



SULU STATE COLLEGE

Capitol Site, Bangkal, Patikul, Sulu



STUDENT MANUAL



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FOREWORD

This Student Manual serves as a guide of every student of the Sulu State College (SSC). It contains information on the basic policies, guidelines and procedures covering enrolment, curricular offerings and requirements, grading system and the rules of conduct. It intends to inform parents on the school's philosophy, vision, mission and goals; historical background, administration and staff; facilities and services; and other information relevant to the academic and vocational programs of the school.

It presumes that enrolling at SSC means willful acceptance of the total program of education of this college by the students and parents and the commitment of the college to render the highest quality of service. Hopefully, the students are expected to make an extensive use of this information for their welfare, transformation and development of their personality.

PROF. CHARISMA S. UTUTALUM, CESE
President

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**SULU STATE COLLEGE BOARD OF TRUSTEES
(R.A. 8292)**

The Honorable Chairperson Commission on Higher Education	Chairperson
The Honorable President Sulu State College	Vice Chairperson
The Honorable Chairperson Senate Committee on Education	Member
The Honorable Chairperson House Committee on Education	Member
The Executive Director Regional Planning and Development Office Bangsamoro Autonomous Region in Muslim Mindanao	Member
CHED Regional Chairperson Commissioner Bangsamoro Autonomous Region in Muslim Mindanao	Member
The President, Faculty Association Sulu State College	Member
The President, Central Student Government Sulu State College	Member
The President, SSC Alumni Association	Member
Two Prominent Personalities Representing the Private Sector	Members



PART I

INTRODUCTION



GENERAL INFORMATION

Instruction, Research, Extension and Production are elemental functions of the Sulu State College, its *raison d'être*. The College strives for excellence in these areas and through its seven Schools, aims for programs and projects for human advancement. By its progressive expansion of knowledge in the fields of science, technology, agriculture and business entrepreneurship, the College is, to all intents and purposes, an instrument of the government for national development and improvement of the quality of life.

1.1. HISTORICAL BACKGROUND

Sulu State College traces its origins to 1924 when the Americans established Sulu High School, which was the highest institution of learning in the entire Province of Sulu at that time. Over the years, the institution has undergone several organizational transformations, primarily in response to the growing educational needs of the developing region.

In 1963, by virtue of RA 3712, Sulu High School was renamed Dayang Hadji Piandao Memorial High School in honor of the late Pangian (Queen) of Sulu, in accordance with Republic Act No. 3712. While Dayang Hadji Piandao Memorial High School received national government support, in 1970, the provincial government established Jolo Community College, which quickly grew to serve an average of 1,200 enrollees. The college was primarily funded through tuition fees and other student charges.

In 1982, the two institutions merged and became Sulu State College, pursuant to Batas Pambansa Bilang 208. As a result of this law, Mr. Mukatil U. Salih became the acting president of the College until his retirement in 1989. Since then, three other educators have served as president: Dr. Norma A. Abdulla (1989–1995), Dr. Hamsali S. Jawali (1995–2010), and Dr. Abdurasa S. Arasid (2010–2018).

Dr. Abdulla's tenure was marked by the advent of computerization, which introduced office automation to the College. During her administration, she established the Graduate School program and took several steps to further develop the institution. The computer center, which preceded the establishment of the School of Computer Science, was where students took their computer literacy classes. At the beginning of her presidency, Sulu State College consisted of only four schools: Education, Arts and Sciences, Business Administration, and Agriculture.

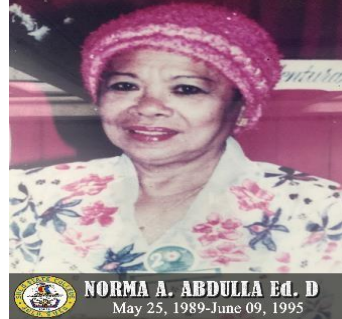
During Dr. Hamsali's presidency, additional academic programs were introduced, and two new schools were established—the School of Computer Science, Information Technology, and Engineering, and the School of Nursing. Additionally, the Islamic Studies was founded. By the time Dr. Arasid assumed office, he continued the focus on quality education set by his predecessors. To further this goal, he submitted the College's education program for accreditation, marking a first for Sulu State College.

Currently, the College is led by Dr. Charisma S. Ututalum, CESE, who was elected and appointed by the Board of Trustees on June 21, 2018. Under Dr. Ututalum's leadership, Sulu State College has achieved significant milestones in administration, academics, research, and extension services. Notably, the College established the first Center for Culture and Arts in Sulu, the only Smart Campus in the province, and the first Open Market Organic Center, demonstrating a commitment to sustainable development. It has also increased student enrollment, improved facilities (including CCTV, water systems, and infrastructures), and formalized key operational frameworks. Dr. Ututalum expanded academic offerings, accrediting 31 programs with Certificate of Program Compliance and establishing new courses in fields like Criminology, Social Work, Public Administration, Tourism, Hospitality Management, Early Childhood Education and Nursing. The College also strengthened ties with local and national stakeholders, partnered with international research bodies, and implemented development programs for faculty and non-teaching personnel. Furthermore, the College became ISO 9001:2015 certified, Freedom of Information-compliant, received the Rising Star FOI award, and introduced innovations such as automated student services system. Dr. Ututalum's initiatives have also enhanced faculty and student welfare, with free licensure reviews, scholarships, and training programs, while fostering a culture of excellence, professionalism, and community engagement.

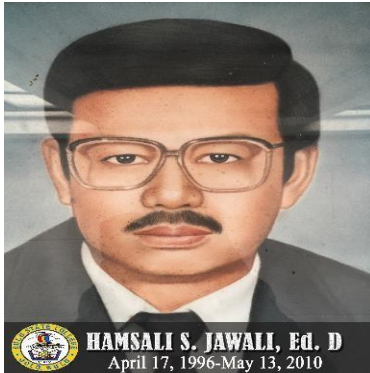
PRESIDENTS OF SULU STATE COLLEGE



MUKATTIL U. SALI
March 23, 1984 to May 24, 1989



HJA. NORMA A. ABDULLA, Ed.D
May 25, 1989 to June 09, 1995



HJI. HAMSALI S. JAWALI, Ed.D
April 17, 1996 to May 13, 2010



PROF. ABDURASA S. ARASID, Ed.D
May 14, 2010 to May 13, 2018



PROF. CHARISMA S. UTOTALUM, Ed.D, CESE
June 21, 2018 to present

VISION, MISSION, PHILOSOPHY, GOALS AND OBJECTIVES

VISION:

The Sulu State College as Center of Excellence in BARMM, producing globally competitive graduate and as institutional stewards in the development of the region.

MISSION:

Sulu State College (SSC) is committed to develop academic stalwarts and globally competent professionals, producing cutting-edge research and technologies for sustainable development; engage in partnership and viable resource generation programs.

PHILOSOPHY:

The Sulu State College must be a catalyst of change in the social, moral, physical and economic development in the area with special focus on the quality of life of the marginal sector as farmers, fishermen, low-income workers and such like:

- Program for academic excellence shall assure top priority in the Sulu State College's goals so it can lead in developing quality leaders in the area;
- Strong Faculty and staff preparation enhance and promote better standard of performance to sustain dynamism of the College;
- Maintaining distinctive competence in the core curricular will establish high capability in terms of skills and knowledge that the students bring with them when they go out of school to face the world of work;
- The school of agriculture must maintain instruction side by side with production because wisdom is not told but gained by experience; and
- A well balanced program of research extension and agri-business projects Strengthens the foundation for the development of the College.

THE GUIDING VALUES:

Underpinning all its aspirations and plans, the College shall be guided by the following principles and values:

S - SOLIDARITY - displaying a deep commitment to the mission and vision of the College where a collegial and unified system of governance is continuously nurtured and sustained to promote mutual respect and understanding, where effective collaboration motivates all synergistic relationships among its members;

P - PROFESSIONALISM - We commit to the highest standards of ethics and professionalism and abide with the Constitution of the Republic of the Philippines and other pertinent government regulations in pursuit of honesty, transparency, efficiency, and effective public service;

I - INTEGRITY - Unstained credibility and whose reputation is unsullied by the trends of corruption;

C - COMMITMENT - We are dedicated to meeting the needs of the communities we serve;

E - EXCELLENCE - maintaining the highest standards of academic and service excellence in the performance of its mandated functions: instruction, research, and extension.

GOALS AND OBJECTIVES GOALS:

A. GOALS

1. Quality and Excellence

- a. Upgrading instructional facilities and equipment and
- b. Instructional capability-building up dynamic pool of experts in the various disciplines.

2. Relevance and Responsiveness

- a. Accreditation of curricular programs to ensure generation and transmission of knowledge and development of skills that can address the challenges and demands of the continually dynamic changing needs of local, regional, and international society.
- b. Revitalization of Instruction, Research, Extension, and Production programs to propel technology generation and transfer.

3. Access and Equity

- a. Exploration of scholarship grants and provision of wide equitable access to higher education for the unprivileged but deserving clientele and
- b. Exploration for scholarship grants and financial assistance to poor but deserving clientele.

4. Efficiency and Effectiveness

- a. Maximization and optimization of utilization of available financial and material resources to hasten modernization and
- b. Adoption of cost saving measures and income-generating programs.

B. OBJECTIVES:

1. QUALITY AND EXCELLENCE

1.1. Vision/Mission

- a. Periodic evaluation on the adherence and anchoring to the vision/mission in the conduct of all activities of the institution.

1.2. Faculty

- a. To employ teachers according to the need of the College and motivate teachers to pursue relevant and appropriate graduate studies and
- b. Refocus faculty development programs/thrusts to build up a pool of experts in the various disciplines.

1.3. Curriculum/Instruction

- a. Compliance with CHED Minimum Standards and accreditation requirements through the provision of upgraded and more adequate instructional facilities and equipment;
- b. Conduct periodic institutional quality assurance monitoring and evaluation; and
- c. Develop strategies to assure high percentage of licensure passers.

1.4. Support to Students

- a. Conduct periodic review of existing admission policies, procedures, standards towards greater access for educational and guidance services.
- b. Improve physical facilities and equipment that cater to the needs of the students.

1.5. Research

- a. Generate technologies that are appropriate for the enhancement of agri-industrialization and environmental development;
- b. Develop and enforce institutional policies for the promotion, protection, and publication of research outputs; and

- c. Conduct researches in line with CHED and DOST thrust and support the program of networking/collaboration with local and with international bodies

1.6. Extension

- a. Come out with more relevant extension programs that could improve the quality of life of the target clientele;
- b. Assist in the pursuit of lasting peace and order; and
- c. Transfer technologies and provide trainings to farmers.

2. RELEVANCE AND RESPONSIVENESS

2.1. Faculty

- a. Establish professorial chairs and exchange programs;
- b. Undertake continuing professional enhancement programs
- c. Review and upgrade faculty development and advanced policies; and
- d. Improve faculty work load and assignments.

2.2. Student Services

- a. Operationalize a “Job Placement Office.”
- b. Establish cultural programs and activities;
- c. Adopt year round sport activities;
- d. Expand the dormitory; and
- e. Enrichment of co-curricular activities.

2.3. Research and Extension

- a. Adopt objective letter c in the hand-out;
- b. Widen faculty participation in R & E
- c. Allot adequate budget; and
- d. Tap international and national funding agencies.

2.4. Curriculum/Instruction

- a. Review/enrich existing and offer new relevant programs;
- b. Adopt letters b & c in hand-out; and
- c. Integration of peace and values formulation education in the curriculum

2.5. Library

- a. Acquisition of additional books and reference in conformity with TPAAE & CHED standards;
- b. Establish specialized libraries;
- c. Provision of internet utilization; and d. Advanced degrees for the librarians.

2.6. Laboratory

- a. Acquisition of Laboratory equipment in conformity with TPAAE and CHED Standards.

2.7. Physical Plant and Facilities

- a. Construction/completion of a multi-purpose gym and sports complex; and
- b. Improve water facilities.

2.8. Administration

- a. Review the organizational structure;
- b. Strengthen establishment of linkages and networking with other agencies;
- c. Explore other sources of funds; and
- d. Establish profitable Income-Generating Programs.

3. ACCESS AND EQUITY

1. Vision, Mission, Goals and Objectives

- 1.1. To disseminate to the clientele such as the community, students, etc., the Sulu State College vision, mission, and
- 1.2. To conduct information drive about Sulu State College.

2. Faculty

- 2.1. To give preference in hiring our highly qualified graduates; and
- 2.2. To promote faculty and staff advancement through scholarships, study grants, seminars, trainings, and conferences.

3. Instruction

- 3.1. To assign faculty members in their fields of specializations; and
- 3.2. To offer need-driven courses in addition to existing courses like the ladderized courses and skills development.

4. Students

- 4.1 To offer scholarships to poor and deserving students;
- 4.2 To upgrade student services through sports, trainings, seminars and conferences; and
- 4.3 To strengthen campus organization to harness students' talents.

5. Research

- 5.1 To encourage the students, the faculty, and the graduates to engage in researches;
- 5.2 To review the impact of the past researches of the state college; and
- 5.3 To provide financial support to relevant researches.

6. Extension

6.1 Explore and establish linkages with local, regional, and international agencies;

6.2 To conduct career information about Sulu State College; and c. To expand extension services to communities

7. Library

7.1 To acquire more and latest references, books, and mails that can address the needs of curricular offerings.

7.2 Provision of internet facilities inside the library

7.3 Maintaining institute/department libraries to cater the immediate needs of its students and faculty and staff members.

8. Physical Plant/Facilities

8.1 To rationalize the productive utilization of our physical resources; and

8.2 To construct more dormitories for students and housing facilities for faculty and staff.

9. Laboratory

9.1 To procure and update more laboratory facilities and equipment.

10. Administration

10.1 To implement existing policies of standard as prescribed by existing laws, legal orders as prescribe by appropriate bodies.

4. EFFICIENCY AND EFFECTIVENESS

1. To develop a well-planned HRM strategy responsive to the needs of the College:

2. To renew and revise policies and procedures to make them more comprehensive and relevant;

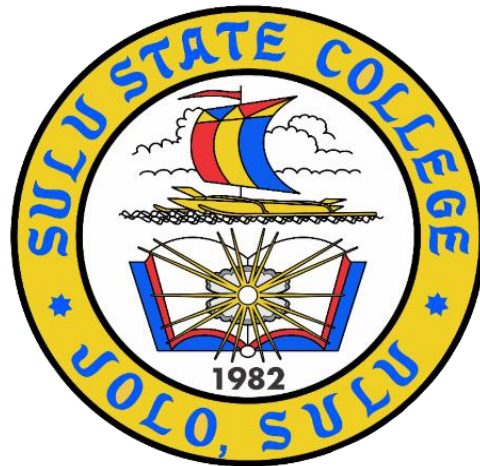
3. To strengthen the administrative capability of personnel and staff

4. To continuously enrich the curriculum through relevantization and ladderization;

5. To upgrade/update instructional materials and teaching capabilities through the new technologies, trainings, seminars, workshops, and others;

6. To maximize and efficiently use the resources through cost-saving measures;
7. To observe proper implementation of policies/procedures;
8. To increase and encourage relevant research outputs to generate new technologies and income;
9. To maximize the utilization of available and unused (idle) resources towards productive endeavor;
 - 9.1. To discover and harness the talents/potentials of students;
 - 9.2 To strengthen our linkages and partnership with local, national, and global agencies; and
 - 9.3 To organize and put in place a functional and equitable faculty development program.

COLLEGE SEAL AND COLOR



The gold and sky blue colors in the school seal and logo of Sulu State College carry specific symbolic meanings: Gold - represents excellence, wisdom, and high ideals. It symbolizes the pursuit of quality education, success, and the aspiration to achieve greatness and sky blue - symbolizes peace, tranquility, and the boundless possibilities of knowledge. It reflects the college's commitment to fostering a peaceful learning environment and the limitless potential of its students

The Official Seal of the College shall be a circle with the name of the Sulu State College and its location Jolo, Sulu inscribed along its circumference, a small circle inside shows a vinta and a book on which sits a mother of pearl radiating nine rays meaning light to Region IX through education. Just below is the year 1982- the year that the college was converted into a state college.

GENERAL DESCRIPTION OF THE MANUAL AND ITS OBJECTIVES

The manual is designed to provide information that will assist the student in their academic and extra-curricular endeavors at Sulu State College. This manual includes school policies and procedures, locations and purposes of administrative offices, and other helpful details. It composes of three parts and embodies the rules and regulations of student.

The following shall be the objectives of the Sulu State College Student Manual:

1. To provide the students a comprehensive information about the academic and student service resources and programs.
2. To introduce students to college services that will support their educational and personal goals.
3. To give students and parents/guardians an understanding of the general rules and guidelines for attending and receiving an education at Sulu State College.
4. To provide students with information that will help to prevent violations of the school system.

SYSTEM OF INSTRUCTION

To attain the maximum development of students along technological competence and academic excellence, our method of instruction gives due emphasis to a theory- practice approach and lecture quiz combination. A multi-mode approach supplements the methodologies used which comprise but not limited to the following:

- project method;
- laboratory;
- tutorial;
- modular instruction;
- demonstration;
- problem and
- Question and answer.
- computer - aided instruction (CAI)

INSTRUCTION IN THE NEW NORMAL

The college may shift its learning delivery modalities from typical face-to-face to flexible learning such as Online, Offline and Blended Learning in the form of modular or online based instruction.

Following the guidelines on Flexible learning under CHED Memo No. 4 Series of 2020, the college designed the learning delivery modalities that schools can adopt either one or a combination of the following, depending on the local health conditions, the availability of resources, and the particular context of the students in the province:

OFFLINE LEARNING. This refers to a modality where the students and the teacher are both physically present in the classroom, and there are opportunities for active engagement, immediate feedback, and socio-emotional development of learners. Notably, this modality is feasible only in very low risk areas with no history of infection, easily monitored external contacts, and with teachers and learners living in the vicinity of the school.

ONLINE LEARNING. This refers to a modality conducted through the use of Learning Management System or internet where downloading of learning materials and submission of homework are made online. For those who have no access to internet, computer, smartphone or tablet based instruction can be used in the delivery of learning.

BLENDED LEARNING. This refers to a learning delivery that combines face-to-face with any, or a mix of, Modular Distance Learning, Online Distance Learning Based Instruction. Blended learning enables the schools to limit face-to-face learning, ensure social distancing, and decrease the volume of people outside the home at any given time. Self-Learning Modules (SLMs) can be in print or digital form where students progress is supervised by the instructors through the use of email, text/instant messages and/or phone calls and different Learning Management Platforms.

THE COLLEGE STRUCTURE

The Administration

The College articulates the institutional philosophy, vision, mission and thrust. In so doing, the College leadership harnesses the resources of the College together with productive linkages to add to the synergy of efforts and talents.

The Board of Trustees is the highest governing body composed of the Chairman of the Commission on Higher Education as Chair, College President as Vice-Chair with members representing the Chairmen of the Congressional/Senate Committees on Higher and Technical Education, Regional Directors of the National Economic Development Authority (NEDA) and CHED Regional Director, President of the Faculty Association, President of the Central Student Government, the President of the Alumni Association of the College and two (2) Prominent Citizens of the municipality or the Province where the school is located. The President is the Chief Executive of the College.

The Office of the Programs and Standards is headed by the Vice President who is assisted by deans of different schools/colleges. Verticalization places the laboratory school under the Education Department. The Student Personnel Services Officer supervises the following units: the Student Organization, Guidance and Counseling, Scholarship and Grants-in-aid, Admission, Placement, Ministry Services, Medical/Dental/Housing/Food, Sports, and the Alumni.



PART II

SCHOOL BASIC POLICIES, RULES AND REGULATIONS



PART II. SCHOOL BASIC POLICIES, RULES AND REGULATIONS

ARTICLE 1. ACADEMIC POLICIES, RULES, AND REGULATIONS

No student shall be denied admission to the Sulu State College because of his or her gender, nationality, religion, political affiliation, or physical disability (Sec. 12, RA 8292). All students who seek education in the undergraduate programs of the Sulu State College must comply with all the admission requirements as well as the program's specific admission and retention policies.

Section 1. CLASSIFICATION OF STUDENTS

1.1 Based on Admission. The students are classified as follows:

New Student. A student who is enrolled in the State College for the first time.

Transferee. A student who finished a degree program or partly finished his course in another degree or pursue a degree in the State College.

Cross-enrollees. Student who is currently enrolled in another school who is permitted to enroll in the State College to earn credit units or vice versa.

Foreign Student. A student whose citizenship is not a Filipino who intends to enroll any degree program in the State College.

1.2 Based on Programs. The students are classified as follows:

Secondary Student. A student who is enrolled in the Basic Education program of the State College.

Undergraduate Student. A student who is enrolled in any baccalaureate degree/program.

Graduate student. A student who is enrolled in any post baccalaureate degree/program.

1.3 Based on Curriculum Level Placement. The students are classified as follows:

Freshmen. A student who is taking up the first year or 25% of the total number of units required in his curriculum.

Sophomore. A student who has satisfactorily completed the prescribed subjects of the first year of his curriculum or has not less than 25% nor more than 50% of the total number of units required in the entire course.

Junior. A student who has completed the prescribed subjects of the first years of his curriculum or has finished not less than 50% nor more than 70% of the total number of units required in his entire course.

Senior. A student who has completed the prescribed subjects of the first, second, and third years of the curriculum, or has finished not less than 75% of the total number of units required in his entire course.

1.4 Based on Academic Loads

Regular. A student who carries the prescribed academic load in a given semester in the curriculum for which he is enrolled.

Irregular. A student who carries less than the prescribed academic load in a given semester in the curriculum for which he is enrolled

ARTICLE 2. ADMISSION REQUIREMENTS, RETENTION POLICIES AND SCHOLASTIC DELINQUENCY

Section 1. GENERAL ADMISSION REQUIREMENTS

No student shall be denied admission to the College by reason of age, sex, race, religion or political affiliations. Every applicant for admission in the College shall meet all the prescribed minimum requirements as:

1.1 INCOMING FIRST YEAR

- 1.1.1 Form 138, FORM 137-A or Senior High School Card with LRN
- 1.1.2 Certificate of Good Moral Character
- 1.1.3 Certificate of Completion
- 1.1.4 2 copies of photocopy PSA Authenticated Birth Certificate (Original)
- 1.1.5 PSA Authenticated Marriage Certificate (for married women)
- 1.1.6 Permit to study in case of employed students in the government or in Private agencies
- 1.1.7 Must pass the qualifying examination (if any)
- 1.1.8 2 pcs. 1x1 and 4 pcs. 2x2 pictures with name tag and white background
- 1.1.9 Students shall not be admitted for enrolment without complete admission requirements

1.2. TRANSFEREES

- 1.2.1 Certificate of Eligibility to Transfer (Honorable Dismissal)
- 1.2.2 True Copy of Grades
- 1.2.3 Certificate of Good Moral Character
- 1.2.4 PSA Authenticated Birth Certificate (Original)
- 1.2.5 PSA Authenticated Marriage Certificate (Original)
- 1.2.6 Permit to study in case of employed students in the government or in private agencies
- 1.2.7 Must pass the entrance examination (if any)
- 1.2.8 Latest 2x2 colored ID picture with white background
- 1.2.9 The admission of transferees shall be on a probation basis until such time that the Official Transcript of Records from the last school attended is received by the Office of the University Registrar
- 1.2.10 Students shall not be admitted for enrolment without complete admission requirements.

1.3 CROSS ENROLLEES

- 1.3.1 Permit to cross-enroll
- 1.3.2 Certificate of Good Moral Character

1.4 GRADUATE STUDENTS

- 1.4.1 Certificate of Eligibility to Transfer (Honorable Dismissal)
- 1.4.2 True Copy of Grades
- 1.4.3 Certificate of Good Moral Character
- 1.4.4 PSA Authenticated Birth Certificate of (Original)
- 1.4.5 PSA Authenticated Marriage Certificate (for married women)
- 1.4.6 Latest 2x2 colored ID picture with white background
- 1.4.7 Permit to study in case of employed students in the government
- 1.4.8 Must pass the Graduate Aptitude Test (GSAT), if one is administered.
- 1.4.9 Students shall not be admitted for enrolment without complete admission requirements.

1.5 FOREIGN STUDENTS

- 1.5.1 Original transcript of Records in English (OTR);
- 1.5.2 Personal Data
- 1.5.3 Alien Certificate of Registration;
- 1.5.4 Student Visa
- 1.5.5 Original Passport
- 1.5.6 Affidavit of Financial Support
- 1.5.7 Must meet all the requirement prescribed by the DFA and the Bureau of Immigration; and

1.5.8 Non-refundable application fee of one hundred US dollars (US\$100.00)

1.6 High School

1.6.1 Form 138-A

1.6.2 Certificate of Good Moral Character;

1.6.3 Original PSA Birth Certificate;

1.6.4 Must pass the Entrance Examination (for freshman students); and

1.6.5 Marriage Certificate (for married female students)

Section 2. GENERAL RETENTION POLICIES/SCHOLASTIC DELINQUENCY

2.1 An applicant with some lacking admission requirements may be guide according to the following standards in determining his status basing from his deficiencies and failures:

2.1.1 A student must pass at least 75% of the total number of units rolled during the semester.

2.1.2 When a student incurs a failing mark in less than 50% of the total unit he enrolled, he is under probation;

2.1.3 When a student incurs a failing mark in less than 50% of the units enrolled he is given a warning by the Dean concerned.

2.1.4 A student who obtains an "INC" mark in 50% of his normal load shall be placed on probation status for the succeeding semester.

2.1.5 A student who is given two warnings will be under probation;

2.1.6 A student who is on probation status shall be allowed to enroll at least 15 units;

2.1.7 When a student fails 75% to 100% of the total units he is enrolled; he shall be dismissed permanently from the school;

2.1.8 For a student to enroll in major courses, he must qualify for the school's internal policy; and

2.1.9 Promotion and retention in the Laboratory High School Department shall follow the scheme prescribed by the Department of Education.

Section 3. SCHOOL/COLLEGE ADMISSION AND RETENTION POLICY

A. COLLEGE OF TEACHER EDUCATION

1. ACCEPTANCE POLICY

- 1.1 She/ he must have taken and passed the standardized test of the college
- 1.2 She/he is a Graduate of a Senior High School program
- 1.3 She/ he has a minimum average grade of 88% or a minimum grade of 1.90 for Transferees
- 1.4 She/he must have passed the Screening Process.
- 1.5 He/she must have taken and passed the Teaching Aptitude Test.
- 1.6 He/she must have passed the screening process and interview.
- 1.7 She/he must be included in the official list for enrolment in the Department

2. ELIMINATION AND RETENTION POLICY

- 2.1 He/she has a failing mark or Dropped in any subject (Major/ minor) in the previous semester.
 - 2.1.1 When the student incurred two failing marks/dropped in any courses (Major or Minor) in the previous semester during their first and/or second year, they will be automatically eliminated from the program.
 - 2.1.2 This policy (2.1) will not apply to third and fourth year students. However, if the third and/or fourth year student will incur any failing marks/Dropped, he/she shall retake it and the number of units that he/she can enroll will be lessened.
 - 2.1.3 If the student has failed in one of his/her major and minor subject, he or she will not be able to get the full number of units instead she will be lessened three (3) units for the succeeding semester. (Applicable for third year enrollees only)
 - 2.1.4 If the student has failed/Dropped in two (2) of his/ her major /minor subject, he or she will be lessened six (6) units in the succeeding semester. (Applicable to third and fourth year only.)

2.1.5 Approval of the Dean is deemed necessary.

2.2. He/ she has at least 2 of a grade lower than 2.6 or 80% and below in any courses.

2.2.1 When the student incurred at least two (2) grades lower than 2.6 or 80% in any courses he/she must be considered for a conditional enrolment and be subjected to remediation.

2.2.2 Any additional grade lower than 2.6 or 80% even after remediation will automatically subject the student for elimination from the program during their first and second year. This policy will not apply to third and fourth year students. However, if they will incur any of the foregoing, the number of units that they can enroll will be lessened to be determined by the Department Head and subject to the approval of the Dean.

2.3. He/ she has 2 INC grades in any subjects.

2.3.1 He/she must have 2 INC grades in the previous semesters that have already lapsed or the INC is equivalent to the provision 2.3. He/she must be considered for a conditional enrolment and be subjected to remediation. This policy will not apply to third and fourth year students. However, if they will incur any of the foregoing, the number of units that they can enroll will be lessened with at least six (6) units for 2 INC and Three (3) Units for One (1) INC.(If the INC has not been complied within a year. Lastly, an approval of the Dean is deemed necessary.

B. COLLEGE OF BUSINESS ADMINISTRATION AND MANAGEMENT

B.1. BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

Major in Human Resource Management and Marketing Management

1. ADMISSION POLICY

1.1 INCOMING FRESHMEN

- a. Must have passed the SSC College Entrance Test with an Ave. score of 50% and above.
- b. Must have a high school report Gen. Average of 80% and above.
- c. Must have passing grade in all subjects.
- d. Must have passed the interview given by the college.

e. At the time of enrolment , a new student must submit his/her senior high school card (form 138), duly certified by the Principal, his/her PSA Birth Certificate, as well as his/her certificate of good moral character from his/her Principal or guidance counsellor.

f. Only a graduate of a recognized SHS shall be considered for enrolment and a new student with of ABM, GAS, STEM, and TLE.

g. Must have proper haircut for male.

h. Must have a drug test examination.

1.2 TRANSFER STUDENTS

A transferee must submit the following credentials:

a. Certificate of transfer credential from the School last attended.

b. Statement of Good Moral Character signed by an adviser and Certificate by the School Dean and or the student affairs direction and information.

c. Original copy of his/her TOR, which includes the descriptive title of the subject taken, the number of the units and the grade earned.

d. A transferee should have passed mark subject already taken, and no more 2 failures in the college prior to graduation.

e. Entrance Exam administered by the guidance office is a requirement for the transferee's admission to the college.

f. Must pass the INTERVIEW/SCREENING.

g. Must pass the qualifying exam given by the college with an Ave. Score of 50% and above.

1.3 RETURNING STUDENTS

a. Returnee student are those previously enrolled in the college department either in the immediately preceding semester or after having stopped without enrolling elsewhere.

b. The disciplinary rules and regulations of the Commission on Higher Education (CHED) and the school department govern the non-academic reason for the non-readmission of a student.

c. If in any one semester or summer session, a student failed in one-third of the units for which he/she is registered, he/she may not enroll in the same program without the written recommendation of the dean of admission.

1.4 NO SHIFTING STUDENT ALLOWED

B.2. BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT

1. ADMISSION POLICY

1.1 INCOMING FRESHMEN

- a. Have a grade of at least 80 in all major subject (new/transferees/shifters);
- b. Pass the screening and interview.
- c. Should have a score of at least 50 in SSC entrance exam.
- d. Must have a high school report Gen. Average of 80% and above.
- e. Must have passing grade in all subjects.
- f. Must have passed the interview given by the college.
- g. At the time of enrolment , a new student must submit his/her senior high school card (form 138), duly certified by the Principal, his/her PSA Birth Certificate, as well as his/her certificate of good moral character from his/her Principal or guidance counsellor.
- h. Only a graduate of a recognized SHS shall be considered for enrolment and a new student with of ABM, GAS, STEM, and TLE.
- i. Must have proper haircut for male.
- j. Must have a drug test examination.

1.2 PROBATIONARY ADMISSION

- a. Students who fall short of the minimum requirement of the program but who exhibits seriousness of intent in pursuing the course may be accepted on PROBATIONARY status, on certain conditions.

- b. Students on PROBATION must ensure close coordinator with the Guidance Office to comply provisions of PROJECT STAY.
- c. Students on PROBATION must maintain a grade of 80 or better in all of their major course.
- d. Students who fall short of the minimum requirement of the program but who exhibits seriousness of intent in pursuing the course may be accepted on PROBATIONARY status, on certain conditions.
- e. Students on PROBATION must ensure close coordinator with the Guidance Office to comply provisions of PROJECT STAY.
- f. Students on PROBATION must maintain a grade of 80 or better in all of their major course.

1.3 RETENTION POLICY

- a. A satisfactory grade of 84 in all major subject and 83 in all minor subjects.
- b. No failed and/or dropped subjects of more than 9 units in one semester.
- c. No failure in more than 2 major subject in one semester.

B.3. BACHELOR OF SCIENCE IN PUBLIC ADMINISTRATION

1. ADMISSION POLICY

1.1 INCOMING FRESHMEN

- A. Must have passed the SSC College Entrance Test with an Ave. score of 50% and above.
- B. Must have a high school report Gen. Average of 80% and above.
- C. Must have passing grade in all subjects.
- D. Must have passed the interview given by the college.
- E. At the time of enrolment , a new student must submit his/her senior high school card (form 138), duly certified by the Principal, his/her

PSA Birth Certificate, as well as his/her certificate of good moral character from his/her Principal or guidance counsellor.

F. Only a graduate of a recognized SHS shall be considered for enrolment and a new student with of ABM, GAS, STEM, and TLE.

G. Must have proper haircut for male.

H. Must have a drug test examination.

1.2 TRANSFER STUDENTS

A. Certificate of transfer credential from the School last attended.

B. Statement of Good Moral Character signed by an adviser and Certificate by the School Dean and or the student affairs direction and information.

C. Original copy of his/her TOR, which includes the descriptive title of the subject taken, the number of the units and the grade earned.

D. A transferee should have passed mark subject already taken, and no more 2 failures in the college prior to graduation.

E. Entrance Exam administered by the guidance office is a requirement for the transferee's admission to the college.

F. Must pass the INTERVIEW/SCREENING.

G. Must pass the qualifying exam given by the college with an Ave. Score of 50% and above

1.3 RETURNING STUDENTS

A. Returnee student are those previously enrolled in the college department either in the immediately preceding semester or after having stopped without enrolling elsewhere.

B. The disciplinary rules and regulations of the Commission on Higher Education (CHED) and the school department govern the non-academic reason for the non-readmission of a student.

C. If in any one semester or summer session, a student failed in one-third of the units for which he/she is registered, he/she may not enroll

in the same program without the written recommendation of the dean of admission.

1.4 NO SHIFTING STUDENT ALLOWED

B.4 BACHELOR OF SCIENCE IN IN TOURISM MANAGEMENT

1. ADMISSION POLICIES

1.1 INCOMING FRESHMEN

Students who wish to join the program must:

- A. Have a grade of at least 80 in all major subject (new/transferees/shifters);
- B. Pass the screening and interview.
- C. Should have a score of at last 50 in SSC entrance exam.
- D. Must have a high school report Gen. Average of 80% and above.
- E. Must have passing grade in all subjects.
- F. Must have passed the interview given by the college.
- G. At the time of enrolment , a new student must submit his/her senior high school card (form 138), duly certified by the Principal, his/her PSA Birth Certificate, as well as his/her certificate of good moral character from his/her Principal or guidance counsellor.
- H. Only a graduate of a recognized SHS shall be considered for enrolment and a new student with of ABM, GAS, STEM, and TLE.
- I. Must have proper haircut for male.
- J. Must have a drug test examination.

2. PROBATIONARY ADMISSION:

2.1 Students who fall short of the minimum requirement of the program but who exhibits seriousness of intent in pursuing the course may be accepted on PROBATIONARY status, on certain conditions.

2.2 Students on PROBATION must ensure close coordinator with the Guidance Office to comply provisions of PROJECT STAY.

2.3 Students on PROBATION must maintain a grade of 80 or better in all of their major course.

3. RETENTION POLICIES

Students who wish to stay in the program must have:

3.1 A satisfactory grade of 84 in all major subject and 83 in all minor subjects.

3.2 No failed and/or dropped subjects of more than 9 units in one semester.

3.3 No failure in more than 2 major subject in one semester.

C. COLLEGE OF ARTS AND SCIENCES

C.1 BACHELOR OF ARTS IN HISTORY

1. ADMISSION POLICY

1.1 Incoming First Year Students of ABE Program must comply/submit the following:

a. Passed the screening/ interview session;

b. Criteria for Screening Freshies:

1. SSC- CET Test Result with a total rank percentile of 5 or better

2. SHS average 83% percent or better

2. RETENTION/ELIMINATION POLICY

2.1 For Retention

- INC/ DRP/ 5.0 Grade in any pre-requisite course.

- Students with remaining subjects cannot take the Practicum (HIS 125) course.

2.2 For Elimination:

- First two (2) remarks with INC/ DRP/ 5.0 Grade in any subject will be subjected for warning.
- Another three (3) consecutive remarks with INC/ DRP/ 5.0 Grade in any subject will be subjected for elimination to the program.

C.2 BACHELOR OF ARTS IN ENGLISH LANGUAGE STUDIES PROGRAM

1. ADMISSION POLICY

1.1 Incoming First Year Students must comply/submit the following:

- a. Passed the screening/ interview session;
- b. Criteria for Screening Freshies:
 1. SSC- CET Test Result with a total rank percentile of 7 or better
 2. SHS average 85 percent or better and 87 percent or better in any English related subjects

2. RETENTION/ELIMINATION POLICY

2.1 For Retention

- Three or more consecutive INC/DRP/ 5.0 Grade in any subjects especially on ELS 101, ELS 102 and ELS 103 will be subjected for warning.

2.2 For Elimination:

- Another three (3) consecutive remarks with INC/ DRP/ 5.0 Grade in any subject will be subjected for elimination to the program.

C.2 BACHELOR OF SCIENCE IN CRIMINOLOGY PROGRAM

1. ADMISSION POLICY

1.1 Undergraduate Program Admission. To be eligible for admission into the Bachelor of Science in Criminology program, applicants shall possess the following:

1.1.1 Having completed the Senior High School program. A transcript of record with the general average not lower than 87% and a good moral certificate from SHS must be presented.

1.1.2 Must pass the SSC admission examination with the general percentile average of at least eight (8).

1.1.3 A medical certificate must also be submitted to the Department Head for evaluation.

1.1.4 Having completed the written and oral interview. A follow-up interview may deem necessary depending on the case may be.

1.1.5 Must be in a prescribed haircut set by the program both male and female applicants. Applicants wearing hijab shall be requested for haircut inspection during the admission procedure.

1.1.6 Must not be convicted of any criminal offense. Applicant with pending criminal case will be a subject for discretion by the Department Head and academic Dean.

1.2 Transferees and Shifters. Transferee from other institutions or programs must comply with the following:

1.2.1 Provide transcript of records from the last school attended.

1.2.1 Study loads completed at the previous institution or program will be evaluated for transfer credits on a case-to-case basis.

1.2.3 Must be in a prescribed haircut.

2. RETENTION POLICY

2.1 Code of Conduct and Discipline

2.1.1 Students shall abide to the school's code of conduct, which includes respecting the rights and dignity of the students, faculty, and staff.

2.1.2 Students must refrain from any form of minor or grave misconducts, including but not limited to; dishonesty, cheating,

tumultuous and mischievous acts, and sexual harassment.

2.1.3 Students with criminal records, either pending or convicted, are required to promptly inform the program and school administration of their legal situation.

2.2 Academic Performance

2.2.1 Students are encouraged to be academically competent.

2.2.1 Students must maintain the grade of 83% or higher in both major and minor subjects and shall have the general weighted average not lower than 85% every semester.

2.2.2 Students with Incomplete remarks (INC) are required to comply before the evaluation of the semestral grades.

2.2.3 Refrain from tardiness and absences. A written letter of excuse from the student to the concerned faculty and chairperson must be presented prior to the intended date of excuse. Otherwise, if no approval by the before mentioned, such excuse is deemed null and void.

2.2.4 Non-academic participants and varsity players may be excused from classes only with the official written notice from the PESS Director or Cultural Director to the faculty and chairperson.

2.2.5 Plagiarism and cheating in assignments, examinations, activities and projects are strictly prohibited.

2.3 Dress Code

2.2.1 Students must wear their prescribed uniforms at all times upon entrance to the school campus.

2.2.2 A prescribed haircut of 5x0 or military cut with clean shave for male students, and bob cut or boy cut for female students must be maintained. Wearing of hijab is allowed only with the use of the official SSC criminology student uniforms.

2.2.3 The use of alternate uniforms (such as Type-B and Type-C), as authorized by the program, must be worn properly and neatly by the students.

2.2.4 General Office Attire (GOA) is only exclusive to fourth-year criminology students who are undergoing the Internship Program.

2.4 Internship Program

2.4.1 Students must fulfill the necessary workload prior to the internship program.

2.4.1 Students must submit an application for internship program to the Department Head and academic dean.

2.2.3 Students undergoing internship program must fulfill the required number of hours prescribed by the program prior to graduation.

2.5 Use of Facilities

2.5.1 Students are expected to utilize the school facilities such as but not limited to classrooms and laboratories, responsibly, complying with all school regulations.

2.5.2 Students will be financially responsible for any damages they cause to school property.

3. DISCIPLINARY CONSEQUENCES

3.1 Violation of any of the abovementioned policies shall be subject to disciplinary actions which includes reprimand, probation, suspension, or termination depending upon the discretion of the Department Head and academic dean.

4. APPEALS AND GRIEVANCES

4.1 Procedure for appealing academic decisions and addressing grievances are outlined in the school's policy manual. Students have the right to appeal academic decisions they believe are unjust.

5. GRADUATION REQUIREMENTS

5.1 Graduating students must complete all required coursework and fulfill any other requirements prior to the graduation schedule.

5.2 Students must apply for graduation within the designated timeframe specified by the school.

C.2 BACHELOR OF SCIENCE IN SOCIAL WORK

1. ADMISSION AND ACCEPTANCE POLICY

Applicants to the BS Social Work Program shall be admitted only during the first semester of every school year.

1.1 INCOMING FIRST YEAR

1.1.1 Must meet all the prescribed admission requirement of the college CET results of 8

1.1.2. Senior high School graduate with a minimum average grade of 88%

1.1.3 Must pass the interview and qualifying exam for Social Work

1.2. TRANSFEREES

1.2.1 The program shall accept transferees from other schools during the first Semester only every school year.

1.2.2 Must not have no failing grades in any subject

1.2.3 Must have passed the Interview and the Qualifying Exam for social work

1.3 SHIFTEE

1.3.1 He/She must not have a failing grades in all subjects

1.3.2 Certificate of Good Moral

1.3.3 Must have passed the Interview and the Qualifying Exam for social work

1.4 RETURNING STUDENTS

1.4.1 He/she/required to present the following

- a. Leave of absence from the Dean of admission
- b. Clearance from the guidance Office
- c. Re-admission from the school Dean

d. Physical and Medical Certificate issued by the college medical officer certifying that the applicant is physically fit for the Social Work course (Chest x-ray and Drug Test)

2. RETENTION POLICIES/SCHOLASTICS DELINQUENCY

An applicant with some lacking admission requirement maybe guided according to the following standards in determining his/her status basing from his/her deficiencies and failures.

2.1 Elimination Policy

2.1.1 1st Year to 2nd year- 2 major and/or 3 minor failing subjects for the Semester, With no 2.30 grades in all major subject, the students is ground for elimination from the Social Work Program.

2.1.2 3rd year and 4th year- 2 major and/or 3 minor failing subjects for the semester will be under probation and will be allowed to take the failing subjects only once during the semester the subject is offered.

2.1.3 Failure in the repeated major and minor subjects will be ground for the Elimination from the program.

C.2 BACHELOR OF ARTS IN ISLAMIC STUDIES PROGRAM

1. ADMISSION PROCESS

1.1 Criteria for Admission. Admission to the Islamic Studies Program is open to students who meet the academic requirements set by the institution;

1.2 Application Procedure. Prospective students must submit a complete application form, academic transcripts, and any additional documents required by the institution for the evaluation of their qualifications;

1.3 Interview and Assessment. Shortlisted candidate may be required to undergo an interview or assessment to assess their interest in Islamic Studies, academic preparedness, and alignment with the values of the program; and,

1.4 Admission Decision. The admission committee will review applications and make decisions based on academic merit, suitability for the program, and available slots in the Islamic Studies Program.

2. RETENTION PROCESS

2.1 Academic Performance. Students are expected to maintain satisfactory academic performance in their courses as outlined by the institution, to remain good standing within the Islamic Studies Program;

2.1 Ethical Conduct. Students must adhere to Islamic values, ethics, and principles in their behavior, interactions, and academic endeavors, reflecting the values of integrity, respect, and responsibility;

2.3 Support Services. The institution will provide academic support services, counselling, and mentorship to assist students in their academic progress, personal development, and adjustment to the program requirements;

2.4 Progress Monitoring. Faculty members and administrators will mentor student progress, provide feedback on academic performance, and offer guidance to ensure student success and well-being in the Islamic Studies Program.

3. ELIMINATION PROCESS

3.1 Criteria for Elimination. Students who fail three consecutive courses in the Islamic Studies Program will be subject to elimination from the program;

3.2 Notification. Students at risk of elimination will be notified in writing and provided with an opportunity to appeal, seek academic support, or address any extenuating circumstances that may have impacted their academic performance;

3.3 Appeal Process. Students may appeal the elimination decision by presenting a written appeal with supporting documentation to the academic committee for review and consideration;

3.4 Final Decision. The academic committee will review the appeal, assess the student's circumstances, and make a final decision regarding the elimination from the Islamic studies program.

D. SCHOOL OF AGRICULTURE

1. ACCEPTANCE POLICY

1.1 She/he must have an average grade of 85% in all subjects for Senior High School Graduates

1.2 He/She must be a graduate of senior high school with GAS in their strand, however, other strands may also be accepted provided they meet the other requirements of the school.

1.2.1 An applicant who has already earned a baccalaureate degree from Sulu State College or from other recognized institutions of higher learning may be admitted without the necessity of qualifying in the Sulu State College Entrance Exam; provided, that he meets all other requirements prescribed by the School.

1.2.2 Government employees seeking admission to the School of Agriculture shall be required to meet the conditions prescribed by Sulu State College and secure permit to study signed by the Head of the Agency or his authorized representative; and Original copy of the Official Transcript of Records (TOR) of the applicant.

1.3 Alternative Learning System (ALS) Graduates:

1.3.1 ALS graduates must present an official Certificate of Completion issued by the Department of Education.

1.3.2. An authenticated copy of the ALS Accreditation and Equivalency Test results, demonstrating successful completion of the secondary level.

1.3.3. A certificate of Good Moral Character from the ALS coordinator or authorized personnel.

1.3.4 Additional requirements may include passing an interview or entrance examination, as stipulated by the School of Agriculture.

2. TRANSFEREE POLICY

2.1 Students from recognized institutions of high learning may be admitted as transferees into the University of the following bases:

2.1.1 Their performance in the Sulu State College Entrance exam

2.1.2 Their grade weighted average (GWA) in all the courses taken outside the university

2.1.3 Compliance with other entrance requirements deem needed by the School of Agriculture.

3. ATTENDANCE POLICY

3.1 Any student who, for unavoidable cause, absents himself from class must obtain an excuse slip from the Dean to be presented to the instructor concerned not later than the second class session following the student's return. In addition, in case the absence is due to illness, a certificate must be secured from the Nurse on Duty in the Sulu State College campus or from the proper medical offices in units outside SSC.

3.2 Excuses are for the time missed only. All work covered by the class during the absence shall be made up to the satisfaction of the instructor within a reasonable time from the date of absence.

3.2.1 Excessive Absences

When the number of hours lost by absence of a student reaches 20% of the total class hours, s/he shall be automatically dropped by the instructor from the subject. The following are the number of absences that will incur a 20% absence:

- a) 3 meetings per week = 10 absences
- b) 2 meetings per week = 7 absences
- c) 1 meeting per week = 4 absences

However, a faculty member may prescribe a longer attendance requirement to meet the special needs of a course. In such case, the student must be informed. If the majority of the absences are excused, the student shall not be given a grade of 5.00. Hence, a grade of DRP shall be given. But if majority of the absences are not excused, s/he shall be given a grade of 5.00.

4. RETENTION POLICY

4.1 Annual Mock Board Examinations

4.1.1 Students must achieve a minimum score of 70% to pass the mock board exams.

4.1.2 Scores will be broken down by subject area, and students must meet the minimum threshold in each area to pass.

4.1.3 Students who meet the minimum passing criteria will be allowed to progress to the next academic year.

4.1.4 Students who fail to meet the criteria will be required to undergo

remediation and retake the mock board exam before progressing.

4.2 Remediation Programs

4.2.1 Tailored remediation programs will be developed for students who do not pass the mock board exams. These programs will include additional tutoring, practice exams and study resources.

4.2.2 Remediation efforts will be coordinated by academic advisors and subject matter experts.

4.3 Appeal Mechanism

4.3.1 Students who believe their mock board exam scores do not accurately reflect their knowledge and abilities may submit a formal appeal.

4.3.2 Appeals will be reviewed by a panel comprising of academic advisors, faculty members and Department Heads.

4.4 Scholastic Delinquency

4.4.1 A BS Agriculture student who fails thrice in any foundation course or twice in any major course during the first two Academic Years will be advised to shift or transfer to another program or school.

5. ACADEMIC PROGRESSION REQUIREMENTS

5.1 Certificate of Agricultural Science (CAS):

5.1.1 All students who satisfactorily complete the first two years of the program will be awarded a Certificate of Agricultural Science (CAS), provided there are no incomplete or outstanding coursework.

5.2 Outstanding Coursework Policy

5.2.1 Students must not have any incomplete or outstanding coursework to be eligible for the CAS certification.

5.2.2 Only students who have successfully completed the CAS program and cleared all outstanding coursework are allowed to proceed to the third year of their academic program.

6. GRADUATION REQUIREMENTS

6.1 No student shall be recommended for graduation unless s/he has satisfied all academic and other requirement prescribed for graduation.

6.2 No student shall be allowed to request their Transcript of Records (TOR) unless a hardbound copy of their thesis has been reviewed, approved by the designated thesis panel, and subsequently submitted to the academic department.

E. SCHOOL OF NURSING

Applicants to the School of Nursing shall be admitted only during the first semester of every school year.

1. ADMISSION POLICY

1. FOR SENIOR HIGH SCHOOL GRADUATES:

1.1 Qualifications:

1.1.1 A graduate of a Senior high school recognized by Department of Education(Dep. Ed) with an average of 88% and above.

1.1.2 Must have passed the College Entrance Test (CET).

1.1.3 Must passed the Nursing Aptitude Test given on the specified date during summer.

(No student should be allowed to enter into the BSN program without passing the Nat in pursuant to the CHED Memo #14, series of 2009).

1.2 Documentation: The applicant must present to the Dean of Admission the following documents:

1.2.1 CET Report rating

1.2.1 Form 138 (Senior High School Card)

1.2.3 Certificate of Good Moral Character from previous school issued by the Principal or Guidance Coordinator.

1.2.4 Physical and medical certificate issued by the College medical Officer.

1.2.5 Certified true copy or NSO validated Registered Birth Certificate.

1.2.6 Recent 2x2 Photo- 6 copies.

1.2.7 School Dean's recommendation.

2. SHIFTEE - from other schools within Sulu State College

2.1 Qualifications

2.1.1 The applicant must possess the following:

a. must have a weighted average of 2.5 and with no failing grades.

(No student should be allowed to enter into the BSN program without passing the NAT in pursuant to the CHED Memo #14, series of 2009).

2.2 Documentation: The applicant must present to the Dean of Admission the following documents:

2.2.1 Shifting forms (Obtained from the Guidance Officer)

2.2.2 Complete copy of Grades.

2.2.3 School of Liberal Art's Dean's recommendation

2.2.4 Certified true copy of Registered Birth certificate, or NSO validated.

2.2.5 Recent 2x2 photo- 6 copies.

3. DEGREE HOLDERS

3.1 Qualification: The applicant must possess either a general weighted average of at least 2.5 or be a Board Exam passer.

3.2. Documentation: The applicant must present to the Dean of Admission the following documents:

3.2.1 NAT report rating.

3.2.2 College Diploma.

3.2.3 Transcript of Records.

3.2.4 Board certificate (for Board Passers).

3.2.5 Physical and medical certificate issued by the College medical Officer certifying that the applicant is physically fit for the nursing course.

3.2.6 Certified true copy or NSO validated Registered Birth Certificate.

3.2.7 Recent 2x2 Photo- 6 copies.

4. RETURNING STUDENTS

4.1 Qualification: To qualify for re-admission, the applicant is required to present the following:

4.1.1 Leave of absence from the Dean of Admission.

4.1.2 Clearance from the college Assessment Officer.

4.1.3 Physical and medical certificate issued by the College medical Officer certifying that the applicant is physically fit for the nursing course.

4.1.4 Re-admission from the School Dean.

4.1.5 Recent 2x2 Photo- 6 copies.

5. TRANSFEREES

The College shall accept transferees from other schools during the first semester only of every school year.

5.1 Qualifications:

5.1.1 Must have an average of 2.0 and with no failing grade in any subject.

5.1.2 Must have passed the Nursing Aptitude Test (NAT).

5.2 Documentation: The applicant must present to the Dean of Admission the following documents:

5.2.1 Transcript of Records.

5.2.2 NAT report rating (If appropriate)

5.2.3 Certificate of Good Moral Character.

5.2.4 Certified true copy or NSO validated Registered Birth Certificate.

5.2.5 Physical and medical certificate issued by the College medical Officer certifying that the applicant is physically fit for the nursing course.

5.2.6 Recent 2x2 Photo- 6 copies.

2. PRE-REQUISITE SUBJECT POLICY

2.1 BSN course is offered observing strictly PRE-REQUISITE subjects.

2.1.1 Pre-requisite subjects must be enrolled first and must obtain a grade not lower than 3.0 before a major subject can be enrolled.

2.2 Promotion to the next level will depend on the Pre-requisite subjects passed in the curriculum.

3. RELATED LEARNING EXPERIENCES – are highly selected to develop competencies utilizing the nursing process in varying health situations. The following condition must be observed:

3.1 General average of the RLE Grade must not be lower than 80%, otherwise, the students will be under PROBATION during which the student must attain general average grade no lower than 80% on the consecutive RLE. Two consecutive RLE General Average grade below 80% will be advised to re-take the RLE Courses or can be recommended for elimination.

3.2 Students who incur ABCSENCES a total of 30% of the total RLE requirement shall be dropped from the RLE during the semester and may repeat the RLE only once otherwise will be recommended for elimination.

3.2 Only Medical certificate of certified Physician by the School of Nursing will be honored in case of sickness.

3.3 Payback hours are equivalent to the ratio of 1:3 (ex. 4hours absent is equivalent to 12 hours duty).

4. RETENTION AND ELIMINATION POLICY

4.1 FAILING SUBJECT

4.1.1 1ST Year to 2nd Year- 2 major and or 3 minor subjects Semester; the student is ground for elimination from the Nursing Department.

4.1.2 3rd year and 4th year- 2 major and or 3 minor subjects, the student will be under probation and will be allowed to take the failing subject only once during the semester the subject is offered.

4.1.3 SPECIAL CLASSES for summer class will be on CASE to CASE BASIS, depending on availability of instructor and with a minimum of 20 students. No major subjects will be offered per request.

4.1.4 Failure in the repeated major and minor subjects will be ground for elimination from the department.

4.1.5 PROBATION will only be given once. If requirements are not met during the probationary period, the student is recommended for elimination.

4.2 INCOMPLETE GRADES

Student with Incomplete (INC) grade shall be required to complete his /her grade before enrolling. Completion of such grade is requirement for enrolment in the next semester.

4.3 DROPPED POLICY

Dropped subjects due to excessive absences without valid and sensible reason will be a ground for elimination.

- a. 8 unit course - 16 absences allowed
- b. 7 unit course - 14 absences allowed
- c. 6 unit course - 12 absences allowed
- d. 5 unit course - 10 absences allowed
- e. 4 unit course - 8 absences allowed
- f. 3 unit course - 6 absences allowed
- g. 2 unit course - 4 absences allowed

Students who dropped the subject or stop attending the class after the Midterm exam automatically get the grade of 5.0.

4.5 GRADES POLICY

4.5.1 Grades must be submitted to the Dean one week after the final exam.

4.5.2 The passing grade is 3.0 but the general average for the RLE must be 2.5.

4.5.3 Each Midterm/ Final grade is average based on the following:

K- Knowledge	-	70%	(Q- 30%, ME 40%)
S- Skills	-	20%	
A- Attitude	-	10%	

4.5.4 The FINAL grade is the average of the following:

Midterm	-	40%
Final Term	-	60%
		100%

4.5.5 RLE grades will be computed according to the levels 1-4 Evaluation Tools.

5. AWARDS POLICY

5.1 Most Outstanding Student in Nursing Clinical Proficiency:

5.1.1 Must be a Member of Graduating Class.

5.1.2 Completed all terms of the 4 year at SSC.

5.1.3 Certified by the Clinical Instructors as the most outstanding Intern

5.1.4 Certified by the DEAN of Nursing as the most active in the community health programs and civic organization in the community.

5.1.5 With the a grade in RLE no less than 83% and the General average grade of no less than 85% for the 1st and 2nd year and 88% for the 3rd year and 4th year.

6. DECORUM POLICY

6.1 Must wear the ID at all times. Students will not allow to enter the classroom or clinical area with no ID's or nameplates.

6.2 Must wear the prescribed uniforms for school campus, Hospital (OB, DR, OR, Pedia and Wards) and community.

6.3 Any pregnant married student shall be advised to temporary stop schooling until after birth of her child, and then shall be allowed to continue her studies the next semester after her delivery.

6.4 Shall be dismissed from the course anytime in accordance with the general school policies on DISMISSAL, the following to wit:

6.4.1 Falsification of documents records and Submission of falsified cases required by the PRC.

6.4.2 Forgery of documents, DEANS, Clinical Instructor and any members of the faculty of the institution's signature and the insubordination to and disrespect for school, hospital and Barangay authorities.

6.4.3 Pregnancy out of wedlock.

6.4.4 Use of Prohibited Narcotic drug

6.4.5 Bribery

6.4.6 Disreputable conduct

6.5 Generally ALL NURSING STUDENTS are not allowed to SMOKE in the campus or Hospital Community Setting. Subject for disciplinary action by the Dean of Nursing.

6.6 Vandalism- Destruction of public notices, defacing property by writing or scratching with sharp instruments, carving one's name on desk, tables or walls will be subject for disciplinary action.

6.7 Drug Addiction- any student found guilty of the act is subject for Dismissal from the college.

6.8 Gambling, Drunkenness and carrying of weapons of any forms is not allowed inside the school campus and subject for disciplinary action.

6.9 Disrespect of Instructors – Students found guilty of misdemeanor towards the instructors whether word or action will be punished accordingly and will put the student on probation.

E. COLLEGE OF COMPUTING STUDIES AND ENGINEERING

1. ACCEPTANCE POLICY

1.1. The student must have at least 85% General Weighted Average (G.W.A.)

1.2. The student must be a graduate of senior high school with STEM/ABM/TVL in their strand, however, other strands may also be accepted provided they meet the other requirements of the school.

2. TRANSFEREES POLICY

A transferee student from other institution/colleges maybe admitted to the CSITE department upon compliance of the requirements as follows:

2.1 He/she must not have incurred more than three (3) failing marks, no Inc., and dropped subject from her/his previous institution

2.2 Official Transcript of Records (TOR) or Certification of Grades with a GWA of 2.50 issued by college registrar

2.3 Certificate of Honorable Dismissal

2.4 Validated subjects (for students coming from private institutions)

2.5 Must pass the entrance/ admission test given by the Dean of

2.6 Admission and must at least obtain a rating of 55 and above

2.7 Must pass the interview of the screening committee of the Department

3. RETENTION GUIDELINES AND POLICY

3.1 ACADEMIC PROBATION:

Any student with one major subject failing mark and with a GPA lower than 2.75 will be placed under Academic probation. This status will be lifted if the student achieves a GPA of 2.75 or higher in the subsequent semester with no failing grades in both minor and major subject.

During the academic probation, the student must adhere to the following conditions:

A. Before enrolment, the student must fill out the Academic Probation Form in duplicate—one copy for themselves and one for the Department Chair. The Department Chair will then use a Referral Form to inform the Department Guidance Coordinator and the Dean, and will also notify the student's parent or guardian.

B. The student is required to attend monthly academic counselling sessions with the Department Chair. Should the Department Chair deem it necessary, additional meetings may be requested. All sessions must be recorded using the Consultation and Academic Advising Report Form, which should be submitted to the Dean.

3.2 NON-RE ADMISSION IN THE SCHOOL OF COMPUTER STUDIES AND ENGINEERING

A. Students pursuing a Bachelor of Science in Computer Science (BSCS) or Bachelor of Science in Computer Engineering (BSCpE) are permitted to retake a major subject a maximum of two times. If a student fails the same professional course three times, they will be required to transfer to a Bachelor of Science in Information Technology, Bachelor of Science in Information Systems, or another program outside the School of Computer Studies and Engineering

B. Students enrolled in the Bachelor of Science in Information Technology (BSIT) or Bachelor of Science in Information Systems (BSIS) are permitted to retake a subject a maximum of three times. If a student fails the same professional subject more than three times, they will be required to transfer to another program outside the School of Computing Studies and Engineering.

F. GRADUATE STUDIES

The operations of the Graduate School are hereby formalized and detailed in the Graduate School Program Manual of Operations, which has been officially approved by the Board of Trustees through Resolution No. 33 Series of 2023 and in accordance with Commission on Higher Education Memorandum Order 15 Series of 2019. This manual serves as a comprehensive guide to the policies, procedures, and protocols governing the Graduate School. It ensures consistency and adherence to institutional standards across all aspects of graduate education, governance, and student support services. All relevant stakeholders, including staff, and students, are expected to comply with the guidelines outlined herein to uphold academic excellence and operational efficiency.

ARTICLE 3. ENROLLMENT PROCESS

Section 1. SECONDARY LEVEL

1.1 High School Enrollees should submit to the principal their Form 138 A, Certificate of Good Moral Character and the Photocopy of their NSO authenticated Birth Certificate and Marriage Certificate for married female,

1.2 Proceed to the cashier for payment of miscellaneous fees.

Section 2. UNDERGRADUATE

2.1 OLD STUDENTS

2.1.1 Proceed to his/her respective school for evaluation, advising and assessment. Present all his/her requirements and fill out the pre-enrolment.

2.1.2 Proceed to cashier for his/her payment.

2.1.3 Proceed to the registrar to get his/her certificate of registration (COR).

2.1.4 Proceed to the Dean of Student Affairs Office and present his/her COR for student ID validation.

2.1.5 Proceed to the Digital Transformation Office for updating their student account in the system.

2.1.5 Proceed to the Dean of the school and submit his/her completed Accomplished Enrollment form.

Section 3. NEW STUDENTS, TRANSFEREES & SHIFTERS

3.2.1 Submit all the medical requirements to the college infirmary.

3.2.2 Proceed to the office of the Dean of admission to check if you accomplished the online registration and for profiling.

3.2.3 Proceed to his/her respective school for evaluation, advising and assessment. Present all his/her requirements and fill out the pre-enrolment.

3.2.4 Proceed to cashier for the payment.

3.2.5 Proceed to the registrar to get his/her certificate of registration (COR).

3.2.6 Proceed to the PESS office for the requesting of PE uniform.

3.2.7 Proceed to the dean of student affairs office and present his/her COR for the request his/her new student ID.

3.2.8 Proceed to the digital transformation office for their student account in the system.

3.2.9 Proceed to the dean of the school and submit his/her complete Accomplished Enrollment form.

ARTICLE 4. CURRICULAR PROGRAMS

The college offers curricular programs that are in consonance with higher education goals consistent with local, regional, and national development thrusts.

Section 1. GRADUATE PROGRAMS

1. Doctor of Public Administration
2. Doctor of Philosophy in Language Teaching – English
3. Doctor of Education
4. Master of Arts in Education
5. Master of Arts in Language Teaching English
6. Master of Arts in Teaching Mathematics
7. Master in Public Administration

Section 2. UNDERGRADUATE PROGRAMS

1. Bachelor of Science in Agriculture
 - Major in Crop Science
 - Major in Animal Science
2. Bachelor of Science in Computer Engineering
3. Bachelor of Science in Computer Science
4. Bachelor of Science in Information Technology
5. Bachelor of Science in Information System
6. Bachelor of Elementary Education
7. Bachelor of Secondary Education in General Science
8. Bachelor of Secondary Education in English
9. Bachelor of Secondary Education in Filipino
10. Bachelor of Secondary Education in Mathematics
11. Bachelor of Secondary Education in Social Studies

12. Bachelor of Early Childhood Education
13. Bachelor of Technology and Livelihood Education
 - Major in Home Economics
10. Bachelor of Science in Business Administration
 - Major in Human Resource Management
 - Major in Marketing Management
11. Bachelor of Science in Tourism Management
12. Bachelor of Science in Hospitality Management
13. Bachelor of Public Administration
14. Bachelor of Science in Criminology
15. Bachelor of Science in Social Work
16. Bachelor of Arts in English Language
17. Bachelor of Arts in History
18. Bachelor of Arts in Islamic Studies
 - Major in Political Economy
19. Bachelor of Science in Nursing

Section 3. LABORATORY HIGH SCHOOL

- Secondary Education Development Program Curriculum

ARTICLE 5. SCHOOL FEES AND CHARGES

Under the "Universal Access to Quality Tertiary Education Act of 2017," all Filipino students who are enrolled at the time the law takes effect or who enroll at any point afterward in bachelor's degree programs at any State Universities and Colleges (SUC) or Local Universities and Colleges (LUC) are exempt from paying tuition and other fees for the units they enroll in. Students who benefit from this free higher education provision are entitled to:

5.1. Free tuition for all courses or classes taken during a specific semester/term that are part of the required curriculum for earning a degree. This includes approved petitioned classes but excludes non-credit tutorial or review classes within the semester, as well as review and enhancement classes offered by the institution.

5.2. Free miscellaneous and other related school fees, which cover: (1) library fees (2) computer fees (3) laboratory fees (4) school ID fees (5) athletic fees (6) admission fees (7) development fees (8) guidance fees (9) handbook fees (10) entrance fees (11) registration fees (12) medical and dental fees (13) cultural fees (14) other similar or related fees.

However, only the initial copies of the school ID and student handbook will be free, and any additional requests for these items may incur the usual charges.

ARTICLE 6. STUDENTS' ACADEMIC LOAD

Section 1. An academic year consists of two semesters and one summer terms. The approved school calendar contains the number of school days per semester/summer which are posted at the Registrar's and/or at the school Dean's Office.

Section 2. Regular load of a student per semester is prescribed in their curricular. Only exceptional cases, and with the Registrar's approval, will a student be allowed to carry a unit overload and above the maximum allowable in his curriculum. Subjects taken without the necessary pre-requisites will not be credited.

Section 3. Undergraduate students are not allowed to take more than number of units allowed in the curriculum per semester. However, a graduating student may be allowed to take a maximum load of 27 units during the semester before graduation.

Section 4. Undergraduate students shall be allowed to carry a normal load depending on the curricular offering during the semester.

Section 5. The number of load allowed during the semester term shall be 6 units of technical or laboratory subjects or 9 units of non-Laboratory subjects. In justifiable cases however, the Dean may allow 9 units of laboratory subjects.

Section 6. Students are allowed to enroll in another school/college within the institution provided that the number of load does not exceed the maximum units allowed per semester/term.

Section 7. In determining the maximum number of units, non-academic unit in NSTP is not included.

Section 8. A working student/assistance is allowed to enroll a maximum of 15 units only.

ARTICLE 7. CROSS REGISTRATION

Section 1. Students of other institutions wishing to cross enroll at the Sulu State College must present a permit from the Dean and from the Registrar of their institution. The permit specifies the subject/s to be cross-enrolled.

Section 2. A bona fide Sulu State College student may be allowed to cross-enroll in other state owned or government recognized private educational institution for a subject

needed for graduation except for major subjects. Field practice, practice teaching, special topics, seminars, and undergraduate thesis provided that;

2.1 The subject is not offered during that semester/summer term or is offered during that term but cannot be enrolled due to conflict in schedule and which cannot be resolved;

2.2 The student has no more deficiencies other than the subject to be cross enrolled elsewhere during that semester or summer term;

2.3 The cross enrolment will not result to exceeding the normal unit load for his curriculum level during that semester or summer term;

2.4 The course description of the subject where it is to be cross enrolled is essentially the same/similar to that of the Sulu State College;

2.5 The major subject to be cross enrolled must be taken under the same program.

2.6 The cross enrolment is recommended by the chairman of the Department where the subject is taught and duly approved by the School Dean.

2.7 A copy of the approved application is submitted to the college registrar for the issuance of a permit to cross enroll; and

2.8 The institution where he will cross-enroll is of the same level or higher than Sulu State College and it must be an accredited school.

ARTICLE 8. LATE ENROLLMENT

Section 1. Late enrollees may be accepted only in exceptional cases and will pay a fine of fifty pesos (Php 50.00) per day.

ARTICLE 9. TRANSFER CREDENTIAL

Section 1. A student who desires to leave the State College shall be granted Transfer Credential by the Registrar. Clearance shall be accomplished indicating that the student is cleared from any financial obligation as well as property accountability.

Section 2. A student who was not able to use his Transfer Credential to another school and wants to come back to the College is required to surrender the Transfer Credential issued to him.

ARTICLE 10. DROPPING OF SUBJECTS

Section 1. Any student may be permitted to drop subjects already enrolled provided this is done properly in prescribed forms, and with the knowledge and approval of the Professor/Instructor, Department Head, the Dean concerned, and the Dean for Student services and Admission until the midterms. An “OD” which means an officially dropped mark shall be given to the student concerned. Unauthorized dropping of subjects shall be given a grade of “5”.

ARTICLE 11. ADDING AND CHANGING OF SUBJECTS

Section 1. Adding and Changing subjects must be done with the knowledge and approval of the Department Head, the Dean concerned, and the Registrar. Application for Adding or Changing subjects must be filed within the period allowed and a fee of twenty pesos (Php 20.00)

Section 2. Adding/Changing of subjects maybe allowed seven (7) days after the start of classes subject to the approval of the Department Head and the Dean of the School where the student is enrolled.

Section 3. A student may add/change a subject within one (1) week after the opening of classes by submitting the duly approved prescribed form provided he does not carry more than the maximum academic load allowed and the subject added does not have a prerequisite or the subject added is taken first before its prerequisite.

ARTICLE 12. UNIFORMS AND IDs

Section 1. The school uniform for the men and women is powder blue, short-sleeved polo for men and long-sleeves for women, with white undershirt. The uniform also includes navy blue slacks, black socks and black leather shoes. Female students who wear a hijab as part of their uniform must wear a plain navy blue hijab with no patterns, embellishments, or designs.

Section 2. All undergraduate students are required to come to school on Mondays, Tuesdays, Thursdays, and on Fridays in complete school uniforms. On Wednesdays, the ladies wear their decent dresses, or institutional uniforms. The men should wear appropriate attire on ordinary days.

Section 3. Freshmen and transferee students are given only one month to have their uniform.

Section 4. Pregnant are excuse to wear the school uniform until she gives birth provided that they will acquire an excuse slip from the Office of Student Affairs and Services and must wear decent clothes.

Section 5. PE and NSTP uniforms are worn during PE and NSTP classes only.

Section 6. All students are required to wear their school ID upon entering the college.

Section 7. The reproduction of school IDs outside the institution is strictly prohibited. Unauthorized printing or duplication of any data, including names and signatures of authorized signatories, will be regarded as an offense and subject to disciplinary action.

Section 8. As part of the enrollment process, all students must have their IDs validated at the Office of Student Affairs and Services for the specific semester. Students who fail to complete this step and do not have their IDs validated will be considered unofficially enrolled and will have limited access to the institution's services.

ARTICLE 13. SCHEDULE OF ALLOWABLE REFUNDS

Section 1. Dropping all enrolled subjects within five days from the start of classes shall be allowed for refund.

Section 2. Dropping all enrolled subjects within 5 days from the start of classes shall be allowed for refund of fifty percent (50%) of the tuition and the miscellaneous fees except registration fee. After five days from the start of classes, no more refund.

Section 3. Any student who is suspended or dismissed due to disciplinary action by the school shall not be entitled to any refund of fees.

Section 4. Tuition and/or laboratory fees for closed/dissolved subject/s due to lack of enrollees or conflict of schedules because of reasonable and valid transferring of time or day made by the School shall be refunded. The Office of the Registrar should be notified about the matter by the Dean of the School.

ARTICLE 14. ORIENTATION PROGRAM

An orientation program shall be conducted by the Office of the Student Affairs and Services, and Admission Office at the beginning of every semester for the benefit of the undergraduate students enrolling for the first time in the College.

ARTICLE 15. CLASS SIZE

Section 1. The size of the class under normal situations does not exceed forty-five (45) students. However, beyond this number may be increased to sixty (60) depending upon available facilities, classrooms, and the nature of class activities (eg. Lecture, discussion, recitation or laboratory work).

Section 2. The Dean has the authority to limit enrolment if such limitation is necessary subject to the approval of higher authorities.

ARTICLE 16. CLASS ATTENDANCE

Section 1. When a student is absent from class for three class days, the Instructor concerned shall report the matter to the Guidance Coordinator of the school/college for proper action.

Section 2. Absences due to the following reasons are considered excused;

2.1 Students who are sent by the institution on official business to attend athletic meets, conferences, training and seminars, and other similar cases. The approved itinerary of travel and the certificate must be attached to the excuse letter.

2.2 Students who meet accidents while in transit who need immediate hospitalization. A medical certificate must be attached to the excuse letter.

2.3 Emergencies at home like the death of an immediate member of the family (mother, brother, or sister). A letter from the parent/guardian or death certificate must be presented; and

2.4 Students who had been ill and/or confined in the hospital provided a medical certificate duly signed by the attending physician is attached to the excuse letter.

Section 3. Excuse slips for absences shall be obtained from the Deans Office of the School/College. They shall be presented to the Instructor concerned upon the student's return.

Section 4. Excuse slips are issued for the class time missed only.

Section 5. For excused absences, all work covered by the classes must be made only for valid reason/s and with the consent of the professor and the Dean concerned to be noted by the Registrar.

Section 6. When the absence of the student is equivalent to twenty (20%) percent of the total number of contact hours for the subject concerned, he shall be automatically dropped from the course, provided that such absences are incurred after the midterm examination, a grade of "5" is given. If the absences are incurred due to valid reasons as determined by the Guidance Coordinator and the subject Instructor, it shall be marked "Dropped" without a grade.

Section 7. Professors/Instructors control the tardiness of the students by reasonable penalties or by whatever measure may seem best adapted to the circumstances.

Section 8. A student who comes in fifteen minutes after the start of each class period is marked absent. However, he is allowed to stay but his quiz, or assignment, if any, shall not be credited.

ARTICLE 17. EXAMINATIONS

Section 1. There shall only be two examinations per semester/summer: The Midterms and the Finals. The School Deans prepare the schedules and disseminate them at least one week before the examination.

Section 2. Instructors/Professors are not allowed to reschedule their examinations without valid reason/s and approval of the Dean.

Section 3. No special examination will be given to students during major exams without valid reason/s (only those specified in Article 16, Section 2).

Section 4. The principal of the Laboratory High School shall schedule the examination in his department.

ARTICLE 18. GRADING SYSTEM

Section 1. The grading system in the *secondary level* shall follow the scheme used by the Department of Education.

Section 2. The work of an *undergraduate student* is graded at the end of each grading period in accordance with the following system:

GRADES	PERCENTAGE
1.0	99 to 100%
1.25	96 – 98%

1.5	93 – 95%
1.75	90 – 92%
2.0	87 – 89%
2.25	84 – 86%
2.5	81 – 83%
2.75	78 – 80%
3.0 (Pass)	75 – 77%
5.0 (Fail)	74 and below
INC	Lacks requirements, and final examination

DROPPED - The student dropped the course whether with authority or not.

Section 3. The passing grade in *undergraduate* level is 3.00.

Section 4. An incomplete (INC) mark is given when the undergraduate student fails to complete the requirements for the course due to valid reason/s and provided his academic performance during the midterm meets the passing mark.

Section 5. The grades of students in undergraduate shall be computed as follows; the grades shall have the following breakdown:

Grade Component and Corresponding Weight:

MIDTERM GRADE	-	40%
FINAL TERM GRADE	-	<u>60%</u>
		100%

a. Midterm:

Midterm Exam	-	40%
Written Output (e.g, quizzes, essays, reflection paper & etc.)	-	30%
Course Output/Project (e.g, summary table, Journal and Graphic Organizer)	-	20%
Participation	-	10%
		—————
		100%

b. Final Term:

Final Exam	-	40%
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Written Output (e.g. quizzes, essays, reflection paper & etc.)	-	30%
Course Output/Project (e.g. summary table, Journal and Graphic Organizer)	-	20%
Participation	-	10%
		—————
		100%

Section 6. A distinct grading system may be implemented for courses that require laboratory or performance-based evaluation (e.g., laboratory courses, research courses, on-the-job training, etc.).

6.1 The grading system for such specialized courses must be specified by the Department Head, noted by the Dean of the School/College, and formally approved by the Vice President.

Section 7. Graduate students taking courses for credit shall be graded in accordance with the following system:

GRADE	EQUIVALENT	INDICATOR
1.0	97 – 100%	Excellent
1.25	94 – 96%	Very Good
1.5	91 – 93%	Good
1.75	88 – 90%	Satisfactory
2.0	85 – 87%	Passed
5.0	84% & Below	Failed
INC	Incomplete	INC
DR	Dropped	DR

7.1 Duly registered non-degree students shall be given a grade of “P” (Pass) of “F” (Fail) in the subjects they took, but shall not earn any credit unit.

7.2 A thesis/dissertation/special problem which is still in progress or in the process of completion shall be marked “S” if the major adviser deems the work satisfactory, or “U” if unsatisfactory. Once completed, it shall be given a numerical grade by the major adviser after consultation with other members of the GAC.

7.3 Removal of Incomplete

a. Incomplete (INC) is given to a student whose class standing is passing but either fails to take the final examination or complete other course requirements due to illness or other valid reasons.

b. Removal of “INC” must be done within one year after taking the course by complying with all the course requirements. If a student cannot remove the “INC” within the time lime, he/she has to re-enroll the course.

7.4. Disqualification from the degree program

A student is only allowed to have one (1) grade of 5.00 in any of the courses specified in the graduate student’s Plan of Course Work including other courses, provided she/he got a GPA of 2.00 and 1.75 for the master’s and doctoral program, respectively, otherwise she/he will be dropped from the SSC Graduate School.

ARTICLE 19. REMOVAL OF INCOMPLETE MARKS

Section 1. In the event that the instructor is on leave or has separated from the service, whoever takes over the subject handled by him shall be responsible to determine the completion of the grade of the student. The School/College Dean upon valid reason/s shall recommend the completion of the incomplete mark.

Section 2. Removal of “INC” marks must be done within one school year from the date of its occurrence. However, an “INC” mark must be completed before the enrolment period if it is a prerequisite subject. Failure of the student to do so shall be enough cause for the conversion of the “INC” to grade of “5” by the Registrar.

ARTICLE 20. REQUEST FOR THE RECTIFICATION OF GRADING SHEET

Section 1. Upon valid reasons, the Instructor concerned acquires a Rectification Form at the Office of the College Registrar.

Section 2. The following shall be rectified or modified in the grading sheets:

- 2.1. Changes in the name of students;
- 2.2. Changes in the grades;
- 2.3. Omission of names or grades; and
- 2.4. Other essential matters contained thereto.

Section 3. Upon receipt of the request for rectification or modification, together with the “supporting documents”, but not limited to (i.e. Original grading sheet, rectified grading sheet, class records, test papers, and attendance sheets); the Dean may within 3 days grant or deny the request depending on the merit of the case. In case of denial, the decision of the Dean becomes final and not subject to any appeal. However, in case the

Dean grants the request, the endorsement shall be forwarded to the Office of the College Registrar, the Office of the Vice President, and the Office of the President for approval.

Section 4. If the request is approved by the aforementioned authority, the decision shall be forwarded to the Registrar's Office, accompanied by the revised grading sheet and all relevant supporting documents, for the proper replacement of the originally submitted grading sheet.

Section 5. The rectification of grades shall only be considered valid if requested within one semester following the semester in which the student's grades were officially encoded.

Section 6. Grade rectification is only applicable to passing marks and does not extend to other remarks, including "INC" (Incomplete), dropped, and failing marks.

ARTICLE 21. VALIDATION OF EARNED CREDITS FROM OTHER INSTITUTIONS

Section 1. An incoming first year student may have to be admitted 15 days before the schedule of enrolment and upon submitting the admission requirements, he must apply for validation of earned credit for work done in another institution, subject to existing rules and regulations.

1.1 Transferees shall complete in the college no less than fifty percent (50%) of the required subjects except those vying for graduation with honors.

ARTICLE 22. LIMITS FOR THE COMPLETION OF DEGREE PROGRAMS

Section 1. A degree program in the undergraduate shall be finished by the student within a maximum of six (6) years for a four-year course except for valid and acceptable reason.

1.1 In the event that a student will not be able to complete the degree program within the stipulated time limit but still wanted to continue he/she shall undergo the following procedure:

1.1.1 Assessment and evaluation of his/her academic performance by the school dean.

1.1.2 Guidance and counseling for other possible program qualified for his/her to enroll by the guidance counselor;

1.1.3 Students must sign Memorandum of Understanding between him/her and school upon the recommendation from the guidance office.

Section 2. A master's degree program in the Graduate school shall be finished within a maximum period of five (5) years and period of seven (7) years for a doctorate degree subject to the approved policies of the School of Graduate Studies of Sulu State College.

2.1 In the event that a student will not be able to complete the degree program within the stipulated time limit but still wanted to continue he/she shall undergo the following procedure:

2.1.1 Student advised to take a refresher course subjects: Statistics, research and additional 6 units of major subject depending on his/her field of specialization.

2.1.2 Must take and pass the Comprehensive Examination.

2.1.3 Forfeiture of units earned shall be imposed upon the students once the maximum prescribe numbers of years has been reached either in the masters or doctorate degree program.

Section 3. Leave of Absence

3.1 Undergraduate Student

3.1.1 A student who wishes to temporarily discontinue his/her studies for valid reason/s must file an Application for Leave of Absence at the Office of the Registrar in order that his absence shall not be counted the prescribed period limit to finish his degree, depending on what program the student is enrolled in the Institution. Provided, however, that the leave of absence shall not exceed a maximum of one (1) year or two academic semesters.

3.1.1.1 In the event that a student's leave of absence exceeds one year or two academic semesters, and special circumstances apply, the student may submit a formal request addressed to the College President for approval. This request shall undergo review and evaluation by the Office of Student Affairs and Services, the Office of the College Registrar, and the Office of the Vice President.

3.1.2 A student must fill out an Application Form for Leave of Absence to be signed by the Department Head and Dean, and to be noted by the College Registrar.

3.1.3 The Application Form for Leave of Absence is divided into three (3) copies; and upon receipt of the approved application for leave of absence at the Office of the Registrar, a copy will be transmitted to the Dean's Office and one copy will be given to the student.

3.2 Graduate Student. A student who may not be able to enroll in any semester due to valid reasons may file a leave of absence to the Office of the Graduate Studies in order that his/her absence shall not be counted within the time limit of five (5) calendar years for master's degree and seven (7) calendar years for doctorate degree programs.

3.3 In case a student is officially given permission for leave of absence, the leave shall not be included in the computation of tenure.

Section 4. Any student who withdraws from the College without a formal leave of absence shall apply for readmission as a new student.

Section 5. Any student who fails to finish his degree within the specified time shall be advised to take additional subjects/refresher subjects.

ARTICLE 23. GRADUATION REQUIREMENTS

Section 1. A student shall be recommended for graduation only after he/she has satisfactorily completed all the academic requirements prescribed by the Academic Council.

Section 2. A graduating student is required to file an application for graduation with the Office of the Registrar through the School Dean within four (4) weeks after the regular enrolment period during his last semester in the College.

Section 3. All candidates for graduation shall have all their deficiencies be made up before or during the enrolment for their last semester and their records be cleared not later than one month before the end of their last semester at the College.

Section 4. All candidates for graduation shall have satisfactorily completed all the academic requirements for graduation two weeks before graduation.

Section 5. All candidates for graduation must have no outstanding financial and/or other obligations to the school. A clearance is secured from the proper school authorities

ARTICLE 24. GRADUATION WITH HONORS

Section 1. Undergraduate students who have completed on the basis of credits shall be graduated with honors to be inscribed in their diplomas and in their Transcript of Records, with no pending failures, and no dropped subjects. Provided that no grade lower than 2.25 has been earned in any academic subject.

Summa Cum Laude	1.25 - 1.00	(with no academic grade below 1.25)
Magna Cum Laude	1.50 - 1.26	(with no academic grade below 1.50)
Cum Laude	1.75 - 1.51	(with no academic grade below 2.25)

*Computation of the weighted average grades shall be carried to the third decimal place, provided, that all the grades in the academic subjects which are prescribed in the computation of the average including physical education. However, a failing grade in CWTS or in ROTC shall disqualify a candidate to graduate with honors.

Section 2. Candidates for graduation with honors shall have taken strictly during each semester the required full load.

Section 3. Candidates for graduation and transferees with honors shall have completed the College at least seventy-five percent (75%) of the total number of academic of academic credits for graduation with no record grades of below 2.5 in all subject areas in his/her previous school, have not committed any offense punishable and shall have been in residence therein for at least three years immediately preceding graduation.

Section 4. Selection of honor students in the Secondary Department shall follow the scheme prescribed by the Department of Education.

ARTICLE 25. COMMENCEMENT AND BACCALAUREATE EXERCISES

Section 1. The College Academic Council fixes the time and place of the commencement and baccalaureate exercises.

Section 2. All graduating students are required to attend the commencement, baccalaureate exercises as scheduled unless the Dean concerned recommends the graduation of a student in absentia on grounds of sickness or other equally valid reasons which must be supported by strong evidence; provided, that the student has met all the requirements including payment of all necessary fees.

ARTICLE 26. RECOGNITION WITH HONORS AND SPECIAL AWARDS

Section 1. Academic Excellence Award/Dean's Lists

1.1 At the end of the school year, the academic excellence award is given to student for his/her exemplary academic performance with no grades below 2.25 in all subject areas and the final average grade must be 1.75 and above per semester during the academic year.

Gold Medal 1.0 – 1.25
Silver Medal 1.26 – 1.50
Bronze Medal 1.51 – 1.75

1.2 Computation of the weighted average grades shall be carried to the second decimal place, provided, that all the grades in the academic subjects which are prescribed in the computation of the average including physical education. However, a failing grade in CWTS or in ROTC shall disqualify a candidate to be recognize with honors.

1.3 Candidates for recognition with honors shall have taken strictly during each semester the required full load – regular students.

1.4 The phrase “required full-load” refers to students who are officially enrolled in the regular units of their respective program and must carry at least 12 units every semester. As for the fourth year level students with below 12 units every semester, they must have weighted average grades of not less than 1.75 with no grades below 2.25 during their third year level.

Section 2. Special Awards

2.1 Stalwart Leadership Award and Student Service Award

The Leadership and Student Service award are given to graduating students who have demonstrated exemplary skills in motivating others and organizing projects that have significantly contributed to the betterment of the school/or community. To qualify for this award, a student must;

- a. A CSG officer and from an active member /officer of any recognized school club or organization for at least two (2) consecutive years.
- b. Have no failing grades in any of the subject areas for the current academic year.
- c. Have not committed any offense punishable by suspension or higher sanction according to the student handbook manual in the current school year.
- d. Leadership award must be a CSG officer and Student Service award from an active member /officer of any recognized school club or organization. Only one will

be awarded as Leadership Award and one Student Service Award for each recognized school club or organization.

e. Recommendation for Stalwart Leadership and Student Service award must be nominated by their adviser and approved by their School Dean and the Dean of Student Affairs.

f. Criteria for selecting Stalwart Leadership and Student Service award as follows:

Criteria	Weight	
	Advisers	Peers
a. Motivational Skills (40%) <ul style="list-style-type: none"> - Communication effectively - Shows initiative and responsibility - Engages group and/or club mates to participate actively - Establishes collaborative relationships - Resolve conflicts 	24%	16%
b. Planning and Organizational Skills (40%) <ul style="list-style-type: none"> - Plans and designs relevant activities for the class, club and/or school. - Implement planned activities effectively and efficiently - Monitors implementation of plans and tasks - Manages and/ or uses resources wisely. 	24%	16%
c. Contribution to the School and/ or Community (20%) <ul style="list-style-type: none"> - Render service and/ or implements activities relevant to the school population and/ or community. 	12%	8%
TOTAL:	60%	40%

** ONLY candidates who have met the highest weight average are entitled for Stalwart Leadership Award and Student Service Award with at least 85% and above weighted average. Both awards will be given during the recognition day.*

2.2. Athletic Award

This award is given to the graduating students who were consistent in bringing pride and honour to the college in local, national and international sport competitions.

1. Qualifications.

- a. A member of any varsity team for at least two (2) consecutive years.
- b. Attendance (during meetings, during practice, and whenever necessary) for the whole duration of his or her stay in the team.
- c. No reported case of Negligence of Duty from the coaches and PESS Director.
- d. Nominated by the Coach, noted by the Dean, and approved by the PESS Director and Dean of Student Affairs.

- e. No undesirable record from the Guidance Office and any administrative case against him;
- g. No failing grades in any of the subject areas for the current academic year.
- h. Possess a good moral character throughout his residence in the team.

2. Criteria. The following criteria must be used to evaluate the qualified Athlete for the award. The awards from international, national, and local are those that the Stalwart earned from freshmen to senior year. The performance of duties and responsibilities counts from the first year of his Stalwart residency to his senior year.

International Awards	20%
National Awards	15%
Local Awards	10%
Performance of Duties and Responsibilities	35%
Residency	20%
TOTAL	100%

**Candidates who have met a percentage of 85% and above weight average are entitled for this award.*

2.3. Cultural Award

This award is given to the graduating Stalwart Performing Arts as a recognition of the excellent performance of duties and promotion of teamwork among their peers. The awardee(s) who have shown outstanding skills in culture and arts particularly in dancing, singing and acting which has brought honor to the institution (i.e., awards from local, national, and even international levels). They also have given significant contribution to student success and to the institution, directly or indirectly.

1. Qualifications. The Stalwart Performing Arts;

- a. Must be a member of the Stalwart Performing Arts for at least two
- b. (2) Consecutive years.
- c. Must have rendered at least 60% attendance (during meetings, during practice, rehearsal, and whenever necessary) for the whole duration of his or her stay in the club.
- d. Must not have a reported case of Negligence of Duty from the cultural director.
- e. Must be nominated by the Cultural Director, and approved by the Dean of Student Affairs
- f. Must not have any undesirable record from the Guidance Office;
- g. Must not have any administrative case against him;
- h. Must have no failing grades in any of the subject areas for the current academic year.
- i. Must possess a good moral character throughout his residence in the club.

2. Criteria. The following criteria must be used to evaluate the qualified Stalwart Performing Arts for the award. The awards from international, national, and local are those that the Stalwart earned from freshmen to senior year. The performance of duties and responsibilities counts from the first year of his Stalwart residency to his senior year.

International Awards	20%
National Awards	15%
Local Awards	10%
Performance of Duties and Responsibilities	35%
Residency in Stalwart Performing Arts	20%
TOTAL	100%

**Candidates who have met a percentage of 85% and above weight average are entitled for this award.*

2.4. Outstanding Internship/OJT

This award is given to the students who have exemplified outstanding performance based on the terms of reference or engagement set by the school and evaluation of the direct supervisor and subject teacher.

1. Qualifications. The Intern;

- a. must have received high efficiency rating for their diligence and consistency in performing their duties and responsibilities throughout the internship /or OJT.
- b. must have rendered at least 90% attendance for the whole duration of his or her stay in the company/agency.
- c. must have received an outstanding academic rating in the internship/or OJT (at least 96%) shall be awarded.
- d. must not have a reported case of Negligence of Duty from the On-the-Job Training Coordinator and the Agency/Company Training Supervisor.
- e. must be nominated by the On-the-Job Training/Practicum Coordinator, noted by the Dean and approved by the Dean of Student Affairs.
- f. must not have any undesirable record from the Guidance Office;
- g. must not have any administrative case against him;

2. Criteria. The following criteria must be used to evaluate the qualified intern for the award.

Criteria	Weight	
	Coordinator	Supervisor
a. Motivational Skills (40%) - Communication effectively	24%	16%

<ul style="list-style-type: none"> - Shows initiative and responsibility - Engages group and/or offices they are assigned to participate actively - Establishes collaborative relationships 		
b. Planning and Organizational Skills (40%) <ul style="list-style-type: none"> - Plans and designs relevant activities to the assigned company/agency - Implement planned activities effectively and efficiently - Monitors implementation of plans and tasks - Manages and/ or uses resources wisely. 	24%	16%
c. Professionalism (20%) <ul style="list-style-type: none"> - Punctuality and regular attendance - Consistency in performing their duties and responsibilities 	12%	8%
TOTAL:	60%	40%

**ONLY candidates who have met the highest weight average with at least 96% and above are entitled for Outstanding Internship/OJT per Academic Program.*

2.5. Journalism Award

This award is given to the graduating Sihmag writers (excluding the cartoonists, the photojournalists, and layout artists) as a recognition of the excellent performance of duties and promotion of teamwork among their peers. The awardee(s) have demonstrated their excellence in the field of writing which has brought honor to the institution (i.e., awards from local, national, and even international levels). They also have given significant contribution to student success and to the institution, directly or indirectly.

1. Qualifications. The Sihmag staffer;

- a. must have been a member of the Sihmag publication through the regular Sihmag qualifying exam.
- b. must be a member of the Sihmag publication for at least two (2) consecutive years.
- c. must have rendered at least 60% attendance (during meetings, during the assigned news coverage, and whenever necessary) for the whole duration of his or her stay in the publication.
- d. must not have a reported case of Negligence of Duty from the Sihmag adviser.
- e. must not have any undesirable record from the Guidance Office;
- f. must not have any administrative case against him;
- g. must possess a good moral character throughout his residence in the publication

2. Criteria. The following criteria must be used to evaluate the qualified Sihntag writer for the award. The awards from international, national, and local are those that the Sihntag writer earned from freshmen to senior year. These awards are all related to writing and/or campus journalism. The performance of duties and responsibilities counts from the first year of his Sihntag residency to his senior year. The rating is from the most recent Sihntag Qualifying Examination that he has taken.

International Awards	20%
National Awards	15%
Local Awards	10%
Performance of Duties and Responsibilities	25%
Rating from the most recent Sihntag Qualifying Exam	30%
TOTAL	100%

** ONLY candidates who have met the highest weight average shall be awarded.*

2.6. Artist of the Year Award

The Artist of the Year Award is presented to a student who has demonstrated exceptional talent, dedication, and excellence in the visual arts. This award honors an individual whose artistic achievements have brought pride to the institution—whether through recognition at local, national, or international levels—and who has made meaningful contributions to the student community and the institution as a whole. These contributions may be direct, through leadership and mentorship in the arts, or indirect, through their work inspiring others and enhancing the institution’s presence.

1. Qualifications:

To be eligible for the Artist of the Year Award, the student must:

- a. Be an officially enrolled student during the current academic year.
- b. Have an outstanding body of work or notable achievements in the field of visual arts (e.g., painting, illustration, graphic design, digital arts, etc.).
- c. Have received recognition or awards for their art, whether in institutional events or in external competitions (local, national, or international).
- d. Have shown consistent participation in art-related activities within the university (e.g., exhibits, student organizations, art workshops, design projects).
- e. Have no record of serious disciplinary or administrative cases.
- f. Be of good moral standing and demonstrate professionalism and collaboration within the arts community.

2. Criteria for Evaluation:

Qualified candidates will be evaluated based on the following:

Artistic Achievements Awards and recognitions received from freshman to senior year in visual arts-related competitions and exhibitions.	40%
Contribution to the College Impact of the artist's work or efforts on fellow students, institutional events, or the broader campus culture.	25%
Skill and Creativity Quality and originality of the student's visual art portfolio.	20%
Professionalism and Participation Active involvement in art events, collaborations, and organizations, as well as attitude and conduct in the arts community.	15%
TOTAL	100%

** ONLY candidates who have met the highest weight average shall be awarded.*

2.7. Photojournalist of the Year Award

This award is given to the graduating Sihmag photojournalists as a recognition of the excellent performance of duties, promotion of teamwork among their peers. The awardee(s) have demonstrated their excellence in the field of photojournalism which has brought honor to the institution (i.e., awards from local, national, and even international levels). They also have given significant contribution to student success and to the institution, directly or indirectly.

Qualifications. The Sihmag photojournalist;

- a. must have been a member of the Sihmag publication through the regular Sihmag qualifying exam.
- b. must be a member of the Sihmag publication for at least two (2) consecutive years.
- c. must have rendered at least 60% attendance (during meetings, during the assigned news coverage, and whenever necessary) for the whole duration of his or her stay in the publication.
- d. must not have a reported case of Negligence of Duty from the Sihmag adviser.
- e. must not have any undesirable record from the Guidance Office;
- f. must not have any administrative case against him;
- g. must possess a good moral character throughout his residence in the publication.

2. Criteria. The following criteria must be used to evaluate the qualified Sihmag photojournalist for the award. The awards from international, national, and local are those that the Sihmag writer earned from freshmen to senior year. These

awards are all related to photojournalism and/or related matters. The performance of duties and responsibilities counts from the first year of his Sihmag residency to his senior year. The rating is from the most recent Sihmag Qualifying Examination that he has taken.

International Awards	20%
National Awards	15%
Local Awards	10%
Performance of Duties and Responsibilities	25%
Rating from the most recent Sihmag Qualifying Exam	30%
TOTAL	100%

**ONLY candidates who have met the highest weight average shall be awarded.*

2.8. Sihmag Service Award

This award is given to the graduating Sihmag staffers as a recognition of their efforts to serve the institution by performing their duties and responsibilities in Sihmag publication.

1. Qualifications. The Sihmag staffer;

- a. must have been a member of the Sihmag publication through the regular Sihmag qualifying exam.
- b. must be a member of the Sihmag publication for at least two (2) consecutive years.
- c. must have rendered at least 60% attendance (during meetings, during the assigned news coverage, and whenever necessary) for the whole duration of his or her stay in the publication.
- d. must not have a reported case of Negligence of Duty from the Sihmag adviser.
- e. must not have any undesirable record from the Guidance Office;
- f. must not have any administrative case against him;
- g. must possess a good moral character throughout his residence in the publication.

2. Criteria. The following criteria must be used to evaluate the qualified Sihmag staffers for

Residency in Sihmag Publication	50%
Performance of Duties and Responsibilities	50%
TOTAL	100%

**Candidates who have met a percentage of 60% and above weight average are entitled for this award.*

Section 3. CLASSIFICATION OF MEDALS

3.1. GOLD MEDALIST:

- a. Academic Excellence Award/Dean's Lists (1.00 – 1.25 final Average)
- b. Stalwart Leadership Award (Highest weight average criteria)

3.2. SILVER MEDALIST:

- a. Academic Excellence Award/Dean's Lists (1.26 – 1.50 final Average)
- b. Student Service Award (Highest weight average with at least 95% and above criteria)
- c. Outstanding Internship/OJT (Highest weight average criteria)
- d. Athletic Award (Highest weight average with at least 90% and above criteria)
- e. Cultural Award (Highest weight average with at least 90% and above criteria)
- f. Journalism Award (Highest weight average criteria)
- g. Artist of the Year Award (Highest weight average criteria)
- h. Photojournalist Award (Highest weight average criteria)

3.3. BRONZE MEDALIST:

- a. Academic Excellence Award/Dean's Lists (1.51 – 1.75 final Average)
- b. Athletic Award (85% and above weight average criteria)
- c. Cultural Award (85% and above weight average criteria)
- d. Service Award (60% and above weight average criteria)

ARTICLE 27. ACADEMIC HABILIMENT

Section 1. Candidates for graduation with degrees or titles or certificates as well as all members of the academic staff or faculty and key officials of the College are required to wear academic gowns during commencement exercises in accordance with the rules and regulations of the College.

ARTICLE 28. REQUEST FOR OFFICIAL TRANSCRIPT OF RECORDS

Section 1. Request for the issuance of the Official Transcript of Records (OTR) shall be filed at the Registrar's Office at least five (5) days before the expected date of release of such records.

Section 2. Graduating students are issued their Original Transcript of Records and Diploma during the Commencement Exercises, provided they have accomplished the documentary requirements set by the Office of Registrar including their birth

certificate (PSA authenticated), permanent records of the secondary educational institutions, and others.

ARTICLE 29. AUTHENTICATION OF SCHOOL CREDENTIALS AND DOCUMENTS

Section 1. All school Credentials/Documents such as Official Transcript of Records, Diplomas, True Copy of Grades, Certifications and School IDs originated from the office are valid for authentication.

Section 2. Authentication fee will be collected at Php 15.00 per document with a maximum of three (3) copies. An additional of Php5.00 per copy will be charged in excess of three (3) copies.

ARTICLE 30. PUBLICATIONS BY STUDENT ORGANIZATIONS

Section 1. A publication whether printed or mimeographed, can only obtain official recognition if it is sponsored by a recognized student organization and after it has been registered with the Office of Student Publication.

Section 2. Three (3) copies of every issue of the publication must be submitted to the Office of Student Publications on the day of actual circulation. These copies are for file and future examination of the Committee on Student Publications.

Section 3. Failure to comply with the above requirements will warrant disciplinary measures on the Editorial Board of the erring publication and on the President/Chairman of the sponsoring student organization.

Section 4. Students are given full responsibility for materials published whether printed or mimeographed for the consumption of the college.

4.1 All materials in periodicals, magazines, newsletters and hand-outs, must carry by-lines which give proper and definite identification of the writer(s);

4.2 The Editorial Board of the publication and the officers of the duly recognized student organizations sponsoring the material will be held solely responsible for the repercussions arising from legal or legislative violations in the content of materials without by-lines;

4.3 All hand-outs, painted, printed, dittoed or mimeographed, and circulated in the campus and sponsored by recognized student organizations should bear the signature of its elected president or chairman; and

4.4. The Editorial Board of the various publications will be held responsible for all comments, issues, validity and veracity of information found in the editorial essays

ARTICLE 31. OFFICIAL STUDENT PUBLICATION (SIHNAG)

Section 1. Aims and Purposes of Student Publication: The Student Publication (Sihnag) shall be the official newspaper of the students. It shall be devoted primarily to the publication of news that are of general interest to the students; and it shall not be used as a medium for the promotion of personal and regional interests. Further, the Student Publication shall be utilized to: a) train interested students in the application of the art and science of journalism; b) serve as a channel for unifying all members of the school and the community towards desirable educational and cultural development objectives; c) advocate social consciousness and uphold the interests of the Filipino people; and d) advance students' rights and responsibilities as well as promote their general welfare.

Section 2. Printing of Student Publication: The printing of Student Publication by a private printer shall be conducted by the editorial board and the student publication staff through canvass or public bidding.

Section 3. Publication Adviser: The Faculty Adviser of the Student Publication shall be selected by the school administration in coordination with the editorial board. The function of the Faculty Adviser shall be one of technical guidance, provided, however, that he/she shall not alter contents nor censor articles or determine allocation of fund. For this reason, the Student Publication Adviser or the school administration shall not be held responsible or accountable for any breach of law-regulation pertaining to press-media matters. The editorial board, with the exception of Faculty Adviser, jointly and shall be held fully responsible for the contents of the Student Publication.

Section 4. Selection of Staff Members:

4.1 The selection of the editor-in-chief and the staff members of the Student Publication shall be through competitive written examinations prepared, conducted and supervised by a committee composed of a representative of the school administration, one faculty member, one mass media practitioner who is acceptable to both (school administration and

editorial board) and two past editors to be chosen by the outgoing editorial board with the approval of the Dean of Student Affairs.

4.2 Only regular, bonafide students having a general weighted average of “2.5” or better and without any grade of “5” or “Inc.” or without having been dropped in any course during the previous semester are qualified to take the exam. Candidate must present a written certificate from the Guidance Counsellor stating that they have not been the subject of disciplinary action or misconduct of any kind and that they are responsible persons of good character.

4.3 The student receiving the highest general average rating in the examination shall *ipso facto* qualify as editor-in-chief. In case of tie, the journalistic training and experience of the candidates shall be taken to break the tie.

4.4 No editor-in-chief shall be allowed to hold any major position in any recognized student organization in the college. This is to ensure his/her total commitment to the Publication Office.

4.5 The other members of the Official Student Publication staff shall be nominated by the editor-in-chief from among the top-ranking examinees in the editorial exam subject to the approval of the Faculty Adviser.

Section 5. Any student writer may be liable for libel when he causes the publication of his writing which give public and malicious imputation of a crime, or of a vice or defect, real or imaginary, or any act, omission, condition or status, or circumstances tending to cause dishonor, discredit, or contempt of a natural or judicial person.

ARTICLE 32. STUDENTS' ON-THE-JOB TRAINING / PRACTICUM PROGRAM

Section 1. The Sulu State College Students' On-the-Job Training/Practicum Program is designed in fulfillment of the school's mission to transform students into graduates with full competence in their fields of study. This document shall set the general policies and guidelines for the effective implementation of the On-the-Job Training/Practicum program across all disciplines to ensure the program's effective facilitation and the attainment of its set objectives. It aims to:

1.1 Provide the students an opportunity to be exposed in an actual work setting and assimilate their academic learning into practical applications.

1.2 Develop and instill among students the industry-desired values of positive work attitude, good human relations, competency in technical skills that pertain to their fields of study, and the openness to keep on learning to reinvent them.

ARTICLE 33. GENERAL POLICIES ON THE JOB TRAINING OR PRACTICUM

The policies outlined in this article provide a general overview of On-the-Job Training (OJT). Schools and colleges may adapt and implement guidelines based on their specific training fields and in compliance with the requirements set by regulatory bodies.

Section 1. The requisite(s) of the On-the-Job Training/Practicum is defined in the course description of each program curriculum.

Section 2. The required number of training hours specified in the course description may be extended by the agency/company whenever necessary, subject to mutual agreement between the students, school and the agency/company.

Section 3. Only students who are enrolled in the On-the-Job Training/Practicum subject are covered by this policy. The subject On-the-Job Training/Practicum shall be taken:

3.1 On the regular year level/semester as prescribed in the program curriculum

3.2 During summer prior to the terminal year provided no other academic subject is enrolled.

Section 4. Students with overload academic subjects will not be allowed to undergo on-the-job training/practicum even if he/she is a candidate for graduation.

Section 5. The faculty member assigned to handle the On-the-Job Training/Practicum subject acts as the On-the-Job Training/Practicum Coordinator. He/she shall work closely with the school's Industry Linkage Coordinator and the Agency/Company's Training Supervisor. He/she shall monitor the OJT activities in conformity with the course objectives.

ARTICLE 34. PROCEDURES AND GUIDELINES

Section 1. Applicants for On-the-Job Training may choose an agency/company from the list of industry partners. A student who wishes to take On-the-Job Training/Practicum in a company not listed as a Sulu State College partner should first inform the On-the-Job Training/Practicum Coordinator who shall arrange for the possible establishment of a MEMORANDUM OF AGREEMENT (MOA) with the agency/company.

Section 2. The student fills up the Request for On-The-Job Training / Practicum Endorsement available at the Dean's Office and submits it to the Department Staff with the following:

2.1 Curriculum Vitae in SSC prescribed format

2.2 Photocopy of School ID

2.3 Photocopy of Current Student Registration Form

Section 3. The applicant is endorsed by the Dean's Staff to the Guidance Office for psychological tests then to the Clinic for physical examination.

Section 4. The Department Staff prepares the Endorsement Letter and seals the same.

Section 7. The student delivers the sealed endorsement letter to the company. It is the responsibility of the student to follow up the status of his/her application and to inform the On-the-Job Training/Practicum Coordinator of its status.

Section 8. Prior to deployment for On-the-Job Training/Practicum, the trainee should submit the following to the On-the-Job Training/Practicum Coordinator:

8.1 Acceptance Letter from the Agency/Company/ Signed SSC Acceptance Form

8.2 Waiver Signed by the Parents/Guardian

8.3 On-the-Job Training/Practicum Agreement and Liability Waiver

8.4 On-the-Job Training/Practicum Schedule

Section 9. The On-the-Job Training/Practicum Coordinator, together with the Department Chair/Dean conducts pre-deployment orientation. Any student

who does not attend the pre-deployment orientation shall not be allowed to undergo on-the-job training/practicum, and the industry partner shall be duly informed of this fact. While on training, the trainee is expected to:

9.1 Submit to the On-the-Job Training/Practicum Coordinator a Weekly Report.

9.2 Comply with the general guidelines and requirements of the company pertaining to On-the-Job Training.

9.3 Observe punctuality and regular attendance.

9.4 Observe proper decorum in dealing with everyone in the workplace.

9.5 Act in accordance with the SSC core values and competencies.

Section 10. The On-the-Job Training/Practicum Coordinator shall confer with the Agency/Company Training Supervisor at the end of the On-the-Job Training/Practicum to personally ask for the assessment of the SSC student and to solicit ways by which SSC can further improve the On-the-Job Training/Practicum Program of SSC.

Section 11. Upon completion of the On-the-Job Training/Practicum, the student is required to submit the following:

11.1 Certificate of Completion from the Agency/Company

11.2 Performance Rating Report signed and sealed by the Agency/Company Training Supervisor.

11.3 Final Written Report using the prescribed format.

Section 12. On-The-Job Training/Practicum Grading System. The final grade in OJT/Practicum shall be computed based on the following criteria:

Weekly Reports	20%
Written Reports	30%
Performance Evaluation	<u>50%</u>
	100%

The passing grade is 75%.

Section 13. A trainee who fails to submit the requirements on time at the end of the semester shall be given a grade of No Credit (NC).

Section 14. A student automatically gets a failing grade (5.0) if he/she is reported by the company for any act involving moral turpitude during his/her training.

Section 15. A student shall be given a grade of dropped if he/she has exceeded the maximum allowable absences of 20% of the required training hours as reported by the training supervisor.

ARTICLE 35. POLICIES AND GUIDELINES ON EDUCATIONAL TOURS AND FIELDTRIPS OF COLLEGE AND GRADUATE STUDENTS

Section 1. Effective immediately and as a matter of policy, the following guidelines on the Conduct of Educational Tours and Field Trips shall be observed:

1.1 Educational Tours and Field Trips that form part of the course requirements and included in the curriculum must be jointly planned by the faculty-in-charge and the students at the start of the semester/summer and the estimated cost should be made known.

1.2 Educational tours and field trips shall not be made a substitute of a major examination for the purpose of compelling students to participate in educational activities not otherwise compulsory.

1.3 The faculty-in-charge of the educational tour/field visit should submit a written request addressed to the President through the Vice President duly recommended by the Dean. If the Educational tour/visit is within Sulu, the letter should be submitted not later than two (2) weeks before the tour/visit. However, if the educational tour/field visit is outside Sulu; the letter should be submitted one (1) month before the tour/visit. The following mandatory documents should be attached to the request:

1.3.1 Written letter of intent to conduct educational tour/field visit including the objectives in relation to the course objectives, date of the tour/visit, venue and the number of students participating, faculty member accompanying the students;

1.3.2 Itinerary of activities including date, time and place (include all details);

1.3.3 List of names of students;

1.3.4 Group insurance for all participating students and faculty members;

1.3.5 Detailed budget which includes cost of transportation, meals, entrance fees, etc.

1.3.6 Travel Agency's proposal, itinerary, and accreditation certificate issued by the DOTC;

1.3.7 The waiver form signed by the parent/guardian/spouses. Students who fail to submit the required waiver will not be allowed to join the tour/field trip;

1.3.8 Clearance from the Medical Service of the College; and

1.3.9 Travel agreement between the supplier and the project proponent.

1.4 Briefing and debriefing program which includes among others, reflection of the learning experiences duly documented in the learning journal shall be undertaken by the School/Department to the concerned stakeholders before the educational tour and field trips.

1.5 No educational tour/field visits will be allowed one (1) week before or after mid-term or final examination.

1.6 The faculty-in-charge must see to it that the tour/visit will not conflict with classes, examinations or other activities of students. In case of conflict the faculty in charge of the tour/visit should inform the faculty of the other classes affected so that the students may be excused.

1.7 For students who cannot join the educational tours and/or field visits, they shall be given parallel school activity which provides similar acquisition of knowledge of the required practical competencies and achieves other learning objectives. Learners with special needs such as Persons with Disabilities (PWDs) shall be given due consideration.

1.8 Prior to departure from SSC, the faculty-in-charge should see to it that the approval for the trip has been secured and payment for the tour/visit have been made by the students.

1.9 The estimated cost charged per tour/visit must be paid directly to the College Cashier's Office by the respective students immediately after the approval of the request or not later than one (1) week before the tour/visit.

1.10 The approved budget for the tour/visit shall be issued through a cash advance to the Dean or its designated disbursing officer for liquidation within 30 days after the tour/visit. However, expenses that may be paid directly shall be made by SSC to the supplier/provider by issuing a check through accounting department.

1.11 The faculty-in-charge should ensure that a written evaluation of the tour/visit is submitted not later than two (2) weeks after the tour/visits conducted. The evaluation should include an assessment of whether the trip has attained its objectives, how it was conducted, venue security, and suggestions for improvement for future tours/visits: The evaluation report should be submitted to the Dean and the Office of the Vice President which can be used as a basis for recommending or disapproving future tours/visits.

1.12. Strictly adhere to the policy and guidelines of local Off-campus activities stipulated in CHED Memorandum Order No. 17, Series of 2012.

1.13 Failure to comply with any of the requirements may impose appropriate sanction stipulated in Section 18 under CHED Memorandum No. 63 Series of 2017.

ARTICLE 36. OFFICE OF STUDENT AFFAIRS AND SERVICES

The Office of Student Affairs and Services provides sets of services that are concerned with academic support experiences of students to attain holistic student development based on CMO No. 9, Series of 2013. The College implements the following student services:

Section 1. Student Welfare Services. These are basic services and programs needed to ensure and promote the well-being of students. These include Information, Orientation and Awareness, Guidance and Counseling, Career and Placement, Economic Enterprise Development, and Student Handbook Development.

1.1 Information and Orientation Services. These are informative activities and materials designed to facilitate student adjustment to life in tertiary/higher education. This service consists of information materials on institutional mission, vision and goals, academic, rules and regulations, student conduct and discipline, student programs, services and facilities and such other information necessary for student development and should be made available to all students. It also includes regular comprehensive orientation program held for new and continuing students responsive to their needs, including orientation on the dynamics and nature of persons with disabilities, and relevant laws and policies affecting persons with disabilities.

An organized, updated, and readily available educational, career, and personal/social materials in different accessible formats are also provided to students. Information materials include statutes affecting students such as (a) R. A. 9262 or Anti-Violence Against Women and Children Act; (b) guidelines on drug abuse prevention and control, (c) R.A. 7877 or the Anti-Sexual Harassment Act of 1995, (d) HIV AIDS awareness, (e) self-care and healthy lifestyles and (f) R. A. 9442, particularly on the provision on public ridicule and vilification against persons with disability.

1.2 Guidance and Counseling Services:

1.2.1 Guidance Service- a set of services using an integrated approach to the development of well-functioning individuals primarily by helping them to utilize their potentials to the fullest.

1.2.2 Counselling-individual or group intervention designed to facilitate positive change in student behavior, feelings and attitudes.

1.2.3 Appraisal – gathering of information about students through the use of psychological tests and non-psychometric devices.

1.2.4 Follow-up- a system monitoring to determine the effectiveness of guidance activities, in general, and placement in particular.

1.2.5 Referral-refers to coordination multi-disciplinary team of specialists to ensure that special needs of students are met.

1.3 Career and Job Placement Services. These refer to the assistance provided for vocational and occupational fitness and employment.

1.4 Economic Enterprise Development. It refers to those services and programs that would cater to the other needs of students such as but not limited to a) student cooperatives, b) entrepreneurial, c) income generating projects, and d) savings.

1.5 Student Handbook Development. This refers to the development/updating of student handbook for dissemination, information, and guidance of students and stakeholders.

Section 2. Student Development. These are programs and activities designed for the enhancement and deepening of leadership skills and social responsibility, which include Student Organizations and Activities, Professional organization or societies, special interests, leadership training programs, student

council/government, Student Discipline/Government, student discipline, Student Publication/media.

2.1 Student Activities- supervision, recognition, and monitoring of student organizations and their activities such as leadership programs, student publication, student organizations, sports development, volunteerism, peer helper program, etc.

2.2 Student Organizations and Activities - refer to the recognition/accreditation, supervision and monitoring of student groups including the evaluation of their activities.

2.3 Leadership Training- are programs and opportunities to develop and enhance leadership effectiveness in the personal level and student organizations.

2.4 Student Council/Government- refers to the student body duly organized and elected at large by the students themselves, with due recognition and authority from the college, as the students' official representative in matters affecting them.

2.5 Student Discipline- refers to the judicious implementation of institutional rules and regulations governing student behavior and conduct.

2.6 Student Publication/Yearbook- refers to the official publication/ organ/ journal/ yearbook and such other student oriented print and non-print media of the College and/or school.

Section 3. Institutional Student Programs and Services

These are programs and activities offered by the college to facilitate the delivery of essential services to the students that include Admission, Scholarship and financial assistance, Food, Health and Security, Housing and Residential Services, Multi-faith, Foreign/International Students, services for students with special needs and other programs such as: culture and arts, sports, social and community involvement.

3.1 Admission Services. These are services that take care of the processing of students' entrance and requirements.

3.2 Services for Students with Special Needs and Persons with Disabilities. These are programs and activities designed to provide equal opportunities to

Persons With Disabilities, indigenous peoples, solo parents, etc. (academic accommodation for learners with special needs like left handed students must be provided with arm chair in the classroom suited to his condition).

3.3 Library Services. The Library, being the repository of knowledge of the college, provides and supports the instructional, research and curricular needs of students.

3.3.1 Library Policies, Rules and Regulations

3.3.1.1 Library Hour. The library is open from Monday to Friday from 7:00 a.m. to 5:00 p.m. and on Saturday from 8:00 a.m. to 5:00 p.m.

3.3.1.2 Admission to the Library. All bona fide students, campus officials, faculty members, and employees of Sulu State College members and staff of other educational institutions including private individuals are granted permission by the librarian in using the library facilities.

3.3.1.3 Requirements for Library Use. A student needs duly registered School ID and Library card to be entitled to use the library facilities. The School ID is non – transferable and it should be worn at chest level upon entering the library. A student allowing another student or person to use his School ID and Library card in borrowing materials in the library, will be deprived of such privileges.

3.3.1.4 Outside Researchers. Walk-in researchers must present a registered ID and a referral letter from the librarians of their respective institutions.

3.4 Health Services. The College infirmary is headed by the College Physician who is in-charge of the health needs of students and College personnel and staff. The College Physician, with the Dentists and Nurses, conducts a medical-dental examination as a requirement prior to admission. Medical and dental consultation and treatment are provided daily. First dosage of medicines is given free as long as stocks are available. Dental extraction and prophylaxis are included in the dental services. The Medical Staff is readily available in cases of emergencies.

3.5 Multi-faith Services. This refers to the provision of an environment conducive to free expression of one's religious orientation in accordance with institutional principles and policies.

3.6 Student Housing and Residential Services. The College provides Housing facilities which are well-equipped and maintained at an affordable price. A

separate dormitory for male and female occupants are managed by dormitory matrons who supervise as well as extend counselling services to all dormitory occupants. This unit is also in-charge of regular monitoring of private boarding houses outside the campus.

3.7 Food Services. The College leases spaces for canteens or cafeterias which provide meals, snacks, school supplies, and grocery items at reasonable prices. The College, through the Medical Unit monitors the cleanliness and safety of the foods served at the different canteens. Food services personnel are also being monitored through their health card issued by the Infirmary Office which serves as a verification of their health status and fitness for work in food service environments.

3.8 Sports and Socio-Cultural Services. The College acknowledges the need of students to become physically and socially active and competent individuals through sports and socio – cultural activities hence, implements programs and activities to ensure not only mental development of students but also their social, cultural, spiritual and physical growth and development.

3.9 Safety and Security Services. The Security Force provides safety and security to all students and College staff and personnel. It enforces traffic rules and regulations and maintains peace and order within the campus.

3.10 Social and Community Involvement Programs. These refer to programs and opportunities designed to develop social awareness, personal internalization and meaningful contribution to nation-building.

3.11 Foreign/International Students Services. This refers to the provision of assistance to address the needs of foreign students.

3.12 Scholarships and Financial Assistance Services (SFA).

The College offers several scholarship and assistance programs to deserving students. Selection of grantees is in accordance with the policies and guidelines of sponsoring agencies. The Scholarship Unit of the Office of Student Services takes charge of processing and monitoring all scholarships and other grants which are classified as:

3.12.1 FREE HIGHER EDUCATION (FHE). Also known as the Republic Act 10931 and has the full title an Act Promoting Universal Access to Quality Tertiary Education by providing for Free Tuition and Other School Fees in the State Universities and Colleges, Local Universities and Colleges and State-Run Technical Vocational Institutions.

3.12.2 TERTIARY EDUCATION SUBSIDY (TES) A Government grants-in-aid program made possible through Republic Act 10931. The priority beneficiaries for the TES: Continuing ESGP-PA Scholars in the SUC effective 2018-2019; Students who are part of Household included in the Listahan 2.0, ranked according to the estimated per capita household income.

3.12.3 TULONG DUNONG SCHOLARSHIP (TDP). Specifically for those Filipino Students who do not have enough resources to continue their undergraduate degrees in a college. This Scholarship will examine the Applications and provide all the Financial Assistance that is needed for poor students individually.

3.12.4 AGRICULTURAL COMPETITIVENESS ENHANCEMENT FUND (ACEF) GRANT. The ACEF Grant is a financial assistance program focused on supporting students in agriculture-related courses to promote sustainable farming and agribusiness. The scholarship program, funded by the Department of Agriculture (DA) and the Commission on Higher Education (CHED), is open to students enrolled in agriculture, fisheries, and other related fields. It covers tuition, books, and other academic-related expenses, while also encouraging graduates to contribute to the agricultural sector.

3.12.5 STUDENT ASSISTANCE PROGRAM (SAP). Qualified students who are interested in working during their free time are offered opportunities to work in the college's administration offices. Compensation will follow the current rules and policies, and the rate may change at any time.

3.12.6 LANDBANK ISKOLAR PROGRAM. The LandBank Iskolar Program is a scholarship initiative funded by Land Bank of the Philippines (LBP), aiming to support financially disadvantaged but academically deserving students. This scholarship provides full or partial coverage for tuition, books, and a monthly stipend. It is available to students pursuing business, agriculture, finance, and related programs. In addition to financial support, scholars receive mentorship and career development assistance to help them succeed in their chosen fields.

3.12.7 COCONUT SCHOLARSHIP FOR FARMERS AND THEIR FAMILIES (COCSCO). Funded by the Philippine Coconut Authority (PCA), this scholarship supports students from families engaged in coconut farming. It provides financial assistance for tuition, books, and a living

allowance, with a focus on agriculture-related courses aimed at enhancing the sustainability of the coconut industry.

ARTICLE 37. GENERAL POLICIES AND GUIDELINES ON STUDENT ORGANIZATIONS

Section 1. The College strongly adheres to a credible, competent, and responsive leadership. For this purpose, the students are encouraged to organize and actively participate in any or several duly recognized students organizations.

Section 2. The Student Organization Unit of the Office of Student Services serves as the coordinating center of the College. The specific policies and guidelines promulgated governing student organizations form part of Appendix A.

Section 3. Establishment and Operation: The establishment and operation of any student organization in the campus, or in the colleges/departments are governed by the rules and regulations of the Office of Student Affairs and Services such as the following:

3.1 Authority to Operate. Students who want to establish, join, and participate in students" organizations in the campus shall be subjected to the rules and regulations of the College through the Office of Student Affairs and Services (OSAS) after due to recognition by the Dean of Student Affairs and Services.

3.2 Supervision of Student Activities. It will be the responsibility of the Dean of Student Affairs and Services and the Head of Student Organizations to supervise all the activities of all duly recognized student organizations.

3.3 Application for Recognition:

3.3.1 New Organization - Any group of at least fifteen (15) students may apply to the OSAS to form an organization. The letter of application must be accompanied by the following:

- a. Constitution and By-Laws;
- b. List of elected officers for the current year;
- c. Proposed program of activities and projects;
- d. Name of three (3) Faculty or Employees with their letters of acceptance as advisers to be given to the Dean of OSAS.
- e. Complete list of members.

3.3.2 Renewal of recognized organizations/clubs – The organization must submit all the requirements including accomplishment reports of the previous school year starting from the year of their operation.

3.3.3 Conditions for non-recognition of student organization:

3.3.3.1 It does not meet the requirements for recognition and/or renewal;

3.3.3.2 It is still under penalty/ies;

3.3.3.3 It fails to meet the deadline for filing of recognition/renewal set by the OSAS.

Section 4. Certificate of Recognition. The recognition of a student organization shall be a pre-condition for its operation in the College. A corresponding Certificate of Recognition shall be issued by the OSAS upon the recommendation of the Dean of the School where the organization operates. However, such certificate shall only be effective for one (1) school-year and subject for renewal for the succeeding school-year that the organization still exists.

Section 5. Membership. Membership to organizations shall be determined by the respective organizations as embodied in their constitution and by-laws.

Section 6. Qualification of Candidates. Election procedures and filing of candidacy for any position in any organization must be in conformity with the provisions of the constitution and by-laws of the organization.

Section 7. Conduct of Student Activities. Request to hold activities must be filed at the OSAS within five working days before the scheduled activity.

Section 8. Nature of Activity. Organizations are encouraged to have relevant activities which are focused on the following areas: educational, religious/moral, social, cultural, entrepreneurial, environmental, and financial assistance.

ARTICLE 38. RIGHTS OF THE STUDENTS

Section 1. Subject to limitations prescribed by law and the College policies and regulation, every student of the College shall enjoy certain rights as reflected in Appendix B.

Section 2. Duties and Responsibilities of Students. Every student shall:

- 2.1. Love God, country, and his fellow men.
- 2.2. Strive to live a useful and virtuous life.
- 2.3. Observe the Code of Student Conduct and academic integrity promulgated by the College.
- 2.4. Develop his skills, capacities, and talents in pursuit of academic excellence.
- 2.5. Respect the Filipino Flag and all that uphold and symbolize the country.
- 2.6. Respect the customs and traditions, the laws of the land, and the rules and policies of the College.
- 2.7. Uphold the dignity of the institution through exhibit of proper behavior at all times in all places.
- 2.8. Uphold the academic and moral integrity of the institution by trying to achieve excellence and moral uprightness.
- 2.9. Promote and preserve the peace and order in the College by observing the rules on discipline and harmonious relationship with fellow students, faculty, staff, and personnel of the College.
- 2.10. Promote general welfare by actively participating in socio-civic and cultural affairs.

ARTICLE 39. STUDENT CONDUCT AND DISCIPLINE

Section 1. Sulu State College students are expected to observe the Code of Conduct at all times. Please see Appendix C.

Section 2. BASIC DISCIPLINE. Students must at all times, observe the laws of the land and the rules and regulations of the College. All students shall uphold the academic integrity which states that, "All persons involved in the educational programs and services of the College as student, teacher, researcher, staff, or academic administrator shall uphold honesty and integrity in their academic activities at all times." In this regard, students then shall avoid acts such as cheating, plagiarism, deceit, misinterpretation, and fabrication of facts and records, bribery, and all acts and forms of dishonesty.

Section 3. The Dean of the OSAS through the Discipline Unit must determine, recommend, and impose appropriate penalties after due process taking into account the following:

- 3.1. Nature and inherent gravity of offense;
- 3.2. Previous record;
- 3.3. Character and position of the aggrieved party;
- 3.4. Established precedents; and
- 3.5. Pertinent and applicable aggravating and mitigating circumstances.

Section 4. Students who are certified as undesirable by the Discipline Unit will no longer be admitted in the College and in addition, such disciplinary actions will be imposed by the Committee on Discipline.

Section 5. The following are classified as Major and Minor Offenses:

5.1. Minor Offenses

- 5.1.1 Not wearing proper uniform
- 5.1.2. Possession of pornographic materials
- 5.1.3. Littering/unsanitary acts
- 5.1.4. Smoking (both cigarettes and electronic cigarettes)
- 5.1.5. Loitering
- 5.1.6. Eating in restricted areas
- 5.1.7 Unauthorized use of school facilities
- 5.1.8. Lending/borrowing of Identification Card

5.2. Major Offenses

- 5.2.1 Possession and use of alcoholic drink and prohibited drugs and deadly weapons and explosives
- 5.2.2 Disrespect
- 5.2.3 Vandalism
- 5.2.4 Dishonesty/Cheating/ forgery
- 5.2.5 Creating barricades/obstructions
- 5.2.6 Assaults/Physical injuries
- 5.2.7 Hazing
- 5.2.8 Harassment and sexual abuse
- 5.2.9 Use of unauthorized software and electronic gadgets
- 5.2.10 Involvement in unrecognized sorority/ fraternity
- 5.2.11 Gambling
- 5.2.12 Public display of affection or intimacy, immoral acts
- 5.2.13 Distribution of offensive/subversive materials
- 5.2.14 Grave threats

- 5.2.15 Inciting to fight
- 5.2.16 Conducting and/or representing the name of the College in students' activity without the prior approval of the Office of Student Services
- 5.2.17 Possession of offensive/subversive materials.'
- 5.2.18 Cyberbullying
- 5.2.19 Unauthorized reproduction of the School ID outside the institution

Section 6. Penalties

6.1 For Minor Offenses

- 6.1.1 First Offense: Reprimand and apology, promissory letter, Restitution
- 6.1.2 Second Offense: Suspension from one (1) to four (4) days, community service as determined by the Office of Student Affairs and Services.
- 6.1.3 Third Offense: Treated as major offense.

6.2 For Major Offenses.

- 6.2.1 First Offense: Suspension from five (5) to ten (10) days, community Service, as determined by the Office of Student Affairs and Services.
- 6.2.2 Second Offense: suspension from eleven (11) to fifteen (15) days.
- 6.2.3 Third Offense: suspension to forty-five (45) calendar days to dismissal depending upon the gravity of the offense after due process of law.

Section 7. When the violation is committed by a non-bona fide student within the College, with the cooperation or participation of SSC students, the latter shall be responsible for the acts of the former.

Section 8. Disciplinary actions involving major offenses shall be reported to the student's parents or guardians. Other disciplinary actions may be reported at the discretion of the school authorities, depending on the nature and severity of the offense.

Section 9. Refusal to submit to the jurisdiction of the College by any student not enrolled at the time a charge is made against him, his future enrolment in any School/Department of the College is withheld.

Section 10. The imposition of the disciplinary sanctions for the violation of any rule under this Code shall not prevent the College from endorsing the case to proper government authorities when the same may involve violations of penal laws.

Section 11. Policies issued from time to time by the College President on matters not embraced in this handbook shall form an integral part of these guidelines.

Section 12. Previous policies, rules and regulations on student organizations enforced before the effectively of this handbook are hereby superseded by these guidelines.

Section 13. Policies issued by the Student Government with regard to student activities in accordance with the provisions of their recognized constitution shall form an integral part of these guidelines.

ARTICLE 40. REFERENCE TO A COMMITTEE ON DISCIPLINE/APPEAL

Section 1. The institution shall create an Ad Hoc Committee which shall compose of the Dean/Head of Student Services, Guidance Counselor, Guidance Coordinators and the CSG Adviser.

Section 2. The Committee on Discipline shall conduct investigation and collect pieces of evidence that may be used as bases of their findings and recommendations. Any appeal may be addressed to the College President. The College President may create a Committee on Appeals which shall be tasked to review the findings of the Committee on Discipline and make final recommendations on the case.

Section 3. No disciplinary proceedings shall be instituted except for conduct prohibited by law or by the rules and regulations promulgated by duly constituted authority of the College:

3.1. A disciplinary proceeding shall be instituted upon:

3.1.1 Filing of written complaint under oath by the student –complainant to the Office of Student Affairs and Services;

3.1.2. Submission of official report about the violation of an existing rules and regulations.

3.2. There shall be an official entry book for the purpose of specifying the person charged the complainant and his witnesses and the substance of the charge.

Section 4. In instances where the dispute is between a student and a Faculty or Employee, with the student as the respondent, the case shall be handled by the OSAS – Discipline Unit.

Section 5. In cases where the Faculty or Staff is the respondent, the members of the committee shall be appointed by the Dean of School/College.

Section 6. In instances where the dispute is between students the case shall be handled by a special committee which is composed of OSAS, CSG Adviser, CSG President, Senate President and Speaker of the House.

Section 7. In instances where the dispute is between students of different campuses the case shall be handled by the College Student Tribunal which composes of CSG officers (Supreme Student Council & School Student Councils).

ARTICLE 41. STUDENT GRIEVANCE

Section 1. The Student Grievance Mechanism provides a formal process by which students can raise concerns, complaints, or disputes regarding academic, administrative, or personal matters. Additionally, it outlines procedures for addressing complaints filed against students, ensuring that all parties involved are treated fairly, respectfully, and that issues are resolved in a timely and transparent manner.

Section 2. This policy applies to all enrolled students of Sulu State College and covers grievances related to academic issues such as grading, faculty conduct, and curriculum, as well as administrative services including registration, fees, and student services. It also addresses concerns regarding discrimination, harassment, or abuse, student discipline, and any other academic or non-academic related matters.

Section 3. All grievances will be treated with confidentiality, ensuring that the privacy of all parties is respected. Students who file grievances in good faith are protected against any form of retaliation. Fairness will be upheld throughout the process, giving all parties the opportunity to present their side. Additionally, grievances will be addressed promptly to ensure timely resolution.

Section 4. Grievance Procedure

4.1 Informal Resolution

- The student should first attempt to resolve the issue informally by discussing it with the concerned person (e.g., faculty member, staff).
- If direct resolution is not feasible or satisfactory, proceed to 4.2.

4.2 Formal Written Complaint

- The student submits a Formal Grievance Form to the Office of Student Affairs and Services (OSAS).
- The written complaint must include:
 - Student's name and contact details
 - A clear statement of the grievance

- Names of individuals involved
- Relevant evidence (if any)
- Desired resolution

4.3 Review and Investigation

- The OSAS will acknowledge receipt within 3 working days.
- A Grievance Committee, composed of representatives from the faculty, administration, and student body, will be convened.
- The committee will investigate the complaint by reviewing documents, interviewing involved parties, and gathering evidence.

4.4 Resolution

- After investigation, the Grievance Committee will recommend a resolution within 7 working days.
- The student and involved parties will be notified in writing of the decision.
- If necessary, corrective actions or disciplinary measures will be taken.

4.5 Appeal

- If unsatisfied with the outcome, the student may appeal in writing to the College President within 5 working days after receiving the decision.
- The College President's decision shall be final.

Section 5. The Grievance Committee shall be composed of the following:

- Chairperson: Dean of Student Affairs and Services
- Members:
 - Faculty Representative or Chief Administrative Officer
 - Adviser of the Central Student Government
 - President, Central Student Government
 - College Guidance Counselor
 - School/College Guidance Coordinator

Section 6. The Office of Student Affairs will maintain records of all grievance cases for a minimum of five (5) years while ensuring strict confidentiality.

Section 7. The grievance mechanism will be included in the Student Handbook, posted on the College website, and explained during student orientation.

ARTICLE 42. DATA PRIVACY OF STUDENTS

This Data Privacy Policy is designed to protect the privacy and confidentiality of personal data collected by the institution from its students, faculty, and staff in accordance with the provisions of Republic Act No. 10173, also known as the Data Privacy Act of 2012 (DPA).

The institution is committed to ensuring that all personal data is processed with the utmost respect for privacy rights and in compliance with the requirements of the DPA.

Section 1. Collection of Personal Data

1.1 The institution shall collect only the personal data necessary for its academic, administrative, and operational purposes. Personal data may include, but is not limited to, names, contact information, student records, financial details, and other data as required.

1.2 Personal data shall be collected fairly, lawfully, and transparently, with students being informed of the purpose and scope of data collection at the time of collection.

Section 2. Consent

2.1 Students shall be required to give informed, explicit consent for the collection, processing, and use of their personal data. Consent will be requested during enrollment and registration processes, and students may withdraw consent at any time.

Section 3. Data Use and Access

3.1 Personal data will only be used for legitimate purposes related to the student's academic, administrative, and other institutional functions, such as course registration, assessment, student services, and compliance with legal and regulatory requirements.

3.2 The institution will not process personal data for purposes other than those for which it was originally collected, unless legally required or authorized.

Section 4. Data Access and Confidentiality

4.1 Access to personal data will be strictly limited to authorized personnel, including academic and administrative staff, who require the data to perform their official duties.

Section 5. Data Privacy Officer

5.1 The institution has designated a Data Privacy Officer (DPO) who is responsible for ensuring compliance with the Data Privacy Act and overseeing the implementation of data protection measures.



PART III

APPENDICES



POLICIES AND GUIDELINES ON STUDENT ORGANIZATIONS

Definition of Terms

Interest Clubs. These are small groups of students who are joined by their common interests and specializations such as English Club, Math Club, Society Club, etc.

Recognized Student Organization. It is an entity composed of members duly recognized by proper authorities after compliance with prescribed requirements. A recognized student organization is given permission to conduct activities within the College premises.

Student Body Organization. It is a student government organization which is mandatory in nature and whose members are bona fide students of the college where they are currently enrolled.

Schools Student Council. It is a student government organization which stands as the highest governing body of students in the school/department.

Supreme Student Council. It is the umbrella and the highest governing body organization of all student councils.

Student Organization. It is a group of at least 15 members who have common goals and interests, set activities, and meet regularly to foster a better camaraderie.

Policies for recognition and renewal of student organization:

- a. A certificate of recognition/accreditation shall be issued to the organization only upon evaluation of the Constitution and by-Laws and projected activities not violating any rules of the College and the fundamental law of the land.
- b. Annual renewal of registration or accreditation of all student organizations must be announced by the OSAS.
- c. Any student organization that does not renew its registration must be automatically considered defunct.
- d. Any student organization granted recognition while it violated its own statement of purpose and its constitution, or it failed to comply with the university policies is liable to revocation of certificate of recognition after a thorough investigation by the Head of Student Organization and with the approval of the Dean of OSAS.

Policies for the conduct of student activities:

- a. For activities to be held either inside or outside the campus, the following procedures must be followed:
 - 1. Formal request letter to OSAS;
 - 2. The signatures of representatives in an organization including the faculty/adviser and the School Dean are pre-requisites. If one signature is not included, the Dean of Student Services will not consider the application;
- b. Submit a complete triplicate form for the approval of the Dean of Student Affairs and Services;
- c. All student organizations must implement their proposed activities duly approved by the OSAS;
- d. All programs of activities shall be in line with the mission and vision of the College.
- e. Imposition of fines on student activities shall be determined by the concerned organization duly supported by a resolution. Fines should not exceed fifty pesos (P50.00) per day.
- f. No student activities shall be conducted one week before the Midterm and Final Examinations.

Requirements for student activities:

- a. Fund Raising Activities. An organization shall accomplish the following requirements:
 - a.1. Request letter stating the nature and purpose of the activity;
 - a.2. Date, time and venue of the activity;
 - a.3. Statement of projected income and expenses;
 - a.4. Manner in which the fund shall be used;
 - a.5. Names of students directly in-charge of the fundraising activity.
- b. Raffles conducted on campus for fund – raising shall be governed by the following rules:

b.1 Application to conduct raffle must be filed at the OSAS at least one (1) month before the said activity;

b.2 The application should indicate the prizes in the raffle, the price per ticket, the drawing date, place and time of the raffle draw;

b.3 A time limit of one month is allowed to any organization raffle off the prizes. Any extension of time should be approved by the OSAS;

b.4 The list of winners shall be posted on bulletin boards all over the campus.

c. All letters to be used for solicitation shall bear the name and signature of the President of the student organization, the adviser, and the Dean. Solicitation letters should be properly and systematically monitored. The solicitation funds or merchandise from off-campus groups or business firms shall require the special permission of OSAS.

c.1 Permit of any activity to be conducted in the campus is required.

c.2 Symposia/Lectures. The following documents are required in the conduct of Symposia and lectures:

c.2.1. Speaker's profile, background or bio-data;

c.2.2. The copy of the program;

c.2.3. Outline of Topics

RIGHTS OF THE STUDENTS

1. The right to receive quality and relevant education through competent instruction in accordance to national goals, educational objectives, and the standards of the College for students" full development as human beings.
2. The right to receive guidance and counselling services to provide students with appropriate opportunities to better understand themselves, to make decisions, and to select the field of works suited to their potentials.
3. The right of free expression on beliefs and opinions as long as it does not disrupt the administrative, academic and discipline of the College.
4. The right to publish a school paper or similar publication.
5. The right to invite resource speakers during convocations, fora, symposia, and assemblies of similar nature.
6. The right to participate in the formulation and development of policies affecting the College in relation to the locality/region and nation through representation in the appropriate bodies of the College to be determined by the Board of Trustees.
7. The right to establish, join, and participate in organizations, societies, and clubs recognized by the College for purposes not contrary to law.
8. The right to be given reasonable protection within the College premises.
9. The right to participate in curricular and co-curricular activities.
10. The right to be informed of their rights as well as the policies, rules, and regulations affecting them.
11. The right to be respected as a person with dignity, for the overall physical, social, intellectual, and moral development, for humane and healthful conditions of learning.
12. The right to enjoy academic freedom.
13. The right to address his/her grievances against any wrong or injustices committed against him/her by other students or by any member of the academic community.
14. The right to access to his/her college records, the confidentiality of which the college shall keep and maintain.
15. The right to pursue and continue his/her course until he/she graduates except in cases of academic deficiencies or violations of disciplinary regulations.

16. The right to be given assistance on work opportunities through current and available information.

17. The right to expeditious issuance of official documents such as certificates, diplomas, transcript of records, grades, and transfer credentials.

18. The right to be free from involuntary contributions except those approved by their own organizations, clubs or society.

Appendix C CODE OF CONDUCT

1) Moral Character: A student is imbued with moral character when:

- a. He has learned to act, live and think as a person whose values, attitudes and convictions are in accord with the Universal Ethical Norms of Right Reason and the accepted values and approved levels of conduct in the society where he lives;
- b. He is honest to himself, accepts his shortcomings, and strives to improve and change;
- c. He is fair and just in his dealings with his fellowmen;
- d. He lives by the percept of love, justice, compassion and concern for others; and
- e. He respects the rights of others as he would want his rights to be respected.

2) Personal Discipline: A student is imbued with personal discipline when:

- a. He devotes himself to the fulfilment of his obligations and considers rights as means to or rewards for the same;
- b. He learns to forego the enjoyment of certain rights and privileges that others needier may be more benefited for the greater good of society;
- c. He resolves his problems and confidence and conflicts without prejudicing others;
- d. He is tolerant of others, and humble to accept what is better than his;

e. He has developed temperance and propriety in words and action, especially against vices, e.g. gambling, drinking liquor, drugs, sexual excesses and aberrations, etc. and,

f. Rights reason guides and controls his life, actions and emotions

3) Civil Conscience and Patriotism. A student is imbued with civic conscience and patriotism when:

a. He devotes himself to the growth and development of the Philippines;

b. He puts the welfare of the entire country above his personal family and religious interest;

c. He respects and obey all duly constituted authorities and laws, rules and regulations;

d. He settles all disputes, problems, and conflicts through peaceful means;

e. He strives to bring about the necessary changes through peaceful means;

f. He respects the Philippines flag as the symbol of our country.

ARTICLE 1. GENERAL BEHAVIOR

Section 1. Students must observe proper decorum and appearance in accordance with the policies promulgated by the College.

Section 2. Students must wear the correct and prescribed uniform and identification card upon entering and while inside the campus.

Section 3. Students are not allowed to bring inside the college premises objects, pictures and literatures which are subversive and morally offensive to national interest.

Section 4. Students are not allowed to enter the college premises under the influence of liquor, drugs, and other prohibited substances.

Section 5. Students are not allowed to engage in any form of gambling like lottery, or any other schematic activities where force monetary and material contributions are involved.

Section 6. Students are not allowed to bring inside the College premises any explosive materials, deadly weapons and other threatening materials.

- Section 7. Students are expected to respect the Philippine Flag, the Nation Anthem, their teachers, and all officials and employees of the College.
- Section 8. Students must at all times be respectful and be proper in their conduct by refraining from using languages and acts that are disgraceful, vulgar, and indecent, which may cause or tend to disturb other students.
- Section 9. Students are not allowed to vandalize, damage/destroy any College properties or materials but rather help in preserving and protecting them.
- Section 10. Students are not allowed to commit any form of littering or unsanitary acts within the College premises.
- Section 11. Students are not allowed to disturb classes and academic functions in any manner. The use of electronic gadget/s such as cell phone should be turned off or be switched to silent mode during class hour and during other school functions and gatherings.
- Section 12. Students are not allowed to commit any form of dishonesty like cheating and falsification of any document.
- Section 13. Students are not allowed to organize and maintain any form of unauthorized barricade or obstruction to any entrance or exit of the College or to prevent coerce, or threaten other students and employees of the College from entering or going out of the campus.
- Section 14. Students are not allowed to be involved in fraternities and sororities using coercion, hazing, physical harm, or inflictions to fellow students.
- Section 15. Students are not allowed to smoke within the College premises.
- Section 16. Students must refrain from public display of affection, intimacy and lasciviousness.
- Section 17. Students are not allowed to pierce any parts of their body to wear studs or earrings particularly males' students while in uniform.
- Section 18. Students must have neatly done and well-groomed hairstyle.

ARTICLE II. CLASSROOM BEHAVIOR

Section 1. Students must always display courtesy at all times and give due respect to any faculty inside the classroom.

Section 2. Students shall enter orderly in the classroom after the outgoing class and if a student leaves the class during class hours, he/she shall seek the permission of his/her instructor.

Section 3. Students must maintain cleanliness of their classroom that is free from litters and vandals.

Section 4. Students must observe silence while examination and important activities are being conducted in the class. Any form of noise not conducive in the facilitation of learning inside the class is not allowed.

ARTICLE III. BEHAVIOR OF STUDENTS IN THE USE OF SCHOOL FACILITIES

Section 1. Students are not allowed to bring to the computer laboratory unauthorized software and program which contains virus, including downloading programs without any permission given by the instructor.

Section 2. Students must secure library card to avail of different library services and must abide by the rules and regulations of the library. Library users shall at all times observe proper conduct. Smoking, eating, drinking, making unnecessary noise, loud conversations, and mutilation of library materials, and equipment in the library premises are strictly prohibited.

Section 3. Students are not allowed to loiter, create any form of disturbances and must always keep stairways and corridors and the campus vicinity free of passage and destruction.

ARTICLE IV. BEHAVIOR OF STUDENTS OUTSIDE THE CAMPUS

Section 1. Students wearing the prescribed college uniform, shall at all times refrain from committing acts that cause embarrassment and disgrace to the College. Such acts include, but not limited, to the following:

1.1 Public display of affection or intimacy;

1.2 Drunkenness;

1.3 Disturbance of public peace and order under the influence of drugs or other harmful substances and even bringing firearms and other deadly weapons.

1.4 Unruly behavior or creating disturbing noise.

ARTICLE V. STUDENTS ATTIRE

Section 1. Students shall at all times wear their proper uniform.

Section 2. P.E. uniforms shall only be worn during P.E. classes as well as with NSTP Uniform or Club Uniform during their activities.

Section 3. Any indecent outfit such as, but not limited to: plunging necklines, see – through, backless, mini-skirts or shorts, tight fitted pants are not allowed.

ARTICLE VI. CONFERENCES, SEMINARS, EDUCATIONAL TOURS, OUTINGS, ETC.

Section 1. Extra-curricular activities may be allowed with the approval of the Vice-President upon recommendation of the Dean of Student Affairs and Services.

ARTICLE VII. POSTERS, BANNERS, STREAMERS

Section 1. Only posters or similar literatures approved by the Office of Student Affairs and Services shall be allowed to be posted on designated areas.

Section 2. Banners and Streamers for announcement, promotion, or other similar cases shall be approved by the Office of the College President upon endorsement of the OSAS.

ARTICLE VIII. COLLEGE SEAL

Section 1. No student will be allowed to use the College Seal or to reproduce the same in any printed form, engraving, or by any manner of reproduction without the approval of the School Dean, and the College President.

ARTICLE IX. REPUBLIC ACT 9165: COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002

Section 1. Students shall observe the general guidelines of CHED Memorandum Order No. 19 series of 2004 entitled, "The General Guidelines for the Conduct of Random Drug Testing for Tertiary Students."

Section 2. The Head of Health Services shall facilitate the implementation of the said CMO in accordance to R.A. 9165.

ARTICLE X. ANTI-SEXUAL HARASSMENT POLICY

Section 1. The anti-sexual harassment policy of the college will be based on the provisions of Republic Act 7877, otherwise known as the Anti-Sexual Harassment Law.

ARTICLE XI. ANTI-HAZING POLICY

Section 1. The anti-hazing policy of the college will be based on the provisions of Republic Act No. 8099, otherwise known as the Anti-Hazing Law.

ARTICLE XII. ANTI- VIOLENCE AGAINST WOMEN AND CHILDREN ACT

Section 1. The anti-violence against women and children policy of the College will be based on the provisions of Republic Act 9262, otherwise known as the Anti-Violence against Women and Children Act.

ARTICLE XIII. AN ACT AMMENDING REPUBLIC ACT 7277, known as the "Magna Carta for Disabled Persons and for Other Purposes"

Section 1. The policy of the college on public ridicule and vilification against persons with disability will be based on the provisions of Republic Act 7277, otherwise known as the Magna Carta for Disabled Persons.

ARTICLE XV. AN ACT DEFINING AND PENALIZING THE CRIME OF PHOTO AND VIDEO VOYEURISM, EPRESCRIBING PENALTIES THEREFOR, AND FOR OTHER PURPOSES

Section 1. The policy of the college on the crime of photo and video voyeurism will be based on the provisions of Republic Act 9995.

Appendix D

LIST OF REFERENCES

Batas Pambansa (BP) 232 - Education Act of 1982;
Republic Act (RA) 7079 - Campus Journalism Act of 1991;
RA 7192 - Women in Development and Nation Building Act;
RA 7277 - Magna Carta for Persons with Disabilities;
RA 8545 - GASTPE Law;
RA 9165 - The Dangerous Drugs Act of 2002;
RA 9211 - Tobacco Regulation Act of 2003;
RA 9418 - Volunteer Act of 2007;
RA 9512 - National Environmental Awareness and Education Act of 2008;
RA 9710 - The Magna Carta of Women;
RA 9729 - Climate Change Act of 2009;
RA 9262 - Anti-Violence Against Women and their Children Act of 2004;
RA 11036 - Mental Health Act;
RA 11053 - Anti-Hazing Act of 2018;
RA 11166 - Philippine HIV and AIDS Policy Act;
RA 11261 - First Time Jobseekers Assistance Act;
RA 11313 - Safe Spaces Act;
RA 11551 - Labor Education Act;
RA 11861 - Expanded Solo Parents Welfare Act;
Executive Order (E.O.) 193, 12 November 2015 - Enhanced National Greening Program;
EO No. 101, 10 January 2020 - Attaining "Zero Hunger";
Joint Administrative Order (JAO) No. 2022-0001 - Guidelines on Healthy Settings Framework in Learning Institutions;
CMO No. 09, s. 2013 - Enhanced Policies and Guidelines on Student Affairs and Services;
CMO No. 18, s. 2018 - The Implementing Guidelines for the Conduct of Drug Testing of Students in All Higher Education Institutions (HEIs);
CMO No. 04, s. 2020 - Guidelines on the Implementation of Flexible Learning;
CMO No. 08, s. 2021 - Guidelines on the Implementation of Flexible Delivery of Student Affairs and Services (SAS) Programs during the COVID-19 Pandemic;
CMO No. 104, s. 2017. Policies and Guidelines on Student Internship Programs in the Philippines; CMO No. 63, s. 2017. Policies and Guidelines on Local Off-Campus Activities;

MOC dated 07 September 2023. Enhanced Monitoring and Evaluation Tool for Student Affairs and Services; and other related laws, guidelines, issuances, etc.

GENERAL NOTICE

The College reserves the right to initiate action for adding, interpreting, amending, supplementing and enforcing the rules printed herein upon consultation with the CSG. Other subsequent and supplementary rules and regulations promulgated by the institution shall take effect 5 days upon the date of their official adoption. Directives, prescriptions and regulations issued by the Department of Education (DepEd), Technical Education and Skills Development Authority (TESDA) and the Commission on Higher Education (CHED) shall be effective on the date prescribed.

REPEALING CLAUSE

All existing college policies, rules and regulations inconsistent with this manual are hereby repealed and superseded accordingly.

SEPARABILITY CLAUSE

Any provision in part or in whole that are found unconstitutional or in contravention of any existing laws, circulars and memoranda of the national government authorities shall be automatically become null and void but retains other provisions in full force and effect.

CERTIFICATE OF PROCESS

This is to certify that the draft of this Student Manual passed the final review of the Academic Council per Resolution Number 24 Series of 2015 on December 12, 2015 at Center for Culture and Arts of Sulu State College, Jolo, Sulu and duly approved by the Board of Trustees per Resolution No. 35 Series of 2015 on 15th day of December, Two Thousand Fifteen at CHED Board Room, Quezon City.

SULU STATE COLLEGE HYMN

Sulu State College our beloved
You are the pride of the Moroland
We come to seek for better knowledge
In the hollow of your hand

You mold the youth of our young nation
So to serve our motherland
Your precious name will always guide us
And we'll do the best we can.

Sulu State College our beloved
You're the hope of the Suluans
We'll always be forever loyal
To fulfil your great command
Your torch forever will be shining
Everywhere throughout the land
We praise and thank the lord in heaven
For your glorious guiding hand

Chorus

Your name forever will cherish
Wherever we may roam
The wisdom that you have given us
Eternally will bloom
To you we give our promise
Forever to be true
We shall spread the gospel of thy name Sulu State College dear.
(Repeat 2nd stanza)