



AREA I

VISION, MISSION, GOALS & OBJECTIVES

S.5.4. moral character

Goals of Academic Unit

Goals

1. Competent professionals who will be leaders in the fields of agriculture, industry, rural and economic development, science and technology, and education, and thus help improve the quality of life of the people in Southern Philippines.
2. Updated and innovative professionals equipped in the state-of-the-art and cutting edge technologies of their respective fields of specialization.

Objectives

1. MS/MA and PhD/EdD graduates who can meet the highest standards of performance in their various professions whether in the areas of Research, Instruction, Extension, and Resource Generation.
2. Be at par if not well above average in knowledge, skills, and values with other professionals or colleagues in the specific disciplines where they belong as offered by the Graduate School, among others: Education, Agriculture, Extension, Public Affairs Management, Mathematics, Industrial Arts, Language Teaching, Rural Development.
3. They can be authorities or experts of their own respective disciplines and can thus be depended upon by the community and clientele they serve.
4. They can generate new knowledge, innovations, technologies, and strategies through research along their fields of expertise.
5. They can establish, demonstrate or show case their own leadership, new technologies, innovations, and strategies through outputs as in but not limited to invention, production, project conduct or implementation, and publication.

STUDENT PLEDGE

As a student privileged to be admitted to the
University of Southern Mindanao for 1st Semester of
School Year 2022-2023,
I hereby promise to abide
by all the rules and regulations laid down
by its component authority.

Signature Over Printed Name

REPUBLIC OF THE PHILIPPINES
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato



OFFICE OF STUDENT AFFAIRS

**STUDENT MANUAL with
SUPPLEMENTAL GUIDELINES**

August 2022

Section 1. The University, through the University Gender and Development Office, shall ensure the equal opportunities to students regardless of gender orientation while embodying the good values and adherence to the policies set forth on the proper conduct and ethical standards for the students.

Article 253. Research and Student Profile

Section 1. The Office of Student Affairs shall conduct student related researches to update student profile and information.

Section 2. Data collected on student profile may be used for research purposes or other related policy legislation of the university subject to the pertinent provisions of existing laws and the Data Privacy Law.

Section 3. Data collected on student profile as stated in Article 211, Section 4 of this Code may also be used for purposes state in the preceding Section.

Chapter 70 STUDENT CONDUCT AND DISCIPLINE

Article 254. General Provisions

Section 1. Every student shall obey the laws of the land, the rules and regulations of the University and the accepted standards of society.

Section 2. The definition of specification of certain offenses or breaches of discipline, formulated by the Academic Council and approved by the Board of Regents, shall not be construed to exclude other offenses or breaches against the rules of discipline promulgated by the offices of the University President, Dean or Director or by the Committee on Student Discipline in cases not provided by said University Academic Council.

Section 3. The provisions of this Chapter shall apply to all bonafide college students of the University and, by analogy or as far as practicable, to the laboratory school students, for offenses committed within the university campus and outside if in the latter, the violation was committed while performing a university-sponsored or sanctioned activity or where the misconduct affects the student's status or the good name or reputation of the University.

Article 255. Norms of Conduct and Discipline

Section 1. The following norms of conduct and discipline shall be expected from the students of the University:

- a. Moral character
- b. Personal discipline
- c. Ethical behavior
- d. Civic conscience and patriotism
- e. Environmental care
- f. Act according to generally accepted norms and societal principles.

Article 256. Basis of Discipline

Section 1. Every student shall observe and abide by the laws of the land and the policies and regulations of the University. The investigation, disposition and corresponding sanctions on student disciplinary case shall follow the procedures set in this Code and other applicable laws.

Section 2. Every student shall observe his/her pledge of loyalty to the University.

Section 3. All university personnel are mandated to enforce and implement policies, rules, and regulations of the university and the provisions of this code. As such, all university personnel who are persons in authority as defined by law shall exercise candor and prudence and ensure compliance thereof.

Article 257. Grounds for Student Disciplinary Action and Penalties

Section 1. No student of USM shall be subjected to disciplinary action except for just cause as provided in the code, other laws, and regulations and only after due process.

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

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

Section 4. The following are grave offenses with their corresponding penalties:

1. Prohibited drug trafficking
1st offense - Expulsion from the University
2. Use or possession of prohibited drug
1st offense - Suspension for one (1) school year to expulsion
2nd offense - Expulsion from the University
3. Malversation of University or Student funds or property.
 - a. Involving a total amount of not more than P25,000.00
1st offense - Suspension of one (1) semester to one (1) year and restitution of funds/property stolen
2nd offense - Expulsion from the University and restitution of funds property stolen.
 - b. Involving a total amount of more than P25,000.00
1st offense - Suspension for one (1) year to expulsion and restitution of funds/property stolen.
2nd offense - Expulsion from the University and restitution of funds/ 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, and seduction

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

2nd offense – Expulsion from the University

5. Sexual Harassment, act of lasciviousness, and seduction that include:

- a. Unwanted touching of private parts of body (inner thighs, genitalia, buttocks, and breast);
- b. Sexual assault;
- c. Malicious touching;
- d. Requesting for sexual favor in exchange for employment, promotion, local or foreign travels, favorable working conditions or assignments, a passing grade, grant of honors or scholarship, or the grant of benefits or payment of a stipend or allowance; and
- e. Other analogous cases.

1st offense – Expulsion from the University

6. Rape at any stage of execution

1st offense – Expulsion from the University

7. Hazing or any act that results in physical or psychological suffering, harm, or injury inflicted on a recruit such as military training, ROTC, Boy/Girl Scout, and the like, neophyte, applicant, or member as part of an initiation rite or practice made as a prerequisite for admission or a requirement for continuing membership in a fraternity, sorority, or organization, including but not limited to, paddling, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical and psychological health of such recruit, neophyte, trainee, or member. This shall also include any activity, intentionally made or otherwise, by one person alone or acting with others, that tends to humiliate or embarrass, degrade, abuse or endanger, by requiring a recruit, neophyte, trainee, or member to do menial, silly, or foolish tasks. For this purpose, the members who, being present, and with full knowledge of the acts constituting hazing being committed in their presence, shall be liable, whether they actually participated in the act of hazing or not. The officers and advisers of the organization, society or group, shall equally be liable, whether present or not.

1st offense - Suspension for one (1) semester to one (1) year for the 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 the death of a neophyte, the respondent(s) shall be meted with expulsion on the first offense without prejudice to the filing of appropriate court charges against the respondent(s).

8. Forging of signatures, falsification of public documents, perjury, false testimony, and misrepresentation of facts, tampering of official records and documents, and unauthorized solicitation, other acts of fraud and illegal exaction or transaction.

1st offense – Suspension for one (1) year to Expulsion

2nd offense – Expulsion

9. Serious physical injuries

1st offense – Suspension for one (1) year to expulsion and payment for damages

2nd offense – Expulsion and payment for damages as the case may be.

10. Assault upon a person in authority and/or their agents

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

2nd offense – Expulsion

11. Robbery at any stage of execution

1st offense – Suspension for one (1) year to expulsion, and restitution of things stolen and/or payment of damages

2nd offense – Expulsion and restitution of the thing(s) stolen and/or payment of damages

12. Theft

1st offense – Suspension for one (1) semester to one (1) year and restitution of the thing stolen

2nd offense – Expulsion and restitution of the thing(s) stolen

13. Grave misconduct, being notoriously undesirable or conduct grossly prejudicial to the best interest of the University such as but not limited to threats, intimidation, coercion, and all forms of bullying against any student, faculty member, or University official, including members of the staff personnel and/or security force, committed by word, deed, or any other means and in any form, including through social media (Cyberbullying), of such nature as to cause fear, anxiety, or grave emotional or psychological distress, whether the same occurs within or outside the premises of the University.

1st offense - Expulsion from the University

14. Unauthorized possession of firearms and/or other deadly weapons

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

2nd offense – Expulsion from the University

15. Grave threat

1st offense – Expulsion from the University

16. Bribery

1st offense – Expulsion from the University

17. Extortion or illegal exaction

1st offense - Suspension for one (1) semester to one (1) year

2nd offense - Expulsion from the University

18. Forging or tampering of university records or transfer forms, securing or using forged transfer credentials, or any material misdeclaration in the admission application or enrollment form or any other document required for admission or enrollment.

1st offense - Suspension for one (1) semester to one (1) year

2nd offense - Expulsion from the University

Section 5. The following are less grave offenses with their corresponding penalties:

1. Offenses against decency and good customs, such as, immoral doctrines, obscene publications and exhibitions, and other similar offenses

1st offense - Suspension for thirty (30) days to one (1) semester

2nd offense - Suspension for one (1) semester to one (1) year

3rd offense - Expulsion

2. Less Serious Physical Injuries

1st offense - Suspension for thirty (30) days to one (1) semester

2nd offense - Suspension for one (1) semester to one (1) year

3rd offense - Expulsion

3. Sexual Harassment, act of lasciviousness, and seduction that include:

a. Unwanted touching or brushing against a victim's body;

b. Pinching not falling under grave offenses;

c. Derogatory or degrading remarks or innuendos directed toward the members of one sex, or one's sexual orientation or used to describe a person;

d. Verbal abuse or threats with sexual overtones; and

e. Other analogous cases.

1st offense: Suspension for one (1) semester to one (1) school year

2nd offense: Expulsion

4. Vandalism including destruction of university property and other malicious mischief

1st offense - Suspension for thirty (30) days to one (1) semester and payment of damages, restitution of the whole span of tarnished wall or both

2nd offense - Suspension for one (1) semester to one (1) year and payment of damages, restitution of the whole span of tarnished wall or both

3rd offense - Expulsion and obligation to pay damages, restitution of the whole span of tarnished wall or both

5. Illegal assembly/association as defined by law

1st offense - Suspension for thirty (30) days to one (1) semester

2nd offense - Suspension for one (1) semester to one (1) year

3rd offense - Expulsion

6. Disobedience of lawful order of persons in authority and/or their agents or violation of University rules

1st offense - Suspension for thirty (30) days to one (1) semester

2nd offense - Suspension for one (1) semester to one (1) year

3rd offense - Suspension for one (1) year to expulsion

7. Libel or unlawful use of means of publication and unlawful/false utterances as defined by law

1st offense - Suspension for thirty (30) days to one (1) semester

2nd offense - Suspension for one (1) semester to one (1) year

3rd offense - Expulsion

8. Plagiarism in any acts or form

1st offense - Suspension for thirty (30) days to one (1) semester

2nd offense - Suspension for one (1) semester to one (1) year

3rd offense - Expulsion from the University

Section 6. The following are light offenses with their corresponding penalties:

1. Insulting, uttering defamatory or derogatory remarks or flagrant indecency in language against a fellow student

1st offense - Suspension for one (1) week to one (1) month

2nd and subsequent offenses - suspension for thirty (30) days for each offense

2. Drunkenness within the premises of the university

1st offense - Suspension for one (1) week to one (1) month

2nd offense - suspension for thirty (30) days to one (1) semester

Subsequent offenses - Suspension for one (1) semester for each offense

3. Sexual Harassment, act of Lasciviousness, and seduction that include:

a. Surreptitiously looking or stealing a look at a person's private part or worn undergarments;

b. Telling sexist/smitty jokes or sending these through text, electronic mail, or other similar means, causing embarrassment or offense and carried out after the offender has been advised that they are offensive or embarrassing or, even without such advice, when they are but their nature clearly embarrassing, offensive or vulgar;

c. Malicious leering or ogling;

d. The display of sexually offensive pictures, materials or graffiti;

e. Unwelcome sexual flirtation, advances, propositions;

f. Unwelcome inquiries or comments, about a person's sex life;

g. Making offensive hand or body gestures at an employee;

h. Persistent unwanted attention with sexual overtones;

i. Unwelcome phone calls with sexual overtones causing discomfort, embarrassment, offense or insult to the receiver; and

j. Other analogous cases.

1st Offense - Reprimand

2nd Offense - Suspension for one (1) semester to one (1) school year

3rd Offense - Expulsion

4. Slight physical injuries

1st offense - Suspension for one (1) week to one (1) month

- 2nd offense* – Suspension for thirty (30) days to one (1) semester
3rd offense – Suspension for one (1) year to expulsion
5. Fighting or resorting to physical force or violence
1st offense – Suspension for two (2) weeks to one (1) month
2nd offense – Suspension for thirty (30) days to one (1) semester
3rd and subsequent offenses – Suspension for one (1) semester to one (1) year for each offense
6. Gambling/Betting
1st offense – Suspension for one (1) week to one (1) month
2nd and subsequent offenses – Suspension for thirty (30) days to one (1) semester for each offense
7. Cheating during an examination or quiz
1st offense – Automatic failing grade in the concerned subject
8. Tumults and other scandalous disturbance to University activity
1st offense – Suspension for two (2) weeks to one (1) month
2nd offense – Suspension for thirty (30) days to one (1) semester
3rd and subsequent offense – Suspension for one (1) semester to one (1) year for each offense
9. Littering or misuse of school property
1st offense – Picking up of litters or cutting of grasses or cleaning the University premises for one (1) hour
2nd offense – Picking up of litters or cutting of grasses or cleaning the University premises for two (2) hours
3rd offense and subsequent offenses – Picking up of litters or cutting of grasses or cleaning the University premises for three (3) hours
10. Violation and marring legally posted signs and notices
1st offense – Reprimand to suspension for one (1) week
2nd offense – Suspension for one (1) week to one (1) month
3rd and subsequent offenses – suspension for one (1) month for each offense
11. Over speeding within the University and causing noise pollution
1st offense – Reprimand to suspension for (2) days
2nd offense – Suspension for three (3) to seven (7) days
3rd and subsequent offenses – Suspension for seven (7) to thirty (30) days for each offense
13. Unauthorized cutting/uprooting of trees/plants, stoning/picking of fruits, hunting, and fishing
1st offense – Reprimand or suspension for two (2) days and payment of damages
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
14. Dress code violation

- 1st offense* – Reprimand to suspension for (2) days
2nd offense – Suspension for three (3) to seven (7) days
3rd and subsequent offenses – Suspension for seven (7) to thirty (30) days for each offense
15. Cyberbullying
1st offense – Reprimand to suspension for (2) days
2nd offense – Suspension for three (3) to seven (7) days
3rd and subsequent offenses – Suspension for seven (7) to thirty (30) days for each offense
16. Prohibited practices relating to the use of student ID:
 a. Wearing of ID underneath one's clothing;
 b. Attaching of ID to personal belongings/article (e.g., bag, book, etc.); or
 c. Failure to wear the official ID in its proper placement.
 b. Refusal to wear the official ID;
 c. Using fictitious ID, or one that belongs to another person;
 d. Lending of one's ID to another person;
 e. Tampering with the ID;
 f. Refusal to show or surrender the ID when demanded by a person in authority.
1st and subsequent offenses - Non-admittance to University campus, offices or facilities and exclusion from classes and be declared absent.
17. Smoking in classroom, library and other "no smoking" areas or premises
1st offense – Reprimand to suspension for two (2) days
2nd and subsequent offenses – Suspension for three (3) to seven (7) days for each offense
18. Unauthorized cutting/uprooting of trees/plants, stoning/picking of fruits, hunting and fishing
1st offense – Reprimand to suspension for two (2) days and payment of damages
2nd offense – Suspension for three (3) to seven (7) days and payment of damages
3rd and subsequent offenses – Suspension for seven (7) to thirty (30) days and payment of damages for each offense
19. Coming late to class, i.e. beyond 15 minutes after the start of the class with no valid reason
1st offense – Warning
2nd offense – Reprimand and be marked with unexcused tardiness
3rd offense – Be marked with unexcused absence but still to be admitted to class with the requirement to submit an excuse letter.
Subsequent Offense - Non-admission to class and be marked with unexcused absence with the requirement to submit an excuse letter.

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

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

Article 258. Sanctions and Operative Effects

Section 1. The penalty of expulsion shall carry with the accessory penalty of perpetual disqualification from re-enrolling in the University.

Section 2. When suspension is meted out as a penalty, it shall take effect immediately.

Chapter 71 RULES IN THE CONDUCT OF INVESTIGATION OF STUDENT DISCIPLINARY CASES

Article 259. University and College Committee on Student Discipline

Section 1. There shall be a University Committee on Student Discipline composed of:

- a. OSA director as Chairperson;
- b. Two (2) Representatives from USG as member;
- c. Dean(s) from the academic unit/s where the respondent(s) and complainant(s) is/are enrolled; and
- d. University Guidance Counselor as non-voting member

Section 2. There shall be an Academic Unit Conciliation, Mediation and Arbitration Committee to be constituted by the Director of Office of Student Affairs. The Committee shall be composed of:

- a. Designated College Guidance Counselor, where the complainant/s is/are enrolled, as chairperson
- b. OSA representative other than the OSA Director;
- c. The Local Student Government (LSG) Governor of the concerned academic unit or authorized representative.
- d. Department Chairperson(s) from the academic unit/s where the respondent(s) and complainant(s) is/are enrolled.

Section 3. In case a member of the committee is under investigation, the committee chairperson or any competent authority may recommend the replacement of such member to be approved by the Committee en banc.

Article 260. Authority to Investigate

Section 1. The exclusive authority of the University Committee on Student Discipline shall include the following:

- a. Investigate, hear, and resolve student disciplinary cases forwarded by the Academic Unit Conciliation, Mediation, and Arbitration Committee and those classified as grave offenses which imposes a penalty of suspension for more than ten (10) days and or expulsion;
- b. Submit its findings and recommendations to the VPAA and to the University President for implementation.

Section 2. The Academic Unit Conciliation, Mediation and Arbitration Committee shall have primary jurisdiction or authority over all disciplinary student cases, except grave offenses. Unresolved cases shall be certified by consensus of the majority of the Committee members and forward the same to the University Student Discipline Committee.

Article 261. Form and Content of Complaint

Section 1. The complaint shall be written in a clear, simple, and concise language, and organized as to sufficiently informed the respondent of the nature of the charge against him/her and to enable him/her to prepare his/her defense.

Section 2. The complaint shall contain:

- a. The full name and address of the complainant;
- b. The full name and address of the respondent as well as his/her program, section and academic unit; and
- c. Position paper attached with necessary documents related to the complaint.

Section 3. The submitted complaint shall be sufficient in form and substance to warrant a preliminary inquiry to be conducted by the Academic Unit Conciliation, Mediation, and Arbitration Committee.

Section 4. For grave offenses, duly certified by the Academic Unit Conciliation, Mediation, and Arbitration Committee, the same shall be forwarded to the University Committee on Student Discipline, who shall conduct a preliminary investigation within 5 days upon the receipt of the complaint submitted sufficient in form and substance.

Section 5. Within five (5) days from receipt of the complaint, the concerned Committee shall serve a notice to the respondent. The notice shall contain information about the charges against the respondent and of the conduct of a preliminary inquiry. Failure of the respondent to appear in the preliminary inquiry shall be deemed as a waiver on his/her right to participate in the said inquiry and the same shall proceed ex-parte without prejudice to his/her right to participate in the proceeding at any stage of the investigation to protect his/her right.

Section 6. In cases where the complaint is found insufficient in form or substance, the Committee shall dismiss the case without prejudice and notify the parties involved.

Article 262. Respondent's Position Paper

Section 1. The respondent shall be given five (5) days from receipt of the charge within which to file a position paper. Formal investigation shall be held on notice as provided in the succeeding Articles.

Article 263. Notice of Hearing

Section 1. All parties shall be notified of the time, date, and place of the hearing at least three (3) working days before such hearing.

Article 264. Hearing

Section 1. Hearing shall commence not later than three (3) working days after the receipt of the respondent's position paper or after the expiration of the period within which the respondent shall have filed his/her position paper.

