



CATANDUANES STATE UNIVERSITY

Virac, Catanduanes www.catanduanesstateu.edu.ph

STUDENT HANDBOOK

2018 Edition

approved per Board of Regents Resolution No. 44, 5. 2018

Name of Student



foreword

Catanduanes State University (CSU), established in 1972, is the only state university in Catanduanes noted to have significantly contributed to the development of the island province, among others, through human resource development, and for producing top placers in the national licensure examinations. More importantly, CSU serves as instrument for poverty alleviation, and as a vehicle



for technologically-driven community for global competitiveness.

With pleasure, this Student Handbook is offered to each student of CSU to serve as steering guide as they navigate their academic years in the campus. The Handbook spells out the rules and regulations from admission to graduation. Programs, services, and facilities, among others, are likewise included in the Handbook, which are information that will guide students' journey in the mold of the academic landscape of CSU. Utmost gratitude is due to the Federated Colleges Student Council, 2017-2018 and 2018-2019 for the revised version under the steering of the Office of Student Support Services.

It is hoped that this Student Handbook will serve as students' valuable instrument that will propel their meaningful and productive metamorphosis, which is the fulfilment of the University's role of serving as the heart of a progressive community.

Welcome to Catanduanes State University!

MINERVA I. MORALES, Ed.D.

SUC President III



This Student Handbook is exclusively designed for

CSU STUDENTS



TABLE OF CONTENTS

	Page
FOREWORD TABLE OF CONTENTS	iii iv
Article I - GENERAL INFORMATION	1
Section 1. The University 1.1 Historical Background 1.2 University Seal/Logo 1.3 Mandate 1.4 Vision 1.5 Mission 1.6 Core Values 1.7 Goal	1 1 2 4 4 4 4 5
Section 2. The Administration 2.1 Board of Regents 2.2 University Officials 2.3 Academic Programs	5 5 6 7
Article II - ACADEMIC POLICIES	10
Section 1. Admission Requirements 1.1 Local Students 1.1.1 Undergraduate 1.1.2 Graduate 1.2 Foreign Students 1.2.1 Undergraduate 1.2.2 Graduate	10 10 10 10 11 11
Section 2. Registration/Enrollment	12
Section 3. Fees	13
Section 4. Scholarship and Financial Assistance	13
Section 5. Cross Registration/Enrollment	14
Section 6. Withdrawal of Registration	14



	Page
Section 7. Academic Load	15
Section 8. Changing/Adding/Dropping of Courses	16
Section 9. Substitution of Course	16
Section 10. Program Shifting	17
Section 11. Classification of Students 11.1 According to Admission Status 11.2 According to Academic Load 11.3 According to Curriculum Level Placement	17 17 17 17
Section 12. Validation/Accreditation/ Equivalency	18
Section 13. Evaluation 13.1 Resident Credits 13.2 Maximum Residence Rule	19 19 19
Section 14. Attendance, Absences, and Tardiness	20
Section 15. Leave of Absence	21
Section 16. Retention Policy	21
Section 17. Enforcing a New Curriculum	21
Section 18. Grading System	21
Section 19. Removal of Incomplete (INC) Grade and Conditional Grade of 4.0	22
Section 20. Graduation 20.1 Graduation with Honors 20.2 Graduation Requirement	22 22 24



	Page
Article III - STUDENT CONDUCT AND DISCIPLINE	25
Section 1. General and Specific Rules and Regulations on Student Conduct	25
Section 2. Student Discipline	27
2.1 Student Disciplinary Tribunal	27
2.2 Jurisdiction	27
2.3 Filing of Complaint	28
2.4 Preliminary Inquiry2.5 Answer2.6 Hearing	28
2.5 Answer	28
2.6 Hearing	28
2.7 Postponement	29
2.8 Decision by Tribunal	29
2.9 Motion for Reconsideration	30
2.10 Appeal to the University President	30
2.11 Action of the University President	30
2.12 Decision by the Board of Regents	30
2.13 Rights of the Respondents	30
2.14 Effectivity of the Decision	31
2.15 Confidentiality of Record	31
Section 3. Categorization of University Offenses and Sanctions	32
3.1 Major University Offenses and	32
Sanctions	02
3.1.1 Prohibited Drugs	32
3.1.2 Mass Action and Subversive Activities	32
3.1.3 Deadly and Dangerous Weapons	32
3.1.4 Extortion, Bribery and Threats/ Coercion	33
3.1.5 Violence and Physical Assault/ Injury/Bullying/Hazing	33
3.1.6 Slander/Libel/Rumor Mongering	34
 Falsification of Documents, Records and Credentials 	35
3.1.8 Malversation of Funds	36
3.1.9 Damage to Property	36



	Page
 3.1.10 Stealing and Robbery 3.1.11 Academic Dishonesty 3.1.12 Sexual Harassment 3.1.13 Bomb Jokes/Hoax 3.1.14 High Crimes 3.2 Minor University Offenses and Sanctions 	36 37 39 40 40 41
Section 4. Complementary to disciplinary actions, offenses, and sanctions	42
Section 5. Prescription	45
Section 6. Effects of Pending Disciplinary Cases	45
Section 7. Execution	45
Article IV - UNIVERSITY STUDENT	47
ORGANIZATIONS	
Section 1. Statement of Policy	47
Section 2. Classification of Student Organizations	47
Section 3. Constitution and By-laws	4 7
Section 4. Membership	48
Section 5. Qualification of Officers	48
Section 6. Faculty Adviser	48
Section 7. Requirements for Recognition	49
Section 8. Terms and Conditions for Recognition	49



	Page
Section 9. Recognition Period	50
Section 10. Action on the Application	50
Section 11. Posting of Recognized Organizations	50
Section 12. Privileges of Recognized Organizations	50
Section 13. Requirements for Clearance of Officers of Recognized Organizations	50
Section 14. Student Council and Student Organizations	51
14.1 The University/College Student Council	51
14.2 Commission on Elections (COMELEC)	51
14.3 Faculty Advisory Council on Election Matters	51
14.4 Election Activities	51
14.5 Failure to Comply	52
14.6 Official List of Candidates	52
14.6 Official List of Candidates14.7 Campaign Period14.8 Election Day	52
14.8 Election Day	53
14.9 Voting Procedures	53
14.10 Counting/Canvassing of Ballots	53
14.11 Breaking the Tie	53
14.12 Official Results	54
14.13 Proclamation	54
14.14 Tenure of Office	54
14.15 Cessation of Tenure	54
Article V - POLICIES AND GUIDELINES FOR HOLDING STUDENT ACTIVITIES	56
Section 1. Guidelines for Holding Activities within the Campus (Curricular and	56



	Page
Non-curricular Activities)	
Section 2. Policies and Guidelines on Local Off-Campus Activities	57
Article VI - CAMPUS PUBLICATIONS	60
Section 1. Declaration of Policy	60
Section 2. Student Publication	60
Section 3. Funding of Student Publication	60
Section 4. Publication Adviser	60
Section 5. Security of Tenure	61
Section 6. Press Conferences and Training Seminars	61
Article VII - STUDENT SERVICES AND FACILITIES	62
Section 1. Student Services	62
1.1 Office of Admission and	62
Registration Services (OARS)	
1.2 Office of Student Support Services (OSSS)	62
1.3 Guidance, Counseling and Testing Services	62
1.4 Alumni Relations Services Office	63
 Public Relations and Media Communication Services 	63
1.6 University Library Services	64
1.7 Medical and Dental Services	64
1.8 Sports Development Services	65
1.9 Culture and Arts Development	65
Services (Hablon Dawani) 1.10 Dormitory Services	65
1.11 Cashiering Services	65
1.11 Cashiering Services	65



	rage
1.12 Gender and Development Service1.13 Legal Assistance1.14 Management Information Service(MIS)	66
1.15 Students with Special Needs Services	66
1.16 International Relations and Continuing Professional	66
Development Services 1.17 Security Services	67
Section 2. Facilities 2.1 Multi-Purpose Gymnasium 2.2 Multi-Purpose Cooperative 2.3 Multi-Purpose Covered Court 2.4 Corporate Business Operations 2.5 Student Center 2.6 Auditorium 2.7 University Little Theater 2.8 Audio Visual Room (AVR) 2.9 Multi-Purpose Hall 2.10 University Athletic Complex 2.11 Graduate School Student Lounge 2.12 Accreditation Center 2.13 Wellness and Fitness Center	67 67 67 67 67 68 68 68 68 68 68 68
TESTING	03
Section 1. Purposes of Random Drug Testing	69
Section 2. Definition of Terms	69
Section 3. Procedures in the Conduct of Random Drug Testing	71
Section 4. Reportorial Requirements	75
Section 5 Enforcement of Compliance	75



	Page
Article IX - TRANSITORY AND FINAL PROVISIONS	76
Section 1. Applications of Policies not Printed in this Handbook	76
Section 2. Separability Provision	76
Section 3. Repealing Clause	76
Section 4. Effectivity	76
REFERENCES	77

CSU PRAYER

Lyrics & Music by Prof. David L. Templonuevo, Jr.

O maker of sun and moon
O maker of heaven, the seas, and the shores
O grant us peace, and wisdom, and truth
O Father bless the CSU

O Jesus , the son of the Father
O spirit of light of our thoughts and our deeds
O grant that we learn from your glory and
praise
O Father, bless the CSU.

Make us remember that loving our brother is loving you
Make us forgive and forget, and let go
Teach us to love, and to dream, and to hope that we may live
Forever and ever with you.

(Repeat I)



CATANDUANES STATE UNIVERSITY
STUDENT HANDBOOK

v/ww.catanduanesstateu.edu.ph

catstateuniversity2012@gmail.com | catanduanes_state_colleges

/CatanduanesStateUniversity2012

oo.com