infirmary within three days after his absence.
3. Excuses are for time missed only. All work covered by the class shall be complied to the satisfaction of the instructor within a reasonable time.
4. Whenever a student has been absent from his class for two consecutive class meetings, the faculty member concerned should send a report to the Registrar, through the Dean. The Registrar shall call the student and notify his parents or guardian immediately.
5. When the number of hours lost by absence in one semester reaches 20 percent of the hours of recitation, lecture, laboratory or any other scheduled work in one subject for that semester, the student shall be dropped out of the class roll.
6. The student will be marked "Dropped" if the majority of his absences are excused.
7. The student will be given a grade of "5.0" if the majority of his absences are not excused.
8. The student will be dropped from the rolls if the unexcused absences of the student reach 30%.
9. Time lost by late enrolment shall be considered as time lost by absence.

GRADUATION POLICIES

Graduation Requirements (MSU Code, Chapter 54, Art. 419-425)

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

During the first three weeks after the opening of classes in each semester, the Dean shall certify to the Registrar a list of candidates for graduation for the next commencement exercises.

The Registrar, in consultation with the Department Chair, shall inquire into the academic records of each candidate to ascertain whether any candidate in the list has any deficiency to make up for or whether he/she has fulfilled all other requirements which would qualify him/her to be a candidate for graduation. However, if there should be any question regarding a candidate, his/her name should not be deleted from the list of candidates for graduation, but footnotes to that effect should be given.

Ten weeks before the end of a semester, the Registrar shall publish a complete list of duly qualified candidates for graduation for that semester.

Candidates for Graduation with Deficiencies

All candidates for graduation must have made up for their deficiencies and their records cleared not later than five weeks before the end of their last semester, with the exception of those academic subjects or Physical Education and Military Science in which the student is currently enrolled for the semester.

Residency Requirement

No student shall be considered for the award of a Bachelor's Degree in any of the Colleges unless he/she shall have completed no less than 50% of the academic units required in his curriculum in the Mindanao State University at Naawan.

Any student who has already earned a Bachelor's Degree from Mindanao State University at Naawan may qualify for an award of another bachelor's degree from the University after satisfactorily completed a minimum of 30 units in the major and related fields. The rule on residency requirement shall apply to graduates from any college or school outside MSU.

Retention Policy of Undergraduate Students

Retention policies of the various academic departments shall be subject to system-wide retention policies to be developed and approved by the MSU Board of Regents; **provided that**, no student shall be forced or required to shift from a program if he/she has already earned more than 12 credit-major units or unless officially **DISMISSED** from the University (**BOR Res. No. 62, s. 1999**).

Guidelines in the Conduct of Undergraduate Thesis

1. If a student enrolled in undergraduate thesis fails to satisfy the requirements at the end of the semester, he/she shall be given a grade/remark of **"In Progress"**.

He then shall be required to continually enroll the undergraduate thesis every semester until its completion. Thesis enrolment forms shall include the signature of the thesis adviser among the set of signatories.

Re-enrolment, however, in this course shall be limited to only four (4) semesters after the time he/she incurred an **"In Progress"** grade/remark.

2. A student shall be given a grade of **Passed** only after meeting two (2) conditions: (a) a successful defense, and (b) presentation of the required copies of a bound thesis.

It is the duty of the thesis adviser to submit the student's grade. Deadline for submission of undergraduate thesis grades shall be the same deadline required for all other courses.

3. A student shall be assigned to a thesis adviser during his/her enrolment in the Course 198 (Methods of Research). He/she shall be given an adviser by midterm when the student is expected to be prepared to start finalizing the undergraduate thesis proposal or its equivalent. The proposal in Course 198 should be continued, worked out, and finalized in Course 199, unless necessary that changes be made.
4. The thesis adviser may be replaced only upon the approval of the **Department Chair**, in consultation with both thesis advisers, outgoing and incoming. Designating a faculty member as thesis adviser and replacing one with another shall be put into writing.
5. The acts designating a faculty member as thesis adviser and replacing one with another shall be in writing.
6. The manuscript for thesis defense should be submitted at least 5 working days before the defense. At least 6 weeks before the last day of submission of bound copies, the student must have successfully defended his thesis. Within the six-week period after the defense, a final draft must be prepared by the student.

Leave of Absence (MSU Code, Chapter 53, Art. 414-418)

A student may file a written petition for leave of absence to the Dean due to illness or to similar justifiable cause/s. Application for leave of absence shall not be granted later than two (2) weeks before the last day of classes during the term or semester.

For the leave of absence availed during the second half of the semester, the faculty member concerned shall be required to indicate the class standing of the student as either "Passing" or "Failing" at the time of the application for leave. Application for leave of absence shall not be approved without stipulation of the student's class standing. This, however, should not be entered in the official Report of Grades.

If a student withdraws after three-fourths of the total number of hours prescribed for the course has already elapsed, his instructor may give him a grade of "5" if his class standing up to the time of his withdrawal is below "3". A student who withdraws from the school without formal leave of absence shall have his registration privileges curtailed or entirely withdrawn.

Any student under scholarship and/or grant may apply for a sick leave of absence without forfeiting his scholarship and/or grant when it is for a justifiable reason duly certified to and recommended by the University Physician. Such privilege can only be granted for a period of one academic year or its equivalent. A third leave of absence automatically forfeits the student from the enjoyment of the scholarship and/or grant.

Maximum Residence Rule

The tenure of students in Mindanao State University is **limited to a maximum of six (6) years for the conferment of a degree in a four-year program, or seven (7) years in a five-year program**. However, this policy shall not apply to part-time students enrolling in not more than twelve (12) units per term or semester and to those admitted under special programs which normally require longer time for students to complete the course requirements.

In order for a student to qualify for a title or a degree, he/she must complete the requirements of a course of any department within the following time limit from the start of schoolwork:

For two year preparatory course	-- 3 years
For three- year course	-- 5 years
For four-year course	-- 6 years
For five-year course	-- 7 years
For Masters degree	-- 5 years (after admission to candidacy)

Special cases shall be considered at the discretion of the President of the University or the Chancellor upon recommendation of the Dean.

Substitution of Subjects (MSU Code, Chapter 43, Art. 346-350)

Every substitution of subjects must be based on at least one of the following conditions:

1. 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 one;
2. Conflict of hours between two or more required subjects; or when the required subject is not offered.
3. Every petition for substitution must:
 - 3.1 The subjects should be from the same department if possible; if not, the two subjects must be allied to each other.
 - 3.2 Be between subjects carrying the same number of units.
 - 3.3 It is recommended by the adviser and by the chairperson of the department.
4. All petitions of substitution must be submitted to the Office of the Dean before 12 per cent of the regular class meetings have been held during the term. Any petition submitted thereafter shall be considered for the following semester.
5. Substitution shall not be allowed for any subject prescribed in the curriculum in which the student has failed or received a grade of "5.0"; except when, in the opinion of the department offering the prescribed subject, the proposed substitute covers substantially the same subject matter as the required subjects.
6. The Dean shall act upon all applications for substitution. In case the action of the Dean is adverse to the recommendation of the adviser and the chairperson of the Department concerned, the student may appeal to the Vice Chancellor for Academic Affairs whose decision shall be final.

Advanced Credits (MSU Code, Chapter 45, Art. 353-359)

A student, duly matriculated or whose application for admission has already been approved, may apply for advance credit for works done in another institution by:

1. Presenting his credentials showing that he has passed the courses in the previously attended institution which are fully equivalent to those offered in Mindanao State University for which advanced credit is sought; and,
2. Passing the validating tests administered for the purpose by the concerned department.

Application for advanced credit shall be made on a prescribed form from the Registrar's Office and to be submitted to the department chairperson, who shall recommend it to the Dean.

If the Dean is satisfied that the application is in order, he shall cause the proper department chair to conduct the validating test or determine the possibility of having the test waived.

Rule 3 (3.1) or (3.2) and again to drop him, shall not be eligible for readmission to any college or school of the University.

- 4.3. The scholarship rule regarding permanent disqualification (Rule 4), does not apply to cases where, on the recommendation of the instructor concerned, the faculty certifies that the grades of "5" were due to the student's authorized dropping of the subject and not to poor scholarship. However, if the unauthorized withdrawal takes place after the midterm and the student's class standing is poor, his grades of "5" shall be counted against him for the purpose of this scholarship rule.

The Vice Chancellor for Academic Affairs shall deal with these cases on their individual merits and shall recommend to the Chancellor that the student be dismissed and be allowed to transfer to another department or college, or be placed on probation; but in no case of readmission shall be the action be lighter than probation.

- 4.4 Any student who fails twice in any basic course shall be dismissed from the University without the benefit of readmission. However, a student who fails in any major course may be re-admitted to another course upon approval of the Dean.

Scholastic Standing

To determine the scholastic standing of any student, the grades received during the summer term and the first semester of the ensuing academic year shall be considered as having been received in one semester. This will ensure that the standing of the student for the ensuing second semester is the result of the computation of his summer and first semester general weighted average grade. However, the subject/s taken during summer is/are clearly defined as a regular offering in a given summer in the approved curriculum the student is following.

Non-Admission of Dismissed Students

Non-admission of a student seeking transfer to other colleges after having been dismissed from his/her college due to scholastic deficiency shall be enforced. Transfer to the two-year technology course is an exception.

The application of these rules shall be under the supervision of the Registrar.

The MSU Code, Article 399, states that the faculty of each college or school in consultation with the Dean, and upon approval of the Vice Chancellor for Academic Affairs shall implement suitable and effective rules governing delinquent students, subject to the above minimum standards.

Rule No. 3. Dismissal:

- 3.1 At the end of the semester, any student who obtains a final grade of below “3.0” in at least **76%** of the total number of registered academic units shall be dropped from the roll in his/her college or school; provided that, this shall apply to students who received final grades in less than 9 academic units.
- 3.2 Any student on probation in accordance with Rule No. 2, who again fails in **50% or more** in the total number of units enrolled in, shall be dropped from the roll of his college or school.
- 3.3 Any student dismissed under paragraphs (3.1) and (3.2) but has grades of “Inc.” or “W”, may take removal examinations or waiver examinations or may complete his/her grades before the next registration period. If, after taking the examination, the units in which his/her grades are below “3.0” constitute less than 76% or 50% (see 3.1 and 3.2 above) of the academic units in which he/she has final grades, his/her dismissal shall be lifted. If he/she fails to take the removal examinations before the close of the next registration period, his/her dismissal shall be final; and he/she can no longer take the removal examination.
The term “ next registration period” in the above rule refers to the period following his suspension.
- 3.4 Any student dropped from one college or school shall not ordinarily be admitted to another unit of Mindanao State University. However, in extraordinary cases where the student’s natural aptitude is along another line than that where he/she has failed, he/she may enroll in another college, school or department where his/her natural aptitude may be developed, but on the recommendation of the Vice Chancellor for Academic Affairs .

Rule No. 4. Permanent Disqualification

- 4.1 Any student who, at the end of the semester, obtains final grades below “3” in 100% of the academic units shall be permanently barred from readmission to any college or school of the University. However, this provision shall not apply to students who receive final grades in less than 12 academic units.
- 4.2 Likewise, any student who was dropped in accordance with

The regular period for holding these validating tests shall begin one week before the first day of registration at the opening of each term, and shall end one week after the last day of registration and upon payment of the prescribed fee per subject.

Transferees from other MSU units and those coming from accredited institutions may be given advanced credits for subjects taken without taking any validation test, provided that, the courses taken and passed in those institutions **carry the same course description, title, and number of units in the curriculum enrolled in.**

The grant of advanced credits for courses taken from other institutions but which have no equivalent in the University shall be decided by the Evaluation Panel of the School/College concerned.

Granting of advance credits for courses taken from duly recognized foreign schools and schools operated by the Armed Forces of the United States and of the Republic of the Philippines shall be referred to the University Code, Articles 358-360.

GRADING SYSTEM**The Grades**

The work of the student shall be graded at the end of each term in accordance with the following grading system: (BOR Res. No. 12, s. 1997)

1.00 and 1.25	-	Excellent
1.50 and 1.75	-	Very Good
2.00 and 2.25	-	Good
2.50 and 2.75	-	Satisfactory
3.00	-	Passing
5.00	-	Failure
Inc.	-	Incomplete
IP	-	In Progress
P	-	Passed (for thesis)
Completed	-	for FT 197
DRP	-	Dropped
ODP	-	Officially dropped
W	-	Waived Final exam
WP	-	Withdrawn with permission

All M.S./Ph.D. students must obtain a CGPA of 2.0 to qualify for graduation.

A mark of “Inc” shall be given to a student who fails to appear for final examination or to comply with other prescribed requirements due to illness or other valid reasons.

If in the opinion of the Dean the absence from the examination is justified, the student may be given examination. In case the class standing is not passing and the student fails to take the final examination for any reason, a grade of “5.0” is given.

"Inc." is also given for any unfinished work. If a student passes an examination for the removal of an "Inc." he shall be given a final grade of "3" or better; if he fails, the final grade shall be "5.0" (MSU Code, Art. 363).

Re-examination shall be permitted only for purposes of removing "Inc." grades. A student is not allowed re-examination for improving his grade (MSU Code, Art. 365).

A mark of "W" means final examination is waived on the date scheduled and shall be taken later.

Removal of "Incomplete" Grades

The deficiency indicated by the grade of "Inc." must be removed within the prescribed time; otherwise, the grade becomes "5.0".

The period for the removal of grades of "Incomplete" must not extend beyond one academic year from the time the grade was received.

The one-year academic period allowed for the removal shall be interpreted as extending to the regular semester removal period immediately following the one-year period.

For purposes of determining the scholastic or scholarship status of any student, "Inc" ratings are computed as "5.0", unless these are completed before the end of the next registration period.

The Office of the Registrar will provide the prescribed completion form upon payment of Php20.00 per subject. Students who are not in residence shall pay the registration fee other than the examination fee, in order to be entitled to take the removal examination.

Removal examination and completion should be administered only upon:

1. The consent of the instructor and with indication of the date of completion/examination;
2. The recommendation of the Dean; and
3. The approval of the Registrar.

Grades must be submitted to the Registrar's Office not later than three (3) days after the authorized date of examination.

Waiver of Final Examination

The waiver for final examination shall not apply to all regular, academic, and entrance scholars of the University. However, students who are enrolled under the special programs for the culturally disadvantaged segments of the region shall be extended the privileges of waiving the final examination.

In general, any student who feels he is not adequately prepared to take the final examination at the end of the semester may file, with the approval of the instructor, a written request to take said examination in the following semester.

The student must file the waiver of final examination not later than two weeks before the date of final examination. The final examination for such waiver shall be held within the third week preceding the final examination of the next semester.

Failure to take the final examination for such waiver may mean forfeiture of the privilege to take the same examination at a later date and the instructor shall give the student a grade of "5.0".

Any student whose application for waiver of final examination is approved shall continue to attend his classes until the last day; otherwise, the rules and regulations on attendance and absences shall apply.

The waiver of the final examination shall be granted only on condition that the student shall devote more time to study the subject for which waiver is sought by either registering in a remedial class in that subject or by receiving instruction under a tutor, preferably a member of the University faculty. The waiver for examination shall not be granted for more than two subjects in any semester.

Any student whose academic performance is consistently unsatisfactory during the semester shall not be allowed to waive a subject. As a prerequisite to the approval of a permit to take the final examination for such waiver, a certificate signed by the instructor or tutor to the effect and truth attestation that the said student has received instruction under him/her shall be attached.

Scholastic Delinquency (MSU Code, Chapter 51, Art. 399-410)

Any student whose scholastic performance in class is below a grade of "3.0" or "passing" shall be subjected to the following rules:

Rule No. 1. Warning. At the end of the semester, any student who obtains a final grade of below "3.0" in 25% to 49% of the total number of his/her registered academic units shall be warned by the Dean to improve his/her work.

Rule No. 2. Probation. At the end of the semester, any student who obtains a final grade of below "3.0" in **50% to 75%** of the total number of his/her registered academic units shall be placed on probation for the succeeding semester. His load shall be limited to the extent as determined by the Dean; provided, that this shall not apply to a student who receives final grades in less than six (6) academic units.

The probation may be removed:

1. By raising the number of units passed to over 50% of the total number of units in which he/she has final grades by passing removal examinations, or waiver examinations;
2. By removing the "Inc." grades before the close of the next succeeding terms; and
3. By passing 100% of the units enrolled in the succeeding semester.