

ACADEMIC RULES AND REGULATIONS

General Policies

1. ADMISSION

1.1 First Year Students

- 1.1.1. Students shall be accepted regardless of age, sex, nationality, religious beliefs, socio-economic status, political affiliations or physical disabilities.
- 1.1.2. Students must meet all the prescribed admission requirements of the university/college such as the following:
 - 1.1.2.1 Must qualify in the university admission test
 - 1.1.2.2 Must pass the medical examination conducted by the university physician
 - 1.1.2.3 Must submit complete and valid credentials
 - a. F-138 or 4th year high school report card or equivalent
 - b. Copy of birth certificate
 - c. Two 2x2" colored ID pictures
 - 1.1.2.4 Must present a duly accomplished application form
 - 1.1.2.5 Others as prescribed by the concerned college
- 1.1.3. Students must pledge to abide by and comply with all the rules and regulations of the university.
- 1.1.4. First year students are not accepted during the second semester or summer term.
- 1.1.5. Students must not have enrolled in any academic or college subject/s prior to their enrollment as first year students; otherwise, they shall be classified as transferees.
- 1.1.6. Students enrolled in vocational courses or non-degree programs in this university may be admitted as first year students.

1.2 Transferees

- 1.2.1 Applicants must meet all the prescribed admission requirements of the university and the concerned college.
 - 1.2.1.1 Must take and pass the university admission test if s/he has not completed at least 36 credit units of college courses
 - 1.2.1.2 Must submit completed and valid credentials, as follows:
 - a. Copy of birth certificate
 - b. Two 2"x2" colored ID pictures
 - c. Certificate of good moral character
 - d. Certificate of honorable dismissal or transfer credential
 - e. Copy of grades signed by the registrar of the school of origin or official transcript of records
 - 1.2.1.3 Must pass the medical examination conducted by the university physician
 - 1.2.1.4 Must present a duly accomplished application form
 - 1.2.1.5 Others as prescribed by the concerned college
- 1.2.2 Applicants must not have failed more than 25 percent of the subjects taken during the last semester.
- 1.2.3 Only students who have enrolled in any course leading to a degree program are admitted as transferees.
- 1.2.4 Transferees from other state college or university may be admitted and treated as regular students in accordance with the existing policies of the university and the college.
- 1.2.5 Official transcript of records must be submitted before admission in the following semester; otherwise, enrollment will not be permitted.
- 1.2.6 Transferees must pledge to abide by and comply with all the rules and regulations of the university and the college.

- 1.2.7 Admission of transferee is subject to availability of slot.
- 1.2.8 Admission of transferee is recommended by the concerned department/college.
- 1.2.9 Transferees must comply with the provisions on accreditation or validation of courses.

1.3 Foreign Students

- 1.3.1 Applicants must meet all the prescribed admission requirements of the university, college and the course applied for:
 - 1.3.1.1 Must qualify in the university and college admission test
 - 1.3.1.2 Must submit complete and valid credentials as follows:
 - a. Copy of birth certificate
 - b. Two 2"x2" colored ID pictures
 - c. Certificate of completion of a secondary curriculum
 - d. Original transcript of records
 - e. Personal history statement
 - f. Affidavit of support
 - g. Alien certificate of registration
 - h. Student visa
 - i. Certificate of proficiency in English issued by the CLSU Department of English and Humanities for students who come from countries where English is not the medium of instruction in the absence of TOEFL results.
 - j. Security clearance from his/her embassy
 - 1.3.1.3 Must pay a non-refundable application fee
 - 1.3.1.4 Must qualify in the medical examination conducted by the university physician
 - 1.3.1.5. Must submit the approved application for admission
 - 1.3.1.6 Others as prescribed by the concerned college
- 1.3.2 Applicants must meet all the prescribed requirements by the Department of Foreign Affairs and the Bureau of Immigration and Deportation.
- 1.3.3 A foreign student may be admitted based on availability of slot in the course applied for.
- 1.3.4 He/She must pledge to abide by all the rules and regulations of the university/college.

1.4 Cross Enrollees

- 1.4.1 Students of other institutions cross enroll in CLSU for subject(s) needed for his/her graduation.
- 1.4.2 Cross-enrollee must present a cross registration permit from the registrar of his/her school specifying the total number of units and the subject to be cross enrolled.
- 1.4.3 He/She must pass the physical/health examination conducted by the university physician.
- 1.4.4 He/She must present a certificate of good moral character.
- 1.4.5 Admission is subject to the availability of slot for the subject to cross-enroll.
- 1.4.6 He/She must pledge to abide by all the rules and regulations of the university and college.
- 1.4.7 Students from other institution may cross-enroll within the registration period only.

1.5 Audit Students

- 1.5.1 An audit student is one who is not earning credits for his/her work.
- 1.5.2 Admission shall be approved by the dean of the Office of Admissions upon the recommendation of the dean of the college concerned.
- 1.5.3 He/She shall not be allowed to enroll more than nine units per semester or for more than two years, except by special permission of the dean of the concerned college.
- 1.5.4 At the end of the semester, his/her work is reported as "Satisfactory" or "Unsatisfactory" since subjects taken are non-credited.
- 1.5.5 He/She must sign an agreement waiving his/her right to receive and to demand credit for the work done.
- 1.5.6 He/She must have complete and valid credentials such as:
 - 1.5.6.1 Duly accomplished application form
 - 1.5.6.2 Official transcript of records

- 1.5.6.3 Two 2"x2" colored ID picture
- 1.5.6.4 Physical/Health examination certificate issued by the university physician showing that the applicant is not suffering from an infectious disease.
- 1.5.6.5 Written permission from the dean of the concerned college.
- 1.5.7 He/She must pledge to abide by all the rules and regulations of the university and college.

1.6 Returning Students

- 1.6.1 A returning student is one who comes back to the university to continue studying.
- 1.6.2 Admission of a returning student depends on his/her previous scholastic standing.
- 1.6.3 He/She must pass the medical examination administered by the university physician.
- 1.6.4 He/She must pledge to abide by all the rules and regulations of the university/college.

1.7 Student Shifters

- 1.7.1 A student shifter is one who wishes to transfer to another curriculum in the university.
- 1.7.2 He/She must meet the admission requirements of that curriculum.
- 1.7.3 Request to change curricular program should be made by using the prescribed form. This request should be recommended by the concerned college registrar and department chairpersons, and approved by the dean.
- 1.7.4 He/She must pledge to comply with all the rules and regulations of the university/college.

1.8 Non-degree Students

- 1.8.1 A degree holder or undergraduate student who is not currently enrolled in any other institution of higher learning may be allowed to take credit courses, provided that, he/she satisfies the admission requirements of the concerned college.
 - 1.8.1.1 He/She must submit complete and valid credentials as follows:
 - a. Official transcript of records
 - b. Two 2"x2" colored ID picture
 - c. Medical certificate issued by the university physician certifying that the applicant is free of communicable disease.
 - d. Copy of birth certificate
 - e. Certificate of good moral character
 - 1.8.1.2 Must present a duly accomplished application form
 - 1.8.1.3 Others as prescribed by the college
- 1.8.2 He/She shall not be allowed to enroll more than nine units per semester, or to register for more than two years except with permission from the dean of the concerned college.
- 1.8.3 A non-degree student is not a prospective candidate for graduation for any degree in the university since he/she does not have any organized program of study to follow.
- 1.8.4 His/Her admission is approved by the dean of admissions upon the recommendation of the dean of the concerned college.
- 1.8.5 He/She must pledge to comply with all the rules and regulations of the university/college.

1.9 Students in Short-Term Courses

- 1.9.1 Special courses applicants must present their certificate of graduation from elementary school.
- 1.9.2 The agricultural mechanics applicants must present a certificate of graduation from high school
- 1.9.3 They must submit complete and valid credentials such as:
 - 1.9.3.1 Copy of birth certificate
 - 1.9.3.2 Two 2"x2" colored ID pictures
 - 1.9.3.3 Duly accomplished application form
 - 1.9.3.4 Medical examination certificate issued by the university physician showing that the applicant does not suffer from a communicable disease
 - 1.9.3.5 Certificate of good moral character
- 1.9.4 They must pledge to abide by all the rules and regulations of the university/college.

1.10 Admission Requirements by College/Curriculum

1.10.1 College of Agriculture

1.10.1.1 Bachelor of Science in Agriculture

- a. Incoming first year must pass the College Admission Test (CAT).

1.10.1.2 Bachelor of Science in Agribusiness

- a. Incoming first year must pass the CAT. Their high school grade point average (GPA) in Mathematics and English should at least be 80%.

1.10.1.3 Bachelor of Science in Entrepreneurship

- a. Incoming first year must pass the CAT exam with score of 75% or better and High school GPA of 80% or better. The student should undergo an interview with two faculty members of the CBAA/CAG.

1.10.2 College of Arts and Sciences

1.10.2.1 Bachelor of Arts in Language and Literature

- a. Duly accomplished application form for admission
- b. Pass the personal interview and on-the-spot essay writing for first year students, transferees and shifters conducted by the department. However, the applicant shall be held on probation if the general academic average does not meet the requirement. The student may be given a regular status in the semester immediately following his/her probationary admission provided that he/she shall have earned a GPA of not lower than 2.50 in at least 15 units enrolled during the said semester. Otherwise, the student is deemed disqualified from the program.

1.10.2.2 Bachelor of Arts in Psychology

- a. Pass the interview conducted by the department
- b. At least 75 percentile rank in CLSU College Admission Test (CLSU-CAT)
- c. A weighted grade average of not lower than 80 percent in fourth year high school

1.10.2.3 Bachelor of Science in Biology

- a. High school grades in mathematics and science should at least be 80 percent.
- b. Pass the department interview

1.10.2.4 Bachelor of Science in Chemistry

- a. High school grades in mathematics and science should at least be 80 percent
- b. High school general average should at least be 85 percent
- c. Have good health condition and moral character
- d. Pass the interview conducted by the department

1.10.2.5 Bachelor of Science in Mathematics

- a. General academic average of at least 80 percent or its equivalent
- b. Pass the interview conducted by the department screening committee

1.10.2.6 Bachelor of Science in Environmental Science

- a. Pass the College Admission Test administered by the university
Transferees may be accepted to the program based on the evaluation and interview of the Department Chair.

1.10.2.7 Bachelor of Science in Development Communication

- a. Grade Point Average (GPA) of 2.50 or higher
- b. Grade Point Average (GPA) of 2.50 or higher in all language courses taken
- c. Pass the examination and interview conducted by the department
Transferees and shifters may be admitted provided they satisfy the above requirements and must complete 50 percent of the total units required for the degree.

1.10.2.8 Bachelor of Arts in Social Sciences

- a. Duly accomplished application form for admission
- b. Grade point average (GPA) of 2.50 in the first year curriculum, with no failing grades in any social science subjects
- c. Pass the interview conducted by the admission committee
Transferees and shifters must have no prerequisite deficiency in the social science subjects and must conform to all the above requirements.

1.10.2.9 Bachelor of Science in Statistics

- a. Duly accomplished application form for admission
 - b. Satisfy the course requirements in the in the first year science curriculum
 - c. GPA of 2.50 or better during the first year and grades in Math 100 and Math 105 must not be lower than 2.50
 - d. Pass the interview conducted by the screening committee of the department
- Transferees and shifters seeking admission in the BS Statistics curriculum must have a general weighted average of 2.50 or better, or its equivalent. The applicant's grade in any of the collegiate mathematics and statistics courses must not be lower than 2.50. Applicants failing to satisfy the grade requirements but whose records show some promise will have to take and pass the entrance examination to be administered by the screening committee.

1.10.3 College of Business Administration and Accountancy

1.10.3.1 Bachelor of Science in Business Administration (Regular Program)

Students seeking admission to CBAA should satisfy all the following qualifications:

- a. Grade point average (GPA) of at least 80 percent in the 4th year high schools for applicants with science curriculum and 85% for those coming from other high schools.
- b. Must belong to the top 400 students whose first priority course is BS Business Administration based on the CLSU College Admission Test (CLSU CAT) form accomplished.
- c. Must pass the college interview in business attire

1.10.3.2 Bachelor of Science in Accounting Technology (BSAT)

Top 90 students from applicants who have passed the basic accounting qualifying examinations and satisfied the grade point requirements.

A. Basic Accounting Qualifying Examinations (50%)

- a.1. Incoming CLSU sophomore student with GPA not lower than 2.5 as certified by the college registrar
- a.2. Passed all subjects taken up at the time of application except for PE, ROTC and NSTP in which a grade of 4.0 or incomplete is acceptable.
- a.3. Grades of at least 2.5 each in ACC 100 and ACC 105

Examinations covering Fundamentals of Accounting Part I and Fundamentals of Accounting Part 2 will be conducted immediately after the second semester of the first curricular year. All applicants must comply first with the grade requirements as enumerated in A 1-3 above.

Results of the examination have the following equivalent percentage:

ACC 100 (Fund of Accounting 1)	25%
ACC 105 (Fund of Accounting 2)	<u>25%</u>
TOTAL	50%

B. Grade point requirement equivalent (50%) to be assigned to each subject cluster taken up by the students as follows

ACC 100 and ACC 105	25%
Business Subjects	15%
General Education Subjects	<u>10%</u>
Total	50%
TOTAL	100%

C. Manner of Ranking

Based on Items A and B above, examinees are ranked from the highest to the lowest, and those belonging to the first ninety shall qualify for admission to the accountancy program.

D. In case of a tie in the 90th slot, selection will be based on the following:

- The applicant who obtains the highest score in the qualifying examination will be selected.
- In case of further tie with respect to the raw score, the applicant with the highest performance in the oral examination among the contenders will occupy the 90th slot. The oral examination shall be conducted by the committee composed of the department chair presiding, the head of the accountancy section and a senior faculty member teaching accounting subjects.

1.10.3.3 Bachelor of Science in Accountancy

All BS Accounting Technology (BSAT) graduates who have satisfied the grade point requirements will advance to the BSAC program:

A. A grade point average (GPA) of at least 2.75 upon graduation from the BSAT program;

B. No failing grade in the following subjects:

- Accounting and Finance
- Business Law and Taxation
- Math and Statistics
- Information Technology
- English
- Economics, Management and
- Marketing

1.10.4 College of Education

1.10.4.1 Bachelor of Secondary Education/Bachelor of Elementary Education

- a. High School General Average of 85% or better
- b. Must submit the duly accomplished application form and 2 copies of passport size colored photo with name tag.
- c. Must pass the interview conducted by the College
- d. For English Majors – an average grade of 2.0 or better in basic English courses
- e. For Biological Sciences (Biology), Physical Sciences, Filipino, Mathematics Majors – an average grade of 2.5 or better in basic subjects related to the major fields

1.10.4.2 Bachelor of Science in Agricultural Extension Education (None)

1.10.5 College of Engineering

1.10.5.1 Bachelor of Science in Information Technology

- a. Must have at least 80% grade in high school Mathematics

1.10.5.2 Bachelor of Science in Agricultural Engineering

- a. GPA of at least 80% in 4th year high school
- b. Must belong to the first 400 passers in the CLSU College Admission Test
- c. Must pass the college interview

1.10.5.3 Bachelor of Science in Civil Engineering

- a. Must have no failing grades in the first year
- b. Grade of 2.50 or better in College Algebra and Plane Trigonometry
- c. Must pass the qualifying interview in the department

1.10.6 College of Fisheries

1.10.6.1 Bachelor of Science in Fisheries

- a. Passing the CLSU Admission Test

1.10.7 College of Home Science and Industry

1.10.7.1 Bachelor of Science in Food Technology and

Bachelor of Science in Hotel and Restaurant Management

- a. Passing the CLSU College Admission Test.
- b. Grade point average of at least 80 percent in the fourth year high school
- c. Properly accomplished application form
- d. Passing the interview by the department

1.10.7.2 Bachelor of Science in Textile and Garment Technology

- a. Duly accomplished application form
- b. Passing of the qualifying interview conducted by the department chair or registration adviser
- c. Not in warning status

1.10.8 College of Veterinary Science and Medicine

1.10.8.1 Bachelor of Science in Animal Husbandry/Doctor of Veterinary Medicine

- a. Grade Point Average (GPA) of 2.25 or better in the first year
- b. Passing the interview and qualifying examination conducted by the college admission committee
- c. Submission of duly accomplished application form and four copies of two 2" x 2" photos
- d. Passing the National Veterinary Admission Test (NVAT) for the DVSM program

Transferees

- a. Certificate of Honorable Dismissal and Transcript of Records
- b. Certificate of Good Moral Character issued by the dean or director of student services of the school last attended
- c. Compliance with the general admission requirements of the university and those of the college

Foreign Students

- a. Presentation and submission of authenticated passport and visa
- b. Alien Certificate of Registration
- c. Study Permit
- d. Transcript of Records
- e. Certificate of Eligibility for Admission issued by the CHED
- f. Complying with the general admission requirements of the university
- g. All other government requirements
- h. Students from countries where English is not a medium of instruction must pass the English proficiency test administered by the Department of English and Humanities

1.11 Students in the Expanded Tertiary Education Equivalency and Accreditation Program

1.11.1 Applicant must meet all the prescribed requirements such as:

- 1.11.1.1 Must be a Filipino citizen
- 1.11.1.2 At least high school graduate or must have passed the Philippine Education Placement Test (PEPT) of which result should be equivalent to first year college
- 1.11.1.3 Has at least five years of work experience related to the course for which he/she is applying for.
- 1.11.1.4 At least 25 years old as supported by an NSO authenticated birth certificate.

1.11.2 He/She must submit complete and valid credentials/requirements as follows:

- 1.11.2.1 Original school credentials, whichever is applicable
 - a. High School Card
 - b. Form 137- A
 - c. PEPT Certificate
 - d. Transcript of Records
- 1.11.2.2 Certificate of employment with job descriptions from present and past employers
 - a. NBI/ Barangay clearance
 - b. Recommendation letter from immediate supervisor
 - c. Interview results
 - d. Personality and Work Aptitude test results from the CLSU Testing and Evaluation Center
 - e. Certificate of evaluation results given by the panel of assessors
 - f. Proficiency certificate from any of the following:
 - f.1 Government Regulatory Board

- f.2 Licensed practitioner in the field
- f.3 Business Registration
- g. Duly accomplished ETEEAP application form

2. REGISTRATION

2.1 General Policies

- 2.1.1 Registration of all students, except those in the special courses shall be on the regular registration period indicated in the academic calendar.
- 2.1.2 Admission slip is required as credential for enrolment.
- 2.1.3 A student is considered officially enrolled when he/she has paid his/her tuition and other fees and submitted his/her registration form to the Office of Admissions.
- 2.1.4 A student must be officially registered in order to receive credit for course work.
- 2.1.5 A student is not allowed to enroll simultaneously in more than one degree program in the university.
- 2.1.6 Rules in sequencing of subjects (prerequisites) in the curriculum must be followed strictly during enrolment.
- 2.1.7 Late registration is permitted within the late registration period set in the academic calendar.
- 2.1.8 Late Registration. Late registrants must follow the regular procedure of enrollment and are charged the late registration fee, except for the following reasons:
 - 2.1.8.1 Interruption of regular transportation due to natural calamities like typhoon, flood and earthquake, or military operations.
 - 2.1.8.2 Accidents while in transit that need immediate hospitalization. Medical certificate or an affidavit by the student stating the cause of late registration must be attached to the application for exemption.
 - 2.1.8.3 Emergencies at home like death of immediate members of the family (father, mother, brother, sister). The corresponding death certificate issued by the local civil registrar must be attached to the application for exemption.
- 2.1.9 Procedure in filing the application for exemption from the payment of late registration fee:
 - 2.1.9.1 Secure an application form from the Office of Admissions.
 - 2.1.9.2 Accomplish the application form and attach all supporting papers.
 - 2.1.9.3 Present the application with all attachments to the Office of Admissions.

2.2 National Service Training Program (NSTP)

- 2.2.1 NSTP is a program aimed at enhancing civic consciousness and defense preparedness in the youth by developing the ethics of service and patriotism while undergoing training in any of the three components specifically designed to enhance the youth's active contribution to the general welfare.
- 2.2.2 All students, male and female, enrolled in any baccalaureate and in at least two years technical-vocational or associate course, are required to complete one NSTP component of their choice.
- 2.2.3 The NSTP has these three components which the students can choose from:
 - 2.2.3.1 Reserve Officers' Training Corps
 - 2.2.3.2 Literacy Training Service
 - 2.2.3.3 Civic Welfare Training Service
- 2.2.4 Each of the NSTP components shall be undertaken for an academic period of two semesters. It shall be credited for three units per semester, or 54 to 90 training hours per semester
- 2.2.5 No fee shall be collected for any of the NSTP component except basic tuition fees which should not be more than fifty percent of the charges of the university per academic unit

2.3 Academic Load

- 2.3.1 One academic unit of credit is equivalent to one-hour class lecture, discussion, seminar, recitation, quiz or combination of these forms. Each two- and-a-half to three-hour period of laboratory or fieldwork is credited as one unit.
- 2.3.2 The total number of units a student may register shall be in accordance with the curricular program the student is enrolled in.

- 2.3.3 During Summer Term, a student may register for a maximum of nine units, except for graduating students who shall be allowed a higher load not exceeding 12 units.
- 2.3.4 A senior student who shall enroll in Practice Teaching/Field Practice/ Apprenticeship in the succeeding semester, or a graduating student may enroll two subjects concurrently, one of which is a prerequisite to the other, provided he/she does not exceed the maximum allowable load for the period prescribed in the course as certified by his/her registration adviser.
- 2.3.5 Academic Overload
 - 2.3.5.1 Any student may be allowed to carry an overload of not more than six units provided, that he/she has a GPA of not lower than 2.25 in all courses taken.
 - 2.3.5.2 A senior student, regardless of his/her general weighted average in all subjects taken, may be allowed to carry extra load of not more than six units of courses specified in the degree program.
 - 2.3.5.3 University and college scholars may carry an extra load of not more than six units.
 - 2.3.5.4 A graduating student may be permitted to carry an extra load of not more than nine units.
- 2.3.6 Students who are scholastically delinquent are not allowed to have overload.
- 2.3.7 Request to carry academic overload should be written, and approved by the adviser, concerned department chairperson, and dean.
- 2.3.8 Copy of the approved request must be submitted to the Office of Admission for filing and recording purposes.
- 2.3.9 Load of transfer students shall be limited only to subjects without prerequisite until this shall have been validated or repeated.

2.4 Cross Registration

- 2.4.1 Cross-registration should be done within the period of registration.
- 2.4.2 A Student who is scheduled to enroll in practice teaching/ field practice/apprenticeship or is graduating in the succeeding semester may be allowed to cross register in other state-owned or government-recognized private educational institution for one subject, provided that the subject is:
 - 2.4.2.1. needed for graduation,
 - 2.4.2.2 not offered during that semester/summer or is in conflict with schedule subjects,
 - 2.4.2.3 of the same course description and satisfies the required number of units.
- 2.4.3 Cross registration is recommended by the registration adviser and the chairperson of the department where the subject is taught;
- 2.4.4 Cross registration must have the approval of the college dean;
- 2.4.5 A copy of the approved application for cross registration is submitted to the Office of Admissions for the issuance of permit to cross register and for the subject to be given credit by the university.
- 2.4.6 No student is allowed to cross register in two or more schools outside the university.
- 2.4.7 A student of another institution may cross-register within the registration period only if he/she has a permit to cross-register from his/her registrar, and if slot is available.

2.5 Changing/Adding and Dropping of Subjects

- 2.5.1 A student may be allowed to change/add/drop a subject by using the prescribed form.
- 2.5.2 Changing/Adding/Dropping of subject is made only for valid reasons stated in writing.
- 2.5.3 Subject changed/ added/ dropped should be with the consent of his/her instructor, recommended for approval by the registration adviser, and approved by the dean.
- 2.5.4 Changing/Adding/Dropping of subject shall be subject to payment of corresponding fees.
- 2.5.5 Changing/Adding of subjects may be allowed within two weeks from the first day of classes during the semester or within the first three days of classes during summer.
- 2.5.6 Properly processed form for changing/adding/dropping of subjects must be submitted to the Office of Admissions for filing and recording purposes.
- 2.5.7 Dropping of subjects shall be allowed within two weeks after the last day of the scheduled second term examination during the semester and within one week after the second term examination during the summer term. No dropping of any subject will be permitted after said period unless with valid reasons as determined by the dean.

- 2.5.8 Subjects changed/added unofficially or without prior approval by the dean shall not be given credit.
- 2.5.9 Total load carried by a student including additional subjects must not exceed the maximum under the rule on academic load or what is prescribed for his/her curriculum year during the term/semester.
- 2.5.10 Unofficial dropping of subject shall be given a failing grade of 5.00.
- 2.5.11 A subject changed shall be cancelled and shall not be considered as dropped subject.

2.6 Additional Classes/Sections

- 2.6.1 A new section may be opened subject to all the following conditions:
 - 2.6.1.1 At least 30 students may petition for general basic courses, and at least 15 for major courses
 - 2.6.1.2 An instructor with the appropriate expertise is available;
 - 2.6.1.3 The required number of students needed for the opening of both basic and major courses may be waived for graduating students or those scheduled to enroll in practice teaching/apprenticeship/field practice in the succeeding semester.
- 2.6.2 The application for petition should be made using the prescribed form which may be obtained from the Office of the Vice-President for Academic Affairs.
- 2.6.3 Request shall be recommended by the department chairperson and approved by the dean.

2.7 Petitioned Subjects

- 2.7.1 Petitioned subject may be offered if the following conditions are met:
 - 2.7.1.1 At least 20 students may petition for general or basic subjects and 10 for major subjects and for graduating students and those to undergo field practice, practice teaching or apprenticeship in the succeeding semester. In the case of less than ten graduating students, they may be allowed to cross-enroll the subject in other government-recognized schools.
 - 2.7.1.2. Petitioning students must be:
 - a. Graduating students whose only deficiency is the subject being petitioned
 - b. Students whose only deficiency is the petitioned subject before their field practice/practice teaching/apprenticeship in the succeeding semester;
 - c. Irregular students whose course deficiency is a prerequisite of the subject in the semester as prescribed in their academic year level.
 - 2.7.1.3 An instructor is available in the department where the petitioned subject is being offered.
 - 2.7.1.4 The department chair approves the opening of petitioned subject after the implementing rules and regulations shall have been satisfied.
 - 2.7.1.5 The petitioned subject will not result in overloading of the students beyond that prescribed for their academic year level, except for graduating students who may be covered by appropriate policies governing overloading of units.
- 2.7.2 The filing of petition should be done within the set dates for adding or changing of subjects stated in the academic calendar.

2.8 Withdrawal of Registration

- 2.8.1 Request for withdrawal of registration shall be made in writing by the student duly noted by his/her parent or guardian, recommended by the concerned dean, and approved by the dean of the Office of Admissions.
- 2.8.2 A student who withdraws his/her registration shall be entitled to full refund of fees paid except registration and entrance fees.
- 2.8.3 A new student who withdraws his/her registration shall be entitled to withdraw his/her credentials submitted as requirement for enrolment.
- 2.8.4 No withdrawal of registration shall be made after the first week of classes. The rules for dropping shall apply including the schedule for refund of fees.

2.9 Deferment of Enrollment

- 2.9.1 Qualified student applicants, who cannot enroll during the semester originally applied because of a valid reason, may apply for deferment of enrollment in the succeeding school year by writing to the dean of admissions. They must not take any academic college subject prior to enrollment.
- 2.9.2 These applicants shall be given priority among those wait-listed applicants for admission for the succeeding school year.

3. VALIDATION/ACCREDITATION

- 3.1 All subjects and corresponding credits taken from any SUC within the last 5 years at the time of transfer may be credited provided that these are prescribed in the curriculum and have the same course content and number of units, and subjected to residence requirements.
- 3.2 All subjects and corresponding credits taken from any private institutions within the last 5 years at the time of transfer of which courses duly accredited by any accrediting agency within the Federation of Accrediting Agencies of the Philippines (FAAP) may be credited provided that these are prescribed in the curriculum and have the same course content and credits, and subjected to residence requirement.
- 3.3 Transferees from other private institutions with courses not yet accredited by any accrediting agency within the FAAP should undergo validation of subjects as prescribed in the accreditation process.
- 3.4 Transfer students with subjects taken from other institutions and with ratings lower than 2.0 shall be required to take the validation examination for said subjects.
- 3.5 Transfer students must take the validation examination for every subject they would like to be validated for advanced credits. A validation fee for each subject must be paid.
- 3.6 Only subjects earned toward a degree program taken by the transferees shall be validated and accredited.
- 3.7 Validation should be done within the period of three semesters from the date of admission to the university.
- 3.8 Subjects to be accredited must not exceed 30 percent of the total number of units prescribed in the curriculum.
- 3.9 Transfer students will not be allowed to enroll a subject with the prerequisite taken elsewhere and validated or enrolled in the university.
- 3.10 When the number of units earned outside the university is less than the prescribed units for the course, the student should enroll the course offered in the university.

3.11 Advanced Credit Program

The Advanced Credit Program allows students to enroll advanced subjects without necessarily taking up the required prerequisite subjects.

- 3.11.1 The program is open to all incoming first year students. Subjects open for advanced credit include only subjects in general education.
- 3.11.2 Applicants should have a grade weight average of 90 for non-science high school graduates and 85 or better for science high school graduates.
- 3.11.3 Guidelines
 - 3.11.3.1 Application form is available at the Office of Admissions.
 - 3.11.3.2 Duly accomplished application form should be submitted to the department concerned where the advanced credit is being requested.
 - 3.11.3.3 The giving of examination for the advanced credit program is done only once a year.
 - 3.11.3.4 These subjects are identified by the respective deans of the colleges and submitted to the Office of the Vice President for Academic Affairs for approval.
 - 3.11.3.5 Students are required to pay the full cost of the subjects where they are applying for advanced credits upon passing the examination.
 - 3.11.3.6 A special examination fee is required.
 - 3.11.3.7 The respective department chair serves as head of the committee that approves the application and the endorsement of successful examinees.
 - 3.11.3.8 The department concerned prepares the set of questions to test the competency of the students on the subjects they are applying for advanced credit in coordination with CTEC for validation purposes.

- 3.11.3.9 Application, conduct, and release of results should be made at least one month before the regular enrollment.
- 3.11.3.10 Endorsement of the successful applicants is made by the department chair and the dean to the Office of the Vice President for Academic Affairs for final approval.
- 3.11.3.11 The department concerned also is responsible in the issuance of grades based on the standard grading system of the department.
- 3.11.3.12 The Office of Admissions releases the names of the successful applicants and the credited subjects.

4. EVALUATION

4.1 Student Classification

- 4.1.1 A regular student is one who carries the full load in any given semester as specified in the curriculum.
- 4.1.2 An irregular student is one who carries less than the full load specified in the curriculum.

4.2 Curricular Level Placement of Students

- 4.2.1 First Year – Has not finished the prescribed subjects of first year or has not completed 25 percent of the total number of units required in his/her course
- 4.2.2 Sophomore – Completed his/her first year course work or has finished 25 percent but not more than 50 percent of the total number of units required in his/her course
- 4.2.3 Junior – Completed the first 2 years of his/her course, or 50 percent but not more than 75 percent of the total number of units required in his/her course
- 4.2.4 Senior – Completed at least 75 percent of the total number of units required in his/her course, or has completed all the prescribed units but less than the equivalent number of units prescribed during the last year
- 4.2.5 Graduating – Enrolled in the final semester/term of his/her course work

4.3 Class Attendance

- 4.3.1 Students are required to attend classes punctually and regularly.
- 4.3.2 Time lost by late enrollment shall be considered as time lost by absence.
- 4.3.3 A student may be marked absent if he/she leaves the class earlier than the prescribed time.
- 4.3.4 If the instructor/professor is late for class, students should not leave the classroom until the first quarter fraction of the scheduled class time has passed.
- 4.3.5 The instructor/professor is expected to dismiss his/her class 10 minutes before the prescribed time.
- 4.3.6 Any student with three consecutive absences from his/her class must obtain a class readmission slip from the concerned dean (or representative) to be presented to the instructors before he/she can be admitted in class.
- 4.3.7 When the student's absences in a subject in one semester have reached 20 percent of the required number of hours of recitation, lecture, laboratory or any other scheduled work, and the absences are unexcused, the student shall be unofficially dropped from the class and given a grade of 5.0.
- 4.3.8 Absences due to the following reasons are considered excused:
 - 4.3.8.1 Students who are sent on official business by the university to attend athletic meets, literary-musical competitions, conferences and other similar cases, or those who join approved class field trips. Approved itinerary of travel/certification concerning field trip should be attached to the application form for excused absences.
 - 4.3.8.2 Students who go out of the campus but cannot return due to unavoidable circumstances.
 - 4.3.8.3 Students who get sick or hospitalized need to submit a certificate to this effect. This may be issued by the University Hospital or a certificate of illness issued by a licensed physician attested to by the university physician.
 - 4.3.8.4 Others, as may be determined by the dean concerned
- 4.3.9 Excuses are only for time missed. All work covered by the class during the absence shall be made up to satisfy the requirements missed within the semester/summer before any final grade is given.

- 4.3.10 For excused absence, the student is required to get an excuse slip from the Office of the Dean.
- 4.3.11 The excuse slip should be presented to the instructors by the student upon his/her return.

4.4 Resident Credits

- 4.4.1 Resident credits refer to all academic subjects and units earned in the university including those earned in other institutions that are required for a particular degree and validated/ accredited in the university.
- 4.4.2 Only resident credits are considered in evaluating subjects and units for a particular curriculum.

4.5 Residence Requirement

- 4.5.1 Residence refers to the number of years or terms required of a student to finish a course.
- 4.5.2 An undergraduate student must finish the requirements of a course within a maximum period of actual residence; otherwise, he/she is not allowed to re-enroll further in that course.
- 4.5.3 The maximum actual residence period prescribed for a course is as follows: 6 years for a 4-year course; 8 years for a 5-year course; and 10 years for 6-year course.
- 4.5.4 No student shall graduate from the university unless he/she has completed at least two years or 50 percent of residence work immediately prior to graduation.

4.6 Prerequisites of Subjects

- 4.6.1 The rules on sequence of subjects in the curriculum of the course must be followed.
- 4.6.2 Enrolment and attendance in a subject without passing its prerequisite shall not be given academic credit.
- 4.6.3 A senior student who enrolls in practice teaching/field practice/apprenticeship in the succeeding semester, or a graduating student may enroll two subjects concurrently, one of which is a prerequisite to the other, provided he/she must not exceed the maximum allowable load for the period prescribed in the course as certified by his/her registration adviser. This should be approved by the dean concerned and the Vice President for Academic Affairs. However, if the student fails the prerequisite subject, the higher subject is not given credit.
- 4.6.4 Subjects common to all colleges must have the same prerequisites unless otherwise specified in the curriculum.

4.7 Enforcing a New Curriculum

- 4.7.1 When a new curriculum is enforced, only first year students should be covered.
- 4.7.2 A student shall follow the same curriculum that he/she started within the maximum length of time allowed for residence.

4.8 Substitution of Subjects

- 4.8.1 Substitution of subjects is allowed when a student is pursuing a curriculum that has been superseded by a new one and the substitution shows the old is in line with the new one.
- 4.8.2 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.
- 4.8.3 No substitution is allowed for a subject prescribed in a curriculum in which the student has failed, except when the subject is no longer offered and the proposed substitution substantially covers the same subject matter as the required subject.
- 4.8.4 Petition for substitution must be recommended by the chairperson of the department and approved by the dean and the Vice President for Academic Affairs.
- 4.8.5 Copy of the approved petition must be submitted to the Office of Admissions for recording and filing purposes.

4.9 Examinations

- 4.9.1 Three scheduled examinations shall be given per semester as follows:
 - 4.9.1.1 Two Term Examinations
 - 4.9.1.2 Final Examination

4.9.2 An examination permit is required of each student before he/she is allowed to take the final examination.

4.9.3 Special Examination

4.9.3.1 A special examination is given to a student who incurred an excused absence during a scheduled final/term examination.

4.9.3.2 Special term examination shall be given within the period preceding the next term examination but not beyond the immediately following academic year.

4.9.3.3 A student shall take a special examination upon payment of a special examination fee in the department where the subject is offered.

4.10 Grading System

4.10.1 The work or student performance is graded as

Excellent	-	1.00	D	-	Dropped
	-	1.25	INC	-	Incomplete
	-	1.50	IP	-	In Progress
Very Good	-	1.75			
	-	2.00			
Good	-	2.25			
	-	2.50			
Fair	-	2.75			
Passing	-	3.00			
Conditional	-	4.00			
Failure	-	5.00			

4.10.2 A grade of 4.00 means conditional.

4.10.3 The grade of incomplete is given to the student whose class standing throughout the semester is passing but fails to complete other requirements for the course due to illness or other valid reasons. In case the class standing is not passing and the student fails to take the final examination for any reason, a grade of 5.00 is given.

4.10.4 The grade in the undergraduate thesis shall be expressed numerically following the grading system if the work is completed; otherwise, a grade of IP is given if work is still in progress

4.11 Removal of Grades of 4 and Incomplete

4.11.1 Removal of grades of 4.00 and Incomplete must be done within one academic year from the date the grade has been incurred, otherwise the grade becomes 5.00

4.11.2 Students may remove a grade of 4.00 by taking the removal examination for the concerned subject.

4.11.3 Students who pass the removal examination are given a grade of 3.00; if they fail, they get a grade of 5.00. Only one removal examination is allowed.

4.11.4 No special examination fee shall be charged against students who take the removal examination during the:

4.11.4.1 regular final examination period and if the subject is included in the schedule.

4.11.4.2 scheduled period for removal examination; i.e. one week before the registration period in each semester

4.11.5 Removal examination may be taken at other times upon the approval of the dean and upon payment of the required special examination fee for each subject.

4.11.6 Students who are not in residence shall be required to pay the registration fee besides the special examination fee for them to be allowed to take the removal examination

4.11.7 A grade of 4.00 received after the removal examination for an incomplete (INC) grade must be removed within the remaining period of removing the grade of INC..

4.11.8 Removal of incomplete grade must be done within the prescribed time by taking a final examination or satisfying the requirements of the course before the student is given a final grade based on his/her overall performance.

- 4.11.9 Grade after completion/re-examination must be submitted by the faculty to the Office of Admissions within two weeks from the date of completion/re-examination; otherwise, the faculty shall be sanctioned by the dean before the grade is submitted to the Office of Admission.
- 4.11.10 Incomplete grades in subjects that are prerequisites to other subjects must be removed before enrollment of the latter is allowed.

4.12 Submission of Grades

- 4.12.1 Faculty members are required to submit their report of grades not later than ten working days for graduating students or 12 working days for non-graduating students after the last day of the final examination of each semester or summer.
- 12.2 Faculty members who fail to meet the deadline for submission of grades should be reported by the department chairperson to the dean.
- 4.12.3 Faculty members who fail to submit their report of grades within the prescribed period are penalized by:
 - 4.12.3.1 payment of P100 for each day of delay for every subject to the concerned college;
 - 4.12.3.2 Issuance of warning by the dean to the concerned faculty for grades not submitted 3 days after the deadline and a reprimand by the university president upon recommendation by the dean and the Vice President for Academic Affairs should the warning be ignored by the faculty.
- 4. 12.4 Late submission of grades without penalty can be considered for valid reasons. This should be favorably endorsed by the department chairperson and the dean, and approved by the VPAA.

4.13 Change of Grade

- 4.13.1 No faculty member shall change any grade after the report of grades is filed with the Office of Admissions except for an error committed. The faculty member may request authority to make the necessary change in grade from the VPAA with favorable endorsement from the concerned department chairperson and the dean. When the request is granted, a copy of the approved request of the faculty authorizing the change in grade is forwarded to the Office of Admissions for recording and filing purposes.

4.14 Complaints on Grades

- 4.14.1 Student complaints regarding grades shall be filed within the semester following the issuance of grades.
- 4.14.2 Procedure for filing complaints/requests regarding grades:
 - 4.14.2.1 Complaints should be filed to the dean of the college offering the course using the official complaint form which may be obtained from the college registrar.
 - 4.14.2.2 All supporting documents or evidences should be attached to the accomplished form.
 - 4.14.2.3 A fact-finding/investigation committee consisting of the college dean, department chairperson, a representative of the VPAA and a representative of the student complainant attend to the case within one week from the receipt of the complaint.
 - 4.14.2.4 If the complaint can be resolved at the committee level, the decision of the committee shall be binding and the university president is informed of the decision.
 - 4.14.2.5 If the committee cannot resolve the issue, its findings and recommendations must be forwarded to the university president for appropriate action.
 - 4.14.2.6 If the complaint is against the dean or department chairperson, a representative should be assigned to take his/her place in the committee.

4.15 Academic Scholarships

- 4.15.1 A university scholarship of free full tuition for one semester is given to students who obtain a grade point average (GPA) of 1.50 or better during the preceding semester.
- 4.15.2 A college scholarship consists of free one-half tuition for one semester given to students who obtain a GPA of 1.51 to 1.75 during the preceding semester.
- 4.15.3 Students can enjoy these academic scholarships upon complying with the following:

- 4.15.3.1 Academic load of at least 15 units or normal load of his/her curricular program.
- 4.15.3.2 No grade of incomplete or below 3.00 in any academic or non-academic subjects taken during the preceding semester upon enrollment.

4.16 Retention Policies

4.16.1 Evaluation of student records for purposes of retention is guided by the following standards:

FAILURE (%)	NO. OF UNITS ENROLLED	STATUS	ALLOWABLE LOAD FOR A SEMESTER
0 – 24%	No limit	Regular	Normal load
25% - 49%	Any number of academic units	Warning	Less 3 units from normal load
50% - 75%	6 academic units or more	Probation	15 units only
76% - 100%	9 academic units or more	Disqualification from the university	Not allowed to enroll in the university

- 4.16.2 Any student who has received two successive warnings shall be placed on probation.
- 4.16.3 Probation status may be lifted upon passing all the subjects carried during the term the student is on probation.
- 4.16.4 Any student under probation status who fails again 50 percent or more of the total number of academic units enrolled will be dismissed from the university.
- 4.16.5 Permanent disqualification does not apply to cases where the grades of 5.00 were due to unauthorized/unofficial dropping of subjects caused by prolonged illness or medical treatment of the student and not to poor class standing. Reconsideration may be requested using the prescribed form. Such case must be certified by the instructor and approved by the dean. Approved request for reconsideration is forwarded to the Office of Admissions for recording and filing. Reconsideration is granted to a student only twice.
- 4.16.6 For purposes of evaluating the status of students, grades of Inc. and 4.00 not removed shall be considered as failing grades.
- 4.16.7 The rules for dismissal shall not apply to:
 - 4.16.7.1 senior students or students in the last year of their curricular program
 - 4.16.7.2 students enrolled in agricultural mechanics and other special courses

4.17 Leave of Absence

- 4.17.1 A leave of absence is a non-enrollment of a student from the university for one semester subject to renewal for at most 2 years. When the leave of absence is not taken in the 2 consecutive years, the total leave should not exceed 2 years.
- 4.17.2 A leave of absence should be requested using the prescribed form stating the reason for the period of the leave.
- 4.17.3 A student who has to go on leave of absence beyond 2 years should be advised to apply for an honorable dismissal without prejudice to re-admission.
- 4.17.4 A copy of the approved leave of absence must be submitted to the Office of Admissions for recording and filing.
- 4.17.5 If a student withdraws after three-fourths of the total number of hours prescribed for the course has elapsed, his/her instructors/professors may submit a grade of 5.00 for the subject if his/her class standing is not passing at the time of his/her withdrawal.
- 4.17.6 No leave of absence should be granted within two weeks before the last day of classes in the semester.
- 4.17.7 Students who withdraw from the university without formal leave of absence shall be barred from enrolling in the university.

4.18 Honorable Dismissal

- 4.18.1 Honorable dismissal is voluntary withdrawal from the university. This must be approved by the Office of Admissions upon the recommendation of the dean concerned.
- 4.18.2 If a student is dropped from the roll for whatever cause, a statement to that effect shall be indicated to his/her honorable dismissal.
- 4.18.3 The student should present a clearance showing that he/she has settled all his/her obligations, financial or otherwise, to the university.

5. GRADUATION

5.1 Graduation Requirements

- 5.1.1 Students enrolled in the final term/semester of their course work shall file their application for graduation to the dean within three weeks after the opening of classes of the semester or summer they expect to graduate.
- 5.1.2 A student applying for graduation must be enrolled at the time of application. If he/she has no more course work to enroll, he/she should pay the registration fee only.
- 5.1.3 After the last day of filing application for graduation, as specified in the academic calendar, the dean or his/her duly authorized representative certifies the list of the candidates for graduation for the upcoming commencement and submits this to the Office of Admissions. In consultation with the dean, the Office of Admissions checks the academic records of each candidate to ascertain whether a candidate has a deficiency or has fulfilled all the requirements thereby qualifying the candidate for graduation.
- 5.1.4 All students, male and female, enrolled in any baccalaureate or in at least 2-year technical/vocational or associate courses, are required to complete one National Service Training Program component as a graduation requirement.
- 5.1.5 All candidates for graduation must have their deficiencies completed and their records and other requirements for graduation cleared not later than one week before the Academic Council meeting to act on the applications for graduation. Those who fail to comply with requirements before the deadline are not included in the list of candidates to be recommended for graduation.
- 5.1.6 A pre-academic council must be conducted to assess, evaluate and approve candidates for graduation in the college and department prior to the University Academic Council meeting.
- 5.1.7 No student shall be allowed to graduate unless he/she pays the required graduation fee.
- 5.1.8 The Office of Admissions prepares the list of qualified candidates indicating their major field and grade point average (GPA) for graduation in the semester/summer for presentation during the Academic Council meeting.
- 5.1.9 No student can graduate from the university if he/she has not completed at least two years or 50 percent of residence work done immediately before graduation.
- 5.1.10 No student can 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.

5.2 Graduation with Honors

- 5.2.1 A student may graduate with academic honors based on the following GPA requirements:
 - 5.2.1.1 Summa cum laude - GPA of 1.00 - 1.20
 - 5.2.1.2 Magna cum laude - GPA of 1.21 - 1.45
 - 5.2.1.3 Cum laude - GPA of 1.46 - 1.75
- 5.2.2 A candidate for graduation who meets the prescribed GPA but fails to satisfy any of the other requirements shall be awarded the "Certificate of Graduation with Academic Distinction".
- 5.2.3 Candidates for graduation in courses with prescribed length of less than four years are awarded "With Highest Honors", "With High Honors", or "With Honors".
- 5.2.4 In the computation of the GPA, the following shall be observed:
 - 5.2.4.1 Only final grades shall be considered;
 - 5.2.4.2 Only resident credits shall be included;
 - 5.2.4.3 Rounding-off of final grades (GPA) shall not be allowed.

- 5.2.5 A student shall graduate with honors if the following requirements are complied with:
- 5.2.5.1 Has no grade lower than 3.0 and an unremoved incomplete in any academic or non-academic subject whether prescribed or not in his/her curriculum, and taken in CLSU or any other educational institution.
 - 5.2.5.2 Must not have repeated a subject in CLSU or in another educational institution;
 - 5.2.5.3 Must have completed in CLSU at least 75 percent of the total number of academic units for graduation;
 - 5.2.5.4 Must have been in residence for at least 2 years immediately prior to graduation;
 - 5.2.5.5 Must have taken, during each semester, not less than 15 units of credit or the normal/regular load prescribed in the curriculum;
 - 5.2.5.6 Must not have been charged and found guilty of any violation of existing university rules and regulations punishable by at least one week suspension.

5.3 Graduation Exercises

- 5.3.1 The degree may be conferred in any commencement convocation. Attendance in the commencement schedule is required.
- 5.3.2 In meritorious cases, the candidate may be allowed by the university president to graduate in absentia after submitting a valid written request through his/her dean. The permission should be announced to the Academic Council during its meeting regarding action on candidates for graduation.
- 5.3.3 Summer graduation and mid-year commencement exercises is held to accommodate the growing number of graduates.
- 5.3.4 Candidates for graduation with degrees or titles requiring at least 4 years of college instruction are required to wear academic costumes during the baccalaureate service and commencement exercises.
- 5.3.5 A recognition program is held to recognize candidates for graduation with academic honors and special awards in accordance with the rules and regulations of the university.

5.4 Transcript and Other School Credentials

- 5.4.1 Student records are confidential and/or released only at the request of the student or of appropriate institutions.
- 5.4.2 "Partial" transcripts are not issued.
- 5.4.3 Official transcript of records from other institutions submitted to the university for admission or transfer of credit becomes part of the permanent record of the student and are issued as true copies with the CLSU transcripts.
- 5.4.4 The registrar or dean of the Office of Admission, the college dean, and the university president are the signatories in the diploma.
- 5.4.5 Application for transcript of records should be accompanied by a student clearance that should be applied for immediately after the last semester/summer of enrollment.

6. POLICY ON THESIS/FIELD PRACTICE

An undergraduate thesis/field practice is a partial fulfillment of the requirements for graduation of a bachelors degree.

- 6.1 Thesis/Field practice may be enrolled in two or more semesters or terms/one semester or one summer term as indicated in the curriculum being pursued by the student, provided that the total units does not exceed the required number of units.
- 6.2 An approval deadline schedule set by the dean of the college concerned should be followed strictly by the students and the approving officials.
- 6.3 When the student fails to meet the deadline of manuscript submission, the subject should be re-enrolled without unit during the next term and the student should not be charged tuition fee for the subject. If the

student opts to enroll other subjects in addition to the thesis/field practice, he/she should pay the prescribed enrollment fees.

- 6.4 After each semester that the student works on the thesis and cannot finish it, a grade of IP (in progress) should be assigned.
- 6.5 Thesis/Field Practice shall be given credit if completed within the maximum residence requirement.
- 6.6 The faculty adviser must submit the grade for thesis/field practice following the grading system prescribed in Section 4.10

7. MISCELLANEOUS RULES/REGULATIONS

7.1 Orientation

- 7.1.1 The Office of the Vice President for Academic Affairs, through the Council of Deans and the Office of Student Affairs as the lead unit, coordinate and conduct an Opening and Orientation Program for all new students within the first week of the first semester to facilitate adjustment to the university environment.
- 7.1.2 A set of psychological tests for first year students is provided by the Office of Student Affairs for guidance purposes.

7.2 Class Session

- 7.2.1 The university school year is divided into two semesters of approximately 18 weeks each semester. Summer session of 6 weeks is scheduled as part of the preceding school year.

7.3 Wearing of ID and Uniform

- 7.3.1 As specified by their respective college/department where uniforms are required, students may be penalized for not wearing their uniform during the prescribed days.
- 7.3.2 Wearing of the university ID is required of all students who are given a minimum of one week reprieve from the start of classes before this regulation is enforced. Students who do not wear their ID are subjected to appropriate university rules and regulations.

7.4 Honor's Day

- 7.4.1 Honor's Day is a special day set in the academic calendar. Every first semester of the academic year is scheduled to recognize all students who qualify as university and college academic scholars based on their GPA during the preceding academic year.
- 7.4.2 Academic scholars are presented with a Certificate of Merit signed by the dean of the Office of Admissions, the VPAA, and the university president.
- 7.4.3 Students who qualify as university scholars for three consecutive semesters are given the Presidential Medal.
- 7.4.4 The Office of the Vice President for Academic Affairs, through the Council of Deans, with the Office of Student Affairs, and the Office of Admissions as the lead units, coordinate and conduct the holding of this Honor's Day.

7.5 Exemptions from Payment of the Non-Citizenship Fee

- 7.5.1 Children of visiting professors in the university under foreign assisted programs or projects.
- 7.5.2 Foreign students whose government holds reciprocal agreement with the Philippines.
- 7.5.3 Children of faculty members of institutions with which CLSU has a consortium.

- 7.6 Any CLSU faculty and staff member who is permitted by the university to enroll either in the undergraduate or graduate program shall enjoy a 75 percent discount from total fees paid.

- 7.7 Children of staff members enjoying free tuition privilege shall pay the amount of tuition corresponding to the course work failed.

7.8 Refund of Fees

7.8.1 Collegiate or special students who have paid their tuition and other fees and were granted honorable dismissal or leave of absence will be entitled to a refund of their fees, except entrance and registration fees, in accordance with the following schedule:

 Before the start of classes75%

 Within one week from start of classes 50%

 From the second to the fourth week from the start of classes 25%

7.8.2 In case of death of a student during the semester or summer, full refund of the total fees paid, except entrance and registration fees, shall be made to his/her parent guardians or legal heirs.

7.8.3 Refund of fees in full per dropped subject will be allowed when:

 7.8.3.1 dropping of subject is due to the cancellation of offering the subject by the university

 7.8.3.2 dropping of subject is due to conflict of time with subjects scheduled by arrangement

7.9 All fees are charged by semester or summer and must be paid on registration days. Fees can be changed upon recommendation of properly constituted university authority and approved by the Board of Regents.