

## GENERAL INFORMATION

### HISTORICAL BACKGROUND

The Isabela State University was established through the Presidential Decree (P.D.) 1434 by the then President Ferdinand Marcos on June 10, 1978 merging two state colleges – Isabela State College of Agriculture (ISCA) in Echague and Cagayan Valley Institute of Technology in Cabagan. The said decree also transferred the college level programs of Isabela School of Arts and Trades (ISAT) in Ilagan; San Mateo Vocational and Industrial School in San Mateo and Jones Rural School in Jones to the new State University. The merger identified Echague campus as the main campus and administrative site, and mandated the University to establish an effective and efficient institution of higher learning that will provide better professional and technical training in agriculture, the arts, sciences, humanities, and technology and in the conduct of scientific researches and technological studies.

In 1999, the CHED Memo Order No. 18 1999 which provides the guidelines for the integration of CHED institutions to State Universities and Colleges (SUCs) was issued. Pursuant to this order, the first CHED supervised institution, the Cauayan Polytechnic College at Cauayan, Isabela, was integrated to the University. In 2001, three more CHED Supervised Institutions were integrated to the system through CHED Memo Order no. 27 s 2000 – the Roxas Memorial Agricultural and Industrial School (RMAIS) in Roxas, Isabela, the Delfin Albano Memorial Institute of Agriculture and Technology (DMIAT) in San Mariano, Isabela and the Angadanan Agro-Industrial College (AAIC) in Angadanan, Isabela. Later, through the collaborative efforts of ISU and the local governments of Palanan and Santiago City, two extension campuses were added to the system-ISU Palanan and ISU Santiago.

The Isabela State University System is strategically located in the middle of the Cagayan Valley region, which is composed of the island province of Batanes, the valley provinces of Cagayan and Isabela and the generally mountainous provinces of Nueva Vizcaya and Quirino. The province of Isabela is composed of 92 municipalities, 3 cities, and 2,292 barangays. Coincidentally, the ISU satellite campuses are situated along the regions “Midrib-Peripheral Growth Centers and Socio-Economic Development Zone” where the major urban and commercial centers of the region are located. Another strategic advantage is the University’s proximity to the site of the Regional Agro-Industrial Center (RIC) of Cauayan City, Isabela and its accessibility to Sta. Ana, Cagayan, and the entry point for international trade, and also Tuguegarao City and Santiago City, the two regional trade, financial and commercial centers of the region.

Thirty-five years after its establishment, the University has become a credible Higher Education Institute (HEI), having been awarded by the Association of Accredited Chartered Colleges and Universities of the Philippines (AACUP) as the SUC with the most number of accredited programs in 2012 as well as one of the few Level IV SUCs in the country. Also, ISU has been named one among 21 leading SUCs in the Philippines.

ISU has recently assumed leadership roles in research not only in Region 02, but in the country and in Asia as well. It is now the host or base agency of two regional research centers: the Higher Education Regional Research Center under CHED and the Cagayan Valley Agricultural Resources Research and Development under PCARRD-DOST. Having been chosen as the base agency is a recognition of ISU’s superiority and dominance among HEIs in the region in terms of capability in research management and scientific undertakings. Presently, ISU is the seat of at least 12 R and D centers and laboratories, proof of its strong R and D capability.

With its educational leadership and pioneering roles in research, along with the strategic location of its satellite campuses in the region, the University has been successfully achieving its vision, mission, goals and objectives. Today, ISU stands as a credible partner of development in the country and with the dedicated commitment of its faculty, support staff, students and the people behind its success, the future will see the University grow to even greater heights.

## UNIVERSITY SEAL



The university seal is the unifying theme evoking wisdom and positive virtues and qualities that can be attached or displayed with pride in every object of communication – letters, websites, products, billboards, banners, etc., is a trademark of identification and ownership and an assurance of quality and excellence so identified with ISABELA STATE UNIVERSITY.

The New University Seal was created with elements associated with symbolic meanings. The following describe these symbolisms from the use of space, objects, text, and colors in the making of the seal.

**Space allocation:** The circular is divided into two areas the ratio of which is patterned after the golden ratio – a ratio symbolic of beauty, balance, and perfection. The nine golden rays of the sun emanate from the core center of the circle and each ray cuts an angle of 24.72 degrees for a total of 222.5 degrees. The other area cuts an angle of 137.5 degrees. The ratio of smaller area to bigger one is 0.168 is referred to among the Greeks as the Golden ratio. The radius of small circle cuts that of the bigger one dividing into two segments exhibiting the Golden Ratio even as it does for their areas. Objects divided using this ratio exhibits an excellent proportion that produces beauty, balance, and equity.

**Color scheme:** In some cultures, yellow is associated to observed cowardice. Among the Japanese, it is the symbol of courage. Other cultures use the color to emphasize care and hope. The use of the Golden Yellow seal symbolizes humility amidst greatness, a hidden power that drives hope for greatness in the future. Precisely it is the color of early morning sunshine that beats darkness and illuminates the greatness of space and the vastness of what it contains even the golden rays of the early morning sun gives the feeling of elation and hope for a better day. It gives hope and life as water is one of the four basic elements of nature bears the color yellow. It depicts in the seal that education illuminates the world from and break the bondage of ignorance; it is the great equalizer that empowers humankind that brings about goodness of life.

- Bright Red is the color of energy. It symbolizes the strength of its drive and commitment to its vision and mission. Red is the Chinese color of good business relation. While it symbolizes energy and strength, it is consistently used among cultures to seek or ask for restraint, danger, and help. Restraint is symbolic of accountability and as a state institution, of public accountability – public trust, public service. The bright red color denotes the university's quest for and responsible exploitation of knowledge – information, skills, and technologies.
- The Leaf Green color in its various hues is the color of life and intelligence – the environment: people, the flora and fauna and all the intelligence of the elements of their ecologies exhibit. Its use in the seal is symbolic of the university's original mandate in agriculture and forestry education and now as a comprehensive university, it depicts the character of the institution as the University for People and Nature.

- The Brown Color is a versatile foundation of many colors. It is the color of the earth, a strong foundation from which to build upon. It is symbolic of capacity and strength in unity – binding all the elements of the institution together. Brown is also the color of acceptance symbolic of the university’s inclusive character inviting the participation of many without discrimination to build a synergy that can build wisdom and positive virtues.
- Deep Blue is the color of confidence and security. Aside from red for good business relations, blue is used by banks to create the feeling of security and confidence among its clients. The blue skies is seen as one that binds the universe in peace, and giving it the promise of a vibrant good life. Its use in the seal symbolizes Integrity as one of the valued institutional character.

### **Objectives:**

The green fields represent the potentials of the university from where many will be built and grown. The vanishing horizon spells out an unlimited arena for academic activities as well as the boundless extend of what knowledge and products can bring.

The torch with the acronym of the university, ISU, as its burning red hot flames depict the institution’s energy and dedication to its mission. It shares the rays of its illuminating lights rays with the sun’s rays depicting the university as one of the leading universities enlightening this world through education.

The shapes of concentric circles holding every element of the seal symmetric to their common center is a symbol of balance and academic neutrality. The outermost one is of rope spliced throughout its length of no distinguishable end strips symbolizes the strength and unity of the elements therein. The institution’s official name, ISABELA STATE UNIVERSITY wrapped around it beginning from.

Overall, the SEAL is a simple uncomplicated creation that evokes integrity, intelligence, excellence, beauty, energy, unity, peace and hope as it depicts an institution – a University for People and Nature, Keeping Faithful to its past and steadfast building a great future for people and the environment.

### **UNIVERSITY VISION**

The Isabela State University, a globally recognized institution of higher learning for people empowerment and sustainable development embodying excellence, effectiveness, accountability and integrity.

### **UNIVERSITY MISSION**

The Isabela State University is committed to train and develop students to become professionally competent graduates who are equipped with sound moral principles; and to serve the community through research, extension and resource generation by way of inspired leadership and responsive manpower.

### **CORE VALUES**

#### **EXCELLENCE**

ISU commits itself to dispensing its functions with productivity and exemplifying its values with distinction and brilliance. Every work manifests a distinct quality and every individual persistently strives to improve his performance and value system.

## **EFFECTIVENESS**

ISU desires a far-reaching and long-lasting useful impact on every individual, every institution and on various other entities both in local and international scenes that can be translated into holistic growth of people, of the country and the world.

## **ACCOUNTABILITY**

ISU commits to being answerable to everyone, to every appropriate authority and to the laws of the land and of GOD in everything that it does. It submits itself to the highest principles of responsibility, responsiveness, and moral uprightness.

## **INTEGRITY**

ISU adheres to high moral soundness internally and externally. It dispenses and upholds honesty in thoughts, in words and in deeds and conducts transactions with transparency and accountability. It submits itself to highest level of professional standards and individual and corporate wholeness. The Lord God is its icon of integrity.

## **UNIVERSITY GOALS**

### **1. Instruction**

Provision of tertiary and graduate education that meets the prescribed standards of quality and excellence and cater to the needs and demands of all sectors while bridging the gap between supply and demand of graduates, thus setting right the unbalanced distribution of local and foreign manpower.

### **2. Research and Development (R & D)**

Conducts researches to improve professional and management practices supportive to the promotion of quality and excellence, relevance and responsiveness, effectiveness and efficiency, access and equity, in the various curricular programs and other functions of the University and to promote countryside development through the generation, verification, adoption, and commercialization of appropriate technologies and strategies for sustainable development which are relevant and responsive to quality and excellence.

### **3. Extension and Training**

Provides distinctive community extension services, delivers programs and projects along with distinctive competencies that will produce more vital changes and impact.

### **4. Production**

Generates income to support instruction, research, extension programs, projects and activities and sources outside funding for other facilities and equipment to augment University allocation for the program.

## ACADEMIC PROGRAMS

### ECHAGUE CAMPUS

#### SCHOOL OF VETERINARY MEDICINE

Doctor of Veterinary Medicine

### COLLEGE OF AGRICULTURE

#### Graduate Programs:

Ph.D. in Rural Development  
Ph.D. in Agricultural Sciences  
Major in: Crop Science  
Animal Science

M.S. in Agricultural Sciences  
Major in: Crop Science  
Animal Science

#### Undergraduate Programs:

Bachelor of Science in Animal Husbandry  
Bachelor of Science in Agriculture  
Bachelor of Science in Agri-Business  
Major in: Agri-Business Management,  
Coop. Development

Bachelor of Science in Forestry  
Bachelor of Science in Rural Development  
Bachelor of Science in Environmental Science

### COLLEGE OF ARTS & SCIENCES

#### Graduate Programs:

Master of Science  
Major in: Mathematics Education

Biology Education  
Chemistry Education  
Master of Arts in Psychology  
Master of Biology  
Master of Chemistry  
Master of English  
Master of Mathematics  
Master of Psychology

#### Undergraduate Programs:

Bachelor of Science in Biology  
Bachelor of Science in Criminology  
Bachelor of Science in Mathematics  
Bachelor of Science in Psychology  
Bachelor of Arts in English  
Bachelor of Arts in Psychology  
Bachelor of Arts in Political Science  
Bachelor of Arts in Mass Communication

## **COLLEGE OF BUSINESS, ACCOUNTANCY & PUBLIC ADMINISTRATION**

### **Graduate Programs:**

Ph.D. in Community Development  
Ph.D. in Institutional Development and Management  
Doctor of Public Administration  
Master in Public Administration  
Master in Business Administration

### **Undergraduate Programs:**

Bachelor of Science in Business Administration  
Major in: Human Resource Development. & Management  
Marketing Management  
Management Accounting  
Cooperative and Economic Development

Bachelor of Science in Hotel, Restaurant and Tourism Management  
Bachelor of Arts in Public Administration  
Bachelor of Science in Accountancy  
Bachelor of Science in Entrepreneurship

## **COLLEGE OF ENGINEERING**

### **Graduate Program:**

Master of Science in Agricultural Engineering

### **Undergraduate Programs:**

Bachelor of Science in Agricultural Engineering  
Bachelor of Science in Chemical Engineering  
Bachelor of Science in Civil Engineering

## **INSTITUTE OF INFORMATION & COMMUNICATION TECHNOLOGY**

### **Undergraduate Program:**

Bachelor of Science in Information Technology  
Bachelor of Science in Information System  
Computer Secretarial

## **COLLEGE OF TEACHER EDUCATION**

### **Graduate Program:**

Master of Arts in Education (MAEd)  
Major in: Filipino  
Home Technology  
Social Science  
English

### **Undergraduate Programs:**

Bachelor of Elementary Education  
Bachelor of Secondary Education  
Major in: English  
Filipino  
Technology & Livelihood Education  
Mathematics  
MAPEH  
Social Science  
Library & Information Management

### **SPECIAL PROGRAM**

#### **Expanded Tertiary Education and Equivalency Accreditation Program (ETEEAP)**

- Bachelor of Science in Agri-Business
- Bachelor of Science in Agriculture
- Bachelor of Science in Entrepreneurship

### **SANTIAGO CITY – EXTENSION**

#### **Undergraduate Programs:**

Bachelor of Science in Agriculture  
Bachelor of Science in Information Technology

### **PALANAN – EXTENSION**

#### **Undergraduate Programs:**

Bachelor of Science in Agriculture  
Bachelor of Secondary Education  
Bachelor of Elementary Education  
Bachelor of Science in Information Technology  
Bachelor of Science in Inland Fisheries

### **JONES CAMPUS**

#### **Undergraduate Programs:**

Bachelor of Science in Agriculture  
Bachelor of Science in Information Technology  
Bachelor of Secondary Education  
Major in: English  
  
Bachelor in Elementary Education  
Bachelor of Science in Criminology

### **ANGADANAN CAMPUS**

#### **Undergraduate Programs:**

Bachelor of Science in Industrial Technology (Ladderized)  
  
Major in: Automotive Technology  
Electrical Technology  
Electronics Technology  
Food Service and Management

Bachelor of Technical Teacher Education  
Major in: Automotive Technology  
Food Service and Management

Bachelor of Secondary Education  
Major in: Math  
Filipino

Bachelor of Science in Criminology  
Bachelor of Science in Information Technology  
Associate in Hotel & Restaurant Management

## **CAUAYAN CAMPUS**

### **COLLEGE OF LAW**

Bachelor of Laws

### **COLLEGE OF COMPUTING AND INFORMATION TECHNOLOGY**

#### **Graduate Program:**

Master of Information Technology

#### **Undergraduate Programs:**

Bachelor of Science in Information Technology  
Bachelor of Science in Computer Science

#### **Undergraduate Programs:**

Bachelor of Science in Information Technology  
Bachelor of Science in Computer Science

## **SCHOOL OF ARTS AND CRIMINOLOGY**

#### **Undergraduate Programs:**

Bachelor of Arts  
Major in: Legal Management  
English  
Political Science

Bachelor of Science in Criminology

## **INSTITUTE OF TEACHER EDUCATION**

#### **Graduate Programs:**

Doctor of Education major in Educational Management  
Master of Arts in Education

#### **Undergraduate Programs:**

Bachelor of Secondary Education  
Major in: English  
Physical Science

Mathematics  
Filipino

Bachelor of Elementary Education

## **COLLEGE OF BUSINESS AND MANAGEMENT**

### **Graduate Programs:**

Master in Public Administration  
Master in Business Administration

### **Undergraduate Programs:**

Bachelor of Science in Accounting Technology  
Bachelor of Science in Entrepreneurship  
Bachelor of Science in Business Administration  
Major in: Financial Management

Bachelor of Science in Hotel and Restaurant Management

## **INSTITUTE OF AGRICULTURAL TECHNOLOGY**

Bachelor of Agricultural Technology  
Diploma in Agricultural Technology

## **POLYTECHNIC SCHOOL**

### **Undergraduate Programs:**

Bachelor of Science in Industrial Technology  
Major in: Automotive Technology  
Electronics Technology

Certificate of Mechanical Technology (Three Years)  
Certificate of Automotive Technology (Two Years)  
Certificate of Electronics Technology (Two Years)  
Certificate of Electrical Technology (Two Years)  
Associate in Aircraft and Maintenance Technology (Two Years)

## **SAN MATEO CAMPUS**

### **Undergraduate Programs:**

Bachelor of Technical Teacher Education (Ladderized)  
Major in: Garments, Fashion and Design  
Electrical Technology  
Drafting Technology  
Electronics Technology

Bachelor of Science in Information Technology  
Bachelor of Secondary Education  
Major in: Mathematics  
Technology & Livelihood Education

## **ROXAS CAMPUS**

### **Undergraduate Programs:**

Bachelor of Science in Agriculture  
Bachelor of Science in Information Technology  
Bachelor of Secondary Education  
Major in: Filipino  
Mathematics

Bachelor of Science in Inland Fisheries  
Bachelor of Science in Agri- Business  
Bachelor of Science in Criminology

## **ILAGAN CAMPUS**

### **COLLEGE OF INDUSTRIAL TECHNOLOGY EDUCATION**

#### **Graduate Program:**

Master of Arts in Industrial Education

#### **Undergraduate Programs:**

Bachelor of Science in Industrial Technology  
Bachelor of Technical Teacher Education  
Major in: Electronics Technology  
Automotive Technology  
Electrical Technology  
Food Service and Management  
Drafting Technology  
Garments Technology  
Cosmetology

Bachelor of Secondary Education  
Major in: Physics  
Mathematics  
Technology & Livelihood Education

Bachelor of Science in Hospitality and Industry Management

## **COLLEGE OF NURSING**

### **Undergraduate Programs:**

Bachelor of Science in Nursing  
Bachelor of Science in Midwifery  
Midwifery

## **COLLEGE OF ENGINEERING, ARCHITECTURE AND TECHNOLOGY**

### **Undergraduate Programs:**

Bachelor of Science in Architecture  
Bachelor of Science in Electrical Engineering  
Bachelor of Science in Civil Engineering  
Bachelor of Science in Information Technology

## **SAN MARIANO CAMPUS**

### **Undergraduate Programs:**

Bachelor of Agricultural Technology  
Bachelor of Secondary Education  
Major in: Physical Science  
Technology & Livelihood Education

Bachelor of Science in Forestry (first 2 years)  
Bachelor of Science in Hotel & Restaurant Management  
Bachelor of Science in Information Technology (Ladderized)  
Diploma in Agricultural Technology

## **CABAGAN CAMPUS**

### **COLLEGE OF TEACHER EDUCATION**

#### **Graduate Programs:**

Doctor of Education  
Major in: Educational Management

Master of Arts in Education  
Major in: English  
Filipino  
Mathematics  
Science  
Social Science

#### **Undergraduate Programs:**

Bachelor of Elementary Education  
Bachelor of Secondary Education  
Major in:  
Social Science  
Mathematics  
English  
Physical Science  
Filipino

Bachelor of Science in Hotel & Restaurant Management

## **PROVINCIAL TECHNICAL INSTITUTE OF AGRICULTURE**

#### **Graduate Program:**

Master of Science in Agriculture

#### **Undergraduate Programs:**

Bachelor of Science in Agriculture  
Bachelor of Science in Agri-Business  
Bachelor of Agricultural Technology  
Diploma in Agricultural Technology

## COLLEGE OF FORESTRY & ENVIRONMENTAL MANAGEMENT

### Graduate Programs:

Ph.D. in Resource Management  
Major in: Environmental Management  
Forest Resource Management

Master of Science in Forestry  
Master of Science in Environmental Studies

### Undergraduate Programs:

Bachelor of Science in Forestry  
Bachelor of Science in Environmental Science

## COLLEGE OF DEVELOPMENT COMMUNICATION & ARTS & SCIENCES

### Graduate Programs:

Master of Science in Development Communication  
Master of Science in Biology

### Undergraduate Programs:

Bachelor of Science in Development Communication  
Majors in: Development Journalism  
Educational Communication

Bachelor of Physical Education  
Bachelor of Science in Law Enforcement Administration  
Bachelor of Science in Biology  
Bachelor of Arts  
Major in: Sociology

Bachelor of Science in Information Technology  
Bachelor of Science in Criminology  
Bachelor of Science in Computer Science  
Bachelor of Science in Computer Engineering

## II

### ACADEMIC POLICIES

#### A. ADMISSION POLICIES

The University admits or re-admits students who meet the admission requirements. The University implements open admission to all new entrants (freshmen/ transferees) except applicants for the Bachelor of Science in Nursing and Bachelor of Science in Accountancy who shall satisfy the basic requirements for enrollment in these programs.

Except transferee students from within the system, freshmen and new entrants must take the University Admission Test.

##### 1. ADMISSION REQUIREMENTS

###### a. Freshman Students

- a.1. Report Card (Form 138)/ Permanent Record (Form 137A)
- a.2. Certificate of Good Moral Character
- a.3. Four (4) copies of 2x2 ID Picture with White Background and Name Tag
- a.4. NSO Authenticated copy of Birth Certificate
- a.5. Other requirements prescribed by the College/ Department, CHED, PRC as deemed necessary
- a.6. Certificate of Rating (for ALS Graduate)

##### Additional requirements for some programs:

###### BS Nursing:

1. Certification issued by high school Principal/ Registrar that the applicant belongs to the upper 40% of the graduating class
2. Must have at least 85% General Weighted Average (G.W.A.).
3. Must pass the entrance/ admission test given by the Office of Student Affairs and Services
4. Must pass the interview of the screening committee of the college
5. Must pass the medical and dental examination administered by the University
6. Must satisfy all other requirements as prescribed and deemed necessary

###### BS Accountancy:

1. Certification issued by the high school Principal/ Registrar that the applicant belongs to the upper 10% of the graduating class
2. Must have score of at least 35% or higher in the University entrance/admission test

###### b. Graduate Students

- b.1. Original Transcript of Records
- b.2. The entry requirements in the Doctoral and Master's Degrees are appropriate master and baccalaureate degrees respectively. An applicant with a General Weighted Average (G.W.A.) of 2.0 or its equivalent with no failing grade in both levels and from recognized institutions shall be admitted to any of the graduate programs offered.
- b.3. Applicants to the graduate programs who do not meet the minimum grade requirement shall be accepted on a probationary period of one term and shall carry a maximum load of nine units, but not less than six units
- b.4. A student shall be accorded regular status in the succeeding term provided that he maintains a GWA of 2.0 or higher

- b.5. Applicants may be required to take up additional enrichment courses at the Undergraduate level (for Master's applicants) and at the Master's level (for Doctoral degree applicants), to be determined by the Dean of the College or the Department/Program Chair, as may be deemed necessary in the pursuit of the chosen field of study.

**c. Foreign Students**

A foreign applicant may be admitted to the freshman class if he meets the following:

- c.1. Pass the University Admission Test/College Admission Test
- c.2. Submit the following valid credentials:
- a) Student Visa
  - b) Four (4) copies of 2x2 ID Picture with White Background and Name Tag
  - c) Student permit-certification from the embassy of eligibility to study in the Philippines.
  - d) Two (2) copies of affidavit of support or certification from a reputable bank in the applicant's country about his capability to finance travel, educational, personal and other expenses that are expected to be incurred while staying in the Philippines.
  - e) Authenticated copy of birth certificate.
  - f) Certificate of completion of a secondary curriculum or its equivalent
  - g) Certificate of good moral character issued by the last school attended
  - h) Security clearance from the embassy
  - i) Alien Certificate of Registration (ACR)
  - j) Statement of Personal History
  - k) Applicant from a non-native English speaking country will be admitted if his English Proficiency Test score in the Test of English as a Foreign Language (TOEFL) is equivalent to 550 or have an International English Language Testing System (IELTS) test result equivalent to 6
  - l) Medical certificate and drug test result
  - m) Approved application for admission
  - n) Payment of a non-refundable application fee.
- c.3. Pass the requirements set by the concerned college
- c.4. Meet all the requirements prescribed by the Department of Foreign Affairs (DFA) and the Bureau of Internal Revenue (BIR)
- c.5. For transferee students, the following are the additional requirements:
- a) Official Transcript of Records or Original Scholastic Records/credentials showing all the subjects taken from the previous school attended
  - b) Honorable Dismissal
  - c) Validation of subjects taken from other institutions
  - d) A notice of acceptance shall be issued to the student applicant upon completion and submission of all requirements
- c.6. The University shall implement the policies, rules and regulations as embodied in Executive Order No.285 (Entry and Re-entry of Foreign Students)

**d. Transfer Students**

**d.1. Incoming Transfer Students**

A transfer student from another institution maybe admitted to the University upon compliance of the requirements as follows:

- a) He must not have incurred more than two (2) failing marks from his previous institution
- 1) The applicant must submit the following:
- a) Official Transcript of Records (OTR) or Certification of Grades
  - b) Certificate of Honorable Dismissal

- c) Certificate of Good Moral Character from the last school attended
- d) Four (4) copies of 2x2 ID Picture with White Background and Name Tag
- e) Validated subjects (for students coming from private institutions)
- f) NSO Birth Certificate

### **Validation of Subjects**

A transferee student may apply for validation of subjects taken from another institution following the procedures below:

1. Must submit credentials for evaluation and secure a validation form from the Registrar's Office.
2. Must report to the Dean for test validation.
3. Must submit validation test results to the Registrar's Office and proceed for enrollment.
4. Subjects taken from other State Universities or Colleges (SUCs) need not be validated provided that the course description/content and the number of units of the subject to be validated are the same.
5. Must pay a validation fee of P20.00 per subject at the Cashier's Office.

#### **e.1. Out-Going Students**

A student of ISU who will transfer to another school must submit duly accomplished University clearance together with the receipt of payments for the Transcript of Records (TOR) at the Registrar's Office. Credentials are made available not exceeding 15 working days after application.

#### **e.2. Returning Students**

Returning students must apply for re-admission in their respective colleges. The Department concerned evaluates the students' scholastic records and a duly accomplished re-admission form. Returning students shall be interviewed by the Guidance Counselor after the final approval by the Executive Officer/Campus Administrator.

The following are required of returning students:

- a) Approved Leave of Absence (LOA)
- b) Certificate of Grades/ Honorable Dismissal
- c) Evaluation of the College Registration Adviser
- d) Other requirements prescribed by the College/Department

### **Procedure in Securing Leave of Absence**

1. A student who intends not to enroll for more than one semester must file for Leave of Absence (LOA). The following must be observed.
2. Consult the Guidance Counselor and request a leave of absence form from the OSAS.
3. Submit to the Registrar's Office the application for a leave of absence and extension of enrollment duly signed by parents/guardians and academic head/adviser.
4. Attach supporting documents, e.g., medical certificate, other proofs to the application.
5. A regular student loses her/his status as a student in residence, if the leave of absence exceeds one to two academic years.
6. A renewal of the leave of absence shall be determined by the Registrar's Office. (Leave of absence will be excluded in the count of four-year term for regular student and five-year term for working student.)

## **Student Residency**

The maximum number of years that a student is allowed to pursue an academic program in the University beyond the program length of his chosen degree is 1.5times the prescribed number of years for the program.

The following are the prescribed maximum number of years of residency:

- 2- year course -3.0 years
- 4- year course -6.0 years
- 5- year course -7.5 years
- 6- year course -9.0 years

In the event that a student fails to finish the course within the prescribed maximum residency period he will not be allowed to re-enroll in the University.

## **2. REGISTRATION PROCEDURE**

A student is considered officially enrolled when he has paid his tuition or other fees on the prescribed period.

### **a. Freshmen and Transferees**

- a.1. Proceed to the Admission/Guidance Office to secure and fill-up the Application Form for Entrance Examination.
- a.2. Pay testing fee at the Cashier's Office.
- a.3. Take the test and secure test result from the Guidance Unit.
- a.4. Proceed to the respective college for interview.
- a.5. Undergo physical examination at the Medical/ Dental Office
- a.6. Secure student number at the Registrar's Office.
- a.7. For scholars, get approval of Scholarship from Scholarship Unit.
- a.8. Proceed to the Registrar's Office for the encoding of subjects and assessment of fees.
- a.9. Pay the assessed fees at the Cashier's Office.
- a.10. Secure class cards at the Registrar's Office (not automated enrollment)
- a.11. All freshman students must enroll in the National Service Training Program (NSTP) in adherence to R.A. 9163 (NSTP Act 2001).
- a.12. Proceed to the Campus Business Affairs Office (CBAO) for I.D. Processing.

### **b. Old Students**

- b.1. Secure certification of final grades/class cards from the respective colleges.
- b.2. Fill up a registration form and submit to the registration advisers for approval.
- b.3. Scholars who have already secured Certificate of Scholarship from the Office of the Scholarship Coordinator shall proceed to the Registrar's Office for the assessment of fees.
- b.4. Pay fees at the Cashier's Office.

### **c. Classification of Students**

*Students are classified as follows:*

- c.1. Regular student: one who is registered for formal academic credits and who carries the full load required in a given semester by his curriculum.
- c.2. Irregular student: one who is registered for formal credits but who carries less than the full load required in a given semester by his curriculum
- c.3. Continuing Professional Education student (CPE): one who has finished a degree program and enrolled in education/major subjects in a given semester/ summer/ term for enhancement or enrichment.

### **3. DROPPING/ADDING/ CHANGING OF SUBJECTS**

#### **a. Dropping**

A student who plans to drop a subject/s must:

- a.1. Secure a dropping form from the Registrar's Office.
- a.2. Have it signed by the student, subject professor/instructor with the approval of the Registration Adviser, noted by the Dean, and approved by the Registrar.
- a.3. Dropping of subjects/course shall be done before the preliminary examination, otherwise, the student is automatically given a grade of 5.0

#### **b. Dropping of Subjects without Records**

- b.1. No record shall appear in the Transcript of Records of Student if a subject enrolled is officially dropped within three days after the start of classes.

#### **c. Dropping of Subjects with Records**

- c.1. A student receives a mark of "DROPPED" if dropping is done before the preliminary examination.

#### **d. Unofficial Dropping of Subjects**

- d.1. Any student who dropped a subject/s without following the required procedure is automatically given a grade of "5.0" in each subject.

#### **e. Adding/Changing of Subjects**

Procedures for adding/changing of subjects:

- e.1. Secure adding/changing form from the Registrar's Office.
- e.2. Adding/changing of subjects must be made within 7 days after the first day of classes to be submitted to the Registrar for final approval.
- e.3. Changing of schedule of classes must be approved by the Registrar.

### **4. CROSS ENROLLMENT**

Students may be allowed to cross enroll in accredited Higher Education Institutions (HEIs) provided that they follow the existing rules on cross registration and academic load.

#### **Procedures for Cross Enrollment**

1. Secure permit form from the Registrar's Office.
2. Seek recommendation from the Adviser, the Department Chairman, the Dean and the Registrar.
3. Have the permit be approved by the Executive Officer/ Campus Administrator/Campus Coordinator.

### **5. CHANGING OR SHIFTING OF PROGRAM, COURSE OR MAJOR**

A student who intends to change or shift to another program, or major must observe the following:

- a. A student shall only be allowed to shift to another program offered within the University after completing at least one semester of the current program.
- b. Shifting to another program shall be approved by the mother department or college and by the accepting department or college.
- c. Changing of program or major more than twice is not allowed.
- d. A student who is academically disqualified in one program but not from the university may be eligible to change his program or major subject.
- e. A student enrolled in a developmental course and shifted to non-developmental course is required to pay his tuition fees enjoyed from the free-tuition fees.

## **6. PROCEDURE IN SHIFTING A PROGRAM**

- a. Secure shifting form at the Registrar's Office.
- b. Letter of consent from the parents is required.
- c. Take qualifying examination as deemed necessary by the admitting College.
- d. Go back to the Registrar's Office and submit the duplicate copy of the shifting form.

## **7. FUSED SUBJECTS**

The Dean/Department Chair shall determine the sections to be fused based on the following criteria:

- a. Sections with the same subject codes, subject titles, number of units and with the same schedules shall be fused if the number of students enrolled does not meet the required minimum class size.
- b. A student enrolled in a dissolved section shall be accommodated in other sections. If the student decides not to take the subject, it shall be dropped after accomplishing the dropping form.

## **8. OFFERING OF UN-PROGRAMMED SUBJECTS**

1. Since many students get failing grades in most basic subjects, it is therefore recommended that these subjects be offered immediately the following term upon request of students concerned to be handled preferably by competent part-time teachers. In the absence of part-time teachers to handle unprogrammed subjects, regular teachers may handle these subjects but they must not be overloaded.
2. The unprogrammed subjects can be offered if it meets the minimum number of enrollees which is 30 to break even with the remuneration of already on contract of service to the University.
3. In cases where the number of students enrolled does not meet the required number of 30, the balance in expected tuition fee collections shall be paid by the enrolled students or for humanitarian reasons, the number of twenty five (25) will be enough to open the subject/class without requiring the students to pay an additional amount provided that the pay of the faculty would only be what is collected from the students.
4. In cases, where the faculty to handle the subject is a regular faculty and will cause an excess in his/ her workload, the pay should be commensurate to the tuition fee collected from the enrolled students of less than 30 or equivalent to the pay of faculty on contract of service in cases where the number of enrolled students is 30 and above.
5. Students who are qualified to enroll in an unprogrammed subject should only be those who failed in the subject the previous semester/ s or the irregular students. This will prevent exodus of interested students to enroll in the unprogrammed subjects and hence will safeguard and maintain their being in regular status.
6. Standards of instruction must be consistent and observed in teaching the course/ subject just like when it is regularly offered.
7. That the offering of unprogrammed subjects commence during the first semester of School Year 2012-2013 upon approval by the honorable members of the Board of Regents.
8. Standards of instruction must be consistent and observed in teaching the course/ subject just like when it is regularly offered.

9. That the offering of unprogrammed subjects commence during the first semester of School Year 2012-2013 upon approval by the honorable members of the Board of Regents

## **9. PETITION FOR TUTORIAL CLASS**

- a. A petitioned subject with less than the minimum number of students required is considered as tutorial class. Sections of off-semester subjects with enrollees below the minimum number required are considered tutorial classes and shall be charged as such.
- b. Students who signed up for a petitioned or tutorial class will not be allowed to withdraw from the class once it becomes official. The department will inform students about this condition before signing-up.
- c. Students must accomplish Petition or Tutorial Class Form and must follow the procedures and requirements as indicated in the form.

## **B. RETENTION POLICIES**

### **1. Academic Status**

Students are classified according to academic status depending on their scholastic performance as follows:

- a. Clear Status - students who do not have any failing and incomplete grade.
- b. Good Status - students who obtained a final grade of “5” in less than 25% of the total number of academic units enrolled during the semester.
- c. Warning- students who obtained a final grade below “5” in 25%- 50% of the total number of units enrolled during the semester.
- d. Probation – students who obtained a final grade below “3” in 50% of the total number of units enrolled during the semester.
- e. Dismissed- students who, at the end of the semester obtained a grade below “3” in 75% but less than 100% of the total number of academic units enrolled during the semester will be dismissed from the program, but may apply to enroll in another program.
- f. Permanent Disqualification – students who, at the end of the semester failed in all his subjects during the semester shall not be allowed to enroll in any program offered in all campuses of the university.

### **2. Retention Policies of Some Programs**

Selective retention policies of some programs/courses requiring board or licensure examinations are prescribed as follows in addition to the general retention policy of the university.

- a. College of Agriculture - students must maintain a General Weighted Average of “2.75” or higher within the first two (2) years.
- b. College of Teacher Education - students must maintain a General Weighted Average of “2.25” or higher in his first year and must pass the battery examination.
- c. College of Business, Accountancy and Public Administration students taking up BS Accountancy:
  - c.1. Must maintain a General Weighted Average of “2.0” within the first 2 years before entering the third year.
  - c.2. Must pass the qualifying examination as prescribed by the department.
  - c.3. Must have passed all the basic requirements for accounting subjects.
  - c.4. Students under this program who got grades of “2.5” in any major subject must attend remedial classes as prescribed by the department.
- d. School of Veterinary Medicine - Students under this program must undergo two (2) levels of education program: the Preparatory Veterinary Medicine Program and Professional Veterinary Medicine Program or DVM proper.

- d.1. Under the first level (Pre-Vet Program), open admission is implemented and it must strictly follow the University Policy for the first two (2) years.
- d.2. For admission to DVM Proper, students must pass the National Veterinary Admission Test(NVAT) administered by the Commission on Higher Education (CHED) as per CMO No.29.s.2004. This is given in addition to admission requirements as per CHED Minimum Standards (CMO No. 37, s. 1998) for DVM program which are the following:
  - a) Completion of the preparatory veterinary curriculum.
  - b) Have a degree in Bachelor of Arts (AB) or in Bachelor of Science (BS) degree or its equivalent.
- e. College of Nursing - Students pursuing B.S. Nursing Course must undergo preparatory (Levels I and II) and professional program (Levels III and IV).
  - e.1. The general university retention policy is applied to Level I & Level II.
  - e.2. Application for Level III must be completed and the student must successfully pass the required major subjects offered in the past 2 years and at least have a grade of 2.5 or higher.
  - e.3. Students who failed in a major Nursing subject twice will be automatically disqualified to continue the Nursing program.
  - e.4. Must pass the qualifying examination as prescribed by the department upon completion of the preparatory program and all requirements before entering third year.
  - e.5. Must pass the interview following criteria set by the committee:
- f. The rules for dismissal must not apply to senior students or students in the last year of their curricular program.

## **C. ACADEMIC POLICIES**

### **1. ACADEMIC LOAD**

- a. Students are allowed to enroll the maximum required number of units prescribed in their curricular programs in each semester.
- b. Irregular students shall not take more than 26 academic units per semester.
- c. Graduating students shall be allowed to take a maximum of 27 units excluding course audit during the last semester and 12 units during the summer term.
- d. For Teacher Education programs where the last semester is intended for student teaching, students with deficiencies in professional education and major subjects are not allowed to undergo practice teaching. However, students with deficiencies in general education subjects could enroll six units simultaneous with practice teaching.

### **2. ACADEMIC CREDIT SYSTEM**

- a. In general, credit for a course is determined by the number and length of class meetings per week per semester. For a lecture subject, a class meeting of three (3) hours a week earns three (3) units of credit. For a laboratory subject, a class of three (3) hours a week earns 1 unit of credit.
- b. Students must follow the sequence of subjects according to the approved curriculum. Subjects with pre-requisites are marked as such in the curriculum. Subjects taken and completed without satisfying the prescribed pre-requisite will not be credited for graduation purposes.
- c. Simultaneous enrollment in a semester of pre-requisite and succeeding subjects is to be avoided. If done without proper permit, only the pre-requisite subject may be credited during the semester.
- d. In general, students may be allowed to enroll one academic program at a time where their subjects are included in the curriculum.

### **3. SCHOOL TERMS**

The academic year is composed of three (3) terms, two (2) semesters with eighteen (18) weeks each and one (1) summer of six (6) weeks.

### **4. SUSPENSION OF CLASSES**

- a) Classes will be suspended by the proper authority due to fortuitous events/ force majeure.
- b) Automatic suspension due to typhoons and other calamities must be based on national/local policies.

### **5. EXAMINATION PERIOD**

- a. Prelim, Midterm and Final examinations are scheduled by the Registrar's Office.
- b. No teacher is allowed to change the approved schedule or even the venue of classes without prior approval by the Dean.
- c. Students taking examination held outside the official examination scheduled with valid reason/s will be charged an amount of Fifty Pesos (50.00) per subject.
- d. Integration period of one (1) day may be allowed before the final examination to enable students to review and prepare for the said examination.
- e. Students must have their permits signed by the faculty or proctor after each examination as proof of having taken the examination.

### **6. SPECIAL EXAMINATIONS**

- a. It shall be the obligation of all students to take the periodic examinations on time as scheduled.
- b. Students who failed to take the examination on the scheduled date may be allowed to take special examinations provided that a permit shall have been issued by the office of the Dean or in his absence, the Program Chair, under the following conditions:
  - b.1. A request letter must be submitted to the Dean citing therein the reasons why the student failed to take the examination as scheduled;
  - b.2. The Dean shall determine whether there exist valid reasons as bases for granting the permit to take special examination. The valid reasons for the grant of permit shall include, but not limited to: 1) illness and accident which hamper the student's mobility as certified to by a government physician; and 2) death of an immediate member of his family and such other grounds that are deemed just and reasonable within the sound discretion of the Dean;
- c. If Dean denies the request, a special examination permit will not be issued. Hence, the student shall be given a failing mark for the corresponding examination the student failed to take;
- d. If the reasons set forth are found meritorious and supported with evidence, a permit shall be issued after payment of an amount of Fifty Pesos (50.00) representing the special examination fee. This amount shall be paid directly to the cashier of the campus and must be duly receipted.
- e. Special examination may be given within two (2) weeks after the scheduled periodic examination.
- f. Special examinations shall be based on the syllabus. The Dean may designate a faculty member who shall administer the special examination if the Instructor of the student is not available.

## 7. ATTENDANCE

Regular and punctual attendance in classes and related activities is required.

- a. When the number of absences (excused or not excused) exceeds 20% of the prescribed number of hours, the student will be automatically dropped from the class.
- b. If majority of the absences are not excused, the student will be given a grade of “5.0”.
- c. Tardiness of 15 minutes shall be equivalent to one- hour period of absence.

## 8. SUBSTITUTION OF SUBJECT

The student shall request for substitution of subject to be approved by the Dean after consultation with the Registrar. Subject to be taken in lieu of the required subject must carry the same number of units and course contents as the latter.

## 9. GRADING SYSTEM

- a. At the end of each term, student’s grades will be given in accordance with the following approved grading system:

Grade	Equivalent in Percent
1.0	98- 100
1.25	95- 97
1.50	92- 94
1.75	89- 91
2.0	86- 88
2.25	83- 85
2.50	80- 82
2.75	77- 79
3.0	75- 76
5.0	74 and below (Failed)
Inc	Incomplete

- b. A grade of “5.0” signifies failure and requires re- enrollment or repetition of the subject.
- c. Incomplete grade is given to a student whose class standing throughout the semester is passing but fails to satisfy any of the prescribed requirements by the subject teacher. Completion must be made within one academic year, otherwise he will automatically be given a grade of “5.0”.
- d. If the student’s general performance is passing but fails to take final examination, he shall be given a grade of “Incomplete.” However, if the performance is below passing and fails to take the final examination, a grade of “5.0” shall be given.
- e. Completion form must be secured from the Registrar’s office
- f. Completion fee of P 50.00 per subject will be paid at the Cashier’s Office
- g. A failing grade of 5.0 is given to a student who:
  - g.1. Failed to satisfy the academic requirements as stated in the approved syllabus.
  - g.2. Exceeded the maximum number of allowable absences and failed to drop the subject officially within the prescribed dropping period.

## **10. GUIDELINES FOR CORRECTION OF ENTRIES IN THE SCHOLASTIC RECORDS OF STUDENTS**

1. This shall apply to any request for the correction of entries such as grades, inadvertent non-inclusion of names of students in the grading sheet and other matters concerning erroneous entries in the scholastic records of students.
2. A pro forma request form for correction of entry shall be filed by a faculty to the office of the dean stating therein the facts of such erroneous entry. He shall pay a filing fee amounting to Fifty Pesos (50.00) to the office of the cashier and the same must be duly receipted. The request is not considered filed if the filing fee is not paid.
3. The faculty shall attach to his request the following documents: authenticated copy of the class record; and/or other pertinent documents to prove the claim such as but not limited to quizzes and test papers showing the result of examination.
4. The Dean will resolve the request within five (5) working days from filing and submit his decision to the registrar. If the request is granted the same shall be forwarded to the registrar to effect the correction. If the request is denied the faculty may appeal within seven (7) working days from receipt of notice of such adverse decision or final action to the office of the Executive Officer/Campus Administrator. The decision is final and non appealable.
5. In campuses where no Dean is designated, the Department Chairman shall assume the function of the Dean insofar as this guideline is concerned.
6. The right to file a request for correction of entry shall be within a period of one (1) year from the date of receipt of certification of grades from the Office of the Registrar.
7. All data entered in the scholastic records of student which are the subject of corrections before the approval of this guideline may be corrected by filing a request within one (1) year from the date of approval. All requests filed after the deadline of prescriptive periods as stipulated herein shall be barred.

## **11. ACADEMIC AWARDS**

### **University Scholars**

A full time student who obtained a GWA of 1.50 or above will be included in the list of University Scholars.

### **College Scholars**

A full time student who obtained a GWA of 1.75 or above at the end of each semester may be included in the list of College Scholars

## **12. GRADUATION WITH HONORS**

The following are Guidelines for Academic Honors: Any student who completed his/her course within the prescribed period for the curriculum and meets the following requirements is entitled to graduate with honors.

- a. Prescribed General Weighted Average:

1.00 to 1.20-Summa Cum Laude  
1.21 to 1.45-Magna Cum Laude  
1.46 to 1.75-Cum Laude

- b. Candidates with honors must not have been charged and found guilty of any gross violation of existing rules and regulations punishable by one (1) week suspension at the very least.

- c. Candidates with honors must not have incurred a grade below 2.5 in any of his enrolled subjects whether it is academic or non-academic.
- d. Must have completed at least 75% of total academic units required in his curriculum in the University.
- e. Must have taken the normal load or the prescribed number of credits in the curriculum in each semester which is not less than fifteen (15) units but for some meritorious cases such as unavailability of subjects to be enrolled except his last semester where he will be allowed a lighter academic load.
- f. Grades in all academic subjects/ courses required whether taken at ISU or from another school, will be considered in the computation of the GWA except those of non- academic courses such as PE and NSTP.
- g. The candidate's grades in all his subjects enrolled whether or not prescribed/required, in his curriculum will also be considered in the computation of his GWA.
- h. If the candidate is a transferee, all the subjects/courses taken from his/her former school whether required and not required in his curriculum will be considered in the computation of his GWA. He must not also have incurred any failing, conditional and failing mark in all his subjects/courses taken from his former school.
- i. Candidates must finish their courses within the prescribed number of years.

### **13. GRADUATION REQUIREMENTS**

A student shall be recommended for graduation upon satisfying all academic and other requirements prescribed by the University Academic Council.

The following are the requirements for graduation:

#### **a. Completion of Deficiencies**

All candidates for graduation must have their deficiencies completed and cleared one month before the end of their last semester at the University. For currently enrolled subjects, requirements must be completed on or before the deadlines set by the campus.

#### **b. Completion or Residence Requirement**

No student shall graduate from the University unless he has completed at least one academic year of residence work. The residence requirement of one (1) academic year must be satisfied immediately prior to graduation.

#### **c. Filing of Application for Graduation**

Graduating student shall be required to apply for graduation at the Office of the Campus Registrar through the College Secretary within four (4) weeks after enrollment during his last semester

### **14. COMMENCEMENT, BACCALAUREATE AND HABILIMENTS**

- a. All graduating students are required to attend the commencement exercises and baccalaureate mass.
- b. Graduating students are required to wear their prescribed academic gowns including the color as follows: (for Agriculture & other related programs- green, for Teacher Education-light blue, College of Business, Accountancy & Public Administration -golden yellow, College of Engineering- maroon, College of Arts & Sciences - dark blue, Institute of Information and Communication Technology- lavender, School of Veterinary Medicine-gray and College of Nursing - apricot) during the baccalaureate and commencement exercises.
- c. Graduates can obtain their credentials and Honorable Dismissal Certificates by presenting receipts of payments and clearances at the Registrar's Office.

## 15. ACADEMIC DISCIPLINARY ACTIONS

- a. Any violation of the Code of Academic Integrity by any student is considered a grave offense punishable by expulsion. Any sanction lower than expulsion may be appealed and be subjected to approval by the University President.
- b. Any person who allegedly committed academic infractions will be given a chance to explain and defend his side in accordance with policies and procedures of the University on due process.
- c. In the case of a student, a written complaint on the incident will be submitted by the teacher or concerned personnel, or department chairperson or Dean of the affected student with specified date, time, subject and nature of offense. The Academic Dean will handle cases involving students. In the case of faculty member or academic and academic-related employee, complaints or charges will be handled by the Human Resource Development Office (HRDO) in accordance with established rules and regulations of the University. In the case of an academic officer, the Office of the Vice President for Academic and Related Affairs will assume jurisdiction.

## 16. MODE OF PAYMENT OF SCHOOL FEES

- a. Payment may be in cash or in installment basis.
- b. For installment basis, payment must be 35% of the total fees upon enrollment and the remaining balance must be paid on or before the scheduled prelim (35%), and mid-term (20%) and the remaining 10% for the final examination.

## 17. REFUND OF SCHOOL FEES

Refund of fees except registration fee is as follows:

- |  |        |
|--|--------|
| a. Before the start of regular semester classes            | -100%  |
| b. First week of the regular semester classes              | - 75%  |
| c. One week after the start of regular semester classes    | - 70%  |
| d. Two weeks after the start of regular semester classes   | - 50%  |
| e. Three weeks after the start of regular semester classes | - 25%  |
| f. In case of death during the semester or summer          | - 100% |

## 18. SCHOOL FEES

### A. Undergraduate Level

1. <b>Tuition Fee</b>	P 100.00 per unit
Medical/Health Course	
-Major Subjects	P 250.00 per unit
Law	P 400.00 per unit

Developmental Programs/ Agriculture – Related Programs\*

### 2. Other School Fees:

Entrance Fee	P 100.00
Registration Fee	P 50.00
Library Fee	P 100.00
Guidance Fee	P 20.00
Medical/Dental	P 50.00
SBO/SSC/SSCF	P 60.00
School Paper	P 50.00
Journal	P 50.00
Athletics	P 50.00
P.E. Fee	P 200.00 per P.E. Subj.

Socio-Cultural Fee	P 25.00
NSTP-ROTC/CWTS	P 150.00
F.A.L.P. (College of Agriculture students only)	P 20.00
Internet Fee	P 40.00
ID Fee	P 100.00
Insurance	P 40.00
Fine	P 50.00

**Student Development Fee\*:**

First Year	P 500.00
Second Year	P 400.00
Third Year	P 300.00
Fourth/Fifth/Sixth Year	P 200.00

**3. Laboratory Fee:**

Computer Laboratory	P 450.00
Technical Laboratory	P 100.00

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Free tuition fee, with minimum academic load of 18 units for a semester, must not incur failing, or incomplete grade in the preceding school semester and maintain a GWA of 2.75. Otherwise, P100.00/unit will be charged.

**B. Graduate Level:**

**1. Tuition Fees**

Master's degree	P 300.00 per unit
Doctoral degree	P 400.00 per unit

**2. Final Defense Fees**

Master's degree	P 8,500.00
Doctoral degree	P 12,000.00

**3. Other School Fees**

Entrance Fee	P 100.00
Registration Fee	P 50.00
Medical/ Dental	P 50.00
School Paper	
University Organ	P 50.00
Journal Fee	P 50.00
ID Fee	P 100.00
Course Audit	P 100.00 per unit

**4. Other Miscellaneous Fees:**

Transcript Fee	P 50.00
Certification Fee	P 30.00
Removal Fee/ Completion	P 50.00
Adding Fee	P 50.00
Validation Fee	P 20.00 per subject
Diploma Fee/ Certificate	
- w/ case	P 150.00
- w/o case	P 100.00
Authentication Fee	P 30.00

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Took effect 1st semester, SY 2010 - 2011 for new students only.

## **D. POLICIES ON SCHOOL UNIFORM**

### **a. Official School Uniform**

Wearing of the University uniform is strictly observed and enforced to students at all times while in the campus. The prescribed uniform conforms to the following specifications:

#### **MALE:**

White Polo with patch on the left chest (MTTh)  
Black straight- cut Pants  
Closed black leather shoes & black socks  
School ID  
Hair Style - Barber cut

#### **FEMALE:**

White long sleeve blouse with necktie (MTh)  
White short sleeve blouse with ribbon (T)  
Gianpolycheck A-cut skirt below the knee  
Closed black leather shoes  
School ID

On Wednesday or Non-uniform days, students are expected to wear appropriate/decent attire. Inappropriate attire for female are blouses with bare back, bare midrib, low or plunging neckline, spaghetti straps, haltered sleeves, hanging blouse, see-through garments, skirts two inches above the knee, shorts, leggings, beach and Japanese sandals and slippers.

Male students are discouraged from wearing distressed pants, shorts, sando, earrings, make-up, hair no more one inch below the hairline, and sporting colored or highlighted hair is neither allowed for both men and women.

### **b. OJT Uniform**

Fourth Year students who are on-the-job training are required to wear their official OJT Uniform prescribed by a committee composed of the OJT Coordinator, Dean and the Office of Student Affairs and Services.

### **c. P.E. Uniform**

The official P.E. uniform is white shirt with printed ISU Logo in the middle and a blue jogging pants with golden stripe on both sides. P.E. uniforms must only be worn during P.E. classes or during their activities sponsored by the PE classes.

### **d. Organizational Shirt**

The specified organizational uniforms may be worn only on Fridays as alternative uniform.

### **e. Identification Card**

It is a must to all students to have a valid I.D. every enrollment. The ID card must be worn at all times while in campus. Lost and found IDs must be surrendered to the Security Force of the University. All IDs shall be surrendered to the Librarian upon clearance.

In case students have lost their ID cards, they should immediately:

- a. Report to the Security Force.
- b. Secure declaration of loss from the OSAS.
- c. Present the current registration form.
- d. Apply for a new ID card at the Campus Business Affairs Office.

A student who graduates or withdraws from the university must surrender his ID card and Borrower's card to the University Librarian as a prerequisite to the signing of clearance.

**OFFICE OF STUDENT AFFAIRS AND SERVICES**  
**(Based on CMO No. 9, s 2013)**

*The Office of Student Affairs and Services provides sets of services that are concerned with academic support experiences of students to attain holistic student development.*

The University implements the following student services:

**Student Welfare Services**

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

**1. Information and Orientation Services.** These are informative activities and materials designed to facilitate student adjustment to life in tertiary/higher education.

**a. Information and Orientation Services**

This service consists of information materials on institutional mission, vision and goals, academic, rules and regulations, student conduct and discipline, student programs, services and facilities and such other information necessary for student development and should be made available to all students.

It also include regular comprehensive orientation program held for new and continuing students responsive to their needs, including orientation on the dynamics and nature of persons with disabilities, and relevant laws and policies affecting persons with disabilities.

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

**2. Counseling and Counseling Services**

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

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

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

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

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

**3. Career and Job Placement Services**

These refer to the assistance provided for vocational and occupational fitness and employment.

**4. Economic Enterprise Development**

It refers to those services and programs that would cater to the other needs of students such as but not limited to 1) student cooperatives, 2) entrepreneurial, 3) income generating projects, and 4) savings.

## **5. Student Handbook Development**

This refers to the development/updating of student handbook for dissemination, information, and guidance of students and university stakeholders.

### **Student Development**

These are programs and activities designed for the enhancement and deepening of leadership skills and social responsibility, which include Student Organizations and Activities, Professional organization or societies, special interests, leadership training programs, student council/government, Student Discipline/Government, student discipline, Student Publication/media.

1. Student Activities- supervision, recognition, and monitoring of student organizations and their activities such as leadership programs, student publication, student organizations, sports development, volunteerism, peer helper program, etc.
2. Student Organizations and Activities- refer to the recognition/accreditation, supervision and monitoring of student groups including the evaluation of their activities.
3. Leadership Training- are programs and opportunities to develop and enhance leadership effectiveness in the personal level and student organizations.
4. Student Council/Government- refers to the student body duly organized and elected at large by the students themselves, with due recognition and authority from the university, as the students' official representative in matters affecting them.
5. Student Discipline- refers to the judicious implementation of institutional rules and regulations governing student behavior and conduct.
6. Student Publication/Yearbook- refers to the official publication/organ/journal/yearbook and such other student oriented print and non-print media of the university and/or college.

### **Institutional Student Programs and Services**

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

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

**2. Services for Students with Special Needs and Persons with Disabilities.** These are programs and activities designed to provide equal opportunities to Persons With Disabilities, indigenous peoples, solo parents, etc. (academic accommodation for learners with special needs like left handed students must be provided with arm chair in the classroom suited to his condition).

#### **3. Library Services**

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

### **Library Policies, Rules and Regulations**

#### **a.1. Library Hour**

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

## a.2. Admission to the Library

All bona fide students, campus officials, faculty members, and employees of Isabela State University members and staff of other educational institutions including private individuals are granted permission by the librarian in using the library facilities.

## a.3. Requirements for Library Use

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

## a.4. Outside Researchers

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

## 4. Health Services

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

The Medical Staff is readily available in cases of emergencies.

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

## 6. Student Housing and Residential Services

The University provides housing facilities which are well-equipped and maintained at an affordable price. A separate dormitory for male and female occupants are managed by dormitory matrons who supervise as well as extend counseling services to all dormitory occupants. This unit is also in-charge of regular monitoring of private boarding houses outside the campus.

## 7. Food Services

The University leases spaces for canteens or cafeterias which provide meals, snacks, school supplies, and grocery items at reasonable prices. The University, through the Medical Unit monitors the cleanliness and safety of the foods served at the different canteens.

## 8. Sports and Socio-Cultural Services

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

## 9. Safety and Security Services

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

## 10. Social and Community Involvement Programs

These refer to programs and opportunities designed to develop social awareness, personal internalization and meaningful contribution to nation-building.

**11. Foreign/International Students Services.** This refer to the provision of assistance to address the needs of foreign students.

## **12. Scholarships and Financial Assistance Services (SFA)**

The University offers several scholarship and assistance programs to deserving students. Selection of grantees is in accordance with the policies and guidelines of sponsoring agencies.

The Scholarship Unit of the Office of Student Services takes charge of processing and monitoring all scholarships and other grants which are classified as:

1. University-sponsored
2. Government-sponsored
3. Non-government sponsored

### **UNIVERSITY SPONSORED SCHOLARSHIP**

#### **1. Entrance Scholarship**

This type of scholarship is given to entering freshman who graduated as valedictorian or salutatorian of a class with not less than 30 students, from recognized public or private high schools.

The scholarship is applicable for one semester in both graduate and undergraduate levels and the scholars may qualify for the next semester as university or college scholars if they are able to obtain the general weighted average required for the scholarship.

#### **2. University Scholarship**

The scholarship is given to any student who obtained a general weighted average of 1.50 or higher and carries at least 18 units of academic load or prescribed units in the academic program during the preceding semester. The computation of GWA does not include the grades of the student in PE and NSTP.

#### **3. College Scholarship**

The scholarship is given to any student who obtained a general weighted average of 1.75 but not higher than 1.50 and carries at least 18 units of academic load or prescribed units in the academic program during the preceding semester. The computation of GWA does not include the grades of the student in PE and NSTP.

#### **4. Graduate Scholarship**

The scholarship is given to a graduate student who graduated with honors in his baccalaureate degree and maintains a general weighted average of 1.25 or higher each semester.

#### **5. Developmental Programs (Agriculture and other related programs)**

The assistance is offered to students who enroll as freshmen in courses such as BS in Agriculture, BS Animal Husbandry, BS Agribusiness, BS Agricultural Engineering, BS Forestry, Bachelor of Agricultural Technology, BS Fisheries and Diploma in Agricultural Technology.

The students must enroll a minimum academic load of 18 units for every semester, and must not have failing or incomplete grades in the preceding school semester and maintained a GWA of 2.75. Otherwise Php. 100.00 per unit will be charged.

Students who will later shift to other non-developmental courses automatically forfeit their privileges. They have to refund all fees they availed of as scholars.

#### **6. Assistance to Athletes**

This assistantship is awarded to athletes who carry a maximum academic load of 15 units and have participated in the University/Campus sports competition during the preceding semester and won in the regional/national competitions and must not incur a failing or incomplete grade.

#### **7. Student Publication**

The scholarship is awarded to members of the campus student publication staff. Each staff must maintain a minimum academic load of 15 units/ semester and must not incur a failing or incomplete grade.

## **8. Socio-cultural Scholarship**

The scholarship is awarded to students who are official members of the socio cultural group and who have won in the regional/national competitions.

Each scholar must maintain a minimum academic load of 18 units and must not incur a failing or incomplete grades in the preceding school semester.

## **9. Handicapped Scholarship**

The scholarship is offered to students with any of the following handicaps as certified by the campus physician:

- a. Crippled
- b. Visually impaired
- c. Hearing impairment
- d. Other physical disabilities

The scholar must not incur failing or incomplete grades.

## **10. Student Organization Scholarship**

The scholarship is given to students who occupy major positions in the Supreme Student Council Federation such as President, Vice President, Secretary, Treasurer, and Auditor while for the Student Supreme Council (SSC) and the Student Body Organization (SBO), the scholarship is given to the President of the Supreme Student Council and Student Body Organization President of the Campus.

## **11. Reserved Officers Training Corps (ROTC)**

This scholarship is offered to the cadets or cadettes who occupy any of the five major positions in the ROTC. They must carry a minimum academic load of 15 units and must not have failing or incomplete grades in the preceding school semester.

## **12. Faculty Employee Dependents' Assistance (FEDA)**

The assistance is offered to students who are legal dependents of bonafide faculty members or employees of the University.

The scholar must not incur any failing or incomplete grade.

## **13. Faculty and Employee Assistantship**

The assistance is offered to permanent faculty and employees of the university. The recipients must not incur any failing or incomplete grade.

## **14. Assistance to Landowners and Tenants' Beneficiaries**

This is given to the immediate family member of the landowners/donors/tenants of the university.

## **15. Barangay Official Dependent Assistance (BODA)**

This assistantship is given to a child of a Barangay Official as provided in the

Local Government Code; must have an average grade of 85% or better for High School students and 2.0 or better for College students and must not have any grade lower than 3 in any subject. The recipient must carry a minimum load of 15 units per semester and must not have incomplete and failing grades prior to application and during his stay in the university

A grantee may continue enjoying the scholarship as long as he does not incur any failing mark at the end of the semester/term and obtains a general weighted average of 2.5 or better during the school term.

## 16. Student Assistantship

As provided for in the National Compensation Circular No. 64 (1990), student assistants may be hired to render emergency or temporary services for the following reasons:

1. to provide practicum training for students
2. to provide extra income for students
3. to emphasize dignity in labor

### Qualifications

Applicants for student assistantships should:

1. Carry out not more than 15 units including specialization or professional courses.
2. Belong to upper class year level - sophomore, junior, senior.
3. Have no failing grades in the preceding semester and with a General Weighted Average (GWA) of 2.75.
4. Not be enrolled in On-the-Job- (OJT), field practice or internship
5. Submit parent's letter of consent
6. Possess good moral character and have no record of disciplinary case filed against her/him
7. Show ethics in manner of dressing, talking and in dealing with people.
8. Preferably belong to the lower socio- economic status (certification issued by the Barangay Captain is needed as a proof of this claim)

A certification of grades to be submitted to the Scholarship Coordinator must come from the Office of the Registrar.

<b>MATRIX OF SCHOLARSHIP PRIVILEGE</b>	
SCHOLARSHIP	PRIVILEGES
<b>Entrance Scholarship</b>	
a. Valedictorian	a. Free school fees except registration fee, SSCF fee, SDF and Insurance
b. Salutatorian	b. Free tuition fee
<b>Academic Scholarship</b>	
a. University	a. Free school fees except registration fee, SSCF fee, SDF and Insurance
b. College	b. Free tuition fee
<b>Developmental Programs</b>	Free Tuition Fee
<b>Assistance to Athletes</b>	
	a. Quadrangular Meet - 50% discount on School Fees
	b. Regional/National Meet – 100% discount on school fees
	c. except registration, SSCF fee, SDF and Insurance
<b>Student Publication</b>	
a. Editor in Chief (EIC)	a. Free School Fees except RF, SSCF, SDF and Insurance
b. Associate Editor	b. Free Tuition
c. Section Editor, Layout artist, Cartoonist	c. 75% discount on Tuition fee
d. Official writers	d. 50% discount on Tuition fee
<b>Socio-Cultural Scholarship</b>	
	a. National performances- Free SF Fees except RF, SSCF, SDF & Insurance.
	b. Provincial performances- 75% discount on Tuition fee
	c. Local performances – 50% discount on tuition fee

<b>Handicapped</b>	a. Free school fees except registration fee, SSCF, SDF and Insurance
<b>Student Organization</b> a. SSCF b. SSC/SBO President	b. Free school fees except registration fee, SSCF, SDF and Insurance a. Free Tuition
<b>Reserved Officers Training Corps (ROTC)</b>	a. Free school fees except registration fee, SSCF, SDF and Insurance
<b>Faculty Employee Dependents' Assistance</b>	a. Free Tuition Fee *It only applies to regular subject units but not in laboratory units in case of Info Tech courses & Nursing * It does not apply to Graduate Programs and Bachelor of Laws.
<b>Assistance to Landowners &amp; Tenants' Dependents</b>	a. Free school fees except registration fee, SSCF, SDF and Insurance
<b>Faculty and Employee Assistantship</b>	75% discount of Tuition Fee
<b>Barangay Official Dependent Assistantship (BODA)</b>	Free tuition fee

### GOVERNMENT SPONSORED SCHOLARSHIPS

1. Barangay Official Dependent Assistance (BODA)
2. Provincial Scholarship
3. CHED Scholarships/ Grants
4. Congressional/ Partylist Scholarship
5. Department of Science & Technology (DOST )
6. Municipal/City Government Scholarship
7. Senate Scholarship
8. Bojie- Rodito Opportunities for Education Scholarship(BRO)
9. ATI Scholarship for BS Agriculture

### NON-GOVERNMENT SPONSORED SCHOLARSHIPS

1. Gregorio Uy and Lee Peng Scholarship Foundation.
2. PHYLOGEN Scholarship
3. World Vision
4. Samuel Adelan Scholarship

The following are considerations on scholarship grants:

1. All government and non-government-sponsored scholarships must be properly endorsed to the Chief of Scholarship Unit of the OSAS who will coordinate with the Accounting office for the specified privileges of the grantee/s.
2. A student can not enjoy two (2) scholarships with the same privileges at the same time. However, if the scholarships are complementary in nature (i.e. the privileges it offers are intended for tuition and the other is intended for miscellaneous fees) then a student can apply for the two scholarships at the same time.
3. All scholarships are good for one semester only and are subject for renewal.
4. Deadline for recognition and renewal of scholarships is before the Preliminary examination of the current semester/term.

## STUDENT MUTUAL AID FUND

### **Section1. General Coverage**

All bonafide students of the University are entitled for the benefits.

### **Section 2. Contribution**

All students must pay P40.00 upon enrollment during the first semester of the school year. The amount paid covers one school year whether or not the student is enrolled for the second semester or during summer.

In case the student is enrolled during the second semester, he will pay only P 20.00.

### **Section3. Benefits**

1. Accidental death or loss of life	–	35, 000.00	
2. University related activities indemnity benefit	–	50, 000.00	
3. Non-accidental death or loss of life	–	20, 000.00	
4. Dismemberment & Disability Benefit			
a. Permanent disability	–	20, 000.00	
b. Dismemberment	–	5, 000.00	
5. Medical Reimbursement	–	5, 000.00	
6. Hospital Confinement Benefit	–	500.00/day	(For 10 Days Only)
7. Burial Expenses	–	5, 000.00	

### **Section 4. Procedure of Claiming**

- A. Written notice of the accident shall be submitted to campus Office of the Student Affairs and Services (OSAS) concerned.
- B. The campus Office of the Student Affairs and Services (OSAS) concerned shall collate the documentary requirements to be submitted to the Internal Control the preparation of disbursement vouchers in the accounting office.
- C. Documentary requirements
  - c.1. In case of death due to natural causes
    - c.1.1. Death Certificate
    - c.1.2. Certificate of Enrolment signed by the Registrar
  - c.2. In case of accident (not related to school activities)
    - c.2.1. Police report/Barangay report
    - c.2.2. Medical Certificate & Hospital Bills
    - c.2.3. Certificate of Enrolment signed by the Registrar
  - c.3. In case of accident (related to school activities)
    - c.3.1. Reports of the Office of the Student Affairs and Services or other authorized University officials(i.e. Faculty report, Dean’s report, Adviser’s report or Project In-Charge report).
    - c.3.2. Medical Certificate & Hospital Bills.
    - c.3.3. Certificate of Endorsement signed by the Registrar.
    - c.3.4. Other documents as maybe required to conform with the existing accounting and auditing rules and regulations.

There shall be created a separate account in the official depository bank of the university where money collected from students shall be deposited and drawn. All money deposited for this purposes shall be created as trust fund.

## STUDENT LOAN ASSISTANCE PROGRAM

- A. Student officially enrolled in the university may be titled to a loan privilege offered by the university through the student loan assistance program.
- B. The student shall be granted an amount of loan not exceeding PhP 1,500.00
- C. The purpose of loan is for payment of tuition and matriculation fees only.

- D. The amount of loan by the student shall be paid directly to the cashier and shall be credited to his account in payment of his tuition fees.
- E. The student shall pay the amount loaned with an interest rate of one (1) percent per semester which shall be paid in equal weekly/monthly basis within five (5) months or before the end of semester.
- F. The adviser of every class shall be furnished a copy of list of student who were granted loan under this program and shall closely monitor and remind the said students to pay installment on a week/monthly basis.
- G. The loan assistance program shall become effective only after three (3) days upon effectivity/approval of the mutual aid program or as may be determined by the President through the recommendation of the Committee.
- H. The Board of Regents shall determine when to declare the accumulated earning realized through the mutual aid and student loan program available for programming for university projects. Provided that, all income realized shall be programmed or utilized for projects where students are directly benefited.
- I. Procedures - Students who are willing to avail of the loan program shall file his application to the campus student services office. The campus Office of the Student Affairs and Services (OSAS) shall process the application and submit the same to the central accounting office at Isabela State University (ISU) Echague for payment of loan.

## **GENERAL POLICIES AND GUIDELINES ON STUDENT ORGANIZATIONS**

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

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

### **Establishment and Operation**

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

#### **1. Authority to Operate**

Students who want to establish, join, and participate in students' organizations in the campus shall be subjected to the rules and regulations of the University through the Office of Student Affairs and Services (OSAS) after due to recognition by the Director of Student Affairs and Services.

#### **2. Supervision of Student Activities**

It will be the responsibility of the Director of Student Affairs and Services and the Chief of Student Organizations to supervise all the activities of all duly recognized student organizations.

#### **3. Application for Recognition**

- a. New Organization - Any group of at least fifteen (15) students may apply to the OSAS to form an organization. The letter of application must be accompanied by the following:
  - a.1. Constitution and By-Laws;
  - a.2. List of elected officers for the current year;
  - a.3. Proposed program of activities and projects;
  - a.4. Name of three (3) Faculty or Employees with their letters of acceptance as advisers to be given to the Director of OSAS.
  - a.5. Complete list of members.

- b. Renewal of recognized organizations/clubs – The organization must submit all the requirements including accomplishment reports of the previous school year starting from the year of their operation.
- c. Conditions for non-recognition of student organization:
  - c.1. It does not meet the requirements for recognition and/or renewal;
  - c.2. It is still under penalty/ies;
  - c.3. It fails to meet the deadline for filing of recognition/renewal set by the OSAS.

#### **4. Certificate of Recognition**

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

#### **5. Membership**

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

#### **6. Qualification of Candidates**

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

#### **7. Conduct of Student Activities**

Request to hold activities must be filed at the OSAS within five working days before the scheduled activity.

#### **8. Nature of Activity**

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

### **RIGHTS OF THE STUDENTS**

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

### **DUTIES AND RESPONSIBILITIES OF STUDENTS**

Every student shall:

1. Love God, country, and his fellow men.
2. Strive to live a useful and virtuous life.
3. Observe the Code of Student Conduct and academic integrity promulgated by the University.
4. Develop his skills, capacities, and talents in pursuit of academic excellence.
5. Respect the Filipino Flag and all that uphold and symbolize the country.
6. Respect the customs and traditions, the laws of the land, and the rules and policies of the University.
7. Uphold the dignity of the institution through exhibit of proper behavior at all times in all places.
8. Uphold the academic and moral integrity of the institution by trying to achieve excellence and moral uprightness.

9. Promote and preserve the peace and order in the University by observing the rules on discipline and harmonious relationship with fellow students, faculty, staff, and personnel of the University.
10. Promote general welfare by actively participating in socio-civic and cultural affairs.

## **STUDENT CONDUCT AND DISCIPLINE**

ISU students are expected to observe the Code of Conduct at all times. Please see Appendix C.

### **BASIC DISCIPLINE**

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

### **PENALTIES**

#### Section 1. General Provisions

- 1.1. The Director of the OSAS through the Discipline Unit must determine, recommend, and impose appropriate penalties after due process taking into account the following:
  - 1.1.1 Nature and inherent gravity of offense;
  - 1.1.2 Previous record;
  - 1.1.3 Character and position of the aggrieved party;
  - 1.1.4 Established precedents; and
  - 1.1.5 Pertinent and applicable aggravating and mitigating circumstances.
- 1.2. Students who are certified as undesirable by the OSS Discipline Unit will no longer be admitted in the College and in addition, such disciplinary actions will be imposed by the Committee on Discipline.

#### Section 2. The following are classified as Major and Minor Offenses:

##### 2.1. Minor Offenses

- 2.1.1 not wearing proper uniform,
- 2.1.2. possession of pornographic materials,
- 2.1.3. littering/unsanitary acts,
- 2.1.4. smoking,
- 2.1.5. loitering,
- 2.1.6. eating in restricted areas,
- 2.1.7 unauthorized use of school facilities,
- 2.1.8. lending/borrowing of Identification Card.

##### 2.2. Major Offenses

- 2.2.1 Possession and use of alcoholic drink and prohibited drugs and deadly weapons and explosives,
- 2.2.2 Disrespect,
- 2.2.3 Vandalism,
- 2.2.4 Dishonesty/Cheating/ forgery,

- 2.2.5 Creating barricades/obstructions,
- 2.2.6 Assaults/Physical injuries,
- 2.2.7 Hazing,
- 2.2.8 Harassment and sexual abuse,
- 2.2.9 Use of unauthorized software and electronic gadgets,
- 2.2.10 Involvement in unrecognized sorority/ fraternity,
- 2.2.11 Gambling,
- 2.2.12 Public display of affection or intimacy, indecent or immoral acts,
- 2.2.13 Distribution of offensive/subversive materials
- 2.2.14 Grave threats,
- 2.2.15 Inciting to fight
- 2.2.16 Conducting and/or representing the name of the University in students' activity without the prior approval of the Office of Student Services,
- 2.2.17 Possession of offensive/subversive materials,

### Section3. Penalties

#### 1.1 For Minor Offenses

- 1.1.1 First Offense: Reprimand and apology, Promissory letter, Restitution, Summon Parents/ Guardian.
- 1.1.2 Second Offense: Suspension from one (1) to four (4) days, community service as determined by the Office of Student Affairs and Services.
- 1.1.3 Third Offense: Treated as major offense.

#### 1.2 For Major Offenses

Major offenses depend on the seriousness and gravity after due process including notice to the parent, must be punishable by the following:

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

Section 4. When the violation is committed by a non-bonafide student within the University, with the cooperation or participation of ISU students, the latter shall be responsible for the acts of the former.

Section5. Any disciplinary action taken against a student shall be reported to his parents or guardians.

Section 6. Refusal to submit to the jurisdiction of the University by any student not enrolled at the time a charge is made against him, his future enrolment in any College/Campus of the University is withheld.

Section 7. The imposition of the disciplinary sanctions for the violation of any rule under this Code shall not prevent the University from endorsing the case to proper government authorities when the same may involve violations of penal laws.

- Section 8. Policies issued from time to time by the University President on matters not embraced in this handbook shall form an integral part of these guidelines.
- Section 9. Previous policies, rules and regulations on student organizations enforced before the effectivity of this handbook are hereby superseded by these guidelines.
- Section 10. Policies issued by the Student Government with regard to student activities in accordance with the provisions of their recognized constitution shall form an integral part of these guidelines

#### **REFERENCE TO A COMMITTEE ON DISCIPLINE/APPEAL**

- Section 1. The Office of Student Services through the Discipline Unit shall create an Ad Hoc Committee which shall compose of the Director/ Chief of Student Services, Director of Instruction/ ARA, two faculty members and the SSC President.

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

- Section 2. No disciplinary proceedings shall be instituted except for conduct prohibited by law or by the rules and regulations promulgated by duly constituted authority of the University.

2.1. A disciplinary proceeding shall be instituted upon:

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

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

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

- Section 3. In instances where the dispute is between a student and a Faculty or Employee, with the student as the respondent, the case shall be handled by the OSAS – Discipline Unit.

- Section 4. In cases where the Faculty or Staff is the respondent, the members of the committee shall be appointed by the Director of Instruction.

- Section 5. In instances where the dispute is between students the case shall be handled by a special committee which is composed of OSAS, SSC Adviser, SSC President, Chief Justice and Speaker of the House.

- Section 6. In instances where the dispute is between students of different campuses the case shall be handled by the University Student Tribunal which composes of SSCF officers, SSC Chief Justices and SSC Speakers of the House.

## Appendix A

### POLICIES AND GUIDELINES ON STUDENT ORGANIZATIONS

#### Definition of Terms

##### Interest Clubs.

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

##### Recognized Student Organization.

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

##### Student Body Organization.

It is a student government organization which is mandatory in nature and whose members are bonafide students of the college where they are currently enrolled.

##### Supreme Student Council.

It is a student government organization which stands as the highest governing body of students in the campus.

##### Supreme Student Council Federation.

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

##### Student Organization.

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

#### Policies for recognition and renewal of student organization:

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

#### Policies for the conduct of student activities:

- a. For activities to be held either inside or outside the campus, the following procedures must be followed:
  - a. 1 Secure Activity Permit Form at the OSAS;
  - a. 2 The signatures of representatives in an organization including the faculty/ adviser and the College Dean are pre-requisites. If one signature is not included, the Director of Student Services will not consider the application;
  - a. 3 Submit a complete triplicate form for the approval of the Director for Student Affairs and Services;
- b. All student organizations must implement their proposed activities duly approved by the OSAS;
- c. All programs of activities shall be in line with the mission and vision of the University.

- d. Imposition of fines on student activities shall be determined by the concerned organization duly supported by a resolution. Fines should not exceed fifty pesos (P 50.00) per day.
- e. No student activities shall be conducted one week before the Midterm and Final Examinations.

Requirements for student activities:

- a. 1 Fund Raising Activities
 

An organization shall accomplish the following requirements:

  - a.1.1 Request letter stating the nature and purpose of the activity;
  - a.1.2 Date, time and venue of the activity;
  - a.1.3 Statement of projected income and expenses;
  - a.1.4 Manner in which the fund shall be used;
  - a.1.5 Names of students directly in-charge of the fundraising activity.
  
- a. 2 Raffles conducted on campus for fund – raising shall be governed by the following rules:
  - a.2.1 Application to conduct raffle must be filed at the OSAS at least one (1) month before the said activity;
  - a.2.2 The application should indicate the prizes in the raffle, the price per ticket, the drawing date, place and time of the raffledraw;
  - a.2.3 A time limit of one month is allowed to any organization raffle off the prizes. Any extension of time should be approved by the OSAS;
  - a.2.4 The list of winners shall be posted on bulletin boards all over the campus.
  
- a.3 All letters to be used for solicitation shall bear the name and signature of the President of the student organization, the adviser, and the Dean. Solicitation letters should be properly and systematically monitored. The solicitation funds or merchandise from off-campus groups or business firms shall require the special permission of OSAS.
  
- a.4 Permit of any activity to be conducted in the campus is required.
  
- a.5 Symposia/Lectures. The following documents are required in the conduct of symposia and lectures:
  - Speaker’s profile, background or bio-data;
  - The copy of the program;
  - Outline of Topics

## **Appendix B**

### **RIGHTS OF THE STUDENTS**

1. The right to receive quality and relevant education through competent instruction in accordance to national goals, educational objectives, and the standards of the university for students’ full development as human beings.
2. The right to receive guidance and counseling services to provide students with appropriate opportunities to better understand themselves, to make decisions, and to select the field of works suited to their potentials.
3. The right of free expression on beliefs and opinions as long as it does not disrupt the administrative, academic and discipline of the university.
4. The right to publish a school paper or similar publication.
5. The right to invite resource speakers during convocations, fora, symposia, and assemblies of similar nature.

6. The right to participate in the formulation and development of policies affecting the university in relation to the locality/region and nation through representation in the appropriate bodies of the university to be determined by the Board of Regents.
7. The right to establish, join, and participate in organizations, societies, and clubs recognized by the University for purposes not contrary to law.
8. The right to be given reasonable protection within the university premises.
9. The right to participate in curricular and co-curricular activities.
10. The right to be informed of their rights as well as the policies, rules, and regulations affecting them.
11. The right to be respected as a person with dignity, for the overall physical, social, intellectual, and moral development, for humane and healthful conditions of learning.
12. The right to enjoy academic freedom.
13. The right to address his/her grievances against any wrong or injustices committed against him/her by other students or by any member of the academic community.
14. The right to access to his/her university records, the confidentiality of which the university shall keep and maintain.
15. The right to pursue and continue his/her course until he/she graduates except in cases of academic deficiencies or violations of disciplinary regulations.
16. The right to be given assistance on work opportunities through current and available information.
17. The right to expeditious issuance of official documents such as certificates, diplomas, transcript of records, grades, and transfer credentials.
18. The right to be free from involuntary contributions except those approved by their own organizations, clubs or societies.

### **Appendix C**

### **CODE OF CONDUCT**

#### **Article 1. General Behavior**

- Section 1. Students must observe proper decorum and appearance in accordance with the policies promulgated by the University.
- Section 2. Students must wear the correct and prescribed uniform and identification card upon entering and while inside the campus.
- Section 3. Students are not allowed to bring inside the university premises objects, pictures and literatures which are subversive and morally offensive to national interest.
- Section 4. Students are not allowed to enter the college premises under the influence of liquor, drugs, and other prohibited substances.
- Section 5. Students are not allowed to engage in any form of gambling like lottery, or any other schematic activities where force monetary and material contributions are involved.
- Section 6. Students are not allowed to bring inside the University premises any explosive materials, deadly weapons and other threatening materials.
- Section 7. Students are expected to respect the Philippine Flag, the Nation Anthem, their teachers, and all officials and employees of the University.
- Section 8. Students must at all times be respectful and be proper in their conduct by refraining from using languages and acts that are disgraceful, vulgar, and indecent, which may cause or tend to disturb other students.
- Section 9. Students are not allowed to vandalize, damage/destroy any University properties or materials but rather help in preserving and protecting them.
- Section 10. Students are not allowed to commit any form of littering or unsanitary acts within the University premises.
- Section 11. Students are not allowed to disturb classes and academic functions in any manner. The use of electronic gadget/s such as cell phone should be turned off or be switched to silent mode during class hour and during other school functions and gatherings.

- Section 12. Students are not allowed to commit any form of dishonesty like cheating and falsification of any document.
- Section 13. Students are not allowed to organize and maintain any form of unauthorized barricade or obstruction to any entrance or exit of the University or to prevent coerce, or threaten other students and employees of the University from entering or going out of the campus.
- Section 14. Students are not allowed to be involved in fraternities and sororities using coercion, hazing, physical harm, or inflictions to fellow students.
- Section 15. Students are not allowed to smoke within the University premises.
- Section 16. Students must refrain from public display of affection, intimacy and lasciviousness.
- Section 17. Students are not allowed to pierce any parts of their body to wear studs or earrings particularly males students while in uniform.
- Section 18. Students must have neatly -done and well groomed hairstyle.

**Article II. Classroom Behavior**

- Section 1. Students must always display courtesy at all times and give due respect to any faculty inside the classroom.
- Section 2. Students shall enter orderly in the classroom after the outgoing class and if a student leaves the class during class hours, he/she shall seek the permission of his/her instructor.
- Section 3. Students must maintain cleanliness of their classroom that is free from litters and vandals.
- Section 4. Students must observe silence while examination and important activities are being conducted in the class. Any form of noise not conducive in the facilitation of learning inside the class is not allowed.

**Article III. Behavior of Students in the Use of School Facilities**

- Section 1. Students are not allowed to bring to the computer laboratory unauthorized software and program which contains virus, including downloading programs without any permission given by the instructor.
- Section 2. Students must secure library card to avail of different library services and must abide by the rules and regulations of the library. Library users shall at all times observe proper conduct. Smoking, eating, drinking, making unnecessary noise, loud conversations, and mutilation of library materials, and equipment in the library premises are strictly prohibited.
- Section 3. Students are not allowed to loiter, create any form of disturbances and must always keep stairways and corridors and the campus vicinity free of passage and destruction.

**Article IV. Behavior of Students outside the Campus**

- Section 1. Students wearing the prescribed university uniform, shall at all times refrain from committing acts that cause embarrassment and disgrace to the University.

Such acts include, but not limited, to the following:

- 1.1 Public display of affection or intimacy;
- 1.2 Drunkenness;
- 1.3 Disturbance of public peace and order under the influence of drugs or other harmful substances and even bringing firearms and other deadly weapons.
- 1.4 Unruly behavior or creating disturbing noise.

**Article V. Students Attire**

- Section 1. Students shall at all times wear their proper uniform.
- Section 2. P.E. uniforms shall only be worn during P.E. classes as well as with NSTP Uniform or Club Uniform during their activities.
- Section 3. Any indecent outfit such as, but not limited to: plunging necklines, see – through, backless, mini-skirts or shorts, tight fitted pants are not allowed.

**Article VI. Conferences, Seminars, Educational Tours, Outings, etc.**

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

**Article VII. Posters, Banners, Streamers**

- Section 1. Only posters or similar literatures approved by the Office of Student Affairs and Services shall be allowed to be posted on designated areas.
- Section 2. Banners and Streamers for announcement, promotion, or other similar cases shall be approved by the Office of the Executive Officer or Campus Administrator of the Campus upon endorsement of the OSAS.

**Article VIII. University Seal**

- Section 1. No student will be allowed to use the University Seal or to reproduce the same in any printed form, engraving, or by any manner of reproduction without the approval of the College Dean, and the Campus Executive Officer or Campus Administrator.

**Article IX. Republic Act 9165: Comprehensive Dangerous Drugs Act of 2002**

- Section 1. Students shall observe the general guidelines of CHED Memorandum Order No. 19 series of 2004 entitled, “The General Guidelines for the Conduct of Random Drug Testing for Tertiary Students.”
- Section 2. The Director of Health Services shall facilitate the implementation of the said CMO in accordance to R.A. 9165.

**ARTICLE X. ANTI-SEXUAL HARASSMENT POLICY**

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

**ARTICLE XI. ANTI-HAZING POLICY**

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

**ARTICLE XII. ANTI- VIOLENCE AGAINST WOMEN AND CHILDREN ACT**

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

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

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

**ARTICLE XIV. REPUBLIC ACT 9165: COMPREHENSIVE DABGEROUS DRUGS ACT OF 2002**

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

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

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

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

## I.S.U. HYMN

### I.

O glorious seat of learning  
In our valley dear  
We praise her name Isabela State University  
With rays ever so clear  
In graceful strides we bear  
Thy standard high that to our quest  
For knowledge does strive thy  
youth grow excelling  
In cities, fields and mountain sides  
we'll sing and cheer for our dear I.S.U.

### II.

Beloved Alma Mater  
Whose name we hold so dear  
Moulder of our future leaders  
Who build our country's glory and fame  
To thee we all pledge  
Our loyalty, faith and love  
And always to cherish and honor thee  
Throughout eternity.

Lyrics by:

Prof. Edgardo V. Babaran and  
Prof. Evangeline P. Juan

Music by:

Mr. Constante Tabalba

## I.S.U. MARCH

### I.

Hail to the Ceres Beauty  
Pride of Isabela dear  
Resplendent with your glory  
Shinning honors bring to our valley  
Thou shape the offspring of men  
With wisdom and art of roof  
Your ends most truth  
The Nation's strength  
We lovely teach its arts and length.

### II.

Let's march and sing our cheerful song  
Oh, come ISUans come along  
Let's raise our banner red and gold  
The glorious emblem of our fold  
From North to South from East to West  
Let's shout and sing this lovely quest  
Horizons clear our banners high  
A touch of color 'neath the sky.

### III.

Come! Let us fight!  
Let us move onward to victory  
Shout it loud!  
The spirit of our glory  
Our very own Isabela State University!  
(Repeat I)