

Republic of the Philippines
TARLAC STATE UNIVERSITY
Tarlac City

STUDENT MANUAL

REVISED EDITION **2024**



ADMINISTRATION BUILDING

Attach 2x2 photo

NAME: _____ I.D. NO.: _____

COURSE/YEAR: _____

HOME ADDRESS: _____

TEL. NO.: _____ CELLPHONE NO.: _____

PARENT'S NAME

FATHER: _____

MOTHER: _____

GUARDIAN: _____

ADDRESS: _____

IN CASE OF EMERGENCY PLEASE CONTACT:

Student's Signature

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Tarlac City

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Republic of the Philippines
TARLAC STATE UNIVERSITY
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EXCERPTS FROM THE MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF REGENTS OF THE TARLAC STATE UNIVERSITY
HELD AT THE CHED QUEZON CITY ON JULY 20, 2024

Resolution No. 99, s. 2024

APPROVING THE TARLAC STATE UNIVERSITY STUDENT
MANUAL 2024.

Certified Correct:

AURELIA S. VALENCIA
Board Secretary

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HISTORY OF TARLAC STATE UNIVERSITY

Like a child nurtured according to its parents' aspirations, Tarlac State University, once merely a trade school a century ago, has blossomed into a source of immense pride for the Province of Tarlac. The journey of its transformation is a narrative deserving of attention.

Established in 1906 as a trade school, TSU initially offered industrial and vocational courses to youths in select regions, aligning with the educational blueprint set forth by the American colonial government. By 1909, it began welcoming high school students, evolving into a comprehensive high school by 1921. Temporarily affiliated with Tarlac High School until World War II, it emerged post-war as Tarlac School of Arts and Trades (TSAT) in 1959, concentrating on collegiate technical education.

Transitioning once more in 1965 to Tarlac College of Technology (TCT), it broadened its academic offerings to encompass teacher education and engineering. Subsequently, in 1974, its Institute of Agriculture in Camiling became the distinct now Tarlac Agricultural University. TCT's academic scope expanded, incorporating a graduate school program granting the degree Master of Arts in Education.

The culmination of its evolution occurred on October 13, 1989, when Republic Act 6764 elevated TCT to the esteemed status of Tarlac State University, followed by Republic Act No. 11695 or the new TSU charter on April 11, 2022, signifying its pivotal role in education and development.

Since its transformation, TSU has made significant strides, not only in physical infrastructure but also in curriculum enhancement.

The university operates three campuses within Tarlac City - the Main Campus, San Isidro Campus, and Lucinda Campus. Additionally, it extends its educational services to neighboring municipalities through its Capas, Concepcion, and La Paz Extension Campuses.

Renowned as a top criminology school in the Philippines, TSU has also produced numerous topnotchers in various fields including engineering, education, accountancy, psychology, architecture, and chemistry. It is also recognized as the first state university with an Advanced Manufacturing Training Hub for engineering students.

In terms of national accreditations, TSU has been recognized for its proficiency in quality management by the Philippine Quality Award (PQA) and holds a Level IV Institutional Accreditation from the Accrediting Agency of Chartered Colleges and Universities in the Philippines, Inc. (AACCUP). Additionally, it has been appraised as an SUC Level III institution by the Commission on Higher Education (CHED).

TSU provides a diverse range of programs, emphasizing technology, engineering, accountancy, and education. The university currently offers 50 courses, including 35 undergraduate programs. Many of these accredited programs have reached Level III accreditation from AACCUP, while most accredited graduate programs have attained Level IV accreditation from the same agency.

TSU's dedication to quality is demonstrated by its attainment of the Quality Management System (ISO 9001:2015) Certification. Reinforcing its commitment to excellence and continuous improvement of institutional quality assurance, TSU successfully passed, once again, the said Audit (ISO 9001:2015) on November 16 and 17, 2023. The university has also earned international recognition, receiving a three-star rating from the Quacquarelli Symonds (QS) Stars Ratings.

Furthermore, substantial infrastructure improvements, facilitated by benefactors and prudent administrative expenditure, are evident.

Under new leadership, TSU aims for excellence not solely in academics but also in other facets of its mission. Initiatives such as robust support for university researchers, extensive extension service programs addressing grassroots needs, and various endeavors aimed at holistic development exemplify this commitment.

The myriad accomplishments of TSU in meeting and exceeding the expectations of Tarlaqueños are a testament to its role as a steadfast partner in the province's progress. Proudly, TSU remains dedicated to fostering growth and prosperity in the region.

PHILOSOPHY

In an environment valuing freedom, excellence and equity, TSU shall provide and maintain relevant instruction, research, extension and production programs efficiently and effectively to develop responsible members of society imbued with critical and creative thinking.

VISION

A globally competitive university recognized for excellence in sciences and emerging technologies.

MISSION

TSU shall develop highly competitive and empowered human resources fostering responsive global education, future-proof research culture, inclusive and relevant extension programs, and sustainable production projects.

CORE VALUES

T -Truth in words, action, and character

S – Service with excellence and compassion

U – Unity in diversity

Strategic Directions (SOAR HIGHER)

S – Sustainable student support programs to improve access to quality education to become globally competitive.

O – Outstanding international reputation and visibility through Academic and Research Exchanges.

A – Assurance of quality and excellence through accreditation, assessment, and certification with global standards.

R – Rigorous Development Programs for executives, faculty, staff, and students.

H – Highly responsive and innovative Research Development and Extension programs.

I – Investment in modern Infrastructures, facilities, and equipment to ensure inclusive and responsive delivery of services to clients and stakeholders.

G – Good governance, management, and accountability characterized by Truth Service, and Unity.

H – Harness active partnerships and collaboration with the local and international community.

E – Enhanced Production through Sustainable Income Generating Projects.

R – Responsive, Innovative, and Industry-based Curricula and Instruction.

PHILOSOPHY STATEMENT

Cognizant of the declared government policy to foster at all times a spirit of shared purposes and cooperation among the members of the education community and other sectors of society, and in the realization that only in such an atmosphere can the true goals and objectives of education can be fulfilled, all educational institutions, including the Tarlac State University, recognized that the studentry is the central figure of all educational efforts and programs. Within the context of shared accountabilities, his active and cooperative involvement in all these development efforts is vital to this self-realization and in the attainment of institutional goals. Hence, the need to mobilize the TSU's collective efforts through a dynamic academic and administrative mechanism for developing the students into well-rounded and productive individuals of the region in particular and the nation in general. Concomitant to these educational efforts is his commitment to and acceptance of shared responsibilities of establishing a harmonious environment in which educational objectives can be effectively attained.

UNIVERSITY SEAL



The TSU Logo has the following features:

1. Shape

- The seal is concentric. A smaller circle is enclosed by a wider circle. A triangle is designed inside the narrower core circle.

2. Colors

- The seal has a golden-yellow background in the outer circle and maroon in the inner circle which represents the colors of the province of Tarlac. These two colors also represent Technological Education which was the original nature of TSU as a technological institution.

3. Designs Embossed on the Face

- 1906 – Foundation date of the University with the passage of Act 6764 converting TCT into TSU.
- The triangle stands for stability and represents the interdependent equal tri-functions of the University namely: Instruction, Research, and Extension.
- Inside the triangle are the Sun (similar to that found in the Philippine flag) which symbolizes the State and the two open human arms which remind us of a person ready to uphold and protect the State.
- Outside the triangle are: A Gear that symbolizes Technology and Technological development; An Owl which signifies Knowledge and Education; and five V-shaped exhausts/pipes that stand for the University Resources. All these symbols represent the kind of curricular education, training, and development offered by the Institution (Arts and Letters, Architecture and Fine Arts, Science and Technology, Business and Accountancy, Public Administration, Computer Studies, Education, Law, Human Kinetics, Engineering, Nursing and all other comprehensive services and programs it may offer in the future).

**2024 STUDENT
MANUAL**

PART I

GENERAL PROVISIONS



TARLAC STATE UNIVERSITY

PART I GENERAL PROVISIONS

Chapter 1 PRELIMINARY MATTERS

Section 1. This document shall be called and known as the “Tarlac State University (TSU) Student Manual” of 2024.

Section 2. Coverage – This Manual shall apply to and govern all bonafide college students of the Tarlac State University.

Section 3. Purpose – This Manual is designed primarily to firmly guide students regarding their conduct and address concerns that impact student life during their stay in the University.

Section 4. Interpretation – All provisions of this Manual shall, in case of conflict or ambiguity, be interpreted in favor of the students.

Section 5. Definitions - The terms used in this Student Manual are defined as follows:

5.1 TSU refers to **TARLAC STATE UNIVERSITY**

5.2 **President** refers to the highest official of TSU.

5.3 **Vice President for Academic Affairs** refers to the second highest official who is directly responsible to the President for implementing all programs and projects of the institution, and for supervising curricular, instructional, and other academic activities.

5.4 **Director of Student Affairs and Services** refers to the officer designated to oversee the operation of the different units in charge of student personnel and student services in TSU.

5.5 **Recognition/Accreditation** means the authority to operate at TSU granted to student organizations by the authority of the President.

5.6 **Student Organization** means a group of students bound by common organizational objectives through programs and activities. It includes any association, club, fraternity, sorority, society, order, or any other form of organized group whose members are students of TSU.

5.7 **Recognized/Accredited Student Organizations** refer to any student organization which after meeting all requirements as prescribed under this Student Manual is granted the authority to operate by the President.

- 5.8 **Supreme Student Council** refers to the highest official body governing the student body politics.
- 5.9. **Freshman (First Year) Level:** Students who have not yet completed the required courses of their first year or have fulfilled less than 25% of the total units required for their course.
- 5.10 **Sophomore (Second Year) Level:** Students who have completed their first two-year course by achieving more than 25% but less than 50% of the total units required for their course.
- 5.11 **Junior (Third Year) Level:** Students who have completed the first two years of their course by achieving 50% but less than 75% of the total units required for their course.
- 5.12 **Senior (Fourth Year) Level:** Students who have completed the first three years of their course by achieving 75% but less than 85% of the total units required for their course.
- 5.13 **Graduating Level:** Students who have completed the first four years of their course by achieving at least 85% of the total units required for their course.
- 5.14 **Paying Students:** Students who are not eligible for free tuition, such as but not limited to, second coursers, graduate program enrollees, those in professional education, and students who have exceeded five years of enrollment in the University, excluding approved Leaves of Absence (LOA).
- 5.15 **Continuing Students:** Students who were enrolled in courses during the previous semester or term, demonstrating a sustained dedication to their academic pursuits. They remain eligible to enroll for the subsequent semester, for they possess no disqualification nor suspension from the university, maintain at least a satisfactory academic record, adhere to the university's code of conduct, and fulfill any other institutional obligations. Continuing students are considered bona fide students.

Chapter 2

DECLARATION OF PRINCIPLES

Section 1. The TSU recognizes the vital role of the youth in nation-building and shall promote and protect their physical, moral, spiritual, intellectual, and social well-being.

Section 2. The TSU shall respect the inherent individual and collective rights of students subject to limitations as provided by law, public policy, and acceptable customs and traditions.

Section 3. The TSU shall protect and promote the right to quality education of all students and take appropriate measures to make such education accessible.

Section 4. No student shall be discriminated against by virtue of his birth, sex, religion, socio-economic status, and political beliefs and aspirations.

Section 5. Students shall be guaranteed participation and initiative in matters affecting their well-being.

Section 6. All students shall uphold the academic integrity of TSU and shall conduct themselves in accordance with established rules and regulations and acceptable mores of society.

Chapter 3

STUDENT RIGHTS AND OBLIGATIONS

Section 1. Rights – The following rights under the Philippine Constitution and the Education Act 1982 shall be guaranteed to every bonafide student of the TSU:

1.1 Rights under the New Constitution:

- 1.1.a. The right to due process of law;
- 1.1.b. The right to equal protection of the laws;
- 1.1.c. The right against unreasonable search and seizure and illegal arrest;
- 1.1.d. The right to privacy of communication and correspondence;
- 1.1.e. The freedom of speech and of expression;
- 1.1.f. The right to peaceably assemble and petition the lawful authorities for redress of grievances;
- 1.1.g. The right to free exercise and enjoyment of religious profession and worship;
- 1.1.h. The right to public information;

- 1.1.i. The right to form organizations or associations;
- 1.1.j. The right to effective and reasonable participation in matters affecting their welfare and student life;
- 1.1.k. The right to academic freedom within the limitations as provided by laws;
- 1.1.l. The right to suffrage;
- 1.1.m. The right to health;
- 1.1.n. The right to quality education;
- 1.1.o. The right to select a profession or course of study subject to fair, reasonable, and equitable admission and academic requirements;
- 1.1.p. The right to a balanced and healthful ecology in accord with the rhythm and harmony of nature;
- 1.1.q. All other rights guaranteed under the Constitution not mentioned above.

1.2 Rights under the Education Act of 1982:

- 1.2.a. The right to receive primarily through competent instruction, relevant quality education in line with national goals and conducive to their full development as persons with human dignity;
- 1.2.b. The right to freely choose their field of study and to continue their course therein up to graduation, except in case of academic deficiency, or violation of disciplinary regulations;
- 1.2.c. The right to school guidance and counseling services for making decisions and selecting the alternatives of work suited to his potentialities;
- 1.2.d. The right to access his school records, the confidentiality of which the University shall maintain and preserve;
- 1.2.e. The right to issuance of official certificates, diplomas, transcripts of records, transfer credentials, and other similar documents within thirty days from request;
- 1.2.f. The right to publish a student newspaper and similar publications, as well as the right to invite resource persons during assemblies, symposia, and other activities of similar nature;

- 1.2.g. The right to free expression of opinion and suggestions, and effective channels of communication with appropriate academic and administrative bodies of the university;
- 1.2.h. The right to form, establish, join, and participate in organizations and societies recognized by the school to foster their intellectual, cultural, spiritual, and physical growth and development, or to form, establish join, and maintain organizations and societies for purposes not contrary to law;
- 1.2.i. The right to participate in the formulation and development of policies affecting the schools in relation to the locality/region, and nation through representation in the appropriate body/bodies of the school to be determined by the Governing Board;
- 1.2.j. The right to be free from involuntary contributions, except those approved by their organizations or societies.

Section 2. Obligations. A bonafide student of the University shall be covered by all obligations as a citizen mandated in the New Constitution and those stated under the Education Act of 1982 as follows:

- 2.1 To render personal, military, or civil service under conditions provided by law;
- 2.2 To develop patriotism and nationalism, love of humanity, respect for human rights, and appreciation of the role of nation heroes in the historical development of the country;
- 2.3 To understand the rights and accept the duties of citizenship, strengthen his ethical and spiritual values, develop moral character and personal discipline, critical and creative thinking;
- 2.4 To exert his utmost to develop his potential for service, particularly, by undergoing an education suited to his abilities, so that he may become an asset to his family and society;
- 2.5 To uphold the academic integrity of the school, endeavor to achieve academic excellence and abide by the rules and regulations governing his academic responsibilities and moral integrity;
- 2.6 To promote and maintain the peace and tranquility of the school by observing the rules of discipline, and by exerting effort to attain harmonious relationships with fellow students, the teaching and academic staff, and other personnel;

- 2.7 To participate actively in civil affairs and the promotion of the general welfare, particularly in the social, economic, and cultural development of his community and in the attainment of a just, compassionate, and orderly society;
- 2.8 To exercise his/her rights responsibly in the knowledge that he/she is answerable for any infringement or violation of the public welfare and the rights of others;
- 2.9 To strive to lead an upright, virtuous, and useful life;
- 2.10 To love, respect, and obey his/her parents, and cooperate with them to maintain family solidarity;
- 2.11 To respect the customs and traditions of our people, the duly constituted authorities, the aims of our country and the principles of democracy.
- 2.12 To help in the observance and exercise of individual and society right, the strengthening of freedom everywhere, the fostering of cooperation among nations in the pursuit of progress, prosperity, and world peace.

PART II

ADMISSION AND REGISTRATION



TARLAC STATE UNIVERSITY

PART II

ADMISSION AND REGISTRATION

Chapter 1 ADMISSION

Section 1. Students shall be accepted regardless of age, gender, nationality, religious beliefs, socioeconomic status, political affiliations, or even those differently-abled, in accord with the specific admission policies of their respective colleges.

Section 2. Every applicant for admission shall have a thorough health and physical examination.

Section 3. Students must, in writing, commit and pledge to abide by and comply with all the rules and regulations of the University.

A. New Freshmen Students

Section 1. All students are required to fulfill the admission criteria set forth by the University. These criteria include:

- 1.1 Must have graduated from government and private-recognized secondary schools/K12 Education Program/Alternative Learning System Graduate/SHS graduates (2018-2023) who have not yet enrolled in a bachelor's degree in any college/university/Non-SHS graduates (old curriculum) who have not yet enrolled in a bachelor's degree in any college/university.
- 1.2 Must qualify in the TSU College Admission Test (CAT).
- 1.3 Must qualify in the average grade requirement set by TSU.
- 1.4 Must qualify in the interview, if applicable.
- 1.5 Must qualify in the Physical, Health, and Psychological Examination (as the situation may suggest).
- 1.6 Must have complete and valid credentials:
 - 1.6.a For undergraduate students:
Application Form for College Enrollment, Form 138 or Certificate of Alternative Rating System (ALS) rating, Certificate of Good Character, Health Examination/Medical Certificate, and copy of

PSA Birth Certificate, PSA-Marriage Certificate for married female students, 2x2 Colored Picture and Self-Stamped Mailing Envelope.

1.6.b. For graduate students:

Application Form for Graduate students, Transfer Credentials/ Honorable Dismissal, Transcript of Records (TOR), 2x2 Colored Picture, PSA Birth Certificate, PSA-Marriage Certificate for married female student, Self-Stamped Mailing Envelope, and Health Examination/Medical Certificate.

Section 2. New student entrants, referring to the first year, are not eligible for enrollment during the second semester, midterm, or summer term; freshmen students are only accepted during the first semester.

Section 3. Students must not have enrolled in any academic or college subject/s prior to their enrolment as beginning freshmen; otherwise, they shall be classified as transferees.

Section 4. Students enrolled in vocational courses or those not leading to a degree program are admitted as beginning freshmen.

B. Transferees

Section 1. Students must meet all the prescribed admission requirements of the University.

1.1 Must qualify in the prescribed university test/exam.

1.2 Must qualify in the average grade requirement.

1.3 Must qualify in the interview, if applicable.

1.4 Must qualify in the Physical, Health, and Psychological Examination (as the situation may suggest)

1.5 Must have complete and valid credentials: Application Form for Admission of Transferees, Transfer Credentials/ Honorable Dismissal, Transcript of Records (TOR) duly signed or Copy of Grades for evaluation, Certificate of Good Moral Character, TSU Psychological Test Result, 2x2 Colored Picture, PSA Birth Certificate, Health Examination/Medical Certificate and Self-Stamped Mailing Envelope.

Section 2. Admission as a transferee is exclusively granted to students who have enrolled in a course leading to a degree program; otherwise, they will be categorized as new freshmen and must undergo the University Admission Test, Requirements, and Procedures set forth by Chapter IA, Part II of this manual.

Section 3. Admission status will be probationary during the initial term of enrollment in the University or until completion of validation/repetition of all required subjects taken outside TSU following University policies for their respective courses.

Section 4. Transfer students granted admission may be restricted from enrolling in certain subjects if the prerequisites for those subjects were completed elsewhere and have not yet been validated or repeated at the University.

Section 5. If the number of units completed outside the university is fewer than the required units for the subject course, the student must enroll in the subject course as offered by the university.

Section 6. Transfer students with prior failures may be considered for admission, but they will be subject to the university's policy on academic probation. They will be placed on probationary status and must successfully pass all enrolled subjects as prerequisites for admission in the subsequent semester.

Section 7. Submission of the Official Transcript of Record (OTR) is mandatory before admission for the subsequent semester; otherwise, enrollment will be declined.

Section 8. Transferees from equally performing State Universities and Colleges (SUC) institutions shall be admitted and treated as regular students in accordance with existing policies of the University.

Section 9. Admission of transferees is subject to availability of slot.

Section 10. Students must, in writing, commit and pledge to abide by and comply with all the rules and regulations of the University.

C. Foreign Students

Section 1. Must meet all the prescribed admission requirements of the University and the course applied for:

- 1.1. Must have complete and valid credentials: Application form for Foreign Student, 2x2 Colored Pictures on White Background Taken Within the Last Six (6) Months, Transcript of Records/ Certificate of Completion/ Graduation with English Translation duly Notarized and Authenticated by the Philippine Embassy or Consulate in their Country, Personal Data, Passport with Approved Student Visa, Alien Certificate of Registration (ACR), Birth Certificate or Its Equivalent Duly Authenticated by the Philippine Foreign Service Post, Notarized Affidavit of Support and Proof of Adequate Financial Support, Result of IELTS/TOEFL/ TOEIC (if available), and Medical Health Certificate from the Bureau of Quarantine.
- 1.2. Must qualify in the interview, if applicable
- 1.3. Must qualify in the Physical, Health, and Psychological Examination (as the situation may suggest Examination)
- 1.4. Must pay the application fee

Section 2. Must meet all the prescribed requirements of the Philippine Government, such as but not limited to, the Department of Foreign Affairs (DFA) and Bureau of Immigration (BI).

Section 3. Must submit Certification of Proficiency in English based on TOEFL score (for non-native speakers of English).

Section 4. A foreign student may be admitted based on the availability of slot of the course applied for.

Section 5. Foreign Students must, in writing, commit and pledge to abide by and comply with all the rules and regulations of the University.

D. Cross-enrollees

Section 1. Cross-enrollees from other institutions must present a cross-registration permit from the mother institution.

E. Special/Audit Students/Refresher Course Students

Section 1. Sign an agreement that he/she waives the right to receive and to demand credit for the work done.

Section 2. Their admission shall be approved by the VP of Academic Affairs and noted by the University Registrar upon recommendation of the Dean of the College concerned.

Chapter 2 REGISTRATION

Section 1. Registration of students shall only be during the regular registration period indicated in the academic calendar. No student shall be registered in any subject after 12% of regular class meetings have been held.

Section 2. A paying student is considered officially enrolled after he/she has made an initial payment of his/her tuition and other fees. A student enjoying free tuition is considered officially enrolled once a Certificate of Registration (COR) has been issued to the student.

Section 3. A student must be officially registered to receive credit for coursework.

Section 4. An admission slip, notice of acceptance, and report of grades showing the scholastic standing of an old or returning student is required as a credential for enrollment.

Section 5. A student is not allowed to enroll simultaneously in more than one course during his stay in the University.

Section 6. Rules on sequencing of subjects (prerequisites) in a curriculum are observed and followed in enrollment.

Section 7. Registration of a returning or transferee student is dependent on his previous scholastic standing. All subjects taken from the previous school by a transferee having the same course description and units are subject to validation/accreditation.

Section 8. Special students may enroll in a maximum of six (6) units per semester, totaling twelve (12) units per year, for a duration of only one year.

Section 9. Late registration fee is charged to a paying student who enrolls after the regular registration period as provided for in the academic calendar.

A. Academic Load

Section 1. The total number of units for which a student may register shall be in accordance with the curricular programs the student is enrolled in.

Section 2. The load of transfer students shall be limited only to those subjects without pre-requisite, until such time this subject has already been validated/accredited.

Section 3. The Dean may limit the academic load of students who are employed outside the institution whether full-time or part-time.

Section 4. During summer term, a student may register only in nine (9) units, except for graduating students who shall be allowed a higher load not exceeding 12 units.

Section 5. Graduating students, transferees and shifters, and senior students are allowed to overload, subject to their academic standing.

Section 6. The following students are allowed to overload as specified in the degree program, but not to exceed 28 units, subject to the approval by the authorities concerned.

- 6.1. A regular graduating student
- 6.2. Transferees and Shifters - an extra load of not more than six (6) units of courses, until such time that the student becomes a regular student.
- 6.3. A senior student - an extra load of not more than six (6) units of courses following pre-requisite requirements.
- 6.4. Senior/Graduating Students with Deficiency
 - 6.4.a. With OJT – A senior or graduating student with a deficiency can take an OJT subject requiring about 400 hours (6 units) and is allowed to take an additional 6 units, making a total of 12 units. This is allowed if their class schedule does not conflict with their OJT hours and is subject to evaluation and approval.
 - 6.4.b. Without OJT – A senior student with a deficiency can enroll in up to 18 units when taking regular (non-OJT) subjects.
 - 6.4.c. With Laboratory – A graduating student with a deficiency who takes subjects with both laboratory and lecture hours can take additional units. These units should be based on the actual hours listed in the schedule and must not exceed the maximum course load of 28 units, subject to evaluation and approval.

Section 7. Students classified as scholastic delinquents are prohibited from taking an overload, except during their final semester, provided they have undergone evaluation and obtained approval.

B. Cross-enrollment

Section 1. Cross-enrollment should be done within the period of registration.

Section 2. Graduating students are permitted to cross-enroll for a maximum of six (6) units, on the condition that these subjects are unavailable within the institution, possess the same course descriptions and unit counts, and are not designated as major subjects.

Section 3. No student is allowed to cross-register in two or more schools outside the University.

Section 4. For students seeking cross-enrollment outside the University, approval from the Dean is required, and the subject/s must be authorized by the University Registrar to receive credit from the University.

Section 5. Cross-enrollment of students for common subjects within the University is permitted, subject to prior approval from the respective College.

Section 6. Students from other institutions may be permitted to cross-register only during the enrollment period, provided they obtain a cross-enrollment permit from their Registrar and subject to slot.

C. Changing/Adding/Dropping of Subjects

Section 1. Requests for changing, adding, or dropping subjects shall be accepted only for valid reasons within the specified period. These requests must be submitted in writing, with consent from the instructor, approval from the Dean, and acknowledgment from the University Registrar. Paying students are also subject to payment of corresponding fees.

Section 2. Subjects changed/added unofficially or without prior approval of the Dean shall not be given credit.

Section 3. The total load carried by a student including the additional subject/s must not exceed the maximum under the rule on academic load or that which is prescribed for his/her curriculum year during the term/semester.

Section 4. Dropping a subject shall be allowed before the mid-term. After the mid-term, a student may be allowed to drop a subject only for a valid and justifiable reason.

Section 5. The unofficial dropping of a subject shall earn the student a failing grade or 5.0.

D. Shifting from One Program to Another

Section 1. Students seeking to change their program must submit an application to the Dean of their current college. This application will then be endorsed to the Dean of the new program for approval. Acceptance of these requests is subject to slot availability.

Section 2. Before being permitted to change programs, shifters must have completed the one (1) year retention period within their current program.

Section 3. During the second semester, a student may not shift to other colleges unless they have been dismissed from their current program due to the retention policy. However, a student may shift to other programs within the college, even during the second semester, if, according to the Dean's judgment, the student is not academically suited for their current program, and acceptance of these requests is still subject to slot availability.

E. Withdrawal of Registration

Section 1. Withdrawal of registration shall be made and approved based on existing rules and regulations of the institution.

Section 2. A student who chooses to withdraw their registration may also request the return of the credentials they submitted during the enrollment period.

Section 3. No withdrawal of registration shall be made after the specified period as indicated in the academic calendar. The rules for dropping and refunding for paying students shall apply.

F. Prerequisite of Subjects

Section 1. Compliance with the prescribed sequence of subjects in the curriculum of the respective course is mandatory.

Section 2. Enrolling in and attendance in a subject without passing its prerequisite shall earn the student no academic credit.

Section 3. Waiver of pre-requisite: Graduating students may concurrently enroll in both the prerequisite subject and its higher-level subject, contingent upon the approval from the Dean and acknowledgment by the University Registrar. Nevertheless, if the student fails the prerequisite subject, credit for the higher-level subject shall not be given credit.

G. Substitution of Subjects

Section 1. Substitution of subjects is allowed when a student is pursuing a curriculum that has not been superseded by a new one and the substitution tends to bring the old curriculum in line with the new.

Section 2. Every petition for substitution must involve subjects allied to each other and with the same number of units or greater than the units of the required subject.

Section 3. There will be no substitution permitted for a subject indicated in a curriculum if a student has failed it, unless the subject is no longer available. However, in such cases, the proposed substitution must substantially cover the same subject matter as the required subject.

Section 4. All petitions for substitution must be submitted to the Dean before 12% of regular class meetings have been held for the term. Petition for substitution must be recommended by the head of the department, approved by the Dean and the VP Academic Affairs and noted by the University Registrar.

Chapter 3 VALIDATION/ACCREDITATION

Section 1. Credits earned from any State University or College (SUC) within the past five (5) years at the time of transfer may be accepted for accreditation, provided they are part of the curriculum, match in terms of course content and unit count, and adhere to residency requirements.

Section 2. Credits obtained from private institutions within the preceding five (5) years at the time of transfer, with courses officially accredited by any accrediting agency under the Federation of Accrediting Agencies in the Philippines (FAAP), may be accredited, contingent upon their inclusion in the curriculum, alignment of course content and numbers of unit, and compliance with residency requirements.

Section 3. Transfer students from other private institutions whose courses are not yet accredited by any accrediting agency under the FAAP must undergo subject validation as part of the accreditation procedure. The Dean, in conjunction with the Program Chair, holds the authority to determine which subjects will be credited. Concerned students are required to pay a validation fee for each subject to the Cashier.

Section 4. Credits for subjects and units completed at collegiate institutions abroad may be granted or subjected to validation/accreditation as outlined in the accreditation procedure, at the discretion of the Dean and the Program Chair. Concerned students are required to pay a validation fee for each subject to the Cashier.

Section 5. Only units earned at the collegiate level by transfer students will be recognized and given credit. Credits earned in technical/vocational courses and high school will not be counted towards a degree program.

Section 6. Subjects to be accredited must not exceed the following percentage of the total number of units as prescribed in the curriculum.

- 6.1. 50% for Second coursers
- 6.2. 30% for Transferees

Section 8. Validation/accreditation must be completed within three (3) semesters from the date of admission to the institution.

Section 9. Transfer students are prohibited from enrolling in subjects for which the prerequisites, completed elsewhere, have not been validated or repeated at TSU.

Section 10. If the number of units earned from external institutions is lower than the required units for the course, the student must enroll in the corresponding course offered by the University.

Chapter 4 ATTENDANCE AND RELATED MATTERS

A. Attendance

Section 1. The University's Attendance Regulations shall be observed across all Colleges and units, including the National Service Training Programs. Students must attend classes punctually and consistently. Regular and timely attendance is mandatory for all students starting from the initial meeting of each course.

Section 2. Collegiate students who accumulate absences amounting to 20% of the total required number of class, laboratory, or scheduled work periods for each term will be dropped from the subject. Official dropping procedures must be completed at the Registrar's Office. Students who cannot meet the dropping deadline due to excessive absences will receive an Unofficially Dropped (UD) remark.

Section 3. Time lost by late enrollment shall be considered as time lost by absence.

Section 4. Any student who has incurred absence or tardiness from the class must, whenever required by the faculty member concerned, obtain a counselling slip from the Guidance Office.

Section 5. Absence due to illness may be excused if the student submits a medical certificate issued by the TSU Medical Services or any other physician provided that the medical certificate shall be authenticated by the Medical Services Office.

Section 6. Absences and tardiness officially authorized by the university due to representation of the University at events or functions shall be excused. The Dean/Chairperson/Student shall inform the faculty member(s) concerned prior to the event.

Section 7. Excuses are for time missed only. All work covered by the class during the absence shall be made up by the student within a reasonable period.

Section 8. If most of the student's absences are unexcused, they will be assigned a grade of "5.0" upon being dropped. A student who has not been officially dropped due to their own fault will receive a grade of "5.0". On the other hand, if most of a student's absences are excused, they will not automatically receive a grade of "5.0" solely based on absences; instead, their grade will be determined by their academic performance.

Section 9. A student arriving up to 15 minutes late will be marked as tardy. Three instances of tardiness will be counted as one absence. Students arriving more than 15 minutes late will be marked as absent.

Section 10. If instructors/professors are late for class, students are required to remain in the classroom for the first 30 minutes, unless given prior notice or instruction.

Section 11. No student shall be denied access/entry to class due to tardiness. Students may, however, be marked absent and may not take part in any academic and graded activity.

B. Leave of Absence (LOA)

Section 1. A leave of absence shall mean the non-enrollment of a student from the University for one (1) semester. Application for leave must be paid and filed before the start of the semester at the Admission and Registration Office.

Section 2. Prolonged leave of absence must be sought by a written petition to the Dean and recorded by the University Registrar. The petition must state the reason for which the leave is desired and must specify the period of the leave which shall not exceed one (1) academic year but may be renewed for another year on meritorious cases.

Section 3. Withdrawal from the University without formal leave of absence may cause the curtailment of the entire withdrawal of the registration.

Chapter 5

EXAMINATIONS

Section 1. Each semester will include two scheduled examinations: Midterm Examinations and Final Examinations. These exams are set according to the Academic Calendar. Students encountering conflicts with their exams must promptly inform the Dean.

Section 2. Students found engaging in cheating or similar misconduct during examinations, tests, or quizzes will be subject to disciplinary action in accordance with the relevant sections of this Handbook or the Manual on Student Discipline.

Section 3. A student who has achieved a passing grade in each course is not permitted to request a reexamination with the intention of improving their grades.

Chapter 6 GRADING SYSTEM

Section 1. The work of collegiate students shall be rated at the end of each term in accordance with the following system:

Grade Point	Description	Grade Point	Average
1.00	Excellent	A+	99-100
1.25	Very Good	A	96-98
1.50	Very Good	A-	93-95
1.75	Good	B+	90-92
2.00	Good	B	86-89
2.25	Satisfactory	B-	83-85
2.50	Satisfactory	C+	80-82
2.75	Passing	C	77-79
3.00	Passing	C-	75-76
4.00	Conditional Failure	CF	71-74
5.00	Failure	F	50-70
INC.	Incomplete	INC	
DRP.	Dropped	D	
UD	Unofficially Dropped	UD	

Section 2. An "Inc." grade is assigned to a student if, despite having a passing class standing for the semester, they fail to take the final examination or fulfill other course requirements due to valid reason(s). However, if the class standing is not passing and the student fails to take the final examination, a grade of "5.0" will be given.

Section 3. Removal of "Inc." grade must be undertaken within the allotted time of one (1) academic year by either passing an examination or fulfilling the course requirements. Following this, the student will receive a final grade based on their overall performance.

Section 4. Students who receive a final grade of 4.0 or Conditional Failure in a subject at the end of the semester must take the removal examination for that subject within the month. Failure to take the removal examination will result in the student receiving a grade of 5.0.

Chapter 7 RETENTION POLICIES

Section 1. Evaluation of student records for purposes of retention is guided by the following standards:

% Failure	No. of units enrolled	Status	Allowable load for the ff. Semester
25% - 49%	Any number of academic units	Warning	Less 3 units from normal load or 18 units, whichever is higher
50% - 75%	6 academic units or more	Probation	15 units only
76% - 100%	9 academic units	Dismissal from the College	Not allowed to enroll
100%	-do-	Permanent Disqualification from the University	-do-

Section 2. Any student who has received two (2) successive warnings shall be placed on probation.

Section 3. The probationary status of a student may be removed upon successfully passing all the subjects undertaken during the term in which they are on probation.

Section 4. Any student on probation who fails in 50% or more of the total number of academic units enrolled will face dismissal from the College/University.

Chapter 8 ACADEMIC SCHOLARSHIP

Section 1. A university scholarship will be granted to an undergraduate student who achieves a weighted average of 1.45 or higher, with no grade lower than 2.5 in any subject by the end of the semester.

Section 2. A college scholarship will be given to an undergraduate student who attains a weighted average of 1.75 or higher, with no grades lower than 3.0 by the end of the semester.

Section 3. To be eligible for any of the scholarships:

- 3.1. A Student must enroll in a minimum of 15 academic units, or the standard load specified in their curriculum.
- 3.2. The student must meet all academic and non-academic criteria, without receiving a grade of "Incomplete" (Inc.) or below 3.0 in any academic or non-academic subject.

Section 4. The academic scholarship is initially granted for one semester and will be renewed for subsequent semesters if the student maintains the required general weighted average and meets other criteria.

Section 5. If a student is a recipient of two (2) or more academic-related scholarships, he/she shall be required to choose only one (1).

Chapter 9 TRANSFER CREDENTIALS

Section 1. A student in good standing who desires to sever his/her connection with the University must present a written petition to this effect to the University Registrar. If the petition is approved, the student will be provided with transfer credentials. Without such a request and approval, no records will be issued.

Section 2. A transfer credential is provided to the student once all obligations to the University have been settled and is issued on a one-time basis.

Chapter 10 GRADUATION

Section 1. Students in their last term/semester of coursework must submit their graduation application according to the dates outlined in the academic calendar.

Section 2. Candidates for graduation must have satisfied all academic and non-academic requirements prior to graduation.

Section 3. No student shall graduate from the University unless his/her name is approved as a candidate for graduation by the Academic Council and confirmed by the Board of Regents.

Section 4. All candidates for graduation must have their deficiencies made up and their records cleared except for their current enrolled subjects not later than the date specified in the academic calendar.

Section 5. Every graduating student must participate in all scheduled graduation events, including the rehearsal, baccalaureate services, and commencement exercises. Those who knowingly or without a valid excuse, as determined by the dean concerned, fail to attend these events will face appropriate consequences as outlined in the student discipline manual.

Section 6. Graduating in absentia due to legitimate reasons will be permitted, provided that valid certifications are provided and submitted to the University Registrar at least 24 hours prior to the commencement program.

Section 7. The graduation date indicated on the diploma and Transcript of Records will reflect the final day of the academic year's term. Individuals who have fulfilled all curriculum requirements but did not apply for graduation will have their graduation retroactively approved from the originally intended graduation date, once all requirements (such as application submission and payment of graduation fees) are met.

Section 8. Graduation fees must be paid by every student before they are eligible to graduate.

Chapter 11

GRADUATION WITH HONORS

Section 1. The computation of the overall weighted average for students, particularly those graduating with honors such as Summa cum Laude, Magna cum Laude, and Cum Laude, will be determined according to the specified grade and criteria:

Cum Laude – 1.451 to 1.750 and must not have any grade lower than 2.50;

Magna Cum Laude – 1.201 to 1.450 and must not have any grade lower than 2.25;

Summa Cum Laude – 1.000 to 1.200 and must not have any grade lower than 2.00

Section 2. Rounding off final grades will not be permitted in the calculation of honors candidates' grades.

Section 3. The computation of the general weighted average will only take into account the final grades.

Section 4. When computing the final general weighted average for students eligible for graduation with honors, only credits earned through residency will be considered.

Section 5. Candidates for graduation aiming for honors must not have any grade of "5.0" or lower than the grade specified in Section 1 of this chapter. They should also not have any "Incomplete" or "Inc" grades that remain unresolved beyond the prescribed period, nor should they have dropped any academic or non-academic subjects, whether part of their curriculum or not, taken either at the University or at any other educational institution.

Section 6. Transferee candidates eligible for graduation with honors, meeting the required General Weighted Average (GWA), may qualify for the "Academic Distinction Award" if they have completed at least 75% of the total academic units required for graduation at the University and must have been in residence herein for at least 2 years immediately prior to graduation.

Section 7. Candidates for graduation with honors must enroll in a minimum of 15 credit units each semester, or the standard load specified by the curriculum. If the standard load is less than 15 units but not below 12 units, it is the student's responsibility to provide a valid reason for the reduced workload during that semester. Such reasons will be reviewed and approved by the College Dean, University Registrar, and the VP for Academic Affairs.

Section 8. A candidate for graduation with honors must not have been charged and found guilty of any major violation of existing university rules.

Section 9. To be eligible for graduation with honors, a candidate must have fulfilled the required total number of academic units for graduation within the specified timeframe as indicated in their curriculum, without prejudice to the approved leave of absence (LOA).

Chapter 12

RECOGNITION, BACCALAUREATE, AND GRADUATION PROGRAM

Section 1. The Recognition Program will be overseen by the Office of Student Affairs, working in collaboration with the various Colleges/Schools. All students excelling academically and non-academically, from the freshman to senior levels, will be duly acknowledged and honored.

Section 2. The Dean's List is awarded on a semester basis to students who maintain a General Weighted Average (GWA) of 1.75 or higher while carrying a standard academic workload.

Section 3. Academic excellence is granted to students who achieve a General Weighted Average (GWA) of 1.75 or higher for two consecutive semesters while carrying a standard academic workload.

Section 4. The President's List is awarded annually to the top 10 university-wide performing students who have achieved the highest General Weighted Average while maintaining a standard academic workload.

Section 5. Commencement and Baccalaureate Exercises

- 5.1. The organization of Commencement and Baccalaureate Exercises falls under the purview of the Office of the University Registrar, which may enlist the support of other departments to facilitate these arrangements.
- 5.2. The Commencement Exercises for graduating TSU students will take place on the dates specified in the academic calendar.
- 5.3. Graduating candidates with degrees or titles necessitating a minimum of four years of collegiate instruction must adhere to University regulations by wearing decent and specified academic attire during the Baccalaureate and Commencement Exercises. Those who knowingly or without a valid excuse fail to observe appropriate attire and decorum will face appropriate consequences as outlined in the student discipline manual.

Chapter 13

TRANSCRIPT OF RECORDS, FORM 137A, AND OTHER CERTIFICATIONS

Section 1. The Official Transcript of Records and Form 137A, intended for transferring a student's or graduate's credits to another educational institution, can either be personally delivered but must bear the signature and seal of the Office of the University Registrar, or be sent directly from the Registrar's Office to the recipient school designated by the student or graduate.

Section 2. Transcript of Records/Form 137A is issued only once to the requesting school for purposes of admission.

Section 3. For graduates applying for Transcript of Records (First Copy), a clearance is required.

Section 4. Students seeking copies of their Transcript of Records/Form 137A Certifications for various purposes like employment, records, evaluation, scholarship, promotion, or examinations, or any other legal use, can obtain them by applying at the Office of the University Registrar or through online requests using the official email of the Registrar. Payment of the requisite fee should be made at the Cashier's Office.

Section 5. Students requesting a copy of their transcript of records must provide a notice of application to the Office of the University Registrar of at least seven (7) working days, while for Form 137A and certifications, a notice of at least three (3) working days is required.

**2024 STUDENT
MANUAL**

PART III

STUDENT AFFAIRS AND SERVICES



TARLAC STATE UNIVERSITY

PART III

THE STUDENT AFFAIRS AND SERVICES

The Office of Student Affairs and Services (OSAS) is here to help students with various needs. Its main job is to support students in their studies, social life, emotions, career choices, and spiritual growth so they can reach their full potential. It also helps students become contributing members of society.

To better understand and address students' different needs, OSAS has four main components:

1. Student Welfare Services (SWS), which includes units like Guidance and Counseling (GCU), Testing, Evaluation and Measurement (TEAM), Career Education and Job Placement (CJEP), and Economic and Entrepreneurial Development (EED);
2. Student Development Services (SDS), which includes units for Student Discipline (SDU), Student Organizations (SOU), and Student Publications (SPU);
3. Institutional Student Program and Services (ISPS), which includes units like Scholarship and Financial Assistance (SFAU), International, Differently Abled, Indigenous, Marginalized Students (IDIMS), Sports Development and Management Unit (SDMU); and equally important, the fourth component,
4. The Research, Accreditation, and Records Office.

STUDENT WELFARE AND SERVICES

The Student Welfare and Services department is committed to delivering essential services and programs vital for ensuring and fostering the welfare of students.

CHAPTER 1

GUIDANCE AND COUNSELING

The Guidance and Counseling Unit (GCU) helps students understand themselves and the world better for everyone's benefit. With trained counselors and staff, the GCU supports students, by offering meaningful activities that enhance their well-being and confidence. Through different activities and services, the GCU instills values of love, peace, and unity in students, fostering a sense of harmony within themselves and the world.

Section 1. INDIVIDUAL INVENTORY SERVICE. This service involves gathering comprehensive information about students and systematically assessing their characteristics, potential, and needs.

Section 2. INFORMATION SERVICE. This service entails collecting and disseminating comprehensive and systematic information through various methods or programs to aid students in personal, social, academic, emotional, occupational, and spiritual planning.

Section 3. COUNSELING SERVICE. This service acknowledges the need for individuals to have opportunities for self-awareness, self-development, and problem-solving through individual or group counseling, aiming to foster personal development and decision-making based on self-understanding and environmental knowledge.

TSU Guidance Counselors and Associate Guidance Counselors facilitate clients' growth and development, promote their welfare and interests, encourage healthy relationship formation, and ensure respect for clients' privacy and confidentiality.

Section 4. REFERRAL SERVICE. This service involves connecting students with other units, offices, services, agencies, organizations, or individuals who can offer better assistance in resolving problems and achieving their full potential.

Section 5. FOLLOW UP SERVICE. This service tracks the progress of students who have received academic advising, counseling, referrals, placements, or special intervention programs. It includes a continuous monitoring program by the Guidance and Counseling Unit to assess the effectiveness of intervention procedures in relation to student progress and adjustments.

Section 6. CONSULTATION SERVICE. This service underscores the value of seeking input from various individuals who may positively impact the program. Counselors are encouraged to consult with parents, TSU personnel, and other significant individuals to promote student welfare. Establishing relationships with external agencies or institutions facilitates effective communication and information exchange.

Section 7. PREVENTION AND WELLNESS SERVICE. This service aims to prevent issues by promoting healthy living, addressing concerns such as stress, homesickness, career decisions, and relationships. Counselors prioritize client welfare, especially when working with at-risk individuals due to potential legal implications.

Section 8. RESEARCH AND EVALUATION SERVICE. This service evaluates the effectiveness of guidance programs and services. Counselors are encouraged to engage in research to address client needs and enhance program effectiveness.

Section 9. RESPECTING THE CLIENT’S RIGHTS. Guidance Counselors and Associate Guidance Counselors maintain awareness and sensitivity regarding multicultural/diversity considerations, respect for privacy, confidentiality, and client expectations of limitations.

9.1. Multicultural/Diversity Considerations. Counselors demonstrate awareness and sensitivity towards cultural interpretations of confidentiality and privacy, respecting diverse perspectives on the disclosure of information. They engage in ongoing dialogue with clients to collaboratively determine how, when, and with whom information may be shared.

9.2. Respect for Privacy. Counselors uphold the privacy rights of both prospective and current clients, only requesting private information when it contributes to the counseling process.

9.3. Respect for Confidentiality. Counselors safeguard the confidential information entrusted to them by clients, disclosing it only with the appropriate consent or when justified by legal or ethical considerations.

9.4. Expectation of Limitations. Counselors inform clients about the boundaries of confidentiality at the outset and throughout the counseling journey, actively identifying scenarios where confidentiality may need to be breached.

Section 10. FLEXIBLE MODE OF DELIVERING GUIDANCE AND COUNSELLING SERVICES. Guidance and Counseling Unit services are delivered in a pliable and blended manner to ensure students receive assistance while upholding their rights, confidentiality, and privacy.

CHAPTER 2

TESTING, EVALUATION, AND MEASUREMENT

The Testing, Evaluation, and Measurement (TEAM) Unit focuses on administering a variety of tests to assess, screen, and assist new entrants in selecting their courses, which includes conducting Psychological Tests and other personality assessments.

Section 1. College Admission Test (CAT)- The Testing, Evaluation, and Monitoring (TEAM) Unit provides aid in selecting prospective students for admission by conducting entrance examinations.

Starting from the Academic Year 2019-2020, the TSU-CAT Online Application System, representing one of the university's innovative best practices, has been operational. This newly introduced online platform significantly enhances the delivery of effective and efficient services to our clients. Furthermore, it serves as a notable contribution to the university's endeavors to align with the mandates of Republic Act No. 11032, also known as the Ease of Doing Business Act of 2018.

Individuals are eligible to apply for the TSU College Admission Test (TSU-CAT) if they meet at least one (1) of the specified qualifications:

- a. Senior High School Graduate
- b. High School Graduate on or before March 2015
- c. ALS certified eligible for college admission.

Additional Qualifications:

- a. Must not have taken any college subject/s previously;
- b. Must not be taking any college subject/s at present; and
- c. Students enrolled in vocational courses or those not leading to a degree Program can apply for the TSU College Admission Test.

Section 2. Online Application Guidelines – Regular updates and sharing of the Online Application Guidelines, including details on qualifications, schedules, procedures, requirements, and other pertinent announcements, are conducted on the "Tarlac State University - Office of Public Affairs" Facebook Page.

Section 3. Psychological Test for Second Courser, Prof. Ed. & Transferees (SCTPAT). - The TSU Testing, Evaluation, and Monitoring (TSU-TEAM) unit oversees the administration of the TSU Second Courser, Transferees, and Professional Education Units Admission Test (TSU-SCTPAT), which is a requirement for incoming transferees, second coursers, and professional education unit applicants.

CHAPTER 3

CAREER EDUCATION AND JOB PLACEMENT

The Career Education and Job Placement (CJEP) Unit develops programs and services to help TSU students and graduates with their career development. It serves as the main office for connecting students with job opportunities before and after they graduate. This office handles all matters related to employment and placement, collaborating closely with the university's colleges and alumni affairs. CEJPS is dedicated to offering students opportunities to improve their career development through self-discovery, understanding the job market, developing job search skills, and decision-making. It continually provides students with the necessary skills and resources to pursue fulfilling careers.

Section 1. Career Coaching/Counselling. Making decisions involves self-reflection, planning, and time. Students must enhance their decision-making skills, gain clarity about themselves, and explore various career options. The Career Education and Job Placement (CEJP) offers career counselling, and its Career Specialists provide coaching to assist students in assessing their short and long-term goals.

Section 2. Career-Related Seminars and Workshops. The Unit ensures that graduating students attend seminars and workshops to prepare them for the workforce. These sessions focus on essential job-hunting skills like resume writing and interview techniques.

Section 3. Job Fairs and other Special Events. The office sponsors job fairs to facilitate connections between students and potential employers, enhancing career prospects. These events enable students to explore full-time job opportunities and engage in discussions with employers about current openings. Career fairs, campus recruitment activities, and company roadshows are organized and made available.

Section 4. Job Placement Assistance. The unit assists graduating students and alumni in securing employment through pre-employment seminars and job fairs. They also refer students and graduates to accredited companies with job vacancies relevant to their field of study, aiming to improve their socio-economic status.

CHAPTER 4

ECONOMIC ENTERPRISE DEVELOPMENT

The Economic Enterprise Development (EED) Unit ensures that students' basic economic needs are met. As outlined in Section 16 of Commission on Higher Education Memorandum Order no. 9 s. 2013, Economic Enterprise Development encompasses various initiatives aimed at addressing students' economic needs, such as entrepreneurship, income-generating projects, savings programs, and youth cooperatives.

A. Entrepreneurial Services

Section 1. The EED Office leads the celebration of Economic and Financial Literacy Week (EFL Week) held usually every second week of November. Mandated by Republic Act No. 10922, also known as the "Economic Financial Literacy Act," EFL Week aims to promote national awareness of economic and financial literacy. Following Section 4 of RA 10922, the unit guides students to improve their financial decision-making, manage money effectively, and achieve financial goals.

B. Income Generating Project

Section 1. The income Generating Project encourages Student Organizations and Student Councils to improve their budget management by organizing activities within the university. This program aims to achieve the following objectives:

- 1.1. Generate income to support the financial and other needs of student councils and organizations at the University.
- 1.2. Provide students with opportunities to learn and earn through their income-generating projects.
- 1.3. Offer training opportunities for students undergoing practicum, On-The-Job Training (OJT), and/or internship to develop entrepreneurial and managerial skills.
- 1.4. Assist student councils and organizations in managing their IGPs by providing guidelines.
- 1.5. Offer relevant products and services to students, faculty, support staff, and other stakeholders.
- 1.6. Serve as a platform for showcasing community enterprises within the province.

Strictly, no Income Generating Project (IGP) is to be undertaken without prior approval and guidance from the unit. Those who fail to adhere to this standard will face appropriate consequences drawn in the student discipline manual.

Section 2. The Unit assists students and their organizations in executing approved Income Generating Projects (IGP), where all generated revenues will be allocated towards funding their respective events, activities, and projects.

Section 3. The unit shall ensure that Income Generating Projects (IGPs) follow rigorous accounting procedures to maintain the accuracy and transparency of their financial records.

Section 4. Income Generating Projects (IGPs) must adhere to the principle of full disclosure, ensuring that all relevant information, such as products, services, prices, profits, and costs, is disclosed. This ensures that the Unit has access to all necessary information to make informed decisions about each IGP.

C. Savings

The Economic Enterprise Development Unit is tasked with developing student savings programs, aimed at promoting financial literacy and capability among all learners, particularly students. This initiative is in accordance with Republic Act No. 10922, the Economic and Financial Literacy Act of 2016, and RA 10679, the Youth Entrepreneurship Act of 2015, to facilitate sound financial decision-making, leading to financial health and inclusion.

D. Youth Cooperative

Section 1. In accordance with RA 10679, also known as the “Youth Entrepreneurship Act,” which mandates the establishment of Youth Cooperatives, the EED unit is tasked with creating, maintaining, and supporting an education and training system that emphasizes savings. This initiative aims to instill an entrepreneurial spirit in students and nurture the growth of young entrepreneurs nationwide.

Section 2. The Youth Cooperative at Tarlac State University is committed to the following objectives:

- 2.1. Fostering an entrepreneurial spirit among Filipino youth and promoting the sustainable development of young entrepreneurs.
- 2.2. Advancing the socioeconomic status of its members, particularly the youth.
- 2.3. Coordinating and facilitating organizational activities, including establishing partnerships with similar organizations and institutions to enhance student welfare.

- 2.4. Providing and overseeing a savings system for its members, including TSU students and TSU Lab School students.
- 2.5. Encouraging and promoting ideals of self-help and self-employment as catalysts for economic growth and poverty alleviation, both within and beyond the organization.

E. Economic Coaching

The Economic Enterprise Development Unit extends its assistance to students beyond its above-mentioned mandated areas. This unit involves guiding individuals to better manage their finances and make informed decisions about money. This typically includes budgeting, saving, investing, and understanding financial concepts. Economic coaching provides personalized advice and strategies tailored to an individual's financial goals and circumstances. With a commitment to supporting students comprehensively, the unit also seeks to broaden its scope by forging partnerships with private and public institutions. These partnerships aim to provide opportunities for students willing to listen and learn the economics of life.

STUDENT DEVELOPMENT SERVICES

The Student Development Services (SDS) is dedicated to helping students grow and thrive. We offer various programs and activities to support personal growth, leadership skills, and social responsibility. We oversee services provided by the Student Organization Unit (SOU), Student Publication Unit (SPU), and Student Discipline Unit (SDU).

General Policy on SDS Student Clearance. A signed clearance from the Student Development Services (SDS) is a formal and legal document signed by the Head of the Unit to a student as evidence of fulfilling all obligations before departing from the institution. This signature attests that the student has met all requirements.

Section 1. For newly graduated students, prior to obtaining the SDS office's signature on the student clearance, the student must first secure a countersign from the Career Education and Job Placement (CJEP) Unit. Students who have completed professional education, master's, or doctorate programs, or transferring students, are exempt from visiting the Career Education and Job Placement Services Office for countersignature.

Section 2. Students associated with Student Organizations, Student Councils, and Publications who have outstanding financial or non-financial obligations are required to resolve these obligations with Student Affairs and Services before their clearances can be signed.

Section 3. Students with ongoing or pending cases at the Student Discipline Unit are temporarily ineligible for Student Clearance until their cases are resolved and any requisite penalties or conditions are met.

CHAPTER 5

STUDENT ORGANIZATIONS

The Student Organization Unit (SOU) offers effective support to student organizations in various aspects such as their inception, organization, planning, execution, supervision, and assessment of social and educational initiatives, among others. The unit focuses on empowering officers and members of student organizations by offering leadership workshops and other capacity-building programs to foster optimal student progress.

A. Student Councils

Section 1. Supreme Student Council (SSC) – There shall be only one Supreme Student Council (SSC) in the university regardless of the number of campuses. The SSC shall be the highest governing body of the students. Serving as the representative of the students and therefore, the highest expression of student power, the SSC shall be consulted in the formulation of policies directly affecting students.

Section 2. College /School Student Council (CSC) – Each college/school in the University shall have its own student council which shall serve as student representatives of the college/school and work in close coordination with the SSC.

Section 3. Student Council's Constitution and By-Laws - The governance of students shall be provided for in an appropriate organizational structure in the constitution of the student government which shall be implemented by the SSC. Said constitution must be duly ratified by the student body in a plebiscite duly called for the purpose and approved by the Board of Regents.

The SSC must obtain a notarized copy of the constitution and submit it to the Student Organizations Unit, the Office of Student Affairs and Services, and other relevant academic offices. The OSAS and VPAA hold the authority to veto any amendment that conflicts with university policies. Once approved, amendments become effective in the subsequent school year, with changes allowed every three years unless specified otherwise in the organization's constitution.

Whenever feasible, the SSC shall provide each bona fide student a copy of the full text of the approved constitution, including any amendments thereof.

Section 4. Supreme Student Council or SSC President – The SSC President will lead the councils and fulfill the role of the student regent. Throughout their term, they are prohibited from holding any elected position within the student body's political units. The President and other officers, as outlined in the student government constitution, will be elected by students following the procedures specified therein.

Section 5. Functions of the Supreme Student Council - The SSC, subject to existing University rules and regulations shall:

- 5.1. Establish its own internal governance regulations;
- 5.2. Coordinate and oversee student activities across all campuses aimed at enhancing students' overall well-being and fostering responsible citizenship;
- 5.3. Act as the organization's representative in external entities;
- 5.4. Develop resolutions and guidelines to enhance governance effectiveness and efficiency, and to advocate for student rights and welfare;
- 5.5. Provide advice, information, and recommendations to the University President regarding student affairs, matters, and initiatives;

- 5.6. Serve as the student representative in significant university policy-making bodies, in accordance with applicable laws, rules, and regulations established by competent authorities;
- 5.7. Possess additional powers as may be granted or delegated by university authorities over time, in alignment with its designated powers, responsibilities, and objectives.

Section 6. Duties of Student Council Officers – It shall be the duty of the student council officers at all times to:

- 6.1. Advocate for and safeguard the rights and overall well-being of the students;
- 6.2. Act as a dynamic platform for expressing students' opinions and innovative ideas;
- 6.3. Foster a sense of university pride and camaraderie among the student body;
- 6.4. Embrace the university's principles aimed at fostering comprehensive intellectual, social, cultural, civic, and physical growth of each student;
- 6.5. Collaborate with diverse sectors of society to advance shared interests, particularly in promoting the creation of a fair and compassionate community.

B. Election of Officers

Section 1. The Committee on Student Elections or COMSELEC – The date and manner of electing SSC officers and other officials within the University's student government will adhere to the guidelines outlined in its constitution, as well as any subsequent election rules and regulations issued by the Director of Student Affairs and Services and duly authorized members of the Committee on Student Elections (COMSELEC). The COMSELEC will consist entirely of bona fide University students. Coordination with the Office of Student Affairs and Services will ensure the smooth execution of student council elections.

Section 2. Term of Office - The tenure of SSC officers will last for one academic year, commencing from the date they qualify for office or until their duly elected and qualified successors assume their positions.

Section 3. Vacancies – Vacancies in any elected or appointed positions within the SSC are determined and regulated by the constitution and by-laws of the SSC, as well as the pertinent provisions of Republic Act No. 8292, also known as the Higher Education Modernization Act of 1997, ot other relevant and related laws of the Republic.

C. Recognition and Accreditation of Student Organizations

Section 1. Student Organization – The university acknowledges students' rights to establish or join student organizations, alliances, or federations those which are strictly aligned with the university's mission, aimed at furthering their physical, intellectual, moral, cultural, spiritual, and political interests.

Section 2. General Provisions – These are the primary instructions and guidelines pertaining to forming of a Student Organization:

- 2.1. Student organizations must obtain accreditation to operate within the University.
- 2.2. The Student Organizations Unit will issue a certificate of accreditation to each student organization upon fulfilling all prescribed requirements. However, this certificate remains valid for only one school year and must be renewed annually.
- 2.3. Any student organization that fails to renew its accreditation for one school year will be deemed inactive. However, it may have the opportunity to renew its recognition by providing a written explanation for its failure to reapply in the previous school year. If a student organization fails to renew its accreditation for more than one school year, it will be considered defunct and must follow the same establishment procedure as outlined in section 4, on the Establishment of New Student Organization.
- 2.4. A student organization that has been accredited but violates its own statement of purpose, its constitution or the university's policies, as mandated in this manual or other relevant documents, may face revocation of its certificate of recognition following a fair and thorough process.

Section 3. Privileges of Accredited or Recognized Student Organizations

– An accredited or recognized student organization (SO) shall be entitled to the following:

- 3.1. Engage in extra or co-curricular initiatives, projects, and activities in accordance with university regulations.
- 3.2. Utilize university resources for its functioning, adhering to institutional guidelines.
- 3.3. Access any available subsidies from the governing body, such as the Supreme Student Council or its equivalent.
- 3.4. Take part in university-sponsored events and initiatives.
- 3.5. Compete in competitions involving student organizations.
- 3.6. Serve as representatives of the university in external events related to the organization, adhering to institutional regulations.

Section 4. Establishment of New Student Organization – Any group of fifteen (15) students desirous to form a student organization may apply for recognition. The following procedure shall be followed:

- 4.1 Upon announcement of the application period, prospective student organizations must compile the necessary documents, which include:
 - 4.1.a. Student Organization's Constitution and By-Laws, Student Organization's Official Logo, Application Form for Student Organizations
 - 4.1.b. Statement of Involvement/Commitment/Acceptance of the President of Student Organization
 - 4.1.c. Statement of Involvement/Commitment/Acceptance of the Adviser of Student Organization
 - 4.1.d. Information Sheet of Student Organization Officers
 - 4.1.e. Directory of Officers and Members
 - 4.1.f. General Plan of Action and Budget for Student Organizations
- 4.2 The Student Organizations Unit will announce the accreditation application period for all student organizations two (2) months before the commencement of the school year. Non-compliance with this deadline will result in the non-accreditation/recognition of the student organization. Accreditation is a prerequisite for the operation of student organizations within the University.

Section 5. Selection of Faculty Adviser – Each student organization/student council shall have a faculty adviser.

- 5.1 The acceptance of the position of an adviser must be done in writing and submitted to the Office of Student Affairs and Services.
- 5.2 The designation of the faculty adviser is approved by the Director of Student Affairs and Services based on the recommendation of the Head of the Student Organizations Unit and the respective organization. Faculty advisers are appointed for a term of one (1) school year, with the possibility of renewal.
- 5.3 If the faculty adviser resigns or vacates the position for any other reason, an immediate replacement will be elected by the concerned student officers. The replacement must signify a written acceptance of the position to the Director of Student Affairs and Services. The replacement will serve the remaining unexpired term of the former adviser.

Section 6. Qualifications in Selection of Faculty Adviser – A student organization or student council must appoint a senior faculty adviser (FA) as a mandatory condition. The choice of faculty adviser should adhere to the following qualifications:

- 6.1. The senior Faculty Adviser or FA must be a permanent faculty member with at least one (1) year of service in the University;
- 6.2. Appointment of a temporary faculty member as senior FA may be allowed on a case-to-case basis;
- 6.3. A faculty member whose employment status is job order/contractual arrangement shall only be allowed to serve as an assistant adviser/junior adviser; and
- 6.4. No faculty adviser of a student council/accredited student organization shall serve two organizations at a time.
An assistant or junior adviser may be appointed as deemed necessary by the student organizations.

Section 7. Duties and Responsibilities of a Faculty Adviser – The faculty adviser, as partner of the SOU in the supervision of student councils/student organizations, has the following duties and responsibilities:

- 7.1 Attends meetings of the organization most especially during semestral planning of student activities;
- 7.2 Be available for consultation to all members of the organization, especially to the officers;
- 7.3 If the adviser is unable to attend a meeting, he/she should be informed of what happened during the meeting through the minutes of the meeting. A verbal account of the meeting should be used to supplement the minutes of the meeting but never to take the place of the written minutes;
- 7.4 Provides guidance in the planning of activities of the organization so that the activities will serve to actualize the objectives of the organizations;
- 7.5 Encouraged to be present in activities initiated by the organization;
- 7.6 Should be present if the organization's activity is held off-campus or when the organization is representing the school;
- 7.7 If the adviser is unable to attend, a replacement should be called for;
- 7.8 Assures the safety of all members of the organization and all others who may be involved in the activity;
- 7.9 Reviews reports prior to submission to SOU and OSAS and other pertinent documents from the organization; and
- 7.10 Attend meetings called by the SOU and OSAS.

Section 8. Privileges of Faculty Adviser - The following privileges shall be accorded to Faculty Advisers officially designated to SSC, CSC, and Student Organizations:

- 8.1. The equivalent contact hour per week (CHW) or workload units for duly designated senior FAs shall be as follows:
 - 8.1.a. SSC Adviser – 3 units
 - 8.1.b. College Student Council Adviser – 3 units
 - 8.1.c. Recognized Student Organization Adviser (with at least 100 members) – 3 unitsThis will be reflected in the faculty program of the senior faculty adviser.
- 8.2. Attend seminars, training, conferences, and other similar activities for campus advisers

- 8.3. Compete for awards involving faculty advisers
- 8.4. Represent the university in activities involving their organizations outside the school subject to institutional policies

D. Conduct and/or Participation in Student Activity

Section 1. General Provisions:

- 1.1 The university shall allocate free hours per week for institution-wide and college-wide non-academic assemblies/ activities.
- 1.2 Activities that are held should be scheduled at such time and place that would not disrupt normal classroom sessions.
- 1.3 University recognized activities or gatherings sponsored by students and conducted after 5:00 p.m. and those scheduled during non-class days must be attended by a faculty adviser.
- 1.4 No activity or gathering beyond 9:00 p.m. shall be allowed inside the campus. Any exception to this rule requires clearance from the authorized officials of the university.
- 1.5 Two (2) weeks before the start of the final examinations, a ban on all activities shall be enforced. This is to ensure that all students are given enough time to review for their examination.
- 1.6 Student activities may be categorized as online, on-campus and off-campus where different requirements are needed to be complied with. Requesting student organization must submit their request letter and other requirements as early as three (3) working days prior to their scheduled student activities.
- 1.7 Student activities that will be conducted during Saturdays and Mondays will only require the submission of the request letter to conduct student activity if they meet the following conditions:
 - a. The activity must be initiated by the university or the college.
 - b. The schedule of activities is between 6 AM and 6 PM only.
 - c. The activity will be conducted within the university including other campuses.
- 1.8 Activities that will be conducted online or within the campus, the request letter will be signed up to the Director of Student Affairs and Services. For Off Campus activities, the request letter will be signed up to the Vice President for Academic Affairs.

Section 2. Off-Campus Activities – As per CHED Memo 63 s. 2017, off-campus activities refer to activities, curricular and non-curricular, undertaken outside the premises of the institution.

This is divided into two categories:

2.1. Curricular Activities. – required off-campus activities and are an integral part of the instructional program. Students are expected to attend these activities since they are part of the regular class time. Examples of these are the following:

2.1.a. Educational Tours (visit government sites, LGUs, museums, landmarks, and related culture and arts activities, Plant Visit)

2.1.b. Field Trips

2.1.c. Field Study/Experiential Learning/Related Learning Experience

2.2. Non-curricular activities. – off-campus activities that are considered non-curricular or non-program-based activities. It is up to the HEI's discretion for the strategies and implementation of these activities as long as the security and safety of the students are ensured. Examples are:

2.2.a. Retreat or recollection

2.2.b. Conventions, seminars, training, team building, conferences
Volunteer programs/relief operations

2.2.c. Advocacy projects and campaigns Sports activities

2.2.d. Activities initiated by accredited student organizations
Interschool tournaments/competitions

2.2.e. Culture and Arts Competition

Section 3. Approval Process of a Student Activity – To conduct any student activity, including virtual/on-line gathering/activity, it must go through this process of approval:

3.1. Approval of the activity, as far as practicable, shall be one week before the scheduled date.

3.2. All indicated time must be properly observed unless certain uncontrollable factors and reasonable justifications exist like but not limited to force majeure, calamities, suspension of classes/offices, signatories on Official Business, Official Travel, or On Leave without any legal substitutes.

3.3. The approval process for conduct/participation in any student activity is as follows:

3.3.a. The SO/SC shall prepare the basic required documents namely:

- Request Letter on the Conduct of Activity
- Curriculum Vitae/Profile of resource speaker/s (for webinars, seminars, training, and other similar activities only)

Additional requirements are required for specific activities, to wit:

<i>Requirement</i>	<i>Physically demanding (On-Campus)</i>	<i>Overnight (On-Campus)</i>	<i>Off-Campus</i>
1. Medical clearance of the students duly signed by HEI or government physician	✓	✓	✓
2. First Aid Kit	✓	✓	✓
3. First Aider certification of a student/personnel who will also attend the event	✓	✓	
4. Photocopy of Student's ID		✓	✓
5. Certificate of Registration		✓	✓
6. Duly notarized consent of the parents or student's guardian		✓	✓
7. Photocopy of parent/guardian ID with three signatures		✓	✓
8. Minutes of the Meeting with parents/guardians		✓	✓
9. Itinerary and Handy Information Materials for Students (i.e., programme)		✓	✓
10. Certification of Faculty/Personnel who will accompany the students, 1 permanent faculty per 35 student participants		✓	✓
11. Invitation Letter endorsed by the University President			✓
12. Course Syllabus (for curricular activities)			✓
13. Duly approved schedule of fees and budgetary breakdown (if financial collection is required)			✓
14. University nurse who will also attend (indicated in the Travel Order)			✓

<i>Requirement</i>	<i>Physically demanding (On- Campus)</i>	<i>Overnight (On- Campus)</i>	<i>Off-Campus</i>
15. Proof of insurance coming from the HEI administration			✓
16. Transportation for the Activity: - If TSU vehicle: Travel Order			✓
<i>Nothing follows</i>			

- 3.3.b. The SO/SC shall submit the requirements thru the following options: submission at the office or at determined drop-off points, or via email.
- 3.3.c. SOU shall review submitted requirements as to completeness and activity details, sign the request letter and forward the request to the OSAS Director for signature.
- 3.3.d. The OSAS Director shall review and sign the request.
- 3.3.e. Final approval of activity and signing will be at the office of Vice President of Academic Affairs.
- 3.3.f. Upon approval of the request, a copy of the approved letter will be forwarded to the SO/SC. For online activities organized by the SO/SC, the meeting details must be provided to the SOU for monitoring purposes

SECTION 4. Fundraising Activities – All fundraising activities whether in the form of solicitations/donations (in cash or in-kind), sale of novelty items, raffle, and other similar activities by any student council/organization shall be in coordination with the **Economic Enterprise Development Unit** and as approved by the Vice President of Academic Affairs. This process shall be followed to hold a fundraising activity:

- 4.1. A request letter must be executed by the student organization supported with a proposal stating the following:
 - 4.1.a. Activity details such as rationale, date and time when the activity is projected to be conducted;
 - 4.1.b. Financial projections (projected income and expense);

- 4.1.c. Additional requirements for solicitations/donations include:
- 1) list of the identified donors and their respective contact numbers;
 - 2) solicitation letter for signing of the SOU and OSAS to be sent in official stationery of the soliciting student organization, NO BLANK SOLICITATION LETTERS shall be issued by any student organization. The sponsor must be indicated at all times.; and
- 4.1.d. MOA between the donor and the soliciting student organization which must stipulate the following provisions:
- 1) an accountability clause that the officers of the soliciting organization shall be responsible for the fulfillment of the contract and that failure to do so shall be the personal liability of the officers;
 - 2) provision that donations received shall be acknowledged one (1) week after the date of receipt; and
 - 3) an agreement that within one (1) month after the activity, a report of the activity shall be submitted to the donors.
- 4.1.e. *For raffle*, other requirements include sample raffle ticket to be used which bears the title of the activity, control number, price of the ticket, prizes, draw date and venue and name and/or logo of the sponsoring organization. These tickets must be stamped by the SOU prior to sale. The names of the winners shall be posted on the organization's bulletin board, social media pages or at any communication channel at least a day after the draw. This notice or announcement must be posted for a maximum of one week. Unsold raffle tickets must be surrendered at the SOU. Tickets not surrendered are assumed to be sold and should be integrated in the liquidation report. Furthermore, a copy of the acknowledgement receipt of each of the raffle prizes shall be attached to the liquidation report.

- 4.1.f. *For sale of items*, consistent with the University's trademark policy, the following are required: 1) request form from the Technology Development, Transfer and Commercialization Office (TCTCO); 2) a description or sample of the item which should not be associated in promoting activities which include, but are not limited to, alcohol drinking, drug and tobacco use, discrimination, gambling, pornography, and violence. Income sharing between the University and the student organization/council shall be done.
- 4.2. Submit the required documents to the Student Organizations Unit at least one (1) month prior to the activity date.
- 4.3. Within one (1) month after the activity, an accomplishment and liquidation report shall be submitted to the SOU stating, among others, the name of the student organization, the amount solicited/raised for the activity, with a copy of all receipts.
- 4.4. The report shall also indicate all solicitations that did not materialize.
- 4.5. Failure to submit the required reports will disqualify the student organization from conducting any activity until the report is submitted.

SECTION 5. Use of University Facility in Student Activity – These are the General Provisions pertaining to the use of university facilities in student activity:

- 5.1 Student councils and accredited student organizations shall be provided by the University with adequate office space consistent with CHED Memorandum Order No. 09, series of 2013.
- 5.2 The users of the campus facilities and equipment are held responsible for the use, upkeep, and cleanliness of such facilities and equipment. They must see to it that these are kept in good order during and immediately after use. Any individual or group found to have misused any campus facility or equipment will be held liable and accordingly penalized.
- 5.3 Persons or groups not observing the rules for the use of campus facilities will not be allowed to use the same in the future.

- 5.4 Facilities on campus are for the use of the academic community in the pursuit of educational objectives; hence, priority for their use is given to students, faculty, and personnel of the university on a first-come first-served basis.
- 5.5 Rooms should be reserved at least five (5) days from the date of the intended activity so that the proper permit can be issued and the proper preparations for the venue can be ensured. Requests for special requirements such as sound system, podium, etc., by student organizations and outside groups, are also channeled through the concerned offices. The requests should be received at least one (1) week before the intended activity.

SECTION 6. Approval Process in Using University Facility in Student Activity – To make use of university facilities, the following approval process must be performed:

- 6.1 A request letter addressed to the person in charge of the facilities that will be used for the student activity must be prepared by the requesting organization. Attached in the letter is the approved request for the conduct of the activity.
- 6.2 a permit will be issued and additional requirements may be complied with as requested.

SECTION 7. Reportorial Requirements. – Every student organization is required to submit different types of reports after a student activity to serve as evidence that an activity was held in compliance with the general provisions stated in Part D, section 1 of this chapter. These reports are:

- 7.1 Activity Accomplishment Report. - The submission of the Activity Accomplishment Report should conform with the following process:
 - 7.1.a. One (1) month after the conduct of an approved activity, the SO/SC must report to the SOU their accomplished activity through submission of the following to the office, to wit:
 - Accomplished Activity Form signed by the President/Governor, FA, and college dean (if applicable)
 - Approved Request Letter on the Conduct of Activity
 - Attendance Sheet (certified by the Adviser)
 - Photo documentation
 - Certificate of Participation/Attendance (for activities with the organization as participant)

- 7.1.b. SOU shall review the submitted documents. If incomplete, the SO/SC shall be informed.
- 7.1.c. If the documents are complete, the SOU Head shall approve the Accomplished Activity Form and provide the SO/SC a copy.
- 7.2 Semestral Accomplishment Report. – For the semestral report, the following procedure will apply:
 - 7.2.a. One (1) month after the end of each semester, the SO/SC must submit to SOU their semestral accomplishments to the office signed by the SO Secretary/Executive on Records, President/Governor and FA. Attached in the AR are the approved Accomplished Activity Forms.
 - 7.2.b. SOU shall review the submitted documents. If incomplete, the SO/SC shall be informed.
 - 7.2.c. If the documents are complete, the SOU Head shall accept the semestral accomplishment report and shall be used as basis for the Recognition Day/ Araw ng Parangal.
- 7.3 Liquidation and Financial Report. – All student councils and student organizations with fund releases are required submit a Liquidation Report within one (1) month after the conduct of the activity to the SOU and OSAS. At the end of every term, a financial statement/report is needed to be submitted to the SOU and OSAS signed by the President/Governor and treasurer and noted by the adviser/s.

E. Recognition of Outstanding Student Leaders and Organizations

Section 1. Araw ng Parangal – At the end of each Academic Year, the SOU shall hold a recognition ceremony to recognize exemplary performances in leadership of student councils and student organizations and its officers and advisers.

Section 2. Leadership Awards – The criteria for the Outstanding Student Leader Award are as follows:

2.1 The student must be an officer of any accredited student organization or student council. The pointing system is as follows:

<i>Positions Held</i>	<i>SSC</i>	<i>CSC</i>	<i>Accredited Student Organizations</i>
President/ Governor	20	15	12
Vice President/ Vice Governor	16	12	8
Other Position	12	8	4
Member	8	4	2

2.2 The student must be involved actively in the organization in his/her capacity as officer or member – maximum of 30 points

<i>Role</i>	<i>Organizer/ Implementer</i>	<i>Coordinator/ Facilitator/ Committee Chair</i>	<i>Lecturer/ Resource Speaker</i>
University-wide	7	5	5
College-level	5	3	3
Class activity	3	1	1

2.3 Accomplishments/Performance/Contribution as officer/member (to be rated by co-officers or members) – maximum of 15 points

<i>Rating</i>	<i>Mean Range</i>	<i>Points</i>
Outstanding (5)	4.50 – 5.00	15
Very Satisfactory (4)	3.50 – 4.49	12
Satisfactory (3)	2.50 – 3.49	9
Unsatisfactory (2)	1.50 – 2.49	6
Poor (1)	1.00 – 1.49	3

2.4 The student must be of good moral character. Pending discipline cases against an applicant shall not disqualify him/her to the award until proven guilty.

Section 3. Student Organization Award Categories – The criteria for the Outstanding Student Organization Award are as follows:

3.1 An outstanding student organization/council will be chosen among the following categories namely:

3.1.a. New student organization

3.1.b. College-based student organization (per college)

3.1.c. University-wide student organization (per classification)

3.1.d. College student council

3.2 The following qualifications/ criteria will be used to determine the awardees for each category:

3.2.a. Must have been able to submit the required end-of-term accomplishment reports on the set deadline by the SOU as this will serve as basis for the tallying of points;

3.2.b. Must have not been found guilty for any major offense or minor offense (3rd offense) consistent with the provisions of the Student Discipline Unit Manual;

3.2.c. The following will be the basis for assignment of points:

- General Plan of Action Completion:

<i>Percent Range</i>	<i>Adjectival Rating</i>	<i>Points</i>
91 – 100%	Outstanding	100
71 – 90%	Very Satisfactory	80
50 – 70%	Satisfactory	60
31 – 49%	Unsatisfactory	40
30% and below	Poor	20

- Number of conducted activities (computed based on number of participants compared with the target no. of attendees x 100):

<i>Level</i>	<i>91 - 100%</i>	<i>51 – 90%</i>	<i>Below 50%</i>
International	30	20	15
National	20	15	10
Regional	10	8	5
Local	5	3	2

- Number of participated activities:

<i>Level</i>	<i>91 - 100%</i>	<i>51 – 90%</i>	<i>Below 50%</i>
International	20	15	10
National	10	5	3
Regional	5	3	2
Local	3	2	1

As an organizer/coordinator/facilitator, the level of activity is determined through the partner organization/s engaged in the conduct of the activity and scope of the activity. Local activities are those done within the University or in the province.

- 3.3 For the Supreme Student Council, an outstanding award shall be conferred upon meeting the following requirements, to wit: 1) at least 90% completion of GPOA; 2) must have been able to submit the required end-of-term accomplishment reports on the set deadline by the SOU; and must have not been found guilty for any major offense or minor offense (3rd offense).
- 3.4 Additional awards may be determined and given by SOU provided that the guidelines and criteria are duly approved and disseminated to all concerned.

Section 4. Appeal – After the release of the results by the SOU, student leaders and student organizations/councils are given seven (7) working days to file an appeal at the SOU. Any appeal sent beyond the prescribed period will no longer be accepted.

F. Student Assemblies

Section 1. Definition of Student Assemblies - The term "student assembly" refers to any gathering or event, which also includes online or virtual gatherings, such as rallies, demonstrations, marches, parades, processions, convocations, seminars, workshops, or similar meetings organized by students within the school premises. These gatherings serve a primary purpose that would include discussion of university issues, presentation of causes, expression of opinions, or petitioning for the redress of grievances.

Section 2. The institution is committed to respecting students' rights to peacefully assemble and petition the appropriate school authorities for the resolution of their grievances. It is understood, however, that such rights must be exercised in accordance with legal statutes, public policy, and recognized customs and traditions.

Section 3. The institution shall grant students the liberty to engage in the exchange of ideas and exercise free speech, provided that such expression does not disrupt, impede, or violate the rights of others to pursue their studies, work, or other lawful and peaceful activities.

Section 4. Student Assemblies held in Public Places – Student assemblies may be conducted within or outside the campus grounds, subject to adherence to the pertinent regulations, along with compliance with relevant Philippine laws or governing the conduct of mass rallies or public assemblies.

The Public Assembly Act of 1985 and other pertinent laws of the land shall govern activities conducted in public places which include “any highway, boulevard, avenue, road, street, bridges or other thoroughfare, park, plaza square, and/or any open space of public ownership where the people are allowed access.”

The following procedures shall be adhered to:

- 4.1 A written permit secured from the office of the Mayor shall be required for any student leader/s to organize and hold public assembly in a public place;
- 4.2 In securing a permit, the name of the University must not be used to unless permitted by school authorities; and
- 4.3 The application which is in writing shall be filed with the office of the City Mayor at least five (5) days before the scheduled public assembly or as may be provided by city or municipal rules and regulations.

Section 5. Procedures in Conducting In-Campus Student Assemblies

5.1. Application of holding students’ assemblies:

Before any student assembly is held or announced, a written permit must be secured by sponsoring accredited student group/s at least 5 school days before the assembly from the Director of Students Affairs and Services who shall be given a period of one (1) school day to decide on the permit.

The application of a permit must include the following:

- 5.1.a. Name of sponsoring organization;
- 5.1.b. Name of signature of the president of the accredited student organizational noted by the adviser;

- 5.1.c. Date, time and duration of the assembly;
 - 5.1.d. Place of assembly;
 - 5.1.e. Estimated number of participants; and
 - 5.1.f. Name(s) of invited speaker(s), if any
- 5.2 For academic seminars, workshops, and forums, organizers must obtain a permit from the appropriate authorities to utilize school facilities and excuse participants from classes. This permit request should be directed through the Director of Student Affairs and Services and submitted no later than five (5) school days prior to the scheduled activity.
- 5.3 If students organize a mass action within the school campus to address grievances against school authorities or policies, they must first exhaust all peaceful means, such as genuine dialogue. Prior to the scheduled student assembly, a permit application must be submitted to the Dean of Students Affairs at least two (2) days in advance. Should the permit application be denied, school officials are obligated to provide the applicants with the reasons for the denial. If dissatisfied with the decision, students may appeal to the President of the University.
- 5.4 Conduct of Student Assemblies. - Before a permit for mass action or academic student assembly is granted, to ensure a peaceful assembly, the student leader(s) / organizers must agree to adopt the following measures:
- 5.4.a To monitor the behavior of the participants;
 - 5.4.b To ensure proper coordination with school officials (such as the Director of Student Affairs and Services, Security Guards, etc.) regarding the assembly/academic activity;
 - 5.4.c To guarantee that no individual in the student assembly harasses, intimidates, or threatens any other person within the school community, or disrupts others' rights to engage in their respective studies, work, or other peaceful and lawful activities;
 - 5.4.d To ensure that the student assembly concludes at the designated date and time specified in the permit;
 - 5.4.e To ensure that the student assembly does not obstruct the school gates, allowing for the free entry and exit of students, academic and non-academic personnel;

- 5.4.f To ensure that no educational functions of the school are disrupted, distracted, or interrupted;
 - 5.4.g To prevent students under the influence of alcohol or prohibited substances from entering the school campus and participating in the assembly;
 - 5.4.h To be held accountable for any damage to school facilities due to misuse or abuse; and
 - 5.4.i To conduct the student assemblies within the boundaries of the law, school rules, and regulations, including laws on libel and sedition.
- 5.5. If students plan a mass action to petition for the redress of grievances, the sponsoring student organization/s must include the following documents with the permit application:
- 5.5.a. A position paper indicating therein the issues to be discussed, the subject/s of the grievances, and the proposed remedies/ solutions/ actions to be undertaken by concerned authorities for the settlement of the grievance;
 - 5.5.b. The student organization or its representation may put forward the inclusion of a member from the academic community who they find acceptable to serve on the institution's negotiating panel.
 - 5.5.c. Creation of a Negotiating Panel - Upon receiving the aforementioned documents, the Director of Student Affairs and Services will forward the matter to the University President for the appointment of a negotiating panel. This panel will consist of the Director of Student Affairs and Services, the Dean/Department Head responsible for the subject of the grievance, and another member of the Administrative Council or its equivalent. The student organization may propose the inclusion of a member from the academic community who they find acceptable to serve on the institution's negotiating panel.
- Both sides' negotiating panels will endeavor to resolve the grievances impartially and objectively, ensuring that neither party suffers any injustice. Rules of procedure for the dialogues conducted by the negotiating panels will be

established by the panels prior to the date of the student mass action.

The creation of the negotiating panel shall be done within the prescribed period for the issuance of the permit for student mass action.

Section 6. Selection of Arbitrator. - If the procedure outlined in Section 5 fails to yield a satisfactory resolution for both parties, the matter will be referred to arbitration upon the request of either party. The arbitration process will involve a single arbitrator chosen mutually by both parties. The arbitrator will make a decision based on written reports submitted by both parties and after hearing their arguments. In making the decision, the arbitrator will consider existing laws, regulations, applicable jurisprudence, evidence presented, established principles of equity, and any relevant arguments put forth.

The decision rendered by the arbitrator will be final and binding on both parties, subject to any limitations specified by existing laws, rules, and regulations.

Section 7. Should the grievance or complaint not be settled by the above procedures, only then may either party pursue such other action as may be allowed by law.

CHAPTER 6

STUDENT PUBLICATIONS

The Student Publication Unit (SPU) provides supervision to recognized publications and assists them in devising and executing programs and projects. The primary goal is to foster the growth and proficiency of students as ethical, responsible, and skilled campus journalists. Through the University Student Publication, students effectively communicate with the university's stakeholders.

A. Preliminary Matters

Section 1. The University shall provide opportunities for student publication in keeping with the students' constitutional freedom of speech and or press.

Section 2. All matters governing any kind of student publication shall be covered herein and governed by pertinent rules and regulations issued by CHED from time to time.

Section 3. Any Adviser, whether of a publication by a student organization or the official student publication shall be charged with the following duties and responsibilities:

- 3.1 To guide the editorial board in technical matters pertaining to the production of every issue of the publication;
- 3.2 To guide the staffers in matter affecting their specific articles to be submitted for publication particularly those that may violate existing laws, institutional policies, rules and regulations and public policy, decency and customs;
- 3.3 To supervise the printing of every issue of the publication so as to meet the due date distribution; and
- 3.4 To upgrade the competencies of the staff through on-the-job training and other forms for training programs.

B. College Publications

Section 1. A publication whether printed or mimeographed, can only obtain official recognition if it is sponsored by an accredited student organization after it has been registered with the Student Publications Unit of the Office of Student Affairs and Services.

Section 2. The printing of any publication may use existing funds of the organization if and only if it has been given due recognition. Cost of printing and materials accrued by an organization without official sanction will be charged to whoever is responsible.

Section 3. To obtain official recognition, the following procedure must be followed:

- 3.1. The student organization/college publication must present a proposal which shall specify the following:
 - 3.1.a. The purpose of the periodical or newsletter congruent to the field of interest or specialization of the sponsoring group;

- 3.1.b. A listing of the editorial board of the newsletter or periodical. In case competitive exams and screening are necessary, an interim board must be duly appointed by the officers and/or adviser of the organization and their names must be included;
 - 3.1.c. The number of copies to be printed and circulated as well as the recipients of the publication;
 - 3.1.d. A budget with a breakdown of cost duly certified by the president/chairman and treasurer of the organization sponsoring the publication; and
 - 3.1.e. An adviser or board of advisers as the case may be chosen from among the faculty members of the University.
- 3.2. The publication will receive official recognition only after the requirements have been fulfilled and approved by the Dean of Student Affairs.

Section 4. Three (3) copies of every issue of the publication must be submitted to the Student Publications Unit on the day of actual circulation. These copies are for file and the future examination of the Committee of Student Publications.

Section 5. Failure to comply with the above requirements will warrant disciplinary measures of the Editorial Board of the erring publication and on the president/chairman of the sponsoring student organization.

Section 6. A Committee on Student Publications (CSP) will be convened to assess the technical quality and performance of all student publications throughout the school year. The Committee on Student Publications shall be composed of the advisers and the editor-in-chief of the student publication, the student representative appointed or endorsed by the Student Council and one student representative to be selected and endorsed through a joint agreement by accredited student organizations.

Section 7. The Committee on Student Publications will have the following powers and function:

- 7.1. To assess the performances of various student publications (periodicals, magazines, newsletters and others) one month prior to the end of every semester based on clear and promulgated criteria agreed upon by its members;
- 7.2. To provide recommendations for the improvement of the technical and professional qualities of various publications;
- 7.3. To validate or suspend the continuation of existing privileges of the members of the Editorial Board based on their performance as manifested by their publications; and
- 7.4. To ensure that all guidelines for student publications are implemented.

Section 8. Students are given full responsibility for materials published whether printed or copy printed for the consumption of the university.

- 8.1. All materials in periodicals, magazines, newsletters and handouts, must carry by-lines which give proper and definite identification of the writer(s);
- 8.2. The Editorial Board of the publication and the officers of the duly accredited student organization sponsoring the material will be held solely responsible for the repercussions arising from legal or legislative violations in the content of materials without by-lines;
- 8.3. All handouts, painted, printed, copy printed, and circulated in the campus and sponsored by the accredited student organizations should bear the signature of its elected president and chairman; and
- 8.4. The Editorial Board of the various publications will be held responsible for all comments, issues, validity and veracity of information found in the editorial essays.

Section 9. SSC/CSC/Publication will submit a Liquidation Report to the Officer/Staff in Charge on the Funds and Management of Student Councils and Publications after every activity which involves a budgetary allotment. SSC or CSCs will be given seven (7) working days to furnish the said report.

C. Official Student Publication (THE WORK)

Section 1. Aims and Purposes of the Student Publication (THE WORK) – The Student Publication (THE WORK) shall be the official newspaper of the students of the TSU. It shall be devoted primarily to the publication of news that is of general interest to the students, and it shall not be used as a medium for the promotion of personal and regional interests. Further, the Student Publication shall be utilized to:

- 1.1. train interested students in the application of art and science of journalism;
- 1.2. serve as a channel of unifying all members of the university and the community towards desirable educational and cultural development objectives;
- 1.3. advocate social consciousness and uphold the interest of the Filipino people; and
- 1.4. advance students' rights and responsibilities as well as promote their general welfare.

Section 2. Funding of Student Publication – Student subscriptions and revenues realized from advertisement, donations, and grants shall be the sources of funding for the Student Publication. Subscription fees from students shall be collected during the enrollment period.

Section 3. Use of Student Publication Funds – Subscription fees, savings, donations, grants, and other funds collected from other sources for the Student Publication shall be for its exclusive use. The money collected shall be spent for the printing cost of the student paper, transportation, meals and needs of the staff and faculty-adviser during press work, office and photo supplies, attendance of Student Publication representatives and faculty-adviser during press work, office and photo supplies, attendance of Student Publication representatives and faculty-adviser at press conference/workshop, honoraria/allowances for staffers and faculty-adviser, and other incidental expenses.

Section 4. Printing of Student Publication – The printing of the Student Publication by a private printer shall be conducted by the editorial board and the student publication staff through the

Section 5. Liquidation – Student Publication will submit a Liquidation Report to the Officer/Staff in Charge on the Funds and Management of Student Councils and Publications after every activity which involves a budgetary allotment. Student Publication will be given seven (7) working days to furnish the said report.

Section 6. Publication Adviser – The Faculty Adviser of the Student Publication shall be selected by the school administration in coordination with the editorial board. The function of the Faculty Adviser shall be one of the technical guidance, provided, however, that he/she shall not alter contents nor censor articles or determine allocation of fund. For this reason, the Student Publication Adviser or the university administration shall not be held responsible or accountable for any breach of law-regulation pertaining to press media matters. The editorial board, with the exception of the Faculty Adviser, shall be held jointly and fully responsible for the contents of the Student Publication.

Section 7. Selection of Staff Members

- 7.1. The selection of the editor-in-chief and the staff members of the Student Publication shall be through competitive written examination prepared, conducted and supervised by a committee composed of a representative of the university administration, one faculty member, one mass media practitioner who is acceptable to both (school administration and editorial board) and two past editors of THE WORK to be chosen by the outgoing editorial board with approval of the Dean of Student Affairs.
- 7.2. Only regular, bonafide students having general weighted average of “2.5” or better and without any of “5” or “Inc.” or without having been dropped in any course during the previous semester are qualified to take the exam. Candidates must present a written certificate from the Guidance Counselor stating that they have not been the subject of disciplinary action or misconduct of any kind and that they are responsible persons of good character.
- 7.3. The student receiving the highest general average rating in the examination shall *ipso facto* qualify as editor-in-chief. In case of tie, the

journalistic training and experience of the candidates shall be taken to break the tie.

- 7.4. No editor-in-chief shall be allowed to hold any major position in any accredited student organization in the university. This is to ensure his/her total commitment to the Student Publication office.
- 7.5. The other members of the Student Publication staff shall be nominated by the editor-in-chief from among the top-ranking examinees in the editorial exam subject to the approval of the Faculty Adviser.

Section 8. The term of office of the editor-in-chief and his staff shall be for one academic year or until the selection of his successor. On the recommendation of the Faculty Adviser and on the approval by the Director of Student Affairs and Services, the editor-in-chief and his staff may work during summer, subject to such restriction and conditions as may be imposed by the Administration.

Section 9. Any student writer may be liable for libel when he causes the publication of his writing which give public and malicious imputation of a crime or of a vice or defect, real or imaginary, or any act, omission, condition or status, or circumstances tending to cause dishonor, discredit, or contempt of a natural or judicial person.

Section 10. Expulsion or suspension of staffers shall be implemented by the Head of Student Publications Unit upon consultation with the Editorial Board members and after due process.

Section 11. The following shall be grounds for expulsion or suspension of any staffer from the Official Student Publication:

- 11.1. Failure to produce commendable work assessed by the section chief/editor consultation with the Editorial Board and Adviser.
- 11.2. Misuse of resources available to the staffer and the Office of Student Publication;
- 11.3. Violation of the ethics of professional journalism;
- 11.4. Violation of any of the guidelines or procedures of the student publication; and
- 11.5. Any similar act.

Section 12. Duties and Responsibilities. – The Official Student Publication is expected to prepare, publish, and circulate their materials to the University community with utmost feasible frequency. All publications will be assessed as to quality as well as frequency of release.

Section 13. All money disbursements must be the responsibility of the editor-in-chief, the managing director (business manager) and the adviser. In the absence of the editor-in-chief, the signature of the adviser with a reasonable explanation for the proxy attached will be accepted. In the absence of the managing editor (business manager), the signature of the members of the Editorial Board upon consultation with the adviser will validate the requisition.

Section 14. All expenditures must be supported by official receipts to be submitted to the Business Manager for accounting.

Section 15. Facilities of the Student Publication Office may be utilized only by members of the Editorial Board and their staff. Publication equipment and supplies may not be taken out of the office or venue where the staffers hold office.

Section 16. Violation of rules regarding publication policies designed by the editorial board and policies on professional journalism as specified under Sec. 8 of Chapter 3 is subject to suspension or expulsion and in extreme cases, disciplinary action.

CHAPTER 7

CONDUCT AND DISCIPLINE

(STUDENT DISCIPLINE UNIT)

A. PRELIMINARY MATTERS

Section 1. The Provisions of this part on matters pertaining to rules of discipline with the jurisdiction of the University Discipline Officer or the Head of the Student Discipline Unit shall be reconciled according through an adopted system of approval without prejudice to consultation with students duly represented by their leaders.

Section 2. At all times, every student must promote and maintain the peace and tranquility of the University by observing the rules of discipline, and by exerting efforts to attain harmonious relationships with fellow students, the teaching and academic staff and other school personnel.

Section 3. The investigation, disposition and corresponding sanctions of students' disciplinary cases shall follow the proceedings established herein and will be kept and done with strict confidentiality pursuant to Republic Act No. 10173 or the Data Privacy Act of 2012.

Section 4. All officials, faculty, staff, and security force of the University are mandated to enforce and supervise overall compliance to the provisions of this part in their respective areas of responsibilities. All student officers may be called upon to assist in the enforcement of the rules of discipline whenever feasible and/or relevant.

Section 5. Pursuant to the provisions of this chapter, faculty, and persons charged with the supervision of students shall be deemed persons in authority and should, therefore be accorded due respect and protection.

Section 6. The disciplining authority who is the University Discipline Officer shall dispense out the punishment recommended and approved by the constituted bodies under this part in accordance with due process.

Section 7. In dispensing punishments for multiple offenses done on a single occasion, the penalty for the most serious misconduct will be imposed in its maximum period. However, if offenses done were on different occasions, and tried separately, a progressive system of punishment shall be maintained.

Section 8. Subject to the approval of the University Discipline Committee (UDC), the University Discipline Officer may order the preventive suspension of the respondent for not more than fifteen (15) days where suspension is necessary to maintain the security of the University.

Section 9. The University Discipline Committee is composed of the following:

- 9.1. Director of the Student Affairs and Services; Chairperson (voting)
- 9.2. Discipline Officer; Member (voting)
- 9.3. Student Regent or his/her due representative; Member (voting)

Section 10. Each college/school shall appoint its Student Discipline Coordinator whose name will be forwarded to Student Discipline Unit.

The following shall be the functions of the appointed College/School Discipline Coordinator:

- 10.1. Coordinate with the SDU regarding student discipline concerns and matters;
- 10.2. Facilitate the filing of complaint against a student on behalf of the concerned faculty member or staff;
- 10.3. May act or mediate motu proprio on College discipline related matters and concerns in accordance with this manual; and
- 10.4. Perform other tasks necessary to uphold student discipline in the college/school.

Section 11. No student shall be meted out any form of disciplinary actions except for causes as provided by the provisions of this student manual and by appropriate authorities after due process.

Section 12. Rights of Respondents. - In addition to the rights guaranteed under this Manual, every respondent shall enjoy the following specific rights:

- 12.1. To be subjected to any disciplinary penalty only after the requirements of due process shall have been fully complied with;
- 12.2. To be penalized only on a basis of substantial evidence(s), the burden of proof being with the person filing the charge;
- 12.3. To be penalized on the basis of evidence(s) introduced at the proceedings of which the respondents has been properly appraised and given the opportunity to rebut the same;
- 12.4. To enjoy pending final decision on the charges, all his/her rights and privileges as a student.

12.5. To defend himself/herself personally or by counsel, or by representative of his/her own choice. If the respondent desires, but is unable to secure the services of counsel, he/she shall manifest the fact at least two (2) days before the date of hearing and request the University Discipline Board to designate a counsel for him/her from among the faculty members and staff of the University.

B. NORMS OF CONDUCT

Section 1. Every student must be imbued with patriotism and nationalism, love of humanity, respect for human rights, civic conscience, ethical and moral values, moral character, and self-discipline in keeping with the mandates of the educational system under the Philippine Constitution.

Section 2. For the guidance of all concerned, the following norms of conduct and discipline of students are hereby promulgated, namely:

2.1. Moral Character. - A student is imbued with moral character if among other qualities:

2.1.a. He/She has learned to act, live, and think as a person whose values, attitudes and convictions are in accord with the Universal Ethical Norms of Right Reason and the accepted values and levels of conduct in the society where it lives;

2.1.b. He/She is honest to himself/herself, accepting his/her shortcomings and striving to improve or change them;

2.1.c. He/She is fair and just in his/her dealings with his/her fellowmen;

2.1.d. He/She lives by the precepts of love, justice, compassion, and concern for other; and

2.1.e. He/She respects and defends the right of others as it wants its own rights to be respected and defended.

2.2. Personal/Self Discipline. - A student is imbued with personal self-discipline if among other qualities:

2.2.a. He/She devotes himself to the fulfillment of his obligations and considers its rights as a means for the fulfillment of such obligations;

2.2.b. He/She learns to forge the enjoyment of certain rights and privileges that others' needs maybe benefited;

- 2.2.c. He/She resolves its problems and conflicts without prejudicing others;
- 2.2.d. He/She is tolerant of others; humble enough to accept opinion that may be better than his/her;
- 2.2.e. He/She avoids vices, e.g. gambling, drinking alcoholic beverages, illegal drugs, sexual excesses and aberrations, etc.; and
- 2.2.f. He/She guides and controls his/her life, actions, and emotions.

C. GROUNDS FOR DISCIPLINARY ACTION AND SANCTIONS

Section 1. Every student is expected to be imbued with patriotism and nationalism, love of humanity, respect for human rights, civic conscience, ethical and moral values, moral character and self-discipline in keeping with the mandates of the educational system under the Philippine Constitution; thus, within or outside the premises of the university, he/she must act accordingly for corresponding disciplinary administrative actions are thereby attached.

Section 2. Suspension as a sanction can range from a minimum of three (3) days to a minimum of one year.

The following rules shall govern the sanction of suspension.

- 2.1. During the period of suspension, the student shall be deemed divested of his/her privileges as a student of the institution and shall not be allowed to enter the premises of any campus or use any facilities of the university. One's student ID shall be confiscated and deposited with the Director of Student Affairs and Services upon the execution of the order. Discipline officers or their equivalent shall be properly notified of students serving the sanction of suspension.
- 2.2. After serving the period of suspension, the student shall be issued an order lifting the suspension and subsequently clearing him/her of the sanction thereof. Once cleared, his/her privileges as a student are restored and his/her ID is returned to him/her.
- 2.3. Any student whose suspension covers the final examination period will have to miss the final examination. In all cases of suspension, a written promise of future exemplary conduct by the student countersigned by his/her parents or guardian is required as a condition for readmission and shall be filed in his/her folio.

Section 3. The penalty of dropping shall consist of either dropping from the university or dropping from all subjects. - Dropping from the university shall consist of the total ban of the student from enrolling in any course offered by the institution. Dropping from the subject shall consist of dropping the student from the subjects without prejudice to his enrolling in the same subjects but in another semester/year as the case may be. The Registrar shall be duly notified of this sanction imposed upon the student.

Section 4. Expulsion shall carry with it the total ban of the student from enrolling in any course offered by an institution in the country within a period of one year from the date the order became final and binding. The Registrar shall be correspondingly notified of the students who have been meted with this sanction.

Section 5. Aggravating, mitigating, and alternative circumstances of any kind as provided by law in the commission of the acts shall be considered in the imposition of the sanction.

Section 6. The nature and extent of participation of the responded in the offense charged against a student shall be considered on the imposition of the sanction.

Section 7. Minor Offenses.

The following shall be grounds for disciplinary sanctions of minor offenses:

- 7.1. Inappropriate/non-wearing, lending to or borrowing from a fellow bona fide student any University Identification (ID) Card;
- 7.2. Improper/inappropriate use of school uniform/dress code;
- 7.3. Disrupting or disturbance of academic and non-academic functions (class, organization activities, academic activities, co-curricular activities, including but not limited to misbehavior during conduct of University programs);
- 7.4. Unauthorized use of school facilities, equipment, properties and the like;
- 7.5. Unauthorized extension of time and use of facilities in conducting student activities;
- 7.6. Use of cellular phones or any similar communication/electronic gadget during class hours;

- 7.7. Non-participation/ attendance in activities whereby attendance is required especially if classes are suspended in the conduct of such activity;
- 7.8. Smoking within the University or during online classes;
- 7.9. Littering;
- 7.10. Loitering;
- 7.11. Violation of simple rules such as but not limited to:
 - 7.11.a. Failure to submit financial liquidation reports on time;
 - 7.11.b. Spearheading or knowingly joining an unauthorized student activity of an accredited student organization;
- 7.12. Simple misconduct or misbehavior during university/college/department programs, activities, events/gatherings or competitions;
- 7.13. Other similar minor offenses.

Section 8. Sanctions for Minor Offenses

- 8.1. First Offense – verbal reprimand/warning with record at the Student Discipline Unit and Guidance and Counseling Office (non-issuance of good moral certificate for three months from the date of the finality of the decision).
- 8.2. Second Offense – written reprimand and promissory note with record at the Student Discipline Unit (non-issuance of good moral certificate for one semester from the date of the finality of the decision).
- 8.3. Third Offense – subject to suspension under major offense.

Section 9. Major Offenses.

The following shall be grounds for disciplinary sanctions of Major Offenses.

- 9.1. Dishonesty such as the following or any similar act:
 - 9.1.a. Falsification of Records; Giving False Information; Use of False Identification like:
 - tampering, altering, forging, or knowingly using falsified documents or records;
 - being party to falsification;
 - giving or providing false statements, written or oral, and/or providing false information during any university proceeding or to any university administrator or official

- using false identification or identification that is not one's own to deceive university officials;
- tampering with the ID card (putting another picture other than those printed out/laminated)
- Intentional making of false statement of any material fact or practicing or attempting any deception or fraud for purposes like but not limited to admission or registration in or graduation.

9.1.b. Cheating in examination and/or quizzes or any other similar acts such as the following:

- Deliberately looking at neighbor's examination papers;
- Copying from or allowing another to copy from one's examination papers;
- Having somebody else take the examination for another (in which case both shall be liable)
- Communicating verbally and non-verbally without permission during examinations;
- Plagiarism or passing as one's work any assigned report, term paper, case study/ analysis, reaction paper and the like, when copied from another;
- Fabrication or submission of falsified data, information, citation, source/s, or results in an academic exercise;
- Deception or providing false information to the faculty member regarding a formal academic activity or requirement;
- Using or bringing out of cellular phones or any communication gadget during examinations or quizzes whether or not the student uses them.

9.1.c. Stealing or an attempt thereof;

9.2. Oppression such as the following or any similar act:

9.2.a. Threatening another with infliction upon his person, honor, or property.

9.2.b. Fighting or resorting to physical force or violence to settle disputes provided that the party who acted in self-defense shall be exempted from punishment.

- 9.2.c. Direct assault either verbal or physical upon the person of any student, faculty, administrative or non-teaching staff or any person.
 - 9.2.d. Willful suppression of another person's duly constituted rights.
 - 9.2.e. Discrimination on the basis of race, color, religion, national origin, sex, age, disability, veteran status, or sexual orientation, except where such distinction is required by law or any acts that transgress gender equality and sensitivity and other similar forms of discrimination towards the opposite sex
 - 9.2.f. All forms of harassment which tends to put any member of the students, faculty, administration or non-teaching staff or any person of authority in ridicule or contempt
 - 9.2.g. Cyber Bullying or any forms of abusive, hurtful, imitating, and humiliating texts, emails/message, social media post, images and videos.
 - 9.2.h. Any violative act expressed in R.A. 9442: Prohibitions on Verbal, Non- Verbal Ridicule and Vilification Against Persons with Disability
- 9.3. Offenses against Order:
- 9.3.a. Lending to a non-bona fide student of any University Identification (ID) Card
 - 9.3.b. Non-compliance to dress-code policy
 - 9.3.c. Spearheading or knowingly joining a student activity conducted by an unaccredited student organization.
 - 9.3.d. Unauthorized solicitation or collection of funds or goods.
 - 9.3.e. Gambling of any form within the premises or during off-campus academic or co-curricular activities
 - 9.3.f. Insubordination such as but not limited to willful disobedience to any just order of any person in authority within the University premises including related school activities held off-campus
 - 9.3.g. Willful disregard or violation of established policies and regulations of the University;
 - 9.3.h. Tampering with official notices, announcements, and the like posted on bulletin boards, displayed streamers/tarpaulins or online
 - 9.3.i. Willful refusal to pay just debts

9.4. Offenses against Security: Misconduct such as the following or any similar act:

- 9.4.a. Deliberate disruption of an academic function or school activity which tends to create disorder, tumult, blades of peace or serious disturbances;
- 9.4.b. Carrying or possession of firearms, or unauthorized carrying of deadly weapons such as but not limited to lead pipe, ice picks or blades and explosives within the premises of the university.
- 9.4.c. Unauthorized or illegal possession or use of prohibited drugs or chemicals such as marijuana, shabu, heroin, rugby and hallucinogen drugs or substances in any form within the university premises, or the possession of any regulated drug without the proper prescription.
- 9.4.d. Possession and/or bringing or drinking of alcoholic beverages within the university premises or attending on campus and off-campus activities in a state of intoxication.
- 9.4.e. Unauthorized Entry or Trespassing which is the unauthorized entry (whether forcible or otherwise) to any building, structure, construction site or facility, including an individual's room and/or unauthorized entry to or use of University grounds.
- 9.4.f. Misuse or Abuse of Computer Facilities or Information and Communication Systems, which includes but not limited to:
 - hacking or cracking a computer system/server or information and communication system (according to RA 8792);
 - unauthorized entry into a file to use, read, or change the contents, or for any other purpose; and use of the university facilities to send obscene, abusive, harassing or threatening messages or to engage in stalking behavior or to repeatedly send unwanted email/messages to individuals.

- 9.5. Offenses against Public Morals: disgraceful, immoral, fraudulent, and/or unlawful conduct such as the following similar act:
- 9.5.a. Accessing, possessing, displaying and distributing pornographic materials within and during on/off campus academic and co-curricular activities, through published or electronic materials
 - 9.5.b. Illicit relationships (relationships with married individuals, with members of the academic and non-academic staff)
 - 9.5.c. Acts of disorder, lewdness or obscene conduct and acts of intimacy within the university premises and during on and off-campus academic and co-curricular activities.
 - 9.5.d. Impersonating or giving of fictitious names with malicious intent, whether offline or online;
 - 9.5.e. Malicious or unfounded accusation of any member of the academic community and university visitors.
 - 9.5.f. Acts of bribery to corrupt the standards of the University
- 9.6. Conduct prejudicial to the best interest of the university such as:
- 9.6.a. Vandalism or destruction of public/ university property
 - 9.6.b. Acts that bring the name of the institution or any of its organization or any of its member into disrepute such as but not limited to public malicious imputation of a crime or a vice or defect, real or imaginary, or an act, omission, condition, status or circumstance, which tends to cause dishonor, discredit or contempt to the name of the institution or any of its organization or any of its member or any negligent act that leads to the above, whether it be in the physical or virtual world;
 - 9.6.c. Any other similar acts
- 9.7. Abuse of Authority, rights, and privilege such as:
- 9.7.a. Appropriating university properties for personal use;
 - 9.7.b. Committing indecent and unlawful acts in the exercise of his rights or privileges;
 - 9.7.c. Failure to comply with the summons/sanctions imposed under the University Student Discipline Manual.

- 9.7.d. Falsifying, distorting, withholding, or misrepresenting information before the University Discipline Committee or any University official;
 - 9.7.e. Disrupting or interfering with the orderly conduct of the University Discipline Committee proceeding;
 - 9.7.f. Attempting to discourage an individual's proper participation in the University Discipline Committee
 - 9.7.g. Attempting to influence the impartiality of a witness, student participant, University official, or member of the University Discipline Committee in connection with a Committee proceeding;
 - 9.7.h. Harassment and/or intimidation (verbal or physical or electronic) of a University Official or member of the University Discipline Committee or witness before, during, or after a Committee proceeding; influencing or attempting to influence another person to abuse the University Discipline Committee;
 - 9.7.i. Asking for any kind of donation in the name of the university, in or outside of the university, without prior approval of the university.
 - 9.7.j. And other similar acts
- 9.8. Any act involving moral turpitude, done within or outside the premises of the university, those which is done contrary to justice, modesty, or good morals; an act of baseness, vileness or depravity in the private and social duties which a man owes his fellowmen, or to society in general.
- 9.9. Offenses done, within or outside the premises of university, under the Revised Penal Code or other Special Laws such as but not limited to:
- Anti- Child Abuse Law;
 - Anti- Child Pornography Law;
 - Anti- Fencing Law;
 - Anti- Hazing Law;
 - Anti- Sexual Harassment;
 - Anti- Violence Against Women And Their Children Act;
 - Comprehensive Dangerous Drugs Act;
 - Illegal Possession of Firearms;

- Cybercrime Prevention Act;
- Human Security Act/ Anti – Terrorism Law;
- Safe Spaces Act (Anti-Bastos Law)

Section 10. Sanction for Major Offenses:

- 10.1. First Offense – minimum of three (3) school days suspension to one (1) semester suspension
- 10.2. Second Offense – minimum of fourteen (14) school days suspension to one (1) year suspension.
- 10.3. Third Offense – expulsion/dismissal from the University

Section 11. Accessory Penalties. In addition to the regular sanctions imposed on either major or minor offense, the following may be included:

- 11.1. Discretionary Interventions or In-house Service to the University/College
- 11.2. Loss of privileges to attend classes including exams or other academic and extra-curricular activities
- 11.3. Official University Records, including but not limited to transcripts, grade certifications, certificates of good moral character, and transfer credentials, may be withheld for a specified duration as determined by the Discipline Officer or University Discipline Committee.

Section 12. In cases of dismissal or expulsion, absolutely no Certificate of Good Moral Character will be issued.**Section 13.** In the non-issuance of certifications, the following may be used:

- 13.1. First Offense – non issuance for three months
- 13.2. Second Offense – non issuance for one semester
- 13.3. Third Offense – non issuance of good moral character

Section 14. Prescriptive Period. For minor offenses, cases shall be filed within three (3) months from the time the cause of action arose. For major offenses, cases shall be filed within six (6) months from the time the cause of action arose.**Section 15. Interpretation.** Any question of interpretation regarding this Student Discipline Manual shall be referred to the Dean of Student Affairs Services or designated representative for final determination.

Section 16. In the exigency of public service, all above-indicated judicial processes may be conducted virtually or on-line without prejudice to existing laws.

D. INCLUSIVE DRESS CODE GUIDELINES FOR LGBTQIA+ INDIVIDUALS

In our unwavering dedication to nurturing a diverse and inclusive environment, this section articulates fundamental principles for honoring and embracing the identities of all individuals, including those within the LGBTQIA+ community.

As a foundational principle, the university upholds flexibility in dress code regulations to embrace diverse expressions of gender identity and personal styles, particularly during occasions such as social gatherings, intramurals, and all other celebratory events. However, it maintains a more formal approach during events like graduation and regular class operations.

This framework strikes a delicate balance between sensitivity and inclusivity while upholding pertinent legal, ethical, and cultural standards. It is essential for all stakeholders to adhere to these guidelines to create a welcoming and respectful environment.

Section 1: Transparent Policies. Clearly articulate dress code expectations and guidelines in a manner accessible to all individuals and establish channels for individuals to seek clarification or request accommodations related to the dress code.

Section 2: Empathetic Enforcement. Implement dress code policies with empathy and a deep understanding of diverse identities and expressions and address any concerns or grievances regarding the dress code with dignity and confidentiality.

Section 3: Education and Training. Provide comprehensive education and training on LGBTQIA+ inclusivity and sensitivity for all members of the university community and ensure that staff members are proficient in supporting individuals with inquiries or apprehensions regarding the dress code.

Section 4: Feedback and Revision. Regularly solicit feedback from all stakeholders to assess the effectiveness and inclusivity of dress code policies and utilize feedback to refine and enhance policies, fostering a more supportive and inclusive community for all.

INSTITUTIONAL STUDENT PROGRAMS AND SERVICES

The Institutional Student Programs and Services (ISPS) comprehensive range of services and programs strategically crafted to address students' fundamental needs, encompassing health and wellness, as well as scholarship assistance, with particular attention to the marginalized students and students with special needs and disabilities.

CHAPTER 8

SCHOLARSHIP AND FINANCIAL ASSISTANCE

The Scholarship and Financial Assistance (SFA) Unit is entrusted with the responsibility of delivering services associated with student scholarships granted by the university, external government and private agencies, as well as individual philanthropists and civic organizations.

Section 1. Functions and Services of Scholarship Office:

- 1.1. Solicits scholarships or grants from public and private agencies, philanthropic individuals, and civic organizations.
- 1.2. Develops criteria and procedures for the selection of scholars/grantee and assists the funding agencies pre-screen applicants and/or monitors the academic and billing status of qualified applicants.

- 1.3. Coordinates with the Office of the University Registrar in validation and verification of academic standing of scholars/grantees, preparation of academic requirements such as Report of Grades and Certificate of Registration.
- 1.4. Assists the Accounting Office in preparation of Statement of Billing and Reports of the Tarlac State University internally and external funded scholars.
- 1.5. Assists the Cashiering Office in the releasing of stipend of scholars/grantees.
- 1.6. Coordinates with the Guidance and Counseling Office in providing counseling to scholars on their problems that might affect their studies.
- 1.7. Monitors scholars' academic performance to ensure that the scholarship or assistance is given to appropriate and deserving recipients.
- 1.8. Facilitates enrolment of scholars from various grants and assist the scholars/grantees in processing of relevant documents.
- 1.9. Orients first year students and transferees regarding scholarships and publishes information on various scholarship grants available for students.
- 1.10. Caters the needs of students that excel academically who are financially and socially deprived.

Section 2. Scholarship Office offers the following Scholarship Program and Services:

- 2.1. TSU Funded or Internally Funded Scholarship and Educational Assistance
 - 2.1.a. Athletic Scholarship Program
 - 2.1.b. Performing Arts
 - Dance Troupe
 - Chorale
 - 2.1.c. Student Leadership Grant

- 2.1.d. University Publication Editors' Scholarship Program (The Work – Official Student Publication of Tarlac State University)
- 2.2 External Funded Scholarship and Educational Assistance Government Funded:
 - 2.2.a. Department of Science and Technology-Science Education Institute (DOST-SEI) Scholarship
 - DOST-SEI Merit Scholarship Program
 - 2.2.b. Commission on Higher Education Student Financial Assistance Programs like:
 - CHED-TDP (CHED Tulong Dunong Programs)
 - TDP- SUC
 - Tertiary Education Subsidy/TES Listahanan
 - DSWD- AICS
- 2.3 Private Companies, Associations, and Individual-Sponsored Scholarship Programs

Section 3. Condition for Academic Scholarship. - In addition to the general weighted average, a student to be eligible for scholarship (except the entrance scholarship) must satisfy the following:

- 3.1. Must have completed a minimum of 18 academic units during the preceding semester.
- 3.2. Must not have received a grade lower than "2.50" in any academic or non-academic course.

Section 4. Duration of Academic Scholarship. - An academic scholarship is valid for one (1) semester only but may be extended for the following semester provided that the student fulfills the conditions outlined in the academic scholarship guidelines.

Section 5. Choice of Scholarship. - If the student qualifies for multiple scholarships, they must select only one unless one of the scholarships is specifically designated as an academic scholarship or awarded based on high grades. Consequently, one who receives ongoing scholarship may become ineligible for additional scholarships.

CHAPTER 9

SERVICES FOR THE MARGINALIZED

The International, Differently-abled, Indigenous, Marginalized Student (IDIMS) Unit oversees initiatives and events aimed at ensuring equal opportunities for Persons With Disabilities (PWDs), indigenous peoples, solo parents, international students, and marginalized students. It guarantees that academic accommodations are accessible to persons with disabilities and learners with special needs through thorough consultation and collaboration with the students themselves, as well as their teachers, parents/guardians, personal assistants, and other relevant professionals when required. Provisions and programs for life skills training, such as conflict management and counseling, are available, and referrals for testing are conducted when needed.

Section 1. Marginalized Students are those who belong from these four (4) sectors: (1) Foreign TSU Students; (2) TSU Students who are differently abled or PWD; (3) Students from Cultural Minority Groups; and (4) TSU Students who are solo parents; (5) TSU students who are recognized by DSWD as indigent.

Section 2. The University uphold its values of equity by providing the marginalized students an equal treatment in the participation to the following:

- 2.1. University activities
- 2.2. Student councils/government
- 2.3. Student organizations
- 2.4. Sports development programs
- 2.5. Cultural and arts programs
- 2.6. Social and Community Involvement Programs
- 2.7. Inter and intra-university competitions
- 2.8. Trainings and seminars

Section 3. The University shall provide representation of the marginalized student to any policy formation and consultation that concerns

Section 4. The University ensure that equipment, facilities, and infrastructures are compliant to regulatory and statutory requirements in serving the marginalized students to ensure safe, accessible, and healthy learning conditions.

Section 5. The university shall allot budget for the program and services for the marginalized students towards their holistic development.

Section 6. The University extends courtesy lanes to differently abled and indigent learners across a range of student services. This commitment encompasses various areas, including Admission and Application Service, Enrollment Services, Medical Services, Dental Services, Scholarships, Career, Education, and Job Placement Service, as well as Guidance and Counseling Services. It is a fundamental aspect of the University's mission to ensure accessibility and inclusivity for all students, particularly those facing unique challenges or coming from marginalized backgrounds. By providing these courtesy lanes, the University aims to streamline access to essential services and support the diverse needs of its student body, fostering an environment of equality and empowerment.

Section 7. The university shall conduct orientation and briefing program for the Marginalized students on their rights, duties, and responsibilities and on what services are provided for them.

CHAPTER 10

SPORTS DEVELOPMENT AND MANAGEMENT

The Sports and Development Management Unit (SDMU)'s programs are tailored to enhance the physical fitness and overall wellness of students. These initiatives are integral to the institution's commitment to fostering a healthy and active lifestyle among its student body. The HEI not only provides opportunities for physical fitness and well-being but also establishes mechanisms to promote national, sectoral, and cultural sports activities and development. Thus Unit ensures the regular conduct of sports programs, offering support to school athletes and encouraging participation from the entire student community, thus cultivating a culture of sportsmanship and camaraderie.

Section 1. Programs. The Sports Development and Management Unit offers different programs and activities to our students.

- 1.1. The Varsity Program. The Varsity Program is a multifaceted initiative aimed at fostering excellence in sports among student-athletes. It encompasses various essential aspects to support the development and success of varsity teams and individual athletes. This program involves categorizing sports teams and athletes based on specific criteria, recruiting talented athletes who demonstrate potential for success both athletically and academically, and providing them with rigorous training programs tailored to their respective sports. The program also offers incentives and rewards to motivate athletes and recognizes their achievements.
- 1.2. Sports Festival / Competition / University Intramurals. A Sports Festival, Competition, or University Intramurals is a structured event organized which primarily involve participation from students aiming to promote physical activity, sportsmanship, and it serves as a platform for fostering teamwork, camaraderie, and a sense of belonging among participants, contributing to the overall physical and social well-being of the university community. The University Intramural is a collaborative initiative involving the participating colleges of this institution, aimed at preparing and identifying talents for both the Regional SCUAA, National SCUAA Olympics or other competitions.
- 1.3. Sports Clinic. A sports clinic is a dedicated program where students can access specialized resources and services aimed at enhancing their athletic performance. It serves as a hub for skill development providing students with access to trained professionals such as coaches, trainers, and sports medicine practitioners. Importantly, the clinic is inclusive, offering its services to all students regardless of their athletic ability or level of participation in sports activities.

Section 2. The Varsity

- 2.1 **Varsity Teams/Varsity Athletes.** Varsity teams shall be categorized into either Varsity Team “A” or Varsity Team “B”, while varsity athletes shall similarly be classified as Varsity Athlete “A” or Varsity Athlete “B”. The head coach will propose to the Committee on Sports Development the classification of the varsity team and athlete, which will then be deliberated and approved by the committee.

2.1.a. As Varsity Team “A”, it shall:

1. Represent the university in major tournaments.
2. Engage in year-round training to maintain its level of competency.
3. Participate in school-based and pocket tournaments to assess performance for higher levels of competition.
4. Compete in exhibition and tune-up games as requested.

2.1.b. As Varsity Team “B”, it shall:

1. Serve as a farm team or training pool for Varsity Team “A”, if applicable.
2. Conduct year-round training to enhance its level of competency.
3. Take part in school-based and pocket tournaments to evaluate competency levels if funding is available and approved by the President.
4. Participate in exhibition and tune-up games as requested.

2.1.c. As Varsity Athlete “A”, he/she shall:

1. Be part of Varsity Team “A”, representing the university in major tournaments.
2. Attend classes and team practices regularly.
3. Maintain a healthy lifestyle.
4. Uphold proper decorum at all times.

2.1.d. As Varsity Athlete “B”, he/she shall:

1. Be part of the farm team or training pool of Varsity Team “A”, if applicable.
2. Be a member of Varsity Team “B” if there is no Varsity Team “A”.
3. Attend classes and team practices regularly.
4. Maintain a healthy lifestyle.
5. Uphold proper decorum at all times.

2.2. **Determination of Varsity Teams and Varsity Athletes.** The process for determining the classification of a varsity team and varsity athlete is as follows:

2.1.a. For Varsity Team A:

1. Varsity teams that have achieved first or second place in a major tournament automatically qualify.
2. Third-place teams in major tournaments with the potential to improve in subsequent editions, as determined by the Committee on Sports Development, may be considered.
3. Teams that did not win a medal in major tournaments but demonstrate exceptional performance in school-based or pocket tournaments prior to the next major tournament may be recommended for elevation to Varsity Team "A" by the Committee on Sports Development to the President.
4. Non-varsity teams, with the assistance of the Sports Development Management Unit (SDMU) when funds are available, may participate in school-based and pocket tournaments prior to a major tournament. The Committee on Sports Development may then recommend the team for Varsity Team "A" classification to the President.

2.1.b. For Varsity Team B:

1. Third-place teams in major tournaments with limited potential for improvement may qualify for Varsity Team "B" status.
2. Teams that did not win a medal in major tournaments may be considered for Varsity Team "B".
3. Teams not currently classified as Varsity Team "B" but show potential for advancement to Varsity Team "B" may be considered.

2.1.c. For Varsity Athlete A:

1. Individuals who achieve first or second place in individual events at major tournaments may qualify.
2. Regular members of first or second place varsity teams in team events at major tournaments may qualify.
3. Individuals who achieve third place in individual events at major tournaments, with potential for improvement, as determined by the Committee on Sports Development, may be considered.
4. Regular members of varsity teams that achieve third place in team events at major tournaments, with potential for improvement, as determined by the Committee on Sports Development, may be considered.
5. Regular members of third-place varsity teams with limited potential for improvement and non-medalist Varsity Athlete "A", upon recommendation of the head coach and assessment by the Committee on Sports Development, may be considered, provided a Varsity Team "A" is available to draft them.
6. Varsity Athlete "B", as recommended by the head coach and assessed by the Committee on Sports Development, may be considered, provided a Varsity Team "A" is available to draft them.
7. Recruits, whether new or returning students at the university, may be considered, as recommended by the head coach and assessed by the Committee on Sports Development, provided a Varsity Team "A" is available to draft them.

2.1.d. For Varsity Athlete B:

1. Varsity Athlete "A", as recommended by the head coach, may be downgraded to Varsity Athlete "B" status.
2. A Varsity Athlete "B" without an existing Varsity Team "A" available for him/her.
3. Recruits, whether new or returning students at the university, may be considered, as recommended by the

head coach and assessed by the Committee on Sports Development, provided a Varsity Team is existing to adapt them.

- 2.3. **Recruitment of Varsity Athletes.** - The recruitment process for Tarlac State University's varsity teams aims to uphold the competitive prowess of the teams while prioritizing the academic standards of the university and optimizing resources dedicated to sports development. Head coaches, assistant coaches, and trainers bear the responsibility for athlete recruitment.

The search for potential athletes to join varsity teams involves various avenues, including scouting in City Sports Meets like, for instance, the Tarlac City Private Educational Institutions Association (TCPEIA), INC., as well as Provincial and Regional Meets such as the Central Luzon Regional Athletic Association (CLRAA). Furthermore, survey in National Meets like the Palarong Pambansa, engagement in athletic competitions held by other educational institutions, identification of Out-of-School Youth showing potential, and tapping into alumni and personal networks for athlete recommendations are key strategies. Additionally, promoting try-outs through diverse communication channels is essential.

2.4 **Benefits and Incentives for Varsity Athletes**

The following outlines the advantages of being a student varsity:

- 2.4.a Varsity Athletes "A" are eligible for a Full Athletic Scholarship, provided they meet the eligibility criteria set by SCUAA III Olympics.
- 2.4.b Training allowances are provided to Varsity Athletes "A" based on the approved training program and allocated budget.
- 2.4.c Varsity Athletes residing far from the university are accommodated in an Athlete's Dormitory.
- 2.4.d Monetary incentives are awarded for medal performances of varsity teams/athletes.
- 2.4.e Flexible class schedules are arranged for Varsity Athletes to ensure a balance between academic studies and training.

- 2.4.f Tutorial/Modular sessions are organized for Varsity Athletes to assist them in catching up with their studies, coordinated with their respective deans.
 - 2.4.g An expedited enrollment process is provided for Varsity Athletes through an express lane.
 - 2.4.h Regular guidance counseling sessions are conducted for Varsity Athletes in collaboration with the university's Guidance Office, focusing on their emotional and spiritual well-being.
 - 2.4.i Varsity athletes demonstrating exemplary performances receive certificates.
 - 2.4.j Expanded insurance coverage is provided for varsity athletes.
- 2.5 **Varsity Team Training.** - The training programs will be devised within the university's guidelines, prioritizing sportsmanship and healthy competition. Head coaches will be tasked with creating year-round training programs for their teams, encompassing two distinct segments:
- 2.5.a The Individual Skills Segment - This phase will emphasize the strength and conditioning of varsity athletes, while also honing their individual skills.
 - 2.5.b The Team Segment - This stage will concentrate on devising overarching strategies for each team and will also ensure varsity athletes are well-versed in the rules and regulations of the game.

The head coach is required to provide both a physical copy and an electronic copy of the training program to the SDMO for review and approval. Additionally, head coaches will suggest training locations and schedules for their varsity teams. Subsequently, the SDMU and relevant TSU office/unit will evaluate the suitability and safety of the venues and schedules.

- 2.6 **Sanctions** - Transgressions committed by varsity athletes will be subject to penalties outlined in the Tarlac State University Student Handbook and other applicable university regulations.

Section 3. Tournaments – TSU Varsity Teams will engage in two tournament classifications: Major Tournaments and Pocket Tournaments. These tournaments for TSU Varsity Teams will comprise of but not limited to State Colleges and Universities Athletic Association (SCUAA) Olympics, Philippine Association of State Universities and Colleges (PASUC) National Games, Philippine National Games, School-based tournaments accredited by the Philippine Sports Commission or Philippine Olympic Committee, culminating in National Competitions, Pocket Tournaments such as United Central Luzon Athletic Association (UCLAA), Women's National Collegiate Athletic Association (WNCAA), Men's National Collegiate Athletic Association (MNCAA), and other tournaments sponsored by LGUs or NGOs)

Section 4. University Intramurals Games – The annual games will take place following the midterm examinations of the second semester. The SDMU will be responsible for arranging the date and time for each event, seeking tournament-standard venues for the university intramural games.

The regulations governing the university intramural games will be outlined in the TSU Intramural Guidelines. These guidelines will undergo yearly review by the Sports Development and Management Unit in collaboration with various College Sports Coordinators and Tournament Supervisors for potential enhancements or updates.

Section 5. College Sports Fest and other Student Sports Activities – The objective of a college sports festival in a university is multifaceted. It serves as a platform to foster physical fitness and well-being among students, encouraging active participation in sports and recreational activities. Additionally, it promotes camaraderie, teamwork, and sportsmanship among participants, enhancing the overall campus community spirit. Moreover, college sports festivals provide opportunities for talent identification and development, nurturing aspiring athletes and contributing to the university's sporting legacy. Beyond athletic pursuits, these festivals also offer a break from academic routines, promoting a balanced lifestyle and holistic student development.

5.1 College Sports Festivals will occur either after the second semester or be integrated into the college days, minimizing disruptions to classes.

- 5.2 Coordination of College Sports Festivals and other student sports activities will be appropriately managed by the Sports Development and Management Unit.
- 5.3 The primary objective of College Sports Festivals and other student sports activities will be strictly adhered to.
- 5.4 All other student sports activities will be conducted within the school premises and will not interfere with the academic timetable.
- 5.5 Varsity athletes will not participate as players in the college sports festival; instead, they will serve as facilitators, taking on roles such as organizers, trainers, or officiating officials.
- 5.6 Colleges have the autonomy to select the events in which they wish to participate in the college sports festival.
- 5.7 Larger colleges will host their respective college sports festivals (e.g., interdepartmental), while smaller colleges may choose to host their own or collaborate with others.
- 5.8 The provision of sports equipment will be the responsibility of the Sports Development and Management Unit and/or the respective colleges.

PART IV

OTHER SERVICES



TARLAC STATE UNIVERSITY

PART IV

OTHER SERVICES

CHAPTER 1

OFFICE OF CULTURE, ARTS, AND LANGUAGES

The is a central hub for promoting language, arts and cultural awareness, diversity, and engagement among faculty, staff, and primarily the students. It serves as a dynamic space where individuals from various backgrounds can come together to celebrate, explore, and learn about our cultures, traditions, and perspectives.

In the Culture, Arts and Languages Office, (OCAL) committed individuals collaborate to plan and manage a diverse array of cultural events, activities, and programs held throughout the academic year. These initiatives encompass cultural festivals, Buwan ng Wika, art exhibitions, film screenings, workshops, lectures, and performances, all aimed at highlighting the diverse array of Filipino culture present within the university community.

Section 1. The Office shall provide cultural activities that will elevate cultural appreciation and cultural awareness of the academic community.

Section 2. Workshops in dancing, singing, and acting shall be conducted for enthusiasts in these fields of arts upon the sponsorship of any TSU Performing Arts group concerned who may or may not collect from participants a registration fee.

Section 3. Facilities for cultural presentations/activities shall be made available upon request subject to approval of authorities concerned.

Section 4. Students with cultural talents are enjoined to apply for membership in the different cultural groups.

Section 5. The University provides scholarship grants to all qualified members of the Cultural Performing Arts.

CHAPTER 2

UNIVERSITY HEALTH SERVICES

The University Health Services is a dedicated department focused on providing comprehensive healthcare services to students, faculty, and staff. It serves as a primary point of contact for medical assistance and support within the campus community.

Section 1. MEDICAL HEALTH SERVICES - The Medical Health Service is a team of healthcare professionals including a doctor, nurses, and medical assistants work together to offer a range of medical services. These services typically include routine medical consultations, first aid treatment for minor injuries, preventive care such as vaccinations and health screenings, management of chronic health conditions, and referrals to specialists or off-campus medical facilities when necessary.

1.a. Health Examination. Health services are currently provided by the Medical Services Office (MSO) to meet the medical requirements of students of Tarlac State University.

- 1.a.1. All enrolling students shall undergo medical examination to determine past and present illness.
- 1.a.2. Those with active contagious diseases depending on severity may or may not be admitted.
- 1.a.3. Medical services are currently offered and conducted on a daily, monthly, or quarterly basis, or as needed for monitoring, assistance, and treatment.

1.b. Medical Services. The Unit provides free medical services to students:

- 1.b.1. Consultation
- 1.b.2. Medical examinations (except laboratory examinations and X-rays)
- 1.b.3. Attend to emergency cases
- 1.b.4. Issuances of medical prescriptions and laboratory request
- 1.b.5. Monitoring of Blood Pressure
- 1.b.6. Ambulance assistance
- 1.b.7. Minor Surgery
- 1.b.8. Medicine issuances in accordance with the resources and availability of medicines
- 1.b.9. Monitoring of probable, suspect, and positive infectious diseases
- 1.b.10. Health protocol monitoring accompanied by health education
- 1.b.11. Issuances of medical certificate; and
- 1.b.12. First aid training and seminars, conducted either face-to-face or virtually, addressing health issues relevant to the school community.

- 1.c. Referrals.** In coordination with other agencies, the Medical Services Office immediately renders referral and transfer to hospital of choice in need of serious attention and whatever case maybe.

Section 2. DENTAL HEALTH SERVICES - The Dental Services Office (DSO) within a university is a specialized facility or department dedicated to providing comprehensive dental care and services to students, faculty, and staff. It serves as a central hub for oral health support and education within the campus community. At the DSO, a team of dental professionals including dentists, dental hygienists, and dental assistants work collaboratively to offer a wide range of dental services. These services typically include routine dental check-ups, cleanings, fillings, extractions, and treatment for dental emergencies. Additionally, the DSO may provide preventive care such as fluoride treatments, dental sealants, and oral health education sessions to promote good oral hygiene habits among students and staff.

2.a. Dental Service Guidelines

- 2.a.1. Student presents Certificate of Registration (COR) as a proof that the student is currently enrolled.
- 2.a.2. New patient will need to fill up a personal information sheet for record purposes.
- 2.a.3. Old patient will need to retrieve their personal record at the record section.
- 2.a.4. For new patient: an oral examination or checkup will be conducted by the dentist to examine the severity of the case and discuss the treatment plan to the patient.
- 2.a.5. Moderate to severe cases will be scheduled according to the urgency of the case.
- 2.a.6. Mild cases will be considered as routine check-up.
- 2.a.7. Emergency cases will be given immediate dental attention

- 2.a.8. For old patient: Follow the treatment plan made by the dentist, and set an appointment with the dental clerk. If there are no treatment plans stated in his personal records the patient will need to undergo oral examination.
- 2.a.9. Students are entitled to a one procedure one dental appointment every three (3) months.
- 2.a.10. Students below 18 years old need to get a parental consent before having a tooth extraction.
- 2.a.11. The following dental procedures are available:
 - a. Oral prophylaxis
 - b. Filling: light cure Composite
 - c. Tooth extraction
 - d. Oral diagnosis
 - e. Referral of cases
- 2.a.12. Rescheduling of your appointment will be allowed but you should inform our office a day prior to your scheduled date. Failure to notify us will automatically forfeit your slot without rescheduling.
- 2.a.13. Postponement of your appointment date due to cancellation of classes, the TSU Dental Clinic will automatically reschedule your appointment on the same day the following week.
- 2.a.14. Postponement may be done by the TSU Dental Clinic regarding your appointment date due to unforeseen circumstances. The TSU Dental Clinic will inform you thru text messaging and reset your appointment date.

PART V

TRANSITORY PROVISIONS



TARLAC STATE UNIVERSITY

PART V

TRANSITORY PROVISIONS

Section 1. Repealing Clause - Any provisions of this Student Manual or any thereof that are found to be contrary to or inconsistent with the Philippines Constitution or with laws, decrees, rules, and regulations are deemed null and void.

Section 2. Separability of Provisions - If any part, chapter or section or provision of this Student Manual shall be held unconstitutional, no other part, chapter, section, or provisions thereof shall be affected thereby.

Section 3. Adoption - This Manual may be adopted by TSU provided that the students duly represented by its chosen leaders/officers shall be involved in the consultation hearings to be conducted in the university which seeks to adopt this Student Manual.

Section 4. Effectivity - The duly ratified Student Manual shall be effective immediately upon approval by the Board of Regents.

UNIVERSITY EMERGENCY HOTLINE NUMBERS

POLLUTION CONTROL AND SAFETY UNIT
(FOR ENVIRONMENT AND SAFETY ASSISTANCE)

(045)-606-8183

CIVIL SECURITY UNIT
(FOR VIOLENCE, SAFETY AND SECURE OF PROPERTIES)

(045)-606-8166

MEDICAL SERVICE OFFICE
(FOR INJURY, ILLNESS, AND OTHER HEALTH RELATED EMERGENCY CASES)

(045)-606-8136



TARLAC EMERGENCY HOTLINE NUMBERS

POLICE

CAMP MACABULOS

(045)-982-1972
0998-861-9291

TARLAC CITY

(045)-982-2101
0929-814-5791

FIRE

PROVINCIAL FIRE MARSHALL

(045)-491-0475

TARLAC CITY FIRE STATION

(045)-982-1356
(045)-982-8811

FIRE VOLUNTEERS

0929-868-8811
0925-868-8811
0908-868-8811

RESCUE

PDRPMC

(045)-628-0584
0917-806-9276
0908-887-2339

TARLAC EMS

(EMERGENCY MANAGEMENT SYSTEM)

(045) 628-0586
(045) 982-1583

HOSPITALS

TARLAC PROVINCIAL HOSPITAL

(045)-982-6885
(045)-491-8970

JECSONS MEDICAL CENTER

(045)-982-5501
(045)-982-5504
(045)-982-1457
(045)-982-5507

RAMOS GENERAL HOSPITAL

(045)-982-0542
(045)-982-2350
(045)-982-7074
(045)-982-4041
(045)-982-8725

CENTRAL LUZON DOCTOR'S HOSPITAL

(045)-982-0806
(045)-982-0661
(045)-982-8678

TALON GENERAL HOSPITAL

(045)-982-1400

**LOVING MOTHER GENERAL HOSPITAL AND
DIAGNOSTIC CENTER INC.**

(045)-982-5644
0917-156-4432

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NOTES

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NOTES

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AFFIRMATION

This is to acknowledge that I received the **Tarlac State University Student Manual**.

It is my responsibility to read thoroughly, understand, abide by and faithfully observe all the rules and regulations contained herein.

Moreover, I understand that my failure to comply with any and all rules and regulation of the Tarlac State University may be used as a sufficient ground for disciplinary action.

CONFORME:

Name and Signature of Student

Year and Section

Date

Name and Signature of Parent/Guardian

Date

Home Address



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Unit Head, Career Education and Placement

Mr. Allan S. Santos

Unit Head, Indigenous, Differently Abled and Marginalized Student

TSU HYMN

With hearts elated, voices united
Let's sing TSU, our beloved
To seek and find our destiny
Loyal to thee, we'll have to be

Within thy portals dear TSU,
We'll learn the ways of democracy
The truth which shall set us free
From ignorance, want and tyranny

With skills and knowledge inebriate us
With wisdom and love nurture us
The true sons of peace and prosperity
The fruits we'll ever be

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The fruits we'll ever be

Beloved Alma Mater,
Dear TSU

Lyrics by: Prof. Gloria S. Lictawa (1965)
Melody by: Prof. Rosalia Q. Romero



TSU-CBA



TARLAC STATE UNIVERSITY

Romulo Blvd. San Vicente, Tarlac City 2300