

GRADUATE SCHOOL



S.3. There is coordination between the school administration and SAS concerning students with drug and other related problems.

**Master of Science in
Animal Science**

STANDING COMMITTEES COORDINATED BY OSA

Committees Coordinated by OSA



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
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Management
Council
2017 until 2018
University of Southern Mindanao

March 15, 2021

Standing Committees coordinated by OSA

I. Student Welfare Committee

- a. Vice President for Academic Affairs
- b. President, University Student Government
- c. Director, Office of Student Affairs
- d. Director, Health Services
- e. Director, Security Services and Management Office
- f. Director, Business Development Office
- g. Director, Gender and Development Office
- h. Department Head, Career and Counseling Services
- i. Department Head, Student Policy and Research Services
- j. Department Head, Diversity and Integrative Services

II. Student Development Committee

- a. Vice President for Academic Affairs
- b. President, University Student Government
- c. Director, Office of Student Affairs
- d. Director, National Service Training Program
- e. Director, Extension Services Office
- f. Executive Assistant for International Linkages
- g. Dean, Institute of Sports, Physical Education and Recreation
- h. Department Head, Student Development Services
- i. Department Head, Student Policy and Research Services

III. Scholarship Board

- a. Vice President for Academic Affairs
- b. Director, Office of Student Affairs
- c. Director, Finance and Management Services
- d. Director, Business Development Office
- e. Director, Admission and Records Office
- f. Department Head, Scholarship and Financial Assistance
- g. Department Head, Student Policy and Research Services

IV. University Council on Student Discipline

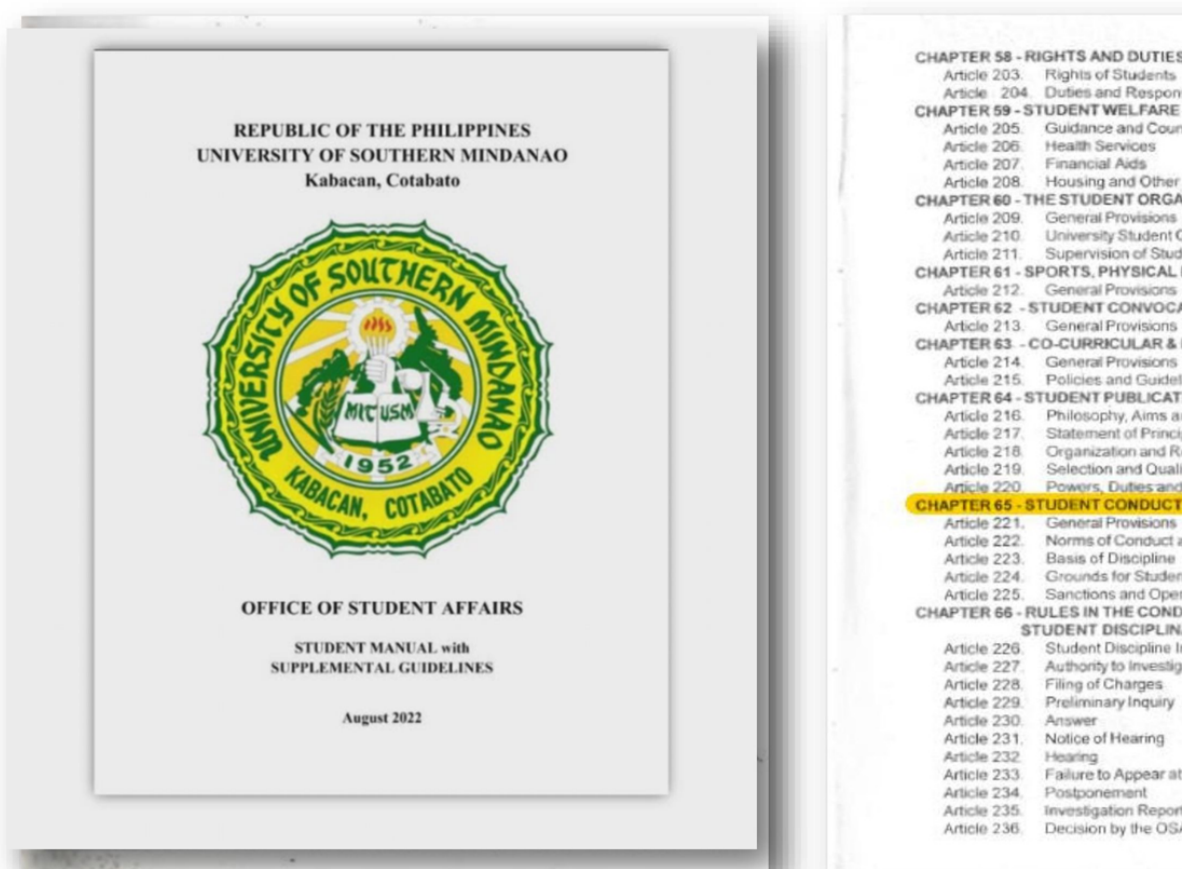
- a. University Legal Officer or a Personnel with legal background as Chairperson
- b. Student Chief Justice or its equivalent, University Student Government
- c. Director, Office of Student Affairs
- d. Director, Security Services Management Office
- e. Department Head, Student Policy and Research Services

Submitted by:


YVONNE V. SALILING
OSA Director

Received
Div. of
F S I P
*UNITY IN DIVERSITY AND
SUSTAINABLE DEVELOPMENT IN
MINDANAO THROUGH QUALITY AND RELEVANT EDUCATION.*

PROVISION ON STUDENT DISCIPLINARY ACTION REFLECTED IN THE STUDENT MANUAL



Civic Conscience and Patriotism. A student of USM is imbued with civic conscience and patriotism, if among other qualities:

- He devotes himself to the growth and development of the Philippines;
- He puts the welfare of the entire country above his personal, family and regionalistic interest;
- He settles all disputes, problems, and conflicts through the channels provided by law and society; and
- He strives to bring about necessary changes through peaceful means.

23. Basis of Discipline

1. At all times, every student must observe, follow, abide by all the laws of the land and all the policies and regulations adopted by the University. The investigation, sanction and corresponding sanction on a student disciplinary case shall follow the procedures set in this Code and, as far as practicable, other applicable laws and regulations as supplementary to this Code.

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

The maintenance of student conduct and discipline is anchored on the willful obedience by the student of all policies, rules and regulations prescribed by the University as embodied in their enrolment pledge and the guidance and counseling by the faculty exercising substitute parental authority.

3. All University personnel are mandated to enforce and supervise overall compliance with this Code in their respective areas of responsibility. For the purpose of enforcing University policies, rules and regulations and the provisions of this Code, the President, Vice Presidents, Deans, Directors, Chairmen, High School Principals, and members of the faculty and security force all deemed persons in authority and/or agents of persons in authority.

24. Grounds for Student Disciplinary Action and Penalties

1. No student or pupil of this University shall be subjected to disciplinary action except for cause as provided in the Code and other existing pertinent laws, regulations and after due process.

2. Grounds for student disciplinary action with its corresponding penalties are classified into grave, less grave, and light, depending on the gravity of its nature and the acts of said acts.

3. The penalties under these rules shall be without prejudice to the filing of a civil or criminal charges against the respondent(s).

4. The following are grave offenses with its corresponding penalties:

Prohibited drug trafficking

1st offense – Expulsion from the University and turn-over of the assets to proper law enforcing authority.

2. Use or possession of prohibited drug

1st offense – Suspension for one (1) school year to expulsion from the University.

2nd offense – Expulsion from the University and turn-over of the assets to proper law enforcing authorities.

3. Misappropriation of University or Student funds or property

a. Involving a total amount of not more than P10,000.00.

1st offense – Suspension for one (1) semester to one (1) year with restitution of funds/property stolen.

2nd offense – Expulsion from the University and restitution of property stolen.

b. Involving a total amount of more than P10,000.00.

1st offense – Suspension for one (1) year to expulsion and restitution of funds/property stolen.

2nd offense – Expulsion from the University and restitution of property stolen.

The restitution of the misappropriated funds or property is a prerequisite to readmission if suspended or issuance of clearance from the University if expelled.

4. Sexual Harassment: Act of Lasciviousness; Seduction

1st offense – Suspension of one (1) semester to one (1) year

2nd offense – Expulsion from the University

5. Rape at any stage of execution

1st offense – Expulsion from the University

6. Hazing such as those committed during military training or in the rites of fraternities or organizations

1st offense – Suspension for one (1) semester to one (1) year with respondent(s) and suspension of the recognition/accreditation of the concerned organization, for a similar period

2nd offense – Expulsion from the University of the respondent(s) and banning of the concerned organization from the University.

Where the hazing committed shall cause serious physical injury or death to the neophyte, the respondent(s) shall be meted with expulsion.

2nd offense – Suspension for three (3) to seven (7) days and payment of damages
 3rd offense – Suspension for seven (7) to thirty (30) days and payment of damages for each offense

16. Coming late to class, i.e. beyond the third fraction of the scheduled class with no valid reason

1st offense – Warning

2nd offense – Reprimand and be marked with unexcused tardiness

3rd offense – Be marked with unexcused absences but still to be admitted to class with the requirement to submit an excuse letter

Subsequent offenses – Non-admission to class and be marked with unexcused absence with the requirement to submit an excuse letter.

17. Violation of reasonable College/institute rules and regulations

1st offense – Reprimand to suspension for five (5) days

2nd offense – Suspension for five (5) days to ten (10) days

3rd and subsequent offenses – Suspension for then (10) to fifteen (15) days for each offense.

Sec. 7. In the meting of penalties, the counting of the number of days of enson shall include Saturdays, Sundays and legal holidays. Penalties imposed not prejudice the filing of appropriate court action by the University against the ider, if necessary.

Sec. 8. Mitigating, aggravating and other circumstance affecting liability for an ise committed shall be considered in meting penalties.

le 225. Sanctions and Operative Effects

lec. 1. Where the suspension is for one semester or more, the student shall out of the University jurisdiction within 72 hours after the suspension order iffect.

lec. 2. In the case of those students who reside with their parents, inside the rsity campus, they shall not be allowed to freely roam around the campus ; class hours within the period of suspension.

ec. 3. Any student whose suspension covers an examination period shall be to the said examination except the final examination.

ec. 4. In all cases of suspension, a written promise of future exemplary conduct ; student and countersigned by his parent(s) or guardian(s) is required as a ion for readmission.

ec. 5. When penalty of expulsion is meted, the student cannot re-enroll in any e in the University.

Sec. 6. Where a prescribed penalty can no longer be imposed, such as in case where the offender is already declared a candidate for graduation, transferring to other school or dropping his enrollment, penalties such as stripping of title fi graduating honor student, delaying the graduation or other appropriate penalie may be meted in lieu of the prescribed penalty therefore depending on the gravity i the offense committed.

CHAPTER 66

RULES IN THE CONDUCT OF INVESTIGATION OF STUDENT DISCIPLINARY CASES

Article 226. Student Discipline Investigating Bodies

Sec. 1. There shall be a University Committee on Student Discipline compose of a Chairman, who shall be a member of the Philippine Bar or shall have some lega background, the USG President as Vice Chairman and another member to be appointed, by the University President for a term of one (1) year from among the faculty and staff of the University. In any disciplinary case before the Committee, respondent may request that two (2) students of his choice be appointed to si without right to vote with the Committee.

The OSA Director shall also serve as non-voting member of the Committee.

Sec. 2. The Committee shall be under the general supervision of the Vice President for Academic Affairs, who shall designate, whenever requested the student members to sit with the Committee.

Sec. 3. The Director of Student Affairs through the Student Discipline Section which is composed of one chairman and two members to be designated by the USM President from among the qualified faculty of the University upon recommendation of the OSA Director, and the College/Institute Deans in their respective units through an investigating committee duly constituted for the purpose, shall serve as the lower investigating bodies whose respective duties and functions are hereinafter set forth.

Article 227. Authority to Investigate

Sec. 1. The University Committee on Student Discipline shall have exclusive authority to investigate student disciplinary cases, except the following cases which shall be under the exclusive concurrent authority of the OSA Director through the Student Discipline Section and the College/Institute Dean through a committee duly created for the purpose, to investigate where the penalty prescribed by these rules for the offense charged does not exceed thirty (30) days suspension irrespective of other imposable penalties, accessory or otherwise.

- Violation of reasonable rules and regulations duly promulgated by the College or Institute; and
- Misconduct or offense committed in the presence of a faculty member or any University official or employee during an official activity or affair of the College or Institute.

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ec. 2. The University Committee on Student Discipline shall have the authority ew final judgments, decisions, resolutions, order, or awards of the OSA Director College/Institute Deans and shall submit its findings and recommendations to iversity President within the period prescribed in these rules.

ec. 3. For cases which are under the exclusive authority of the University nt Discipline Committee to investigate, the OSA Director through the Student line section or the College/Institute Dean through the investigating committee orized to conduct the necessary preliminary investigation or inquiry.

228. Filing of Charges

ic. 1. A disciplinary proceedings may be instituted motu proprio by any riate authority of the University, upon the filing of written charge specifying the omission constituting the misconduct and subscribed to by the complainant ; filing of appropriate complain or submission of an official report of any violation ting rules and regulations committed by a student by any aggrieved party with SA Director through the Student Discipline Section or the College/Institute oncerned, as prescribed in these rules.

ic. 2. Upon filing of appropriate charge or report with any of the investigating ; mentioned in the preceding sections, an entry shall be made in an official 'book kept for the purpose, specifying the person or persons charged, the ainant(s), his/their witnesses, if any, the date of filing, and the substance of arge.

229. Preliminary Inquiry

ic. 1. Upon receipt of the complaint or report, which shall be under oath, the ating body concerned shall determine whether such complaint or report is nt to warrant formal investigation.

ic. 2. Notice to the respondent(s) is required but presence of the respondent(s) the preliminary investigation is not necessary.

Article 237. Investigation by the University Committee on Student Discipline Action of the University President

Sec. 1. Within three (3) days after receiving the records of a case tran by the University President, the University Committee on Student Disciplina convene to review the case on the merits. It may conduct its own investig necessary

Sec. 2. The University Committee on Discipline shall submit its repor case to the University President through the Vice president for Academic within seven (7) days after receipt of the records thereof. The report shall b statement of the findings of fact, conclusions and recommendations ; regulations of which the decision is based.

Sec. 3. The University President shall render his decision whether to c sustain or amend the recommendation of the University Committee on Discipline within three (3) days after receipt thereof.

Article 238. Finality of Decision

Sec. 1. The decision of the OSA Director or the College/Institute De than expulsion or permanent disqualification from enrollment, stripping of award, or suspension for more than thirty (30) days shall become final and e unless a motion for reconsideration of the same is filed, in which case, the shall be final and executory within five (5) days after receipt of the den motion, except when an appeal is seasonably filed with the University Pre

Sec. 2. The decision of the University President shall become final and e Where the penalty is imposed for the offense committed is expulsion or p disqualification from enrollment, stripping of honor award, a suspension than one (1) semester, or other penalties of equivalent severity. consultatio