

STUDENT MANUAL version 2018 OUTLINE

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Article 1. GENERAL INFORMATION

Section 1: USC VISION AND MISSION

VISION

The University of San Carlos sees:

- a **WORLD** where the darkness of sin and the night of unbelief vanish before the light of the Word and the Spirit of grace
- a **SOCIETY** where citizens are competent, noble in character, and community-oriented
 - what they know, they apply justly and honestly;
 - what they do not know, they seek to learn;
 - what they do not have, they endeavor to acquire;
 - what they have, they share.

MISSION

The University of San Carlos is a Catholic institution of learning that embodies the principles of academic discipline of San Carlos Borromeo and the missionary charism of the Society of the Divine Word (SVD).

It aims to develop competent and socially responsible professionals and lifelong learners in an environment that fosters excellence in the academic core processes of teaching-learning, research, and community extension service.

Its mission is to provide timely, relevant, and transformative academic programs responsive to the needs of the local, national, and global communities in a rapidly changing world.

CORPORATE VALUES

The University Corporate Values are:

- integrity
- excellence
- commitment
- social responsibility
- evangelization
- leadership

Section 2: THE UNIVERSITY SEAL



The University seal is the official insignia of the University of San Carlos. It depicts a shield surrounded on either side by seven laurel leaves. The laurel leaves for excellence, and each one symbolizes a gift of the Holy Spirit: wisdom, understanding, counsel, fortitude, knowledge, piety, and fear of the Lord.

The shield is divided into three parts. On the upper left of the shield is a globe encircled and topped by a cross. This is the

symbol of the SVD in the world.

On the upper right part of the shield is Magellan's Cross, which symbolizes Cebu City, where USC is located.

On the bottom half of the shield is an open book, which symbolizes knowledge, education, and the Word of God. Above the book are three stars that represent the three major island groups of the Philippines: Luzon, Visayas and Mindanao.

Section 3. HISTORY

The University of San Carlos, administered by the Divine Word Missionaries of the SVD, is a university with a very long history that parallels the growth and development of Cebu in central Philippines.

The University of San Carlos is historically linked to a small *colegio* established in honor of San Ildefonso by the Jesuit priests Antonio Sedeño, Alonso de Humanes, Mateo Sanchez and a lay brother Gaspar Garay on 21 August 1595. The *Colegio de San Ildefonso* was closed in 1769 as a result of the papal expulsion of the Jesuits from Spain and all Spanish possessions in 1767.

Ten years later in 1779, the ownership of the *colegio* and its properties was transferred to the Bishop of Cebu, Msgr. Rubio de Arevalo, who paved the way for its re-establishment as the *Real Seminario de San Carlos*, manned by secular priests. Following the decision of the Bishop of Cebu, Msgr. Romualdo Jimeno, the Dominicans took over as regents. In 1852, the Dominican priests renamed the school *Seminario Conciliar de San Carlos*.

When the Vincentians took over in 1867, the school offered classes to interns (seminarians) and externs (non-seminarians) to accommodate the local residents' petition. Thus, it became *Seminario-Colegio de San Carlos*. In 1894 the *Seminario-Colegio de San Carlos* conferred the Bachelor's degree to its first graduates; among them was Sergio Osmeña, later the fourth president of the Philippines from 1944-1946.

At the outbreak of the Filipino Revolution against Spain in 1898, the school closed and later re-opened when American rule began. In 1911, the school was incorporated as *Colegio de San Carlos* under rector Jacinto Villalain. By 1922, the school was separated from the seminary although it operated on the same campus along Calle Martires (now M. J. Cuenco Avenue). In 1930, the *Colegio de San Carlos* transferred to its present site along P. del Rosario Street.

In 1935, the *Colegio de San Carlos* was placed under the German religious order *Societas Verbi Divini* (SVD). Between 1935 and 1940, the SVD priests and brothers changed *Colegio de San Carlos* into a truly secular college with the addition of two new colleges - Law and Commerce - to the existing College of Liberal Arts. The College of Education followed in 1938 and the College of Engineering in 1939.

The *Colegio* would have been a university, were it not for World War II. Instead, the war brought the *Colegio* to its knees, leaving its building in ruins with many of its priests and lay killed in the run-up to Liberation. Undaunted, the *Colegio* was re-opened in June 1945 by Fathers Josef Jaschik and Ernest Hoerdemann. Father Arthur Dingman, the first SVD rector, returned and appointed Father Hoerdemann to oversee a ten-year reconstruction plan, 1947-1957. In 1947, the College of Pharmacy was added.

On 1 July 1948, the *Colegio* was granted university status by the government. The new University of San Carlos became a university in the real sense of the word with a steady trickle of priest-scholars who left Fu Jen Catholic University of Beijing, China due to the communist take-over. Their research activities in the fields of biology, chemistry, physics, mathematics, anthropology, and archaeology raised the status of the University to a research institution.

In 1956, a new campus for boys was opened along Gen. Maxilom Avenue (presently, the North Campus). In 1962, another campus for grade school boys and girls, for high school girls, and for teachers-to-be was also inaugurated on J. Alcantara Street (now called South Campus).

In 1957, the University became one of the 11 (eleven) charter members of the Philippine Accrediting Association of Schools, Colleges, and Universities (PAASCU) after being judged worthy of accreditation by a separate committee formed by the Catholic Educational Association of the Philippines (CEAP).

With foresight, the University administrators opened yet another campus in Talamban in 1963 with the construction of the first and only Coconut Chemical Plant in the country, a joint project of the German and Philippine governments. The Talamban campus, home of the College of Engineering and Architecture, became known as the Technological Center by 1965.

The Talamban venture proved fortuitous as the congestion in downtown Cebu prodded the University to develop the nearly 100 hectares of open space into a modern campus. These edifices rose and their curricular programs and service support grew dynamically:

- Arnoldus Science Building and Talamban Campus Dormitories (1981)
- Retreat and Seminar House (1982)
- Anselmo Bustos Multi-Purpose Hall (1983)
- Church of Talamban (1985) later dedicated as the Church of St. Arnold and St. Joseph
- Science and Mathematics Education Building which is an annex edifice to the Arnoldus Science Building (1997)
- Maintenance and Calibration Workshop (1998)
- Arts and Sciences Building (1999) later named as Philip van Engelen Building
- Health Sciences Building for the College of Nursing and the College of Pharmacy (2004)
- General Services Building and the College of Architecture and Fine Arts Building (2005)
- Engineering Conference Center later named as the Michael Richartz Building (2008)
- Executive House (2008)
- covered courts (2012)
- new dormitories (2012)
- Josef Baumgartner Learning Resource Center (2012)

Currently, the campus is undergoing massive landscaping and face-lifting to enhance the academic environment.

The Downtown Campus has also been going through massive infrastructure development. The Arts Division of the College of Arts and Sciences transferred to Talamban Campus in 2009. Since then, the following structures were constructed: Law and Graduate Business Building (2009), Wrocklage Yard (2010), Carolinian Inn (2011), Kolk's Corner (2011), and Language Academy (2013).

In more than 75 years of administration by the *Societas Verbi Divini* (SVD), the University has become a nationally-recognized institution of higher education. The University's science and technology programs and administrative apparatus were boosted with the Netherlands' royal government award of a nine-year joint co-financing program under NUFFIC from 1995 to 2004. Since 2001, the Commission on Higher Education (CHED) has awarded full autonomy status to the University in apt recognition of its more than 100 academic and curricular programs.

Likewise, PAASCU has conferred a Level III accreditation status on USC. In the national board examinations, the University is proud of its 55 first-place graduates and 441 other topnotch graduates, second to tenth places. The number of topnotchers in government licensure examinations in Accountancy, Architecture, Chemistry, Education, Engineering, Interior Design, Law, Library and Information Science, and Pharmacy continues to grow each year.

In research, aside from its in-house fund, the University is consistently the recipient of major research grants from local and international external agencies. The Commission on Higher Education, the Department of Science and Technology, and to a minor extent, the private industry, have funded some research projects. Two University-generated inventions have patent applications filed in 2011 in the IPOPhl. For research performance in culture and literature, the University's Cebuano Studies Center was awarded the Region VII Winner for CHED Best Higher Education Research Program in 2009.

The University of San Carlos has taken the lead in central Philippines in embracing the Philippine Educational Reform Agenda: the institution of the K to 12 basic education system, the possible differentiation of higher educational institutions into five types, and the divergence of accreditation programs into those that are national and international.

Section 4: SAN CARLOS BORROMEIO AND THE SVD SAINTS

SAN CARLOS BORROMEIO (1538-1584)

Although USC is owned and managed by the Society of the Divine Word (SVD), its name is carved after a saint who was not a member of this religious congregation. San Carlos Borromeo, whose feast falls on November 4, was born to a noble family which had produced, among others, such persons as Pope Pius IV, during whose leadership Carlos became the first Cardinal of Romagna and then, at twenty-two, the Archbishop of Milan.

He was an influential churchman in his time, facilitating the final deliberations of the Council of Trent and taking a large share in the drafting of the Tridentine Catechism. He bravely attended to the sick and the dead victims of the plague, sparing no expense and avoiding no danger in an effort to assist the poor. He played a major role in the Anti-Reformation Movement. Most relevant for this biographical sketch is his series of activities toward reform of the collegiate churches, seminaries, colleges, and communities for the education especially of candidates for holy orders.

At present, many Catholic schools and parishes all over the world are named after him, including the Seminario Mayor de San Carlos in Cebu, Philippines. This makes him a Patron of Seminaries, the reason why his name was adopted when the diocese took over the school for clerical candidates in 1783. The *Colegio* used to be attached to the Seminario, but legal considerations necessitated that it became an autonomous entity, a secular school from which evolved the University of San Carlos. San Carlos Borromeo is rightly venerated as a saint of learning and the arts, a reformist whose opinion was sought by both sovereign and pope.

ST. ARNOLD JANSSEN (1837-1909)

St. Arnold Janssen (1837-1909) is the founder of the Society which now owns and manages the University of San Carlos. The Society of the Divine Word (SVD), a missionary congregation of more than 6,000 brothers and priests spread all over the world, is now the fastest growing religious male congregation in the Catholic Church. Unlike San Carlos Borromeo, St. Arnold Janssen came from a simple family of eleven children in the village of Goch in the Rhineland, Germany, not far from the Dutch border. Intellectually-endowed and keen on science and theology, he went through the usual formation of a priest.

As a young priest, he became a school teacher of the natural sciences and mathematics in Bocholt and, as a devotee to the Sacred Heart of Jesus, he was named Diocesan Director for the Apostleship of Prayer. This devotion likewise inspired him to engage in media work as a form of missionary activity especially through the circulation of a devotional magazine, *The Little Messenger of the Sacred Heart*. St. Arnold Janssen is what one might call an accidental religious founder, imbued with a vision and forced by circumstances to undertake the foundation of a missionary congregation out of obedience to his Bishop, during the difficult days of the *Kulturkampf* in 1875. He knew that the whole project would collapse without God's blessings. From zero, the congregation grew to its present size like the proverbial mustard seed.

Today, the SVD missionary world is divided into 4 zones: Asia-Pacific (ASPAC), Africa-Madagascar (AFRAM), America (PANAM) and Europe (EUROPA). In his lifetime, too, St. Arnold became providentially the founder of two congregations of missionary sisters: the Sisters of the Holy Spirit (SSpS), fondly called the *Blue Sisters*, and the contemplative Sisters of the Holy Spirit of Perpetual Adoration (SSpSA), better known as the *Pink Sisters*. The first missionaries were sent by the Founder to China and the last missionaries, he commissioned to the Philippines, setting foot in Abra in 1909, just before he breathed his last. St. Arnold Janssen is a model not only of a missionary, but also of a leader or what is now called a manager or corporate executive officer. Definitely, he was ahead of his time in his use of communication and media; he was truly a holy and dialogical founder, leader, and father.

ST. JOSEPH FREINADEMETZ (1852-1908)

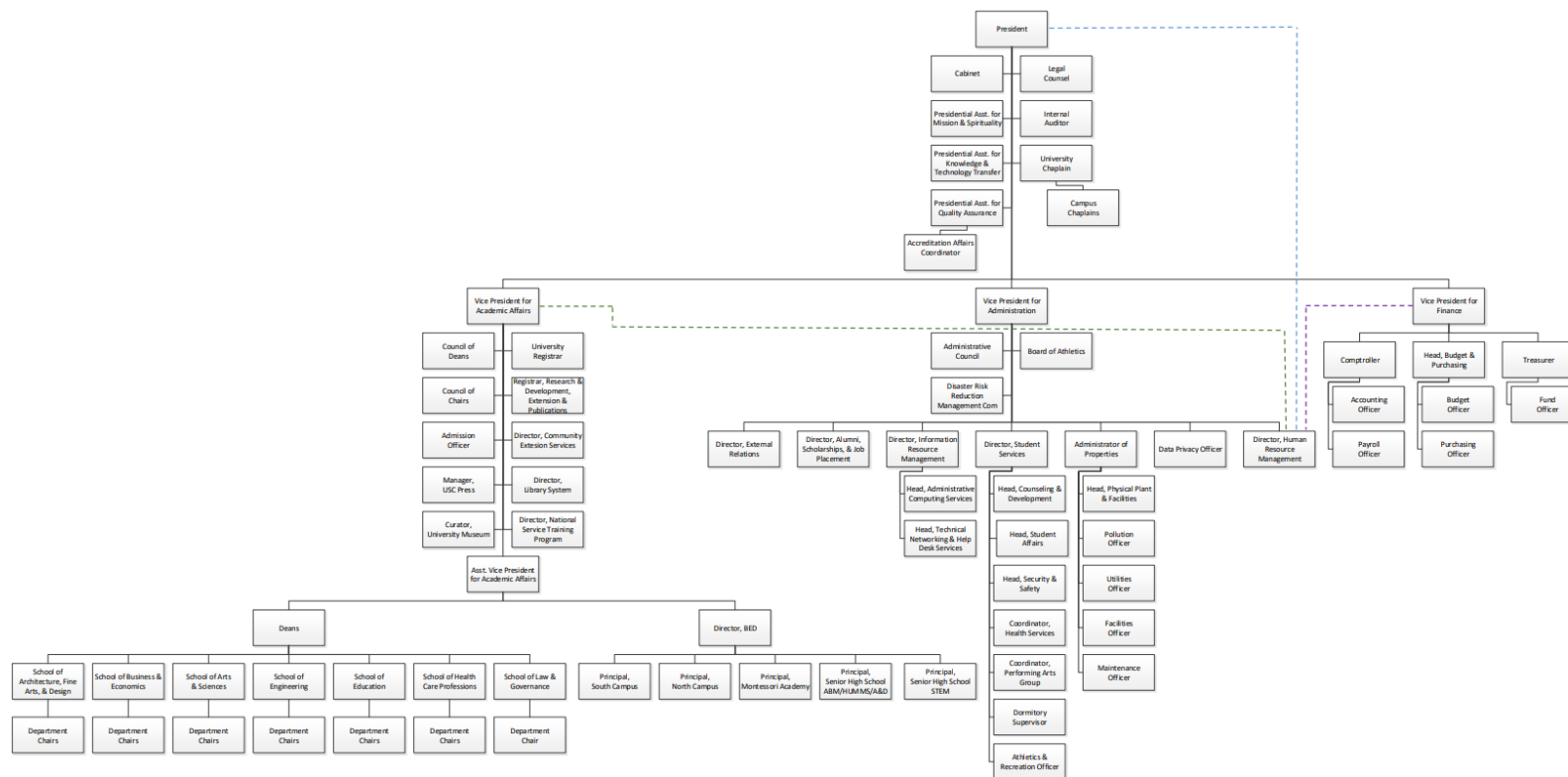
St. Joseph Freinademetz (1852-1908) was one of the first two missionaries sent outside of Germany. In fact, it was his desire to do mission in China that attracted the young priest to go to Steyl. He was born in Oies, a small hamlet in the Dolomite Alps of northern Italy, in the region known as South Tyrol which was then part of the Austro-Hungarian Empire. While studying theology in the diocesan seminary of Brixen, he began to think seriously of the foreign missions as a way of life.

As a young priest of only three years, who had already won the hearts of his parishioners, he asked permission from his Bishop to join the missionary community in Steyl. After some years of rigorous formation, on 2 March 1879, he received the mission cross and, together with Fr. Anzer, departed Europe for China. Fr. Joseph Freinademetz was a missionary *par excellence*. The years in South Shantung were hard years, marked by long, arduous journeys, assaults by bandits, and the difficult work of forming the first Christian communities. He learned the lesson of enculturation the hard way and became a true model of a Witness to the Word.

A missionary with a traditional outlook when he first set foot on China, thinking of himself as imbued with a call to convert a people to his own religion, he soon discovered that mission was actually a humbling experience of self-conversion. His whole life became an effort to become a Chinese among Chinese, so much so that his words are still heard today: "I love China and the Chinese. I want to die among them and be laid to rest among them." He is reputed to have expressed the desire "to be a Chinese even in heaven." Together with the Founder, Fr. Arnold Janssen, he was beatified by Pope Paul VI on 19 October 1975 and canonized by Pope John Paul II on 5 October 2003.

Section 5: USC ORGANIZATIONAL STRUCTURE

(organization structure version February 2019, ref: Fr. GRBRebayla to ITDakay dated June 18, 2019)



ARTICLE 2. ACADEMIC POLICIES

Section 1: ADMISSION

Academic admission requirements are dependent on the status of the applicant student, the program he/she wishes to enroll and the requirements set by the different schools/departments. Program-specific requirements may be obtained from the respective school/department or from the University Admissions Office. The University reserves the right to refuse the admission of any applicant whose qualifications do not meet the standards and requirements of the program and/or of the School/Department.

Students graduating from senior high school who want to enroll in the University as well as tertiary students who want to transfer to the University must take the College Admission Examination (CAE) anytime, consisting of Intelligence Quotient (IQ) Test, English Proficiency Test (EPT) and when applicable, Math and Science tests. Furthermore, applicant students from senior high school are also required to take the College Readiness Test.

1.1 Policy of Inclusion

The University, adopts as a matter of policy, inclusive education. In accordance with the UNESCO Policy Guidelines, it supports and welcomes diversity amongst all learners from ethnic and linguistic minorities, rural populations, those affected by HIV and AIDS, and those with disabilities and difficulties in learning by providing equitable access to learning and opportunities to harness their potentials as Lifelong Learners. The University commits to eliminate exclusion that is a consequence of negative attitudes and a lack of appropriate University response to diversity in gender, sexual orientation, race, economic status, social class, ethnicity, language, religion, and ability.

1.2 Requirements

1.2.1 To take the qualifying examinations, the following are required:

- three (3) copies of 2 x 2 ID pictures (colored with white background)
- pencil
- testing fee (may vary depending on the program)

Note: Transferees must first secure CLEARANCE from the Office of Student Affairs before they can proceed with the admissions process. They are required to present a Certificate of Good Moral Character from the school last attended, during the interview at the Office of Student Affairs.

1.2.2 To qualify for Admission to a particular Curricular Program, the following are the requirements:

SENIOR HIGH SCHOOL GRADUATES (New First Years)

- Passing FINAL GRADE in all senior high school subjects (certain programs require specific cut-off grades)
- Passing mark in the qualifying examinations
- Interview with the Department Chair

SENIOR HIGH SCHOOL ACADEMIC STRANDS

- Applicant students may be allowed to enroll in an academic program outside of his/her academic strands subject to the school / department policy on the taking of bridging courses.

TRANSFEREES

- Passing mark in the qualifying examinations
- Transferees are undergraduate students who wish to enroll in a bachelor's program at the University after having been enrolled in a college course from another institution. They must start their enrollment at the University not later than the third year of a four-year curriculum or fourth year of a five-year curriculum.
- Graduate students who hold the appropriate Bachelor's degree or its equivalent are eligible for admission to the Master's degree program. The latter degree or its equivalent is required for admission to a Doctorate degree. However, the School/Department may have its prescribed admission requirements. Applicant graduate students shall present their admission requirements for evaluation to the School/Department handling the graduate program.
- Interview with the Department Chair

Section 2: ENROLLMENT

- 2.1 Every applicant student must enroll during the prescribed registration period. Detailed instructions on enrollment procedures are issued during enrollment time. ENROLLMENT BY PROXY IS NOT ALLOWED.
- 2.2 When a student registers in USC, it is understood that he/she is enrolling for the entire term.
- 2.3 A student is officially enrolled after he/she has submitted the required admission or transfer credentials, has made an initial payment of school fees, and has been issued a Validated Study Load authorizing him/her to attend classes.
- 2.4 These admission credentials are required for enrollment:

SENIOR HIGH SCHOOL GRADUATES (New First Years)

- Original Form 138 (High School Card)
- Original Copy of Birth Certificate from National Statistics Office (NSO)/Philippine Statistics Authority (PSA)
- Accomplished Student's Personal Data Sheet
- Medical Certificate
- Other requirements where applicable

TRANSFEREES

Baccalaureate/Associate Degree Programs

- Certificate of Transfer Credentials (CTC)
- Informative Copy of Transcript of Records
- Certificate of Good Moral Character
- Original Copy of Birth Certificate National Statistics Office (NSO)/Philippine Statistics Authority (PSA)
- Accomplished Accreditation Form
- Clearance from the Office of Student Affairs after interview
- Accomplished Student's Personal Data Sheet
- Medical Certificate
- Other requirements where applicable

Master's/Doctorate Degree Programs

- Certificate of Transfer Credentials (CTC)
- Informative Copy of Transcript of Records
- Application for Admission
- Accomplished Student's Personal Data Sheet
- Medical Certificate
- Other requirements where applicable

2.5 Other Enrollees and Admission Requirements

The University admits other enrollees such as:

2.5.1 CROSS-ENROLLEES and CONSORTIUM STUDENTS.

- They are non-USC students who intend to enroll in the University for a semester.
- They should submit a Permit to Study / Cross-enrollment Permit issued by the Registrar of the home institution during the enrollment period.

2.5.2 SPECIAL STUDENTS

- They are students admitted to the University but are not entitled to receive official credit for a course because they do not satisfy the requirements for admission. Furthermore, they are not eligible for any honors or privileges.
- During enrollment they should: a.) get a written approval of the School Dean and/or Department Chair concerned, b.) go to the Registrar's office to execute the contract in which they waive the right to receive and to demand credit for the work done, c.) pay in full the required fees at the time of enrollment, and d.) have a special Study Permit (for foreign students).
- Foreign nationals who intend to enroll as Special Students should get clearance from the University's International Student Coordinator.

2.5.3 INTERNATIONAL STUDENTS

- They are those belonging or owing allegiance to a country other than the Philippines and studying in the University of San Carlos.
- Those who intend to enroll should see first the International Students Coordinator and submit the following documents: a.) Transcript of Records authenticated by the Philippine Embassy or Consulate in the country of origin, b.) Police Clearance issued by the government of the international student and authenticated by the Philippine Embassy or Consulate in the country of origin, and c.) photocopy of valid passport.
- Those who are 18 years old and above are required to apply for a Student Visa at the Bureau of Immigration. Those who are under 18 years old are required to apply for Special Study Permit (SSP).
- Those who are transferees from any college or university in the Philippines are required to submit the following documents: a.) Certificate of Transfer Credential, b.) Clearance for transfer from CHED, c.) photocopy of valid passport, d.) photocopy of valid Student Visa, e.) informative copy of Transcript of Records, and f.) Certificate of Good Moral Character. They are required to take the College Admission Examination (CAE) and submit themselves for interview by the university's Guidance Counselors and respective Department Chairs.
- Those who graduated from any high school in the Philippines should see first the International Students Coordinator before taking the College Admission Examination (CAE) and submit the following documents: a.) Report Card (Form 138), b.) photocopy of valid passport, and c.) original copy of birth certificate. If the student is below 18 years old, he/she has to apply for Special Study Permit (SSP) at the Bureau of Immigration.

2.5.4 DUAL CITIZENS

- According to Republic Act No. 9225, known as “Citizenship Retention and Reacquisition Act of 2003”, all Philippine citizens who become citizens of another country shall be deemed not to have lost their Philippine citizenship under the conditions of this Act.
- Dual citizens who intend to enroll are required to get clearance from the International Students Coordinator and submit a Certificate of Recognition as Filipino citizen issued by the Bureau of Immigration in addition to the admission requirements. Examples are natural-born Filipinos who lost their Philippine citizenship through naturalization as citizens of a foreign country and foreign-born whose parents are Filipinos or whose parents are Filipino and non-Filipino.

2.5.5 ALIENS, NATURALIZED FILIPINOS, AND STUDENTS WITH FOREIGN NAMES

- Philippine-born alien students (children of foreign nationals in the Philippines) are required to submit a photocopy of their Alien Certificate of Registration I-Card (ACR I-Card) and Native Born Certificate of Registration (NBCR) which are certified by the Commission on Higher Education (CHED). During the application for graduation, the student should submit a receipt of payment for the Alien Registration Fee for the current year.
- Foreign-born alien students are required to submit a photocopy of their Alien Certificate of Registration (ACR) which is certified by CHED.
- Students whose parents are naturalized Filipinos are required to submit a photocopy of the Identification Certificate issued by the Bureau of Immigration, which is certified against the original copy by CHED.
- Filipino citizens whose family names are of foreign origin are required to submit an original copy of their birth certificates issued by the National Statistics Office / Philippine Statistics Authority.

2.6 A student who cannot present a Validated Study Load to his/her teacher at the start of the semester is not allowed to attend the class. Moreover, a student who has made no payment at all for his/her fees for the semester will be automatically deleted from the official class list two weeks after the official start of classes.

2.7 The name and other personal data and circumstances of each student as indicated in his/her birth certificate or Alien Certificate of Registration, where applicable, shall prevail.

2.8 During the enrollment period, a student may change a program upon the approval of the School Dean or Department Chair. Changes are not permitted after the close of the enrollment period.

2.9 In general, CROSS-ENROLLMENT is discouraged. However, for valid reasons, as determined by the Department Chair and approved by the School Dean, cross-enrollment in another institution may be permitted to graduating students (with Deficiency Form) of not more than six (6) units during the semester and three (3) units during summer term, inclusive of the total units enrolled in that particular term. Furthermore, cross-enrollment is not allowed if it is the only remaining course, so as not to prejudice the student’s residence in the University. The last course must be taken in the University.

2.10 A PERMIT TO STUDY in another school with accredited programs may be granted upon the recommendation of the Department Chair and the approval of the School Dean but only for general education courses. Major, professional or technical courses required for the degree program pursued have to be taken in the University.

2.11 WITHDRAWAL OF COURSE/S is allowed even after the close of the enrollment period with the consent of a parent/guardian upon the recommendation of the Department Chair and the approval of the School Dean using the prescribed form and process. Withdrawal of course/s is not allowed, either after the mid-term examinations or after the incurrence of unexcused absences (20% of the total number of required school days).

2.12 TRANSFER OF STUDENTS AND TRANSFER CREDENTIALS. A student who intends to transfer to another school should apply for a Certificate of Transfer Credential at the Records Section. Such certificate with the informative copy of the Transcript of Records and other documents will be issued only after the applicant has been cleared of all financial and property liabilities and has surrendered his/her University ID Card.

Section 3. FEES AND FEE ADJUSTMENTS

3.1 Payment for tuition and other school fees may be done in full at the time of enrollment or by installment (amount set by the Office of Finance).

3.2 Full payment of tuition and other school fees during enrollment may be done without prejudice to any additional assessment that may be applied during the term due to rate increases in tuition and other school fees the University may implement, which related information may not have been available/disseminated at the time of enrollment.

3.3 Discounts are granted on full payment of school fees during enrollment.

DISCOUNT RATE	DISCOUNT BASE	PAYMENT FORM
5%	Tuition Fees only	Cash
3.5%	Tuition Fees only	Citibank Credit Card
3%	Tuition Fees only	Credit Cards of other banks
3.5%	Tuition Fees only	BPI Express Debit Card

The above discounts are applicable to all programs offered by the University from Basic Education to the Graduate School. Students who wish to avail of the discount are advised to apply at the Office of Finance within a specified time during the enrollment period; otherwise, the privilege will be forfeited.

3.4 Students who could not pay their tuition and other fees in full during enrollment may settle their account on installment basis, provided that:

3.4.1 down payment is made at the time of enrollment according to the amount fixed by the University. Information relative to this shall be duly posted.

3.4.2 the balance must be paid on a monthly basis or on scheduled examination dates.

3.5 A student who withdraws his/her enrollment shall be charged as follows:

REGULAR SEMESTER	TRIMESTER & SUMMER	CHARGE
Within the enrollment period (<i>excluding the adjustment period</i>)	Within the enrollment period (<i>excluding the adjustment period</i>)	P500.00 non-refundable
Within the 1 st week of classes	Within the 1 st – 3 rd day of classes	Matriculation fee plus 10% of the remaining total school fees.
Within the 2 nd week of classes	Within the 4 th – 6 th day of classes	Matriculation fee plus 20% of the remaining total school fees.
After the 2 nd week of classes	7 th day onwards	100% of total school fees

A refund of the amount paid (less processing charges and less non-refundable matriculation fees) shall be made if the student withdraws during the enrollment period, but prior to the opening of classes.

- 3.6 Children of permanent faculty members and regular administrative employees enrolled in the University on any level except Nursery, Prep, Montessori Academy, Law, and Graduate programs may enjoy the tuition fee discounts granted by the University based on prevailing policy.
- 3.7 Members of the same family, that is, brothers and sisters, enrolled during the regular academic year/semester in any of the basic education departments and/or undergraduate colleges of the University (except Montessori, Law, and Graduate programs) are granted a five (5%) percent discount each on tuition fees only. This shall be limited to just four (4) siblings.
- 3.8. Application forms for fee adjustment for children of University employees and members of the same family are available at the Office of the Vice President for Finance.

Section 4: CURRICULAR AND NON-CURRICULAR REQUIREMENTS

4.1 COURSE LOAD

1. A student enrolled in a bachelor's or associate program is considered full-time if he/she carries the regular load prescribed in his/her curriculum for a given term.
2. The regular load of a student enrolled in a graduate program is nine (9) units in a semester / trimester / summer. However, a graduate student can take the maximum load of 12 units during a regular semester.
3. The curricular year of a student is determined by the number of units earned in the curriculum of his/her program.
4. The course load and sequence of courses shall be in accordance with the approved curriculum. Reasonable exceptions may be permitted in individual cases taking into account the best interest of the students and the objectives of the curriculum as determined by the Dean / Chair.

5. No course(s) can be taken ahead of its/their pre-requisite(s); otherwise, it/they shall be nullified and taken again even if the student is graduating.
6. Laboratory courses should be taken in the same semester with the corresponding lecture courses even though separate grades are earned.
7. Transferees must take a minimum of 50% of their curricular program requirements for graduation at the University. Moreover, major, professional, and technical courses should be taken and passed in the University.
8. International students may take nine (9) units of English language courses, over and above the required courses, in lieu of the nine (9) units in Filipino. Furthermore, they may also substitute the CHED-mandated courses with social sciences and humanities courses in consultation with the Department Chair concerned.

4.2 COURSE ADJUSTMENTS

4.2.1 OVERLOAD. A student may have an overload of not more than six (6) units in excess of the regular load under the following conditions:

- he/she is graduating at the end of the term
- he/she has not incurred more than five (5) failures (a grade of 5.0) in those terms that he/she is enrolled in the University
- his/her grade point average (GPA) is at least 2.8. In computing the GPA, grades of 5.0 and NC are included
- the excess course/s is/are not pre-requisite/s. However, repeated courses due to failures may be taken as overload if recommended by the Department Chair, the School Dean, and approved by the Vice President for Academic Affairs (VPAA).

4.2.2 SIMULTANEOUS ENROLLMENT. A student may be allowed to enroll in the pre-requisite course and the advanced course simultaneously in order to graduate during his/her final term. This privilege is restricted to only this particular two-subject load. Previous cases of simultaneous enrollment involving three or more advanced courses taken together with corresponding pre-requisites are no longer allowed, for if the student fails in the pre-requisite(s), he/she would have to retake all the advanced courses affected.

4.2.3 PETITIONED/TUTORIAL COURSE. Students may request for the opening of a course as a petitioned or tutorial class (Lecture) subject to the following conditions:

- it is an off-semester course
- it is a pre-requisite course for the next semester offering
- it is the only course left for the students to graduate at the end of the term
- there should be at least six (6) students for the petitioned course and five (5) students or less for the tutorial course
- a laboratory course can only be requested as a petitioned course.

4.3 ACCREDITATION OF COURSES

“Accreditation should be on the basis of equivalence in course content and level of instruction. Units earned in non-degree programs may be considered for accreditation to a degree program and limited to general education subjects, and if necessary, the student should be subjected to validating examinations. Necessary precautions should be taken in the case of foreign students in accrediting units earned abroad.”

Furthermore, accreditation of courses shall be based on the curriculum of the programs, in particular, the topic coverage, and the number of units earned or contact hours. It should be accomplished within the enrollment period upon admission to the University, subject to the following terms and conditions:

4.3.1 EARNED UNITS / CREDITS TAKEN FROM HIGHER EDUCATION INSTITUTIONS

- Earned units to be accredited shall not exceed 50% of the total required academic units of the degree program for graduation.
- Only professional courses taken from PAASCU Level III accredited degree programs may be requested for accreditation.
- General Education Courses with a final grade of 2.5 (B- = 80%) or higher can be accredited if taken from PAASCU accredited degree programs and a final grade of 2.0 (B+ =85%) or higher if taken from non-PAASCU accredited degree programs.
- Validating Examination shall be administered by the Subject Chairman to students who do not meet the required final grade.
- Course description and official copy of the transcript of records duly signed by the school registrar shall be the bases for accreditation and not grade slips or print-out of grades. For enrollment purposes, the informative copy of the transcript of records would suffice.
- The approved accreditation of courses is subject to revocation if the records upon which the approval is based are later found to be incorrect.

4.3.2 EARNED UNITS / CREDITS TAKEN ABROAD

- Earned units to be accredited shall not exceed 50% of the total required academic units of the degree program for graduation.
- Only collegiate courses can be accredited with a final grade of 2.0 (B = 85%) or higher.
- Course description and authenticated copy of the transcript of records duly signed by the school registrar shall be the bases for accreditation.
- Validating Examination shall be administered by the Subject Chairman to students who do not meet the required final grade and/or the required units of the course. The approved accreditation of courses is subject to revocation if the records upon which the approval is based are later found to be incorrect.

4.3.3 EARNED UNITS / CREDITS IN NON-DEGREE PROGRAMS

- Only General Education Courses with a final grade of 2.5 (B- = 80%) or higher can be accredited if taken from PAASCU accredited degree programs and a final grade of 2.0 (B =85%) or higher if taken from non-PAASCU accredited degree programs.
- Validating Examination shall be administered by the Subject Chairman to students who do not meet the required final grade.
- Course description and official copy of the transcript of records duly signed by the school registrar shall be the bases for accreditation and not grade slips or print-out of grades. For enrollment purposes, the informative copy of the transcript of records would suffice.
- The approved accreditation of courses is subject to revocation if the records upon which the approval is based are later found to be incorrect.

4.4 ACADEMIC LOAD SEQUENCE

The following must be observed in the academic load sequence:

- Prerequisite Courses
 - The override rule, due to an INC grade of a prerequisite course in favor of an advanced course, may be allowed in the last academic year prior to graduation.
 - Simultaneous enrollment of an advanced major course with a failed prerequisite course may be allowed starting on the third year for a four-year program and on the fourth year for a five-year program.
 - The override rule may be allowed for a subsequent course that requires Internship/Practicum as a prerequisite in case the student is still completing the number of hours required.
 - Failure in the prerequisite course invalidates the advanced course(s) enrolled simultaneously.

- Loads for Transferees/Shiftees
 - All curricular policies, including the sequence of courses, apply to transferees and shiftees. They should not be given the preference for override of prerequisites nor opening of off-semester courses.
 - Upon admission, the Chair should inform them of the number of courses that they can enroll in especially if some courses need prerequisites. The option for tutorial or petition may be provided for an off-semester course but in no case shall the regular students be allowed to join it and take the course in advance.

- Co-requisites
 - In case of withdrawal, both courses should be withdrawn together.
 - A failed co-requisite course can be re-enrolled without re-enrolling the other course the student has passed.

- Retention Policy
 - As a general rule, disqualification from the program no longer applies to the third year level of a four-year program and to the fourth year level of a five-year program. However, each department may have its own retention policy with the approval of the Vice President for Academic Affairs.

4.5 EXAMINATIONS

Besides regular class quizzes, tests, and other requirements, four (4) official general examinations are required to be given in every term: pre-midterm, mid-term, pre-final, and final examinations. Dates for these examinations are posted on the USC official website. Faculty members are provided with the examination schedule for their information and guidance.

Students are advised to check their grades through their ISMIS account, print the grades, and keep a copy in a folder together with other important documents ready for reference on occasions such as advising, enrollment, graduation, and other activities when evidence of academic performance is needed. The University is authorized to withhold access to grades of students who may have academic deficiency, or are undergoing disciplinary sanction or have unsettled financial accounts.

4.6 GENERAL EDUCATION

As expressly provided in the CHED CMO No. 20, Series of 2013, this is the portion of the curriculum common to all undergraduate students regardless of their major. It

exposes them to various domains of knowledge and ways of comprehending social and natural realities, developing in the process their intellectual and civic competencies. Students are then required to take interdisciplinary general education courses consisting of 24 units of core courses, 9 units of elective courses, and 3 units on the life and works of Rizal.

4.7 EDUCATION WITH A MISSION

In addition to the regular curriculum requirements, every student regardless of nationality, race, religion, culture, beliefs is required to take 6 units of Education with a Mission courses to facilitate understanding and prepare him/her to assume his/her role as Witness to the Word.

4.8 PHYSICAL EDUCATION

Students are required eight (8) units of Physical Education (PE) during their first two (2) years. Simultaneous enrollment in two (2) or more PE courses in a particular term is not permitted. PE units are included in the summation of the total study load for the term but not in the computation of the grade point average (GPA). Students with particular medical conditions or disabilities may take adapted PE classes in consultation with the Department of Physical Education.

4.9 NATIONAL SERVICE TRAINING PROGRAM

The Implementing Rules and Regulations of National Service Training Program (NSTP) Act of 2001, states that “all incoming freshmen students, male and female, starting school year 2002-2003, enrolled in any baccalaureate program and in at least 2-year technical and vocational or associate course, are required to complete one NSTP component of their choice, as a graduation requirement.” It has the following components which the students can choose from: Reserve Officers Training Corps (ROTC), Literacy Training Service (LTS), and Civic Welfare Training Service (CWTS). Each of these components shall be undertaken for an academic period of two (2) semesters; and shall be credited for three (3) units with 54 to 90 training hours each semester. International students, however, are not required to enroll in the NSTP.

Section 5: ACADEMIC PERFORMANCE AND GRADING SYSTEM

5.1 ATTENDANCE

A student who incurs unexcused absences of more than 20% of the prescribed number of class hours or laboratory periods during the term should be given NC or 5.0.

5.2 PROBATION/RETENTION

If in any term a student fails in one-third of the units in which he/she is enrolled, he/she should not re-enroll in the same program without approval from the School Dean and the endorsement of the Department Chair. If the student fails the second time, he/she may enroll in another program if accepted by the Department Chair concerned. A student is disqualified from the University if he/she fails the third time. A school/department may, nevertheless, prescribe its own retention policy.

5.3 GRADING SYSTEM

The grading system adopted by the University is as follows:

Grade	Equivalent	
1.0 A+	100-95%	Excellent
1.1 A	94%	
1.2 A	93%	
1.3 A	92%	Very Good
1.4 A-	91%	
1.5 A-	90%	
1.6 A-	89%	
1.7 B+	88%	
1.8 B+	87%	
1.9 B+	86%	
2.0 B	85%	Good
2.1 B	84%	
2.2 B	83%	
2.3 B-	82%	
2.4 B-	81%	
2.5 B-	80%	
2.6 C+	79%	
2.7 C+	78%	
2.8 C+	77%	Fair
2.9 C	76%	
3.0 C	75%	
5.0 C-	Below 75%	Failure Unsatisfactory performance or unexcused absences of more than 20% of the prescribed number of class hours or laboratory periods during the term
NC		No Credit Final grade which does not earn credit nor indicate failure given in those cases where the student did not take the final examination in the course, and his/her performance was not satisfactory to merit a passing grade Such grade is permanent and cannot be changed subsequently.
INC		Incomplete A grade which indicates that the student has an initial passing grade but has not complied with all the academic requirements for the course It must be completed within one academic year following the semester/trimester/ summer in which the course was taken; otherwise, the grade automatically becomes "NC" (No Credit).
W		Withdrawal of enrollment from course/s with official notice
P		Passed A grade which may be given to students in the graduate programs who have successfully complied with the requirements of their non-academic coursework, and the requirements of their thesis/dissertation or its equivalent

(except Juris Doctor and Bachelor of Laws)

IP

In Progress

A grade given to students in the graduate programs who are still working on the requirements of their non-academic coursework or who are writing their thesis/dissertation or its equivalent

It cannot be used for courses other than thesis / dissertation or its equivalent.

5.4 DEAN'S HONORS LIST

The University through each school/department recognizes superior scholastic achievement through the Dean's Honors List.

5.4.1 Qualifications

- a regular load for the semester according to the curriculum enrolled
- a Grade Point Average (GPA) of at least 1.70
- of good moral character and has not been found guilty of any offense

5.4.2 Students who qualify for the Dean's Honors List are entitled to receive a Certificate of Merit during the College Recognition Day held every succeeding semester.

5.4.3 The Office of the Alumni Affairs, Scholarship and Job Placement receives and processes applications for various types of scholarship, academic or otherwise, following the guidelines and criteria established by the University.

5.4.4 Students who are not on the Dean's Honors List for a particular semester can still qualify for Graduation Honors based on the set criteria.

5.4.5 The GPA shall be computed based on the final grades of all courses taken in the immediate preceding semester except NSTP and Physical Education.

5.5 COMPUTATION OF GRADE POINT AVERAGE (GPA)

The GPA is computed in all curricula by multiplying the number of units assigned to a course by the final grade earned and then by dividing the summation of the products by the total number of units enrolled for the term. Grades of 5.0 and NC of credit courses are, however, included in the GPA calculation. Non-academic courses like Physical Education and NSTP are excluded from the computation. Practicum/Internship/OJT will be included in the computation of the GPA provided that the department considers it as an academic course and that the department has obtained prior approval from the VPAA.

Section 6: SCIENTIA, VIRTUS, AND DEVOTIO STUDENT FINANCIAL ASSISTANCE PROGRAM: SCHOLARSHIPS, GRANTS, AND LOANS (USC-SVD, StuFAP, and SGLs) GENERAL GUIDELINES

The University provides scholarship grants to students characterized by either of the following: scholastic excellence, membership in the USC varsity teams and the USC performing arts groups, and financial status as supported by pertinent documents. Scholarships are likewise afforded to deserving students who meet the requirements of

alumni associations, government, and private scholarship benefactors. The scholarship program then at USC consists of those sponsored by the University, Alumni, Government, and Private Entities.

Thus, consistent with the National Government's thrust (per Uni-FAST Act) and the University Administration's directions, according to the type of Student Financial Assistance, the nomenclatures of student financial assistance privileges are now being rationalized to reflect advocacy of the University's identity principle "Education with a Mission" and practice of the Carolinians' motto of "Scientia, Virtus & Devotio as provided in the following categories."

- According to Type of Student Financial Assistance (StuFAP)
 - Scholarship (Merit / Scientia) – emphasizes on excellent academic performance, athletic skills (for Varsity Players), and artistic talents (for the Performing Arts Group, i.e. USC Choristers, USC Dance Troupe & Theater Guild).
 - Grant-in-Aid (Non-Merit / Devotio) – the emphasis is on the long-term difficult financial status and need of the student beneficiary's family.
 - Loan (Devotio) – considers the financial need at the moment, regardless of the financial status of the student beneficiary's family.
- According to Sponsor
 - University: USC and other Schools or Universities
 - SVD-Individuals
 - Alumni
 - Faculty Members
 - Students / USC SSC
 - Government
 - Industry / Private Entities
- According to Levels of Education
 - Graduate
 - Tertiary
 - Basic Education / Senior High School

As a general rule, scholarship grantees are not allowed to avail of multiple scholarships at any given time. But, if there are those who qualify for two scholarships funded by the University, they can be entitled to the scholarship that provides the higher financial grant, upon the endorsement of the Office of Scholarships, Alumni Affairs, and Job Placement. However, those who are beneficiaries of a scholarship grant funded by other agencies, or by private individuals are entitled to avail also of a USC tuition fee discount privilege due them because of scholastic excellence (i.e. Dean's Honors List and Graduation Honors), and membership in varsity teams and performing arts groups recognized by the University.

Applicants may secure forms from the Office of Scholarships, Alumni Affairs, and Job Placement or Coordinators/Advisers. Scholarship applicants must accomplish forms and specific requirements properly for submission within the official registration period.

Section 7: GRADUATION

7.1 GRADUATION REQUIREMENTS

- 7.1.1 Candidates for graduation are required to apply for evaluation of their academic records a semester/term before their graduation in order that any deficiency can be evaluated. Application forms can be obtained at the Evaluation Section of the Office of the Registrar. Dates and deadlines for evaluation are announced each semester.

- 7.1.2 After the evaluation of academic records, the candidates for graduation should file an application for graduation at the Evaluation Section of the Office of the Registrar. Dates and deadlines for application for graduation are announced each semester.
- 7.1.3 Candidates for graduation are required to accomplish the clearance for graduation before the final examinations, to clear them of financial and property obligations. They are also required to apply for the release of their official transcript of records and diplomas at the time of the application for clearance.
- 7.1.4 After the final examinations, application for graduation will no longer be accommodated.
- 7.1.5 The School of Law requires that a candidate's application for graduation be approved by the Law Faculty and Board of Candidates for Graduation, which shall, among other things, take into consideration the ability of the candidates to pass the Bar Examination.
- 7.1.6 Fines are imposed for late application.

7.2 GRADUATION HONORS

- 7.2.1 Candidates for graduation who complete their courses with the following GPA shall receive the corresponding Graduation Honors:

Summa cum Laude	1.00 to 1.20
Magna cum Laude	1.21 to 1.45
Cum Laude	1.46 to 1.70
- 7.2.2 The GPA is computed based on the final grades of all courses taken, except NSTP and Physical Education.
- 7.2.3 To graduate with honors a student must:
 - carry the required load per term continuously and without interruption as prescribed in the curriculum pursued, unless the student obtains an approved leave of absence for a maximum of one academic year. The leave of absence shall be endorsed by the Chair and approved by the VPAA. A student may qualify for honors even if he/she has been underloaded for 3 units in a semester for a maximum of two semesters, provided the School Dean concerned can justify it and the Council of Deans approves it on a case-to-case basis. The underload may also be justified if he/she is a working scholar of the University.
 - have completed in USC at least 75% of the total number of academic units and have been in residence for at least three consecutive years immediately prior to graduation
 - carry a minimum study load of 12 units and a work load of at least six (6) hours per day if he/she is a working student for gainful employment, provided that he/she can submit on the date of application for graduation these pieces of evidence of his/her gainful employment: (a) certification of employment by his/her employer, and (b) SSS membership documents or any other pertinent document acceptable to the Council of Deans
 - possess good moral character, and
 - not have incurred a failing grade (including NSTP and Physical Education courses) or "NC" including courses taken from previous school/s attended.

- 7.2.3 Any deviation from the policies regarding an honor student's study load disqualifies him/her from the corresponding honors, with a subsequent reduction of one rank.

ARTICLE 3. DISCIPLINE AND POSITIVE SCHOOL CLIMATE

The University of San Carlos promotes a positive school climate where everyone - the students, teachers, administrators, personnel, parents, and community members - feels welcome, safe, and respected. The school involves all of them in creating an accepting learning environment where:

1. a code of conduct guides the collaborative effort to promote positive behavior
2. healthy and supportive relationships exist
3. counseling and prevention, formation, and intervention programs foster appropriate behavior; and
4. discipline, that is progressive and positive, encourages good conduct.

The University of San Carlos is moving towards the use of positive discipline, although for a long time, it has used progressive discipline and has continued to do so. Such actions as conversing with the student offenders, giving them a written warning, meting out a suspension penalty from classes, and expelling them in extreme cases, are the core of progressive discipline in four steps. On the other hand, positive discipline reinforces the good behavior of students and helps them handle negative behavior in an appropriate and mature manner.

Through progressive and positive discipline the school acknowledges that whenever students do things beneath their expected duties and responsibilities and/or behave inappropriately, it is its duty to teach, guide, mentor, and support them in the intrapersonal or interpersonal trait that they lack. It makes the students realize what behaviors are acceptable and which are not. It shows them that their choices have consequences. Thus, teaching them discipline needs earning trust, building relations, and supporting the improvement in their behavior.

The school fosters holistic character development and wellness by encouraging the students to do the right thing willfully next time due to personal enlightenment (instinct motivation) and not because of fear of sanctions (extrinsic motivation). In its application of progressive and positive discipline, it increases the students' self-esteem and self-efficacy, developing the Virtus aspect in its motto. Virtus means being true to one's self and to God in the practice of one's profession and as a member of society. It also denotes responding to conscience, building up character and acting in prudence. Mirroring the evangelical attitudes, Virtus requires listening and imbibing the beatitudes of Jesus; when developed in the students, they make as their own the Carolinian identity.

Thus, as students and graduates from their respective schools of discipline, they are expected to possess the following attributes and identity:

- As Carolinian businessmen and economists, they are lifelong learners who continuously strive to become leading economic researchers, global leaders, entrepreneurs, and ethical professionals pushing for inclusive growth grounded on the context of Cebu, Philippines. They are socially conscious and culturally sensitive, ethical business persons who create wealth with a responsibility to share with the less fortunate and the excluded.
- As Carolinian designers, they possess values and professional ethics in the fair engagement with clients, colleagues, allied professionals, and the public. They are advocates for social responsibility for a just and sustainable development of the natural and built environment.

- As Carolinian educators, they are noble professionals who seek to uphold the integrity of the teaching profession as missionary educators witnessing to the Word. They seek to contribute to the development of educational theories and practices through functional and meaningful researches.
- As Carolinians lawyers or political scientists, they pursue the common good under the rule of law by being able to identify and articulate legal issues engaging in critical analysis, deciding on a reasoned alternative among several options and thinking deeply in dealing with legal issues for the first time, and getting the right responses.
- As Carolinian professional engineers, they are noble leaders and innovators guided by the Gospel truths as they assist society to find sustainable and appropriate solutions to local and global problems.
- As Carolinian scientists and artists, they are analytical, critical, open minded and innovative professionals imbued with values anchored on the common good. As advocates of the common good, they become agents of change who provide holistic perspective and integral understanding of realities.

Section 1: CODE OF CONDUCT FOR STUDENTS

The Code of Conduct for Students is a set of moral standards aiding Carolinians to embody the University’s Catholic identity principles: *Education with a Mission* and *Witness to the Word*. USC aims at the holistic formation of the individual that enlightens the mind, hones skills, and positively transforms character and behavior (Dialogue with the Word, SVD Education Ministry as Mission of Dialogue, 2010, pp. 103–104). Every Carolinian becomes a catalyst towards the realization of the Kingdom of God, promoting truth, love, justice, freedom, peace, and grace. Carolinians in society have a sense of mission recognizable by their contribution as the “light,” “salt,” and “yeast” of the Gospel. Thus, graduates of USC are professionally competent and skilled (*Scientia*), have noble character and are value-driven (*Virtus*), and are dedicated to social transformation (*Devotio*).

The Code of Conduct aims to develop the sensitivity of students to moral issues in contemporary life, to strengthen their courage and ability to speak out and act on these issues and, thus, to hone their sense of personal identity as *Witness to the Word*. The groundwork of this *Code* is that students would achieve and maintain a level of maturity required of responsible and effective citizens of the country and the Church by the observance of this *Code*.

Thus, each student of the University is expected to act as a mature Christian, to conduct himself/herself with dignity and deportment, and to uphold the moral standards, inside and outside of the Catholic University. A code of conduct is intended to promote a wholesome atmosphere conducive to the full development of the human person in the light of Christian philosophy aligned with the USC Vision-Mission.

1.1 ACADEMIC CONDUCT

Students share with their teachers and academic heads the responsibility of maintaining a suitable environment that is conducive to their own learning as well as to the classroom management by their teachers. Students perform their part and share in this responsibility when they:

1. Adhere faithfully to the rules and regulations given in the *Student Manual*.
2. Assume full accountability and responsibility for their own learning and actively take part in the learning of other students.

3. Exert every effort to relate what they learn in the classroom to the real world outside.
4. Observe proper academic conduct at all times, specifically abstaining from committing plagiarism, cheating in tests or examinations, falsifying academic documents, and from abetting students to do immoral acts.
5. Demonstrate sensitivity to and appreciate the facilities provided for their learning by the University by refraining from defacing, damaging, or committing wastage, and theft of institutional resources.

1.2 STUDENT – STUDENT RELATIONSHIP

As a major part of the University community, students are responsible for promoting genuine collegiality among their peers through mutual respect as well as by the example of their moral behavior. They manifest collegiality when they:

1. Respect the rights of fellow students to learn and treat them with courtesy and respect at all times.
2. Value and respect the diverse qualities and gifts of their peers, especially those of other cultures, religions, sexual orientation, gender identity, and gender expressions, nationalities, and social classes.
3. Respect each other as individuals. Under no circumstance shall they physically or psychologically harm or threaten to harm others by bullying, hazing, stalking, harassing or discriminating other students in any form.
4. Accept humbly constructive criticism from fellow students.

1.3 STUDENT – TEACHER RELATIONSHIP

The maturity of society's culture is assessed by the level of respect for and appreciation of its members to those who pass on to each generation the knowledge and wisdom that is its heritage: the teachers. Students demonstrate respect when they:

1. Ask permission politely to use communication and information technology equipment in the classroom.
2. Participate actively and engage in sound interaction and dialogue with their teachers and their peers without fear of intimidation or ridicule.
3. Appreciate feedback or constructive criticism from their teachers as part of the normal process of formative education.
4. Refrain from giving personal favors or gifts, whether in cash or in kind, in return for any special consideration such as a passing grade, the granting of honors, or asking for other concessions.
5. Give the truthful reasons for not completing academic assignments, attending class, or taking an examination.
6. Elevate properly their concern to the proper authorities like the department chair, dean, and/or vice president of academic affairs should they feel they are not given a fair and reasonable hearing on an academic matter.

1.4 STUDENT – ADMINISTRATIVE STAFF RELATIONSHIP

Administrative employees of an academic institution fulfill unassuming but indispensable function in rendering support to the programs of the school. Students recognize the important contribution of personnel when they:

1. Treat administrative employees with respect and courtesy regardless of their status or position.
2. Show sensitivity to administrative employees' schedule and workload in dealing with them.
3. Elevate their concern to the administrative employee's immediate superior should they feel they are not given a reasonable response on a particular request, query, or dispute.

1.5 STUDENT – UNIVERSITY RELATIONSHIP

The university environment serves and supports the mission of the institution. It must be treated with proper care and respect to ensure the health, safety, and security of the members of the community. Thus, students show being socially responsible and abiding attitude when they:

1. Wear their Identification (ID) Cards on campus and present the same whenever requested by a university personnel. The student ID is a vital component of the university's security system as it identifies the student as a bona fide member of the University. This constitutes a basic act of social responsibility given that campus safety and security is the responsibility of all. Thus, the ID is considered an official document to be treated with care and respect. It is NOT to be defaced, altered, or misused in any way, shape or form. It is non-transferable, not lent or copied, nor discarded indiscriminately.
2. Wear the proper school uniform and/or civilian attire according to the specifications of the dress code and standards set by the University. Students are expected to be reasonably neat in appearance and maintain dignity in their manner of dressing, avoiding attire and decorum deemed inappropriate in a school environment.
3. Take full responsibility and accountability for the behavior of persons or outsiders who come into the campus on their behalf. Students must note that bodyguards or chaperones are not allowed inside the campus without the proper identification (ID) card issued by the Security and Safety Office. Even with proper identification, bodyguards or chaperones (including drivers) are not allowed to loiter around the campus. The student will be charged with an offense when a violation of the Code of Conduct is committed by such persons.
4. Take care of school property and help keep the university clean. Students who use or access the property of the school or of others without proper authorization, shall be subjected to disciplinary measures. In case of damage to property, the student concerned must bear the cost of repair or replacement.
5. Observe all campus traffic and parking regulations when bringing vehicles into the campus. Students must display the sticker and ensure that their vehicles do not contribute to environmental pollution.
6. Refrain from smoking and drinking alcoholic beverages in the University premises and its immediate vicinity.

7. Share responsibility for the creation and maintenance of a healthy, safe, and drug-free campus. Students must comply with policies and measures against bringing dangerous weapons and the use of dangerous drugs.

1.6 STUDENT - COMMUNITY RELATIONSHIP

In immersing themselves in community-related activities, the students should bear in mind that they represent the institution's interest and involvement in establishing rapport with and support of community members. For these purposes, the students are expected to:

1. Participate in community services and extracurricular activities by making use of the knowledge and skills they have gained at the university.
2. Support activities of other sectors, such as the civil society, government, and parochial and religious organizations.
3. Use communication and information technology responsibly, especially when engaging in any action that may impact the privacy, dignity, and/or rights of institutions, groups or individuals, including themselves.
4. Conduct themselves properly in off-campus activities and in such functions use the name of the University responsibly. Students should bear in mind that any of their off-campus activities should not directly or indirectly tarnish the name of the school, especially the values and the principles it stands for. Students officially representing the University or any of its recognized or official sectors or units in activities involving external groups must obtain official approval from a person of authority or from the office/ department concerned.
5. Refrain from involving the University in their own personal financial dealings. Conduct themselves at all times in such a way as not to cast aspersion or bring dishonor and discredit to the University or tarnish its good name and reputation. In this regard, the students should understand that the University has the right and authority to regulate their conduct and activities on or off campus.

Section 2. TABLE OF OFFENSES

The University has the right to act on any infraction committed by the student deemed actionable in court, a quasi-judicial body, and/or administrative body of the University. Such infraction is not limited to what is listed in the table of offenses. If there is no written complaint, the Administration, on its own initiative, will be the complainant and will start the investigative proceeding.

Legend:

A	Minor offenses do not involve serious injury or harm, lack evidence of malice or premeditation, can be attributed to development or circumstances, and have little or no serious negative implications for the University or its members.
B	Less serious offenses are acts that disrupt the order and pose a threat to the security and safety of the school, cause only minimal physical injury and harm to the honor and dignity of others, and have no serious negative implication for the University or its members.
C	Serious offenses are acts that do a greater threat or damage to safety, property, honor, and dignity of another person and the school.

D	Very serious offenses are acts that do the greatest threat or damage to the safety, property, honor, and dignity of another person and the school
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2.1 OFFENSES RELATED TO UNIFORM AND GROOMING

Details of Offense		Rank of Offense
2.1.1	failure to wear the prescribed school uniform or dress code according to the specifications and standards set by the University.	A
2.1.2	untidy appearance and/or inappropriate attire for a school environment	A

2.2 OFFENSES AGAINST SECURITY, SAFETY AND ORDER

Details of Offense		Rank of Offense
2.2.1	entering the University campus without a valid school identification card (I.D.) (example: tailgating, etc.)	AB
2.2.2	not wearing the school identification card on campus	A
2.2.3	using two or more school identification cards (I.D.) or gate pass by whatever means or manner	AB
2.2.4	representing, wearing or using any uniform, insignia or other identifying marks of the University or any department or school without authorization for personal gain	BC
2.2.5	unauthorized access of computer files like hacking and other IT-related violations	BCD
2.2.6	unauthorized collection of money, checks, or any other instrumentality of monetary value and/or embezzlement of funds	BCD
2.2.7	entering the campus or off-campus sites under the influence of alcohol and prohibited substances	CD
2.2.8	bringing of intoxicating beverages in whatever quantity in the campus	CD
2.2.9	engaging in an unrestrained drinking of alcoholic beverages with schoolmates or friends in school uniform outside the campus.	CD
2.2.10	possession of firearm/air gun and similar gun replicas, sharp-bladed weapons, tear gas, firecrackers, pyrotechnics, explosive or miniature bombs, inside the campus	D
2.2.11	threatening to use these weapons to harm anybody inside the campus.	CD
2.2.12	hazing as defined in RA No. 8049 or the Anti-Hazing Law as “an initiation rite or practice for admission into membership in a fraternity, sorority or organization by placing the recruit, neophyte or applicant in some embarrassing or humiliating situations such as forcing him/her to do menial, foolish tasks or activities or otherwise subjecting him/her to physical or psychological suffering or injury”	D
2.2.13	violation of parking regulations	A
2.2.14	engaging in behavior, intentional or not, that endangers the life and well-being of persons. Some examples of reckless and negligent acts are sitting on the ledge, ignoring safety signs and protocols, tampering with fire alarms and extinguishers, and throwing or tossing objects from buildings	ABCD
2.2.15	indiscriminate throwing of waste paper, candy wrappers, chewing gums, plastic cups, etc. on campus or spitting on floors or walls	A
2.2.16	loitering or making excessive noise in corridors, stairways or immediate vicinities during classes	A
2.2.17	loud and disturbing arguments, shouting and heckling that are offensive to the sensibilities of the school community, unrestrained laughter/loud talking in the classroom or outside in the corridors/stairways and immediate vicinities that disrupt classes or academic activities	AB
2.2.18	unauthorized use of cellular phones, iPods, or other communication gadgets inside the classroom while classes, examination or other academic activities are going on	ABCD
2.2.19	bringing in or playing with any gambling paraphernalia and engaging in gambling activities inside the campus	AB

Details of Offense		Rank of Offense
2.2.20	smoking and drinking inside the campus and its immediate vicinity	B
2.2.21	deliberate disruption of classes, academic functions, or activities within University premises	ABC
2.2.22	brawls, riots, hooliganism on or off campus	BCD
2.2.23	instigating or participating in group activities, gatherings, rallies, and the like that result in stoppage or disruption of classes and/or other academic activities.	CD
2.2.24	causing panic or confusion that leads to the disruption of classes and other academic activities	CD
2.2.25	barricading, picketing, preventing, or threatening any student from entering the campus or attending classes, and/or school personnel from reporting for work	CD
2.2.26	initiating or participating in activities contrary to law or public order	D
2.2.27	subverting or defying policies and guidelines of any school, department, office of the University, and CHED	CD
2.2.28	any act or infraction punishable under the rules and regulations of the University or laws of the land even if the act was committed outside the school campus such as but not limited to: <ul style="list-style-type: none"> • possession of marijuana or drugs • smoking marijuana or using drugs • seriously assaulting another person • trespassing private property and refusing to leave when requested to do so • conviction for contempt of court for disobeying a restraining order • being drunk and disorderly in the streets in violation of an ordinance • unauthorized use of the name of teacher/s, school official/s as co-author of an article to assure its publication • posting of lewd, defamatory, indecent or libelous remarks or comments on any platform or any medium of expression • commission of violations of existing laws and/or ordinances 	CD
2.2.29	using, possessing and selling any dangerous drugs, controlled precursors, and essential chemicals as provided in RA 9165	D

2.3 OFFENSES AGAINST PERSONS

Details of Offense		Rank of Offense
2.3.1	extortion, unauthorized solicitations, and other similar acts committed against other students, members of the faculty, and other members of the academe	CD
2.3.2	oral defamation or slander in any platform or any medium of expression	BCD
2.3.3	grave threats, intimidation, coercion against any member of the school community: administrators, faculty, employees, students or visitors	CD
2.3.4	assault resulting in physical injury or damage to property	CD
2.3.5	sexual harassment (refer to IRR on the Anti-Sexual Harassment Bill of 1995)	D
2.3.6	disrespect or discourtesy of any member of the USC Community and its guests resulting in ridicule, embarrassment or humiliation or besmirched reputation, by and through any means and medium, such as but not limited to Facebook, social networking sites, or other sites on the internet or in any other platform	BCD
2.3.7	acts of lasciviousness or other acts of misconduct of a sexual nature	CD
2.3.8	compromising the well-being of a person by harassing, stalking, and coercing in physical and psychological ways	BCD
2.3.9	instigating and/or participating in acts that result in physical and moral injury to others	CD
2.3.10	bullying/cyberbullying or any other act that degrades the dignity of an	CD

Details of Offense		Rank of Offense
	individual as defined in RA 10627	
2.3.11	any acts of violence against women as defined in RA 9262	CD

2.4 OFFENSES AGAINST PROPERTY

Details of Offense		Rank of Offense
2.4.1	unauthorized use of school facilities or equipment	BC
2.4.2	irresponsible use of school properties	BC
2.4.3	vandalism or destruction of properties of the University, or those belonging to any member of the administration, faculty, employees, fellow students or visitors while on campus	BC
2.4.4	tampering official announcements on bulletin boards, posting of notices or posters in non-designated areas or removing thereof without proper authorization	BC
2.4.5	posting and displaying on campus and its immediate vicinity, posters, pictures, banners or streamers with materials that are libelous, obscene, indecent, offensive to the feeling and moral sensitivity of persons, injurious to the good name of individuals or of the University, subversive or seditious.	BCD
2.4.6	ransacking bags, drawers, and cabinets with intent to steal	C
2.4.7	stealing	CD

2.5 OFFENSES INVOLVING DISHONESTY

Details of Offense		Rank of Offense
2.5.1	borrowing or lending of USC ID card, gate pass, library card, official receipt or other relevant and official school documents for whatever purpose or intention; tampering one's own or another student's ID card and using it to gain entry to USC premises	BCD
2.5.2	communicating furtively with others during examination without permission from the teacher or proctor	ABC
2.5.3	submitting another person's work as one's own	CD
2.5.4	cheating during any examination, quiz or long test (including take home examination or written reports, assigned reports, reaction papers and other similar materials required for submission) or any other academic requirements, including possession of leaked examination materials	CD
2.5.5	having somebody else take the examination in his/her own behalf (in which case both shall be liable)	CD
2.5.6	plagiarism, forgery, falsification, tampering, alteration or misuse of official school records, documents or credentials, or any other acts indicating fraud or misrepresentation	CD
2.5.7	authorship, publication or circulation of false information and fake news about the University, its officials, members of the faculty, employees, or students	CD
2.5.8	lying, misrepresenting, and other acts of perjury committed during a formal disciplinary proceeding or other investigative proceedings.	CD

2.6 OFFENSES AGAINST PUBLIC AND RELIGIOUS MORALS

Details of Offense		Rank of Offense
2.6.1	proselytizing, defined as attempting to convert others to one's religion by disparaging or denigrating someone else's faith, or by giving special gifts, favor, etc.	BCD
2.6.2	disrespect of national symbols (e.g. making a mockery of the national	BCD

	anthem or school hymn) and any other similar infraction	
2.6.3	any act or infraction punishable under the laws of the land	CD
2.6.4	adultery, concubinage, bigamy, live-in arrangement and other immoral relationships which are against the laws of the land and/or teachings of the Catholic Church	CD
2.6.5	manifesting vulgar or perverted behavior between students whether of the same or opposite sexes	CD
2.6.6	bringing, viewing, displaying or distributing pornographic materials on campus (either acting as a model/subject, agent, sponsor, or technical crew) or sending foul messages to anybody (student, faculty, employee)	CD
2.6.7	desecrating religious images and practices	CD
2.6.8	irreverent conduct in the chapel or during Angelus, Holy Mass, prayer or any other similar religious practice	BCD
2.6.9	displaying publicly intimacy/affection that tends to offend the sensibilities of the school community	BCD

Section 3. SUPPORT, INTERVENTION AND SANCTIONS

In using progressive and positive discipline, the school carefully considers:

1. at what stage of growth and development the student committed the inappropriate behavior
2. the nature, severity and frequency of the misbehavior
3. the history and circumstances behind it, and
4. the impact of the behavior on the academic climate.

The school gives students, who repeatedly behave inappropriately, the opportunity to reflect on their actions' impact on their own learning and that of others. As behavior does not happen in isolation and changes over time, decisions on discipline are dependent on the unique strengths and weaknesses of student offenders.

Therefore, the school recommends a range of responses for each disciplinary situation to help the students learn most meaningfully from their behavioral choices.

Depending on the case, the support or consequences will be given by the different persons of authority like the student discipline mentors, teachers, department chairs, school deans, and OSA officers.

The discipline recommendations include different support and consequences:

1. discipline conversation with the student
2. review of expectations for the student's behavior
3. formation sessions like counseling, moral and/or spiritual guidance, coaching, anger management, etc.
4. attendance in prevention and/or intervention programs

Table of Sanctions and Penalties

Sanctions and Penalties	Rank of Offense			
	A	B	C	D
1. writing a personal apology to the	/	/	/	/

Sanctions and Penalties	Rank of Offense			
	A	B	C	D
aggrieved/offended party				
2. doing an academic assignment or writing a paper that may be a reflection paper	/	/	/	/
3. mandatory work in the form of community service		/	/	/
4. suspension, disqualification, or withdrawal of privileges (e.g. uniform, parking, discounts, scholarships, etc.)		/	/	/
5. payment of the value of the property destroyed/ damaged/lost or its replacement	/	/	/	/
6. supervised in-campus suspension hours/programs with alternative academic requirements		/	/	/
7. disciplinary probation with automatic suspension for the rest of the term in case of any violation of the conditions imposed		/	/	/
8. exclusion for a semester/s			/	/
9. disqualification from the dean's honors list and graduation honors			/	/
10. conditional or non-issuance of certificate of good moral character			/	/
11. payment of fines	/	/	/	/
12. mandatory drug testing at the student's expense (especially in cases related to dangerous drugs, substance abuse or endangering behavior)			/	/
13. mandatory psychological/ clinical assessment and compliance with the recommendations of an accredited specialist	/	/	/	/
14. restriction against participation in school activities/ further contact with aggrieved parties/ or preventive suspension			/	/
15. outright dismissal				/
16. other penalties which may be set forth by the University		/	/	/

Legend: A – Minor Offenses, B – Less Serious Offenses, C – Serious Offenses, D – Very Serious Offenses

Section 4. GUIDELINES ON DUE PROCESS

4.1 Level 1: MINOR TO LESS SERIOUS OFFENSES

Step 1: The complainant submits a letter of complaint/ incident report addressed to his/her Student Discipline Mentor (SDM).

Step 2: The student respondent, upon the summons by his/her SDM, answers within 3 days upon receipt of the complaint filed against him/her.

Step 3: The SDMs of the complainant and respondent assess the gravity of the offense and call the student respondent for a discipline conversation. Some witnesses may be invited if needed.

Step 4: The two SDMs after having determined the gravity of the offense committed may recommend the interventions and sanctions to be endorsed by the campus Student Discipline Officer (SDO) and approved by the Head of the Office of Student Affairs.

Step 5: If the case is resolved within the level of the SDMs, the student respondent signs an agreement wherein it is stated that he/she promises not to commit any infraction/violation again.

Step 6: In instances when the case cannot be resolved at the level of the SDMs, it is elevated to the Student Discipline Mentors Committee (SDMC). The case documents are forwarded to the SDMC not more than 5 days after the whole proceeding.

4.2 Level 2: SERIOUS TO VERY SERIOUS OFFENSES

Step 1: (a) For cases elevated to the Student Discipline Mentors Committee (SDMC), the complainant's SDM submits the documents of the case not more than 5 days after the whole proceeding to the SDMC. (Proceed to Step 3.)

(b) For cases identified outright as serious or very serious, the complainant submits a letter of complaint/ incident report addressed to the campus Student Discipline Officer (SDO), who is the Chair of the SDMC.

Step 2: The student respondent, upon the summons by the SDO, answers within 3 days upon receipt of the complaint filed against him/her.

Step 3: The SDO informs the members of the SDMC of the date set for the case conference. The case conference is scheduled not more than 10 working days after receipt of the case documents/ complaint filed.

Step 4: The SDMC calls the student complainant and respondent for a case conference. Some witnesses may be invited if needed.

The case conference before the SDMC shall be summary in nature and cross examination is not essential. However, the SDMC should ensure that the following standards required by due process in disciplinary cases are satisfied:

- The respondent should have been informed in writing of the nature and cause of the accusation/s
- The respondent should have been granted the right to answer the charges against him/her
- The respondent should be informed of the evidences against him/her
- The respondent is given the right to adduce evidence on his/her own behalf; and
- The evidence should be considered by the SDMC.

Step 5: The SDMC after having determined the gravity of the offense committed may recommend the intervention and sanctions to be endorsed by the Head of the Office of Student Affairs, and approved by the Director of Student Services.

Step 6: Once the intervention and sanctions have been approved, these will be enforced by the SDO. Both the complainant and respondent will be given copies of the approved intervention and sanctions.

Step 7: In instances when the case cannot be resolved at the level of the SDMC, it is elevated to the Student Discipline Board (SDB). The case documents are forwarded to the SDB not more than 5 days after the conclusion of the whole proceeding.

Composition of the Student Discipline Mentors Committee (SDMC)

- Student Discipline Officer – Chair
- Student Discipline Mentor of the Complainant
- Student Discipline Mentor of the Respondent
- Student Representative of the Collegiate Council of the Complainant

- Student Representative of the Collegiate Council of the Respondent
- Head, Office of Student Affairs

4.3 Level 3: SERIOUS TO VERY SERIOUS OFFENSES

Step 1: The Chair of the Student Discipline Board (SDB) receives the case documents from the SDMC.

Step 2: The Chair of the SDB furnishes copies of the case documents within 5 working days upon receipt thereof to all members of the committee for them to review, assess and study.

Step 3: The SDB Chair convenes the members not more than 5 working days after furnishing copies of the case documents to the members of the SDB.

Step 4: The SDB evaluates, assesses, and reviews the findings of the case.

Step 5: The SDB makes the final decision/judgment of the case.

Step 6: The decision of the SDB shall become final and executory after 5 working days after the SDB has been convened.

Step 7: The Student Discipline Officer facilitates the enforcement of the final decision.

The enumeration of the offenses and their corresponding penalties in the table of offenses and penalties does not curtail the right of the University to pursue cases not listed in order to enforce discipline.

Any misconduct committed outside the University premises does not deprive the Student Discipline Office of its jurisdiction for as long as the misconduct involves a student that can affect the good name or reputation of the University.

Composition of the Student Discipline Board (SDB)

- Director of Student Services – Chair
- Student Discipline Officer - Secretariat
- Student Discipline Mentor of the Complainant
- Student Discipline Mentor of the Respondent
- Legal Consultant, if needed

In cases where the complainant is not satisfied with the decision, he/she may file a written appeal to the Vice President for Academic Affairs. The decision of the VPAA is no longer appealable.

Section 5. POLICY FOR PREGNANT WOMEN

Since the University has no special provisions for pregnant women, the University discourages them to continue with their studies during their pregnancy. However, for humanitarian considerations, pregnant students may be accepted.

A pregnant student must:

1. Present a medical certificate issued by her obstetrician/gynecologist that she is fit to attend classes despite her condition.
2. Have such medical certificate verified by the University physician.

3. Sign a waiver that the University will not be held liable for any untoward incident that may happen while inside the University.

The University of San Carlos health personnel will provide emergency assistance like first aid and facilitate available transport to the nearest hospital.

ARTICLE 4. STUDENT SUPPORT AND SERVICES

The University of San Carlos establishes and applies an ISO 9001:2015 Certified Quality Management System for the provision of student support and services on student welfare, student development, and institutional student programs.

The interactive and client-facing version of such system is “Caloy”. Students can access the Caloy kiosks for further information regarding the services outlined in Section 2. Details with regards to the activities per programs are contained in **The Carolinian Lifestyle Guide**.

Section 1. QUALITY POLICY

In support to academic instruction, the Student Support and Services of the University of San Carlos, is committed to the delivery of quality services and programs essential in the formation of Carolinian graduates who are envisioned to become productive citizens of the country and the world.

It is committed to continuously improve services, processes and Quality Management System for the enhancement of student experience in the University.

These commitments are founded on the following priorities:

- Achievement of outcomes defined in KRA 4 of CHED CMO 46 relating to student quality, diversity of population, rate of completion, employment rate, quality of formation and level of competency, leadership qualities, and level of empowerment of graduates
- Operation of processes in accordance with the administrative and financial policies of the University
- Enhancement of support to academic units in the preparations for program accreditation
- Sustained compliance of its Quality Management System to International Standards
- Managed organizational knowledge, recognition of external factors and production of creative solutions using the knowledge and skills of all within the organization and the external suppliers of processes and services.

Section 2. DIRECTORY OF SERVICES AND PROGRAMS

OFFICES INVOLVED	REQUISITE AND FACILITATIVE SERVICES						TRANSFORMATIVE PROGRAMS
	PROMOTIONS	ADMISSIONS	ENROLLMENT	ACADEMIC RESIDENCY	EVALUATION & RETENTION	GRADUATION	
Admissions Office	Information Services <i>(admission related information)</i>	- Generation of Student ID - Referral Services <i>(for applicants who did not satisfactorily meet entrance test requirements)</i>					
Athletics Office		Try-outs of Athletes	Scholarship Application Assistance	- Academic Evaluation for Athletes - Sports Facilities Bookings and Reservations	Performance Assessment of Athletes	Awarding of Athletes	Sports and Development Programs
Campus Ministry				- Sacramental Services - Mission Animation -JPIC Programs <i>(Justice, Peace, and Integrity of Creation)</i> -Communication <i>(AVP for Prayer Services, CM Facebook Page)</i>		- Baccalaureate Mass - Graduation AVP	The Carolinian Mission Program

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OFFICES INVOLVED	REQUISITE AND FACILITATIVE SERVICES						TRANSFORMATIVE PROGRAMS
	PROMOTIONS	ADMISSIONS	ENROLLMENT	ACADEMIC RESIDENCY	EVALUATION & RETENTION	GRADUATION	
Community Extension Services				<ul style="list-style-type: none"> - Admission and Training of Extension Volunteers - Information Services <i>(extension work as integral to academic life)</i> - Assessment Services <i>(alignment of student organization's extension programs/ projects/activities to the overall goal of the University)</i> 	<ul style="list-style-type: none"> - Evaluation Services <i>(compliance of students to the prescribed CES engagement)</i> 		<ul style="list-style-type: none"> - Mission Exposure Program - Research and Development Program - CES Carolinian Volunteer Program
Counseling and Development Center		<ul style="list-style-type: none"> Appraisal Services <i>(admission testing)</i> 	<ul style="list-style-type: none"> Appraisal Services <i>(freshmen and transferee interviews)</i> 	<ul style="list-style-type: none"> - Appraisal Services <i>(interview and psychological testing)</i> - Counseling Services - Psycho-educational Programs - Follow up Services - Consultation Services - Referral Services 	<ul style="list-style-type: none"> - Appraisal Services <i>(interview for shiftees)</i> - Counseling Services 	<ul style="list-style-type: none"> Appraisal Services <i>(exit interview)</i> 	<ul style="list-style-type: none"> - Peer Facilitators Program - Mental Health Program - Academic Success Program - Career Development Program
Disaster Preparedness Committee				<ul style="list-style-type: none"> -Annual Disaster Preparedness Exercises -CADRE Training Program -Information Services (Disaster Risk Reduction) 			<ul style="list-style-type: none"> - Disaster Preparedness Program - Enhance Program for NSRC student volunteers

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	PROMOTIONS	ADMISSIONS	ENROLLMENT	ACADEMIC RESIDENCY	EVALUATION & RETENTION	GRADUATION	
				& Management (DRMM Program)			
Dormitory	Information Services (<i>room rates, vacancy and accommodations</i>)			Student Housing / Accommodation Services		Tribute to the Graduating Student Dormers	Carolinian Residential Life Program

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	PROMOTIONS	ADMISSIONS	ENROLLMENT	ACADEMIC RESIDENCY	EVALUATION & RETENTION	GRADUATION	
Finance	Information Services (<i>school fees, schedule of payments, payment centers, mode of payments, discounts</i>)	Telling (<i>testing fees</i>)	<ul style="list-style-type: none"> - Telling (<i>down-payment / full payment, old accounts</i>) - Assessment of School Fees (<i>for students and sponsors</i>) - Costing for Requests for Tutorial and Petitioned Classes - Tagging of Scholars (<i>to allow access to enrolment system</i>) - School Fees Refund 	<ul style="list-style-type: none"> - Selling of Textbooks and Uniforms - Telling (<i>textbooks/ uniforms, exam fees, other fees e.g. car sticker, space utilization</i>) - Assessment of School Fees (<i>for students and sponsors</i>) - Adjustment of Fees (<i>scholarships, privileges, discounts</i>) - Processing of Insurance Claims - Collection and Releasing of Student Organization fees - School Fees Refund - Collection and Releasing of Monetary Prizes for Student Competitions - Consultation with Students (<i>through SSC</i>) on Tuition Fee Increase 	<ul style="list-style-type: none"> - Telling (<i>TOR, school records, school fees for those advised to transfer</i>) 	<ul style="list-style-type: none"> - Telling (<i>graduation fees, semper fidelis, alumni fees, TOR, diploma, jacket</i>) - Toga Rental -Final Assessment of School Fees 	

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	PROMOTIONS	ADMISSIONS	ENROLLMENT	ACADEMIC RESIDENCY	EVALUATION & RETENTION	GRADUATION	
Health Services Department			Medical and Dental Services	<ul style="list-style-type: none"> - Medical and Dental Consultation and Check-up (<i>with free medicines as starter dose</i>) - Referral to Specialists - Issuance of Medical Certificates -Issuance of LOAs for Accidents (Insurance) 			Health Student Lifestyle Program Agbay-Pahimangno Program
HR for Working Students				Interview and Screening of Interested Applicants	Evaluation of Applicants' Grades and Work Performance.	Releasing of Graduation Gifts	
IRM			<ul style="list-style-type: none"> - Printing and Activation of RFID - Help Desk (for system related issues of students) 	<ul style="list-style-type: none"> - Help Desk (for system related issues of students) - Provision of Official Email Accounts to Students 			

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OFFICES INVOLVED	REQUISITE AND FACILITATIVE SERVICES						TRANSFORMATIVE PROGRAMS
	PROMOTIONS	ADMISSIONS	ENROLLMENT	ACADEMIC RESIDENCY	EVALUATION & RETENTION	GRADUATION	
Office of Alumni Affairs, Scholarships and Job Placement	Information Services <i>(Student Financial Assistance Programs)</i>	Processing of Student Financial Assistance Application <i>(Scholarships, Grants & Loans)</i>	- Screening of Applicants for Student Financial Assistance - Awarding to Qualified Student Beneficiaries of Financial Assistance Privilege	- Assistance to Scholars for On-Time Payment of Beneficiaries - Referral Services <i>(for student-beneficiaries with grade deficiencies)</i>	Updating Student Beneficiaries of the Status of their Financial Privilege	- Facilitating for OJT-related Needs - Facilitating for Employment Needs of Graduating Students - University Job Fair - Issuance of Alumni ID	
Office of External Relations (International Students)	Information Services <i>(info relevant to international students)</i>	International Student Assistance <i>(admission related processes)</i>	-International Student Assistance <i>(for requirements by Bureau of Immigration, DFA)</i>	- Assistance <i>(monitoring validity of Visa)</i> -Facilitating and Supporting International Students Association		Tribute to Graduating Students	
Office of Student Affairs			Selling and Distribution of ID Slings	- Application for ID Replacement -Returning of Lost and Found Items - Application of Temporary IDs <i>(lost or left at home)</i> - Selling and Distribution of ID Slings			

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	PROMOTIONS	ADMISSIONS	ENROLLMENT	ACADEMIC RESIDENCY	EVALUATION & RETENTION	GRADUATION	
				- Approval of Posters to be Posted in School			
OSA - Student Activities Office				- Student Life and Well-being Programs <i>(includes organization activities)</i> - Student Leadership Formation and Empowerment Programs <i>(includes external leadership programs)</i> - Management of Student Organizations	- Evaluation of Student Organizations - The Outstanding Graduate Awards -The Outstanding Leader Awards -The Outstanding Campus Student Organization Awards		Carolinian Leadership Program
OSA - Gender and Development Office			Application of Uniform Exemption <i>(for new students, transferees) and for returning students)</i>	- Gender and Diversity Responsive Program -Processing of Applications for Uniform Exemption			Carolinian Gender Equity Program
OSA - Student Discipline Office		Evaluation of Good Moral for Transferee Students	Evaluation and Clearance of Students <i>(with pending cases in the office)</i>	-Student Discipline Formation Program -Releasing of Good Moral Certificates <i>(e.g. internship)</i>		- Releasing of Good Moral Certificates <i>(e.g. job application)</i>	Agak-Amuma Program

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	PROMOTIONS	ADMISSIONS	ENROLLMENT	ACADEMIC RESIDENCY	EVALUATION & RETENTION	GRADUATION	
Office of the Registrar		<ul style="list-style-type: none"> - Assessment/ Evaluation/ Submission of Admission Credentials - Tagging of Students to a Program - Depository of Admission Credentials 	<ul style="list-style-type: none"> - Petitioned/ Tutorial Courses, Overload, Simultaneous Enrollment, and Other Requests - Accreditation Process - Encoding of Accredited Courses in ISMIS 		<ul style="list-style-type: none"> - Shifting of Academic Program - Withdrawal of Courses/ Enrollment - Issuance of Transfer Credentials (<i>Honorable Dismissal</i>) - Application for Evaluation of Units Earned Prior to Graduation 	<ul style="list-style-type: none"> - Application for Graduation - Conferment of Degree/ Title - Issuance of Transcript of Records and Diploma 	
Performing Arts Group				<ul style="list-style-type: none"> - Information Service (<i>invitation to the Performing Arts Group</i>) - Training on Personality and Skills Development Program: Dance Choral, Theatre 	<ul style="list-style-type: none"> - Annual Evaluation of PAG Members 	<ul style="list-style-type: none"> - Tribute to Graduating Members and Recognition of Members with Honors 	<ul style="list-style-type: none"> Carolinian Performing Arts Development Program

University of San Carlos

STUDENT MANUAL | 2018 | Reviewed 02.01.2019 (For Lay out and Printing)

OFFICES INVOLVED	REQUISITE AND FACILITATIVE SERVICES						TRANSFORMATIVE PROGRAMS
	PROMOTIONS	ADMISSIONS	ENROLLMENT	ACADEMIC RESIDENCY	EVALUATION & RETENTION	GRADUATION	
Safety and Security		Information Services <i>(schedules and office locations)</i>	- Safety and Security Services -Information Services <i>(schedules and office locations)</i>	- Safety and Security Services - Motor Vehicle Pass Stickers		Security Services (Crowd Control)	
Semper Fidelis						Releasing of the Yearbook	