

NORTH LUZON PHILIPPINES STATE COLLEGE
Candon City, Ilocos Sur

STUDENT AFFAIRS AND SERVICES OFFICE



STUDENT HANDBOOK
2016

History of North Luzon Philippines State College

The metamorphosis of North Luzon Philippines State College as a public higher education institution in the Second District of Ilocos Sur can be traced in its humble, yet glorious history.

The institution evolved in 1975 from a small community college known as Candon Community College (CCC) which offered non-degree courses, the midwifery and the secretarial course.

Through a bill sponsored by then-Congressman, Hon. Eric D. Singson, Candon Community College sought integration to the [University of Northern Philippines](#) in Vigan, Ilocos Sur; hence, [Republic Act 6744](#) effected the establishment of CCC-University of Northern Philippines Branch on August 11, 1989.

Course offerings of the CCC-UNP Branch have reached quantum leap. Aside from the pioneer non-degree courses in midwifery and secretarial, extension degree programs such as Bachelor of Arts, Bachelor in Elementary Education, Bachelor in Secondary Education, Bachelor of Science in Business Administration and Bachelor of Science in Computer Science were offered. The secretarial course has been enhanced into two new certificate programs: the Associate in Office Management and the Associate in Medical Office Management. Additional degree courses based on the demands of the community were included such as the Bachelor of Science in Nursing and Bachelor of Science in Criminology, both were offered as ladderized courses.

Realizing his vision for Candon to have a college of its own during his long years as dynamic political leader in the municipality of Candon, Hon. Eric D. Singson sponsored a bill that amended R.A. 6744 and helped establish a new college in the province. Through [Republic Act 10085](#), otherwise known as "An Act Separating the CCC-University of University of Northern Philippines Branch from the University of Northern Philippines in the City of Vigan, both located in the province of Ilocos Sur, converting it into a State College to be known as North Luzon Philippines State College and Appropriating Funds Thereof", North Luzon Philippines State College (NLPSC) started to operate as a public higher education institution on May 5, 2010.

In pursuance to [Republic Act 7722](#) otherwise known as the "Higher Education Act of 1994" and RA 10085, Acting Director IV of the Commission on Higher Education Regional Office, Dr. Caridad O. Abuan, was designated as Officer-in-Charge of the college on August 11, 2010 by CHED chairperson, Dr. Patricia B. Licuanan. The main task of Dr. Abuan was to ensure that there is a smooth transition of operation and management of the college from the University of Northern Philippines. A technical working committee composed of Dr. Cherrie Melanie Ancheta-Diego, CHED OIC-Chief Education Program Specialist, Mrs. Odette de Guia, Dr. Elizabeth M. Gacusana, Dr.

Jaime G. Raras, Mrs. Cristina R. Martinez and Dr. Severino G. Alviento has been formed to assist Dr. Abuan during the early thriving years of NLPSC.

Formally in 2010, North Luzon Philippines State College set itself to work. Designations of the faculty and personnel in various offices of the college have been given special orders, approval of the curricular offerings has been sought at the CHED Regional Office, departmentalizing the faculty according to discipline has been effected, and the college organizational chart has been plotted to define the role functions of rank-and-files.

At the start of the school year 2010-2011, all the curricular programs under CCC-UNP Branch were maintained except the Bachelor of Science in Nursing which was not permitted by CHED-RO-I because said program cannot meet the standard requirements in the offering of the nursing course. An additional course in the business education department has been included, the Bachelor of Science in Office Administration, which is a ladderized degree program in the certificate courses in secretarial.

On August 16, 2012, CHED Chairperson, Dr. Patricia B. Licuanan designated Dr. Elizabeth M. Gacusana as the new Officer-in-Charge of North Luzon Philippines State College. She is being assisted by Dr. Andres T. Malinnag, Director for Administrative and Finance Services; Dr. Severino G. Alviento, Director for Research and Extension; and Mrs. Estrella C. Gaerlan, Director for Academic Affairs.

The school plant and the facilities of NLPSC have been facing the great challenge of accommodating more than two thousand students and roughly one hundred thirty personnel; however, the college is on the alert to address this challenge through the establishment of more buildings and classrooms. The library building with classrooms and audio-visual rooms, the CHED-funded building with offices and laboratory rooms, and the Student Government Building, are all under-construction and eyed to be in full utilization within the next school year.

Soaring up high in its vision to be of greatest service to its clientele, the inauguration of the CHED-funded building (Academic Building 6) after the completion of its Phase II, and the SG Building Phase I, responded much of the demands of the students and personnel to have more classrooms and offices. And with the usual generosity of the college's founder, Congressman Eric D. Singson, he allotted 5M budget for the continuation of the eLibrary building (Academic Building 5) and gave 20 units of Computer set for office and student use.

NLPSC is striving to live up with its core functions in instruction, research, extension and production through instilling the values of excellence, dynamism and service towards the succeeding years of its existence.

With regards to its curricular mandate, NLPSC has consistently proven its adherence to quality education.

In August 2012, the first 25 LET takers from the BEED Department garnered a 100% institutional passing rate. This is the first time in the history of the institution that a program got a sterling one hundred percent. The national passing rate was 49.29%.

The following year, (April 2013) four Octoberian BEED Graduates hurdled the same 100% performance rating. The national passing rate was 27.75%. The October 2013 exam yielded a 73.91% against 31.18% national passing rate.

This August 2014 LET, 52 out of 61 examinees (85.25%) passed and landed tenth place nationwide besting the 1,313 Higher Education Institutions in the country.

For the BSE LET takers, NLPSC has shown consistently higher performance rating compared with the national passing rate since its first batch of takers in 2012.

In August 2012 exam, they garnered 80% institutional passing rate. The following year (2013), they also garnered a 72.47 percent against 39.75 national passing rate. This year, 2014, they manifested a 65.52% institutional passing rate against 34.40 national passing rate.

In September 2014, five degree programs namely, BSE, BEED, AB Pol Sci., BSCS and BSBA were subjected to [AACCU](#)P evaluation for Level I. Just recently, the much coveted level 1 was awarded to NLPSC.

In September 19, 2015, NLPSC was proud to have its first SUC President I in the person of Dr. Elizabeth M Gacusana. She has set various innovative moves for the college to respond to the demands of time through her SIRIG BETH institutional and academic agenda as NLPSC President.

Vision

To produce quality Human Resources for Global Competitiveness

Mission

NLPSC is committed to educate diverse learners who will become responsible leaders in a culturally-oriented community through affordable and quality education in harmony with technology-based instruction, research and extension.

Development Goals

- ✓ Strengthen Technology-Based Research Capabilities
- ✓ Impact Efficient and Effective Public Service through Functional Faculty and Staff Development Programs
- ✓ Reinforce Responsive Extension Services
- ✓ Innovate Instruction for better Educational Performances and Higher Standards
- ✓ Generate adequate Resources through Viable Economic Enterprise
- ✓ Broader Access to Affordable and Quality Education
- ✓ Enrich Student Holistic Development
- ✓ Tap Positive Linkages for a Better and Stronger Partnership to Stakeholders
- ✓ Heighten Physical Development Programs

Core Values

- ❖ Goal-Oriented
- ❖ Responsible Governance
- ❖ Altruism
- ❖ Commitment
- ❖ Empowerment
- ❖ synergy

NLPSC Board of Trustees

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LUZ C. INIGO
Board Secretary

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BOOK I

THE STUDENT AFFAIRS & SERVICES OFFICE

The Student Affairs & Services Office of North Luzon Philippines state College (SASO-NLPSC) is tasked to attend and provide services to students, its main clientele, as well as other sectors of the academic community. The office provides an enriching school life and serves as a vehicle for more productive activities and endeavors that lead towards the attainment of the present Vision, Mission and goals of North Luzon Philippines State College.

Composition & Organizational Structure

The Student Affairs & Services Office which is under the Academic Affairs Office shall be manned by its Head and assisted by Coordinator for Guidance Services, Coordinator for Student Organization's Development, Coordinator for Student Publication, Coordinator for Scholarship & Student Privileges, Coordinator for Sports Development, Coordinator for Culture & Arts, Coordinator for Spiritual & Moral Development and Coordinator for Student Discipline.

Objectives

In consonance with enhancing the development of the individual student, the office has the following objectives:

1. To develop managerial (self and organizational) skills and leadership potentials of students so that they may become effective and dynamic partners of development and engage in worthwhile projects as part of their training towards responsible citizenship;
2. To assist students in gaining awareness and deep understanding of one's problems and make intelligent decisions which can help them toward self-direction;
3. To gain information on the psychological make-up of the students in terms of their mental abilities, achievements, interests, aptitudes and personality characteristics, assist them in their choice of course that suit their intellectual abilities and interest, and the attainment of self-insight;
4. To afford a training ground for students to develop their journalistic potentials, create among them a sense of responsibility and respect for its readers and inculcate in them that the school paper is an instrument of education;
5. To extend scholarships, grants, aids and other privileges to deserving students;
6. To tap and develop the inherent artistic/cultural talents and special status of students in the field of music, dance, speech choir, theatre and visual arts to become achievers in their own rights through training, seminars and workshops;
7. To develop sportsmanship, teamwork and skills in sports;
8. To nourish the students with spiritual/moral values encircled with nationalistic fervor and a host of other intangibles;

9. To instil discipline among the students and to become law-abiding-citizens; and
10. To provide opportunities for the graduating students to hone their productive potentials to become competent and socially responsible human resource.

Commitment

We, at the SASO commit ourselves for the promotion and advancement of students through activities and services to foster quality education in the college, we hereby advocate: Coordination, Respect, Integrity, Excellence and Service (CRIES)

COORDINATION - To make it sure that all activities are properly coordinated with the concerned individuals and authorities.

RESPECT - To accept and value individual differences as we give due respect to our colleagues and our clientele.

INTEGRITY - To pledge honest and sincerest service to the studentry.

EXCELLENCE - To commit ourselves to give our best in the performance of our respective tasks in response to a given situation.

SERVICE - To offer services for the integral development of our clients to be more responsive to the needs of time.

We are confident that our untiring commitment and value-oriented service to our clients can be sustained through our coordinated and unified efforts.

Programs of the Student Affairs & Services Office

The Student Affairs & Services Office responds to the demands of the student populace as their clientele, specifically for the realization of students' holistic development, in line with the thrusts of the college, regional and national development efforts.

While the management of some services is under administrative, auxiliary and academic services, coordinated functions with the SASO are done in facilitating such services to the college community.

The following programs/services are offered: Guidance Program, Student Organizations Development Program, Scholarship and Student Privileges, Student Publication, Spiritual Moral and Development Program, Placement Program, Student Discipline.

I. THE GUIDANCE PROGRAM

Guidance is an integral part of the educational process. It aimed at assisting students for their holistic development. Through the provision of the different Guidance Services, students are assisted in gaining self-awareness and deep understanding of one's self and problems that confronts them for better adjustments and in making intelligent choices.

Licensed Guidance Counselors conduct individual interview and counseling; facilitate group guidance activities; conduct career guidance and counseling; and sponsor various programs/activities.

Such activities further discover student's aptitudes, interest, personality, abilities and talents for their optimum development; discover and facilitate the acquisition of scholastic and social skills they need to will help them in their adjustments in the college community and in the wider society.

Student Peer Counselors & Facilitators are organized to assist the professional staff in the delivery of guidance services to the students. The Guidance Counselors perform other tasks, namely: test administration and interpretation, referral service, consultation services, conducting researches and evaluation, developing guidance materials and maintenance of student guidance file.

The Guidance Program has the following specific objectives:

1. To collect and make readily available relevant educational, vocational, personal and other important information needed by the students in order to make wise choices.
2. To gather data from individual student for better understanding of his/her growth and areas of development which need special attention.
3. To compile collected information from individual student that can be utilized in making decisions through an effective program of counseling.
4. To assist students for better adjustment and where his/her abilities and interests are best challenged.
5. To provide wholesome and challenging activities that would assist individual student in making the most of his/her strength and in compensating for weakness that interfere with his/her progress.

The above objectives are achieved through cooperative relationships among the home, school, community and through the implementation of the following Guidance Services:

1. INDIVIDUAL INVENTORY SERVICE

Understanding the individual is of first importance in carrying out an effective guidance program. It is in this sense that activities are sponsored to provide complete account of the student's background, interests, activities and plans relating to the present and the future.

- a. Floating of Students Information Questionnaires to new students. The Guidance Counselors meet the freshmen in their respective classes and let them fill-out the said form.
- b. Initial Interview with freshmen. This aim to gather more facts about the students to help them find better adjustment and self-realization.
- c. Updating students' records. The guidance counselors update records of students to have a complete account of their development. This is a year round activity.
- d. Dormitories and Boarding Houses Visitation. This activity, in coordination with the Barangay Officials together with Dorm managers and boarding house owners, primarily aims to determine the needs and problems of students who are living away from home to provide them the necessary assistance.
- e. Make record on students' absences. A student who incurred an absence/s in any of his/her subject/s is required to secure a pass slip at the Guidance Office in order for him/her to be accepted in class.

2. INFORMATION SERVICE

There may be some information which are not ordinarily provided through the instructional program which are very important for students in making their plans, choices, adjustments and in solving their problem. Such information is provided by the Guidance Office through its Information Service Program such as the following:

a. Orientation Program

This program is conducted at the beginning of the first semester of each school year and is designed to acquaint new students about the services, rules, and regulations, scholarships, facilities, school personnel, etc.

b. In-service training for student organizations' advisers.

Since advisers are in every day contact with the students, they should be helped in enriching and improving their knowledge, skills in assisting students in the development not only in the academic achievement but also in their social and emotional adjustments.

c. Career Perspective Program

This is designed for college graduating students so as to provide them some preparations that they need before entering the world of work.

d. Posting bulletin, flyers for job offering, etc.

This is another way of providing students pertinent information necessary for their development.

e. Values Enhancement Seminar

The seminar aims to develop the participants' awareness/ appreciation of their unique attitude qualities, as a necessary component of self-development and optimization.

f. Peer Facilitators Orientation

Students mostly share their concerns to someone at their age. In order to assist students to better help their fellow students, Peer Facilitators Orientation may be conducted yearly. The trained students under this program are called Peer Facilitators.

QUALIFICATIONS:

1. Must signify interest voluntarily by filling up application form.
2. Must be at least second year or has one year residency in the college.
3. Must have at least a weighted average grade of 2.5 but no grade neither lower than 2.75 nor have incomplete grade in the previous semester.
4. Must be of good moral character.
5. The applicant should have enrolled at least fifteen (15) units during the present semester but not more than twenty two (21) units.
6. The applicant should not have any subject enrolled in other school.

REQUIREMENTS:

1. Properly and completely accomplished Peer Facilitator's Application Form.
2. Two identical 2"x2" recent photographs
3. Certificate of Good Moral Character
4. Certified true copy of the present student enrolment form (Form 1)
5. Certification of grades for the previous semester by the registrar's office.
6. Recommendation from his/her Academic Dean
7. Pass the panel interview

3. COUNSELING SERVICE

Counseling provides a situation in which the student is stimulated to evaluate himself and his opportunities, to choose, to accept responsibility for his choice. To achieve this objective, and to be of greater access to the students, individual and group counseling are held.

Individual counseling focuses not only on educational aspect of the students but all other concerns like vocational, emotional, social, moral and personal. Group counseling focuses on the problems which are common to students like study habit, poor adjustment, among others. Counseling service is availed or rendered through: a) walk-in b) call-in c) referral

Walk-ins The guidance office is open 8-12/1-5 Monday to Friday. Counseling may be availed as need arises. However, it can also be availed by appointment.

Because absentees are referred or voluntarily come to the guidance office to secure admission/pass slips when incurred absence/s, the guidance counselors take this opportunity to counsel them individually and even groups.

Call-ins Guidance Counselors may also call-in student with academic deficiencies and those referred.

Referrals A student may be referred to the Guidance Office for the following reasons:

- . Excessive absences
- . Perennial Tardiness
- . Underachiever/failing grades
- . Poor study habits
- . Dropping or Shifting
- . Disrespect towards others
- . Withdrawal from group activities
- . Untidiness
- . Unable to get along well with others (maladjustments)
- . Lack of personal discipline (boisterous noise inside the class)
- . Other maladaptive behavior

Procedures on referring students to the Guidance Office:

1. The referent shall write a letter stating the manifested misbehaviors of the referred student/s or fill out the referral form and submit it to the Guidance Office

2. The Guidance Counselor will serve a call slip to the referred student/s to report to the Guidance Office.

- ❖ Referral to a specialist may be done when the Counselor recognizes the problem as being beyond his/her qualifications.
- ❖ Referral to the Coordinator of the Student Discipline when a student shows disobedience to policies concerning behavior inside the school premises.

3. The Guidance Counselor may provide the referent a case development report when necessary.

Moreover, the Guidance Counselor may conduct conferences with instructors and parents of students with problems if it is necessary. Also, home visitation may be done in order to establish and maintain mutual relationships between the school and the home for better involvement in the threshing out of the cause/s of students' problem.

4. TESTING SERVICE

This service administers and evaluates tests that provide valuable knowledge concerning the psychological makeup of the students in terms of his abilities, achievements, in terms of his abilities, achievement, interests, aptitudes, personality, etc. Information/data obtained from the test can be

of help to the guidance counselors, the students meet their problems. The Teaching Aptitude Test is used to screen students in the Teacher Education Department of the college.

5. PLACEMENT SERVICE

This is a process of assisting a student find a place where he could adjust himself satisfactorily and where his abilities and interests are challenged. Educational as well as vocational placement is conducted through the following activities:

1. Preparing the graduating students before entering the world of work by giving them the Career Orientation Program.
2. Interview with shifters and transferees before enrolment starts to situate and help them adjust to their choice. It is also responsible for career direction and re-direction of students in so far as their field of specialization is concerned.
3. Assisting students in selecting the organization/club to join where they could be helped develop their potentials.

The Placement Services is primarily responsible for the orientation of graduating students to the world of work and in generating employment opportunities for the graduates.

6. FOLLOW-UP SERVICE

The staffs conduct the following activities under this service in order to determine the extent to which they have made satisfactorily adjustment:

- a. Incidental follow-up as a routinary work.
- b. Follow-up of students who have been the subject of case studies.
- c. Follow-up of shifter students.

7. OTHER SERVICES

a. Issuance of Pass/Admission Slip

Procedure in securing Pass Slip

A student who incurred an absence in any of his/her subject/s is required to secure a pass slip at the Guidance Office in order for him/her to be accepted in the class. Prior to the issuance of pass slip, the following procedures should be done:

1. The absentee should carry with him/her a medical certificate (if due to sickness) or an excuse letter signed by the parent/guardian or any person who has direct accountability/responsibility as to the cause/s of the absence/s.
2. The medical certificate/excuse letter should be presented to the Guidance Counselors and in return be given pass slip to fill out.
3. After the pass slip has been filled out by the student concerned, the counselor shall put his/her recommendation and affix his/her signature on it.
4. The student concern presents the pass slip to the subject instructor/s for him/her to be accepted in class.
5. The instructor concerned sign in the pass slip as a proof that the student concerned was admitted into his/her class.
6. The student is responsible in returning the slip to the Guidance Office once all the subject instructors have signed.

Note: Excused absences do not exempt any students from accomplishing the requirements of the course covered by the class during his/her absence/s. A student is considered excused if absence/s is/are caused by:

- a) Sickness
- b) sickness or death of any member of the immediate family

- c) authorized attendance in school activities
- d) accident or calamity where the student is involve

Three accumulated unexcused absences in a subject (based on records filed by the guidance personnel) are reported to the student's parent/guardians.

b. Issuance of Guidance Certificate/Good Moral Character Certificate

Procedures in the issuance of Guidance certificate/Good Moral Certificate

1. Fill up request form at the Guidance office.
2. Pay at the Cashier's Office.
3. Present the proof of payment (Official Receipt) to the Guidance Office and receive the Guidance Certificate/Good Moral Character Certificate

II. Student Organization's Development Program

Complementing the academic programs are different programs for students coordinated by the SASO. The Student Organizations and Development Program (SODP) has the responsibility of attending student activities either mandated or accredited student organizations which endeavor to enrich student's lives and to attain the goals of their organization and the college as well. The college envisions student holistic development and that student organizations are effective partners of the college together with the community where they live.

The state college recognizes the existence of two types of organizations – mandated and accredited. The STUDENT GOVERNMENT is the supreme and mandated student organization of North Luzon Philippines State College. Other mandated organizations are authorized by the different departments to perform task of supervising activities of students within their unit. Accredited organizations are authorized based on the student's specific programs pursued and which cater to their special interests, skills, and other potentials that need to be enhanced/served. Generally, membership is campus /college wide. However, there may be some accredited organizations whose membership is specific by the academic unit they are enrolled in: e.g. AB English Majors Circle (AB EMC) among others.

1. STUDENT GOVERNMENT (SG)

The Student Government is the highest student organization of NLPSC. The SG president represents the whole studentry in the Board of Trustees as a Student Trustee.

The conduct of Student Government Election is subject to the guidelines in the constitution and by-laws of the Student Government.

A. Policies on Selection and Designation of Advisorship for SG

- (a) The Head of Student Affairs & Services is the ipso facto adviser of the Student Government.
- (b) Considering, however, the enormity of the intertwined program within the SASO that demand equal supervision by the office head, the Dean may waive his right and delegate the SG Advisorship to one of the SASO Staff in which the function of the latter eventually becomes an Official Designation by way of a Special Order.

B. Procedure of Selection and Designation of Advisorship

- (a) The SG Officers choose a nominee from among the SAS Program Coordinators and submit it to the Head of SASO.

- (b) The Head of SASO recommends the same nominee to the NLPSC President through the Academic Affairs Office.
- (c) The NLPSC President, on the basis of the choice presented or according to his/her own discretion, appoints the adviser of the Student Government by way of a Special Order.

2. STUDENT DEPARTMENTAL ORGANIZATION (MANDATED)

1. Policy on advisorship

No Academic Dean shall be designated or ipso facto considered as adviser of a mandated departmental student organization. The function goes to a regular faculty member whose designation is effected by the process of selection and designation.

2. Procedures

(a) The President of the organization, after consultation with the members, submits to the Head of SASO a list of three (3) nominees for advisorship.

(b) The Head of SASO conducts a screening of the most qualified among the three nominees considering the following factors: *Acceptability, Orientation to Organizational Climate, Dedication to Duty, Adherence to Organizational thrusts, and Willingness to work.*

(c) The Head of SASO forwards the consolidated list of Advisers to the Director for Academic Affairs for consideration and makes recommendation to the NLPSC President.

(d) The NLPSC President appoints the Adviser of the Student Organization through a Special Order.

3. ACCREDITED STUDENT ORGANIZATION (FRATERNITY, SORORITY AND OTHERS)

Fraternities/Sororities and other student organizations fall under the category of accredited student organizations but have a separate set of guidelines in terms of advisorship and process of accreditation.

A. Policies:

1. **NO HAZING** shall be imposed for membership in all student organizations. (Any organization found guilty of violating this policy shall suffer a lifetime banning for accreditation in NLPSC)

2. Each Fraternity/Sorority must have an adviser (who must be an employee of the NLPSC, either a teaching or non-teaching staff, regular or otherwise).

3. It is the Office of SAS that officially recognize the intention of the adviser through an Oath of Commitment to serve the organization and functions to oversee the activities in consonance with institutional policies and regulations and to adhere to the constitution-and-by laws of the organization.

4. Accreditation of organization is renewable yearly. Failure to renew, means removal from the roster of accredited organization thus, ceases to operate in the college.

B. Procedure of Selection and Designation of advisorship:

(a) The Chairman of the Screening Committee, after consultation with the members, recommends to the NLPSC President one of the three (3) nominees for advisorship. Normally, the first in the list speaks for the organization's best choice.

(b) The letter of recommendation is to be signed by the members of the Screening Committee with the recommending approval of the Director for Academic Affairs

(c) The NLPSC President, on the basis of the choice/s presented or according to his/her own discretion, appoints the adviser of the accredited student organization by way of a Special Order.

Below are the pertinent papers needed and screening processes undertaken in the accreditation of the student organizations within thirty (45) days after the official start of classes for the first semester of the school year.

C. REQUIREMENTS FOR ACCREDITATION (for aspiring/new organization)

1. Application or Request Letter for Accreditation, addressed to the NLPSC President through the Head of SASO.
2. Certificate of Recognition and Official Endorsement from the Higher Chapter Formation (if and when the applying student organization has Provincial or Regional or National Chapter);
3. Copy of the organization's Constitution and By-Law with a proof that it has been duly ratified by its members;
4. Copy of the organization's Vision-Mission Statement;
5. Action Plan for the School Year (preferably, the activities/programs should revolve around the NLPSC four areas of concern, namely: Instruction, Research, Extension, and Production);
6. List of the Three(3) nominees, either faculty members or non-teaching employees, for the advisorship of the organization;
7. List of Officers with their corresponding course & year, their specimen signatures, recent 2X2 ID picture and contact number;
8. List of members with their specimen signatures;
9. Declaration of the organization's revolving fund;
10. All officers of the organization must appear for a panel interview at the Office of Student Affairs & Services on a date schedule by the Head of SASO.

D. REQUIREMENTS FOR RE-ACCREDITATION (for previously accredited organizations)

1. Application Request Letter for Re-accreditation, addressed to the NLPSC President through the Head of SASO.
2. Copy of the organization's Constitution and By-Laws (with a proof that it has been ratified by its members if ratified);
3. Copy of the organization's Vision-Mission Statement;
4. Action Plan for the school year (preferably, activities/programs should revolve around the NLPSC four areas of concern, namely: Instruction, Research, Extension, and Production)
5. List of three (3) nominees, either faculty members or non-teaching employees, for the advisorship of the organization.
6. List of Officers with their corresponding course & year, their specimen signatures, recent 2X2 ID picture and contact number;
7. List of new members with their course & year and signature; and,
8. All officers of the organization must appear for a panel interview at the SASO on the date scheduled by the Head of SASO.

Note:

1. On the first day of official start of classes, the Head of SASO shall issue a list of student organizations that are eligible to apply for re-accreditation. It is emphasized that an organization which failed to submit its Year-End Reports (Annual Accomplishment Report and/or Annual Financial Statement) in the previous school year is automatically disqualified for re-accreditation in the current school year.
2. All accredited organizations are renewable every year.
3. A student organization which had been accredited in the previous school year and fails to apply for re-accreditation and thus stopped to operate for one or two school years shall be treated as an aspiring or new organization.

E. ACCREDITATION PROCEDURE

1. Applicants submit the following documents to the Coordinator for Student Organization's Development.
 - a. Application letter for accreditation.
 - b. Constitution and by-laws
 - c. Action plan
 - d. List of members with corresponding course & year and signature
 - e. List of officers with their corresponding course & year, specimen signature, 2X2 recent ID picture and contact number
 - f. Mission/ Vision of the organization
 - g. Certification of good moral character of the officers
 - h. Photocopy of the registrar's copy of the enrolment form
2. The Coordinator for Student Organization's Development evaluates the documentary and submits said documents to the Dean of Student Affair & Services for further evaluation.
3. The Head of SASO forms a Screening Committee to review documentaries and interview applicants.
4. The committee which shall be chaired by the Head of SASO, composed by the six Academic Deans and the Coordinator for Student Organization.
5. Qualified student organizations for accreditation will be recommended by the Head of SASO to the NLPSC President for the Certificate of Accreditation.
6. Issuance of accreditation certificate by the Office of the President through the Student Affairs & Services Office.

F. CLASSIFICATION OF ACCREDITED STUDENT ORGANIZATION

Generally, accredited student organizations are either college-based or NLPSC-wide in their scope and operation. Simultaneous with its recognition as a legitimate group, a student organization shall be specifically classified by the Office of Student Affairs:

- a) Socio-Civic - the organization engages most of the time in outreach programs such as medical and dental mission, visit to social welfare institutions and other related socio-civic activities
- b) Academic - the organization concentrates in the fields of instruction and research or enhances the course specialization of its members
- c) Advocacy Groups - the organization promotes awareness on specific social issues and concerns

- d) Religious - the organization centered on religious or faith-related activities.
- e) Sports - the organization emphasizes physical education and development
- f) Political - the organization operates with a definite political orientation and perspective

III. Scholarship and Student Privilege

This is one service unit of the Student Affairs & Services Office that is in charge of the different scholarships and educational grants/privileges offered to students either by the college, the national government, or by any interested individual, group of persons or company.

As may be required by the Memorandum of Agreement between the sponsor/s and the state college through the SASO, the Coordinator for Scholarship may conduct the selection/screening and recommend students who may wish to avail the scholarship grants/privileges.

1. Classification of Scholarship grants/study Privileges

The NLPSC (North Luzon Philippines State College) has different scholarship and educational grant/privileges and are categorized into the following:

- A. Academic Scholarship
 - 1. Entrance Scholarship
 - Valedictorian (100% Tuition Fee)
 - Salutatorian (75% Tuition Fee)
 - 2. College Scholar (100% Tuition Fee)
 - 3. Dean's List (75% Tuition Fee)
- B. Study privileges
 - 1. NLPSC Employees Study Privilege (100% all Fees)
 - 2. Athletic Scholarship (Medalist in the national and/or regional level – SCUAA)
 - Category A (Gold Medalist in the regional level and a player in the National level) 100% all fees i.e. Tuition Fee & Miscellaneous Fees
 - (Gold Medalist) 100% Tuition Fee
 - Category B (Silver Medalist) 75% Tuition Fee
 - Category C (Bronze Medalist) 50 % Tuition Fee
 - 3. ROTC Cadet Officers' Scholarship (100% Tuition Fee)
 - 4. Student Government President (100% Tuition Fee)
 - 5. Sangguniang Kabataan Study Privilege (100% Tuition Fee)
 - 6. Barangay Officials Scholar (100% Tuition Fee)
 - 7. Student publication – EIC (100% Tuition Fee)
- C. Government Sponsored Scholarships
 - 1. National Commission on Indigenous Peoples Scholarship Program
 - 2. Study Grant for Indigenous and Ethnic Peoples (SGP-IEP)
 - 3. Special Study Grant Program-Congressional Districts (SSGPCD-CHED)
 - 4. One Town One Scholar (OTOS)
 - 5. State Scholarship Program (CHED Funds for Scholarship)
 - 6. Ilocos Sur Educational Assistance and Scholarship Program
 - 7. Candon City Scholars
 - 8. Sta. Cruz Municipal Scholarship Program
 - 9. Pres. Diosdado Macapagal Agrarian Scholarship Program
- D. Others
 - 1. Candonians of Hawaii Scholars

2. Candonians of Southern California Scholar

2. Guidelines and Policies on Scholarship

1. A student applies for the scholarship grant/study privilege before the enrolment period but not (5) five days after the close of enrolment. The application is renewed every term;
2. A student enjoys only one scholarship grant/study privilege for any given term including summer if subjects are within the curriculum offered during summer.
3. The average grade requirements and the level of performance considered for any grant is based on those obtained in the semester immediately prior to an application;
4. A grade of 5.0/failed in any subject or more than two (2) incomplete (INC) is an automatic disqualification from any privilege/grant;
5. Scholars/Grantees must carry the regular curricular load of the course enrolled in and must finish within the period prescribed;
6. Conviction for any grave offense is a permanent disqualification as stipulated in the Student Code of Conduct and Discipline;
7. A scholar should have a weighted average grade not lower than 2.5/80.

3. General Requirements for Scholarship grant/Study Privilege

- (a) Certificate of Scholarship
- (b) Certification of Grades (to be verified by the NLPSC Registrar for those who are presently enjoying the privilege, and High School Report Card (Form 138) for in-coming freshmen)
- (c) Certificate of Good Moral Character from the Principal (for the in-coming freshmen) or from the Guidance Counselor (for old students)
- (d) Photocopy of registration Form

Note: Sponsors of Scholarship Grants are given the privilege to prescribe additional requirements. In consonance with CMO # 15 series of 2009 regarding Guidelines Implementing Study Grants for BOS & SK, other specific requirements may be inquired from the Coordinator for Scholarship Grants and Study Privilege.

4. Procedure in Applying for Scholarship Grants/Study Privilege

- (a) Get application form from the Coordinator for scholarship
- (b) Fill up the application form
- (c) Attach required documents for the scholarship grant/ privilege applied for.
- (d) Seek approval from the Coordinator for Scholarship.

IV. Student Publication

The State College encourages the publication of newsletter journals intended to develop the creative writing talents of students. It also serves as an avenue to inform concerns and express opinions. The NORTH COLLEGIAN is the official student publication of the college. Other newsletters may be published by the student organizations with their academic units.

The Student Affairs & Services Office in coordination with the Student Publications conducts/arranges for lectures by practitioners on various topics of journalism and creative writing.

V. Student Moral Development Program

The North Luzon Philippines State College recognizes that holistic development of students is attained by infusing moral values via ecumenical activities. While NLPSC is a state college, religion is a freewheeling affair. An Ecumenical Center may be made available as a venue for conducting spiritual and moral activities.

A. Value Formation Program. Recollections & Spiritual Enhancement is conducted specially for the graduating students.

B. Religious Services

1. Liturgy of the Eucharist (Holy Mass): *For Roman Catholics*

Every first Friday of the month a mass is celebrated at the college gymnasium at 8:30 to 10:30 in the morning. Attendance is voluntary.

2. Inter-faith Assemblies

NLPSC Students of different religious affiliations may attend ecumenical gatherings. Bible Study/Worship is done every first Friday of the month which jibes with the first Friday Mass. Attendance is voluntary.

C. Community Organizing and Outreach Program

Other religious activities shall be coordinated to the SASO before it is endorsed to the Office of the President for approval.

VI. Student Discipline

The state college recognizes the importance of right conduct and discipline of the students and their pursuit of education. Cases of students' misconduct/misbehaviors beyond the parameters of effective counseling process are referred to the Student Discipline which is in-charge of the judicious implementation of the Student Code of Conduct and Discipline.

VII. Placement Services (This is taken care under Guidance Services)

The Placement Services is primarily responsible for the orientation of graduating students to the world of work and in generating employment opportunities for the graduates. It is also responsible for career direction and re-direction of students in so far as their field of specialization is concerned.

VIII. OTHER PROGRAMS AND SERVICES (under administrative, auxiliary and academic services)

A. Medical – Dental Services

The Medical-Dental clinic of the NLPSC is presently located at the Ground Floor of the college Administrative Building. It is manned by the college nurse and a Dentist. Services of the Clinic include check-up, tooth extraction, among others. Medicines are provided for free to legitimate students and personnel of NLPSC.

B. Library Services

The College Library is located in front of the Teacher Education Building. Numerous books in various disciplines are found in the college library to provide reference materials to students and faculty.

Students should present their Library Card when availing the services of the library. Issued Library Cards should be validated every semester upon enrolment.

C. Canteen Services

As an income-generating project of NLPSC, and in order to address the needs of students and personnel, Food Court was constructed at the western side of the administration building offering nutritious and affordable cuisines that suit the taste of the NLPSC community.

D. Security Services

To safeguard students, NLPSC personnel and its properties, security personnel are detailed at the gate to check identity of people entering the campus and to inspect in and out vehicles. Roving guard is also assigned inside the campus for the maintenance of peace and order.

E. Venues for Convocation

There are venues for various group gatherings in the college.

(a) The Conference Room is a venue for meetings, seminars and conferences as well as religious activities.

(b) The College Gymnasium is intended for Sports competitions and big gatherings.

- ❖ Request for its use should be approved by the president or his/her authorized representative.

BOOK II ACADEMIC POLICIES

Applicability of NLPSC Policies and freedom of NLPSC to formulate policies

All policies embodied in the NLPSC Code and the Student Handbook and Code of Conduct, and all NLPSC rules and regulations covered by pertinent Board resolutions, or approved by the Office of the President, shall be implemented strictly by the college. However, the college administrative and academic councils shall have the prerogative to formulate policies, rules, and procedures applicable without prejudice to existing general NLPSC policies, subject to the approval of the NLPSC President, or in discretion, by the College Board of Trustees.

Academic Calendar

The academic calendar shall be approved by the Board of Trustees upon the recommendation of the Academic Council. Each semester shall consist of at least 18 weeks. Class work in the summer session shall be equivalent to class work in one semester.

Schedule of Classes

Schedule of classes shall be prepared by the Academic Dean to be recommended by the Director for Academic Affairs for the approval of the President.

Suspension of Classes

The Director of Academic Affairs may suspend classes, not exceeding one day, only for a cause. Such suspension shall be reported, including the details, to the President of the NLPSC the day after. All other cases of suspension need the approval of the NLPSC President through the Director for Academic Affairs. Class hours lost due to suspension of classes shall be made up for.

Student Admission

Requirements:

A. Freshmen

1. Form 138 (High School Report Card)
2. Certificate of Good Moral Character
3. Birth Certificate (issued by NSO)
4. Notice of Acceptance from the Dean concerned

B. Transferee

1. Certification of Grades/OTR
2. Honorable Dismissal
3. Certificate of good Moral Character
4. Birth Certificate (issued by NSO)
5. Notice of Acceptance from the dean concerned

Note: In addition to the above mentioned admission requirements, the different academic units may have their own approved additional admission policies.

Temporary Enrolment

Temporary enrolment shall be granted to every student-transferee until such time the original Official Transcript of Records shall have been received.

Registration

- (1) A penalty of One Hundred Pesos (PPh. 100.00) shall be imposed for late enrolment except in meritorious cases.
- (2) No student shall be registered in any other department in the college without the prior permission from the Dean of the department where the student is primarily enrolled. No student enrolled in one unit shall be admitted in another unit without a written permit from the appropriate officials of the former department. The permit shall state the total number of units for which the student is registered and the subject/s he is authorized to cross register in.

Academic LoadFor regular semesters

1. The regular load of a student is 21 units or as prescribed in the curriculum. Graduating students may be allowed a maximum of 30 units.
2. A student may be allowed to enrol outside his curriculum, provided the total number of units enrolled should not exceed 27 units; the student, however, is listed only in his mother unit.

For summer

A maximum of 9 units is allowed

Payment of Tuition Fees

- (1) Tuition fees paid in full upon enrolment during the regular semester are given 10% discount.
- (2) Penalty for late enrolment will be P 100.00
- (3) Schedule of Refunds during the regular semester shall be as follows:
 - 1st week of classes-80% of the total fees paid
 - 2nd week of classes-70% of the total fees paid

- (4) No refund is allowed after the second week of classes.

Collection of Fees

- a. The different academic units shall be allowed to collect fees subject to approval of the President of the college.
- b. Athletic and SCUAA fees shall be collected to fund the physical education and sports development program.
- c. Upon enrolment, 50% of all fees shall be paid.

Attendance

- (1) Any student, who, for unavoidable cause, absents himself from the class, must obtain an admission/pass slip from the Guidance Office to be presented to the professor concerned upon the student's return. In addition, a letter duly signed by parent or guardian and/or a medical certificate must be presented to the Guidance Office for the issuance of pass slip.
- (2) Excuses (for absence) are for time missed only. All work covered by the class during the absence shall be made up for by (the student) to the satisfaction of the professor.
- (3) When the absence reaches 20% of the total number of hours required of a subject, the student is given a failing mark. However, if the absence incurred is with a valid reason the faculty member may prescribe additional course requirements to be submitted within a week after the last day of the term. Non-submission of the aforementioned requirements within the prescribed period shall result in a failing mark.
- (4) Likewise, time lost by late enrolment shall be considered as time lost by absence.

Leave of Absence

- (1) Prolonged leave of absence shall require a written petition to the Dean stating the reason of the leave and the duration thereof which shall not exceed one academic year. The Dean or his duly authorized representative shall notify the college Registrar, citing the reason thereof.
- (2) Students who withdraw without any formal leave of absence shall have their registration privileges curtailed or entirely withdrawn and be disqualified from graduating with honors.

Retention Policies

- (1) A student must not have three failing marks in a semester, otherwise he shall be disqualified from the curricular program, If a student has accumulated nine failing marks at the end of the second year for a four year degree course or at the end of the third year for a five year degree course, he shall be automatically disqualified to continue in the curricular program.
- (2) A student majoring in a particular area must maintain a grade of at least 3.0 (75) in all the major subjects, unless a higher qualifying grade is required by the unit or college.
- (3) A student who has been issued an honorable dismissal shall no longer be re-admitted in the NLPSC, unless, the honorable dismissal granted has not been used as entrance requirement in another school. Where the honorable dismissal granted has not been used, the same shall be surrendered to the NLPSC Registrar.
- (4) A student may be admitted to major in a particular field provided he did not incur a failing mark in basic subjects of his major field.
- (5) A student who incurred incomplete grades or who dropped his major subjects may still be allowed to continue his major depending on the merits of his case.
- (6) The retention policy on the number of subjects with failing marks shall not apply to the non-degree programs.

Note: In addition to the above mentioned retention policies, the different academic units may have their own approved additional policies.

Dropping/Changing/Adding of Subjects

- (1) Dropping of the subject shall be allowed before midterm examination. After the midterm, a student may be allowed to drop only by reason of illness duly certified by a physician, or other justifiable causes.
- (2) Dropping of subjects within the prescribed period saves the student from a grade of 5.0 but not the liability of paying the account due.
- (3) Changing or adding of subjects shall be allowed only within the first two weeks of classes upon the recommendation of the subject instructor/dean.
- (4) Subjects changed or added without prior approval shall not be given credit.

Substitution of Subjects

All Substitution of subjects shall be recommended by the Dean concerned and approved by the Director for Academic Affairs

Graduation

- (1) Graduation Requirements
 - a) No student shall graduate unless all graduation requirements have been complied with.
 - b) A candidate for graduation must file his application for graduation to his/her Dean.
 - c) The Dean endorses the application to the Director for Academic affairs together with the following: (a) the student's evaluation sheet, (b) the required number of bound copies of the approved thesis/Action Research, or its equivalent (if applicable), and (c) a photocopy of the approval sheet of said thesis/Action Research.
 - d) The Director for Academic Affairs approves and forwards the application with his comment/ recommendation to the Office of the Registrar.
 - e) The registrar appraises the academic record of each candidate to determine whether any candidate in such list has any deficiency or whether he/she has fulfilled all requirements to qualify him/her for graduation; provided, that if there should be questions regarding a candidate, his/her name shall be deleted from the list of candidates for graduation and footnotes to that effect shall be made. Ten weeks before the end of the semester, the registrar shall publish a complete list of duly qualified candidates for graduation for that semester, which shall be returned to the Director for Academic Affairs. The Director for academic Affairs endorses to the Academic Council to approve for endorsement to the Board of Trustees for final approval.
 - f) No student shall graduate from NLPSC unless he has completed the total units required of the program enrolled in.

Graduation with Honors

- a. A student who completes a four year or five year degree course with the following range of weighted average, computed to the second decimal place, shall graduated with academic honors as follows:

Summa CumLaude	1.00 to 1.20
Magna Cum Laude	1.21 to1.50
Cum Laude	1.51 to 1.75

Note: Only the grades in the academic subjects (NSTP not included) are included in the computation of the weighted average; and no failing grade in any subject taken.

Courses that prescribed length of which is less than four years, the English equivalent of the academic awards shall be used instead:

With Highest Honor	1.00 to 1.20
With High Honor	1.21 to 1.50
With Honors	1.51 to 1.75

- b. Candidates for graduation with honors must have completed in NLPSC at least 75.0% of the total number of academic units or hours required for graduation and must have continuous residence in the NLPSC for at least two years immediately prior to graduation.
- c. In the computation of the final weighted average grade of students who are candidates for graduation with honors, only credit units shall be included. Candidates for graduation with honors must have taken during each semester no less than 15 units of credits, or the normal load prescribed in the curriculum in cases where such normal load is less than 15 units, unless taking of lighter load was due to justifiable causes, such as for reasons of health or the fact that the candidate is a working student, to be certified by the proper authority at the time the underload is incurred.
- d. Students who are candidates for graduation with honors must not have been charged and found guilty of any violation of existing NLPSC rules.

Student Awards

Special awards shall be given to deserving students

- a. *Academic Honors*
- b. Outstanding Leadership Awards
- c. Civil Service Award
- d. And, others which foundations/granting institutions provide.

Examinations and Grades

- (1) Examination are integral components of instruction and shall be administered by the instructors/proctors subject to existing policies/rules for the purpose of formative and/or summative evaluation of student performance
- (2) The academic performance of students shall be evaluated and graded at the end of each term in accordance with the prescribed grading system. The faculty member has the sole authority to determine and give grades to his students.
- (3) Every faculty member shall submit his report of grades not later than 10 days after last day of examination period at the end of each term.
- (4) No faculty member shall change any grade after he has submitted the grade sheet to the NLPSC Registrar.
- (5) In case of error, the faculty member may request authority through official channels to make the necessary correction.
- (6) In no case shall grades be changed beyond one year after initial filing except in meritorious cases, nor shall any change operate to the prejudice of the student.
- (7) The mark of "INC" or incomplete, is given if a student whose class standing throughout the semester is passing, fails to take the final examination or fails to complete other requirements of the course, due to illness or other valid reasons.
- (8) No "CONDITIONED" grades shall be given.

(9) Students with incomplete grades not completed within one year, have to re-enrol the subject.

(10) The Grading System shall be as follows:

1.25 -1.0	(94-96/97-100)	-	Excellent
1.75-1.5	(88-90/91-93)	-	Very Good
2.25- 2.0	(82-84/85-87)	-	Good
2.75-2.5	(76-78/79-81)	-	Fair
3.0	(75)	-	Passing
5.0	(74 and below)	-	Failed

Note: Starting from the school year 2012-2013 only second to fourth year students receives the above grading system. First year students towards their succeeding years shall be numerical (74 and below is failed and 75 and above is passing).

Conduct of Educational field Trips

The conduct of educational field trips shall be covered by appropriate policies subject to CMO #17 S. 2012 and duly approved by proper authorities.

Commencement and Baccalaureate Exercises

- (1) The Director for Academic Affairs shall be mainly responsible for the commencement and baccalaureate exercises and may call upon other for assistance in the carrying out of the plans.
- (2) The commencement exercise for graduating students of the college, except those who are to receive titles and certificates below the bachelor's degree shall be held on the dates fixed for graduation.
- (3) The names of students elected to honor societies and awarded scholarships and non-academic honors shall be included in the commencement program.
- (4) Candidates for graduation with degrees or titles which require not less than four years of collegiate instruction shall be required to wear academic attire in accordance with the rules and regulations NLPSC.

TRANSCRIPT OF RECORDS

- (1) Students' records are confidential; hence, information is released only at the request of the student himself or of authorized institutions. Official Transcript of Records obtained from other institutions and which have been presented to the college for admission or for transfer of credit become part of the student's permanent records and re-issued only as true copies.
- (2) Application for Official Transcript of Records should be accompanied by a student clearance for the purpose.

Conduct of Review Classes

To enhance the performance of graduates in the board examination in order to realize its vision of academic excellence NLPSC may conduct review classes approved by the NLPSC Board of Trustees and administration.

BOOK III

STUDENT CODE OF CONDUCT AND DISCIPLINE

FOREWORD

Discipline is not punitive but a means to guide the students to positively channel their mind, heart and behavior.

For purpose of achieving and maintaining peace and order, decency and academic excellence, and good moral character each student should follow certain rules and regulations whether on campus or outside. Any deviation from the expected norm of student behavior is dealt with proper disciplinary action.

PART I

CONDUCT

Article I. Conduct Outside College (NLPSC) Campus

Section 1 students project the image of the NLPSCian, uphold and defend its integrity.

Section 2 Students are encouraged to participate in community civic programs, symposia, conferences, conventions, religious activities and the like.

Section 3 Students are encouraged to perform their civic duties by giving sound opinions about public issues and cooperating with their local government officials in the implementation of such policies that are directed towards the development of their community.

Section 4 Students manifest their charitable and fraternal spirit by helping their fellow students in their distress.

Section 5 Prior to the undertaking of any activity outside the school campus sponsored by any NLPSC recognized organization, permission shall be secured from the President upon favorable recommendation of the Dean of Student Affairs and Services. Students attending such activities shall present a written permit or waiver duly signed by the parents or guardian. On such occasions, participating students always observe proper decorum.

Article II. Conduct Inside the College (NLPSC) Campus

Section 1 NLPSC students respect authority and all those vested in it.

Section 2 The Faculty of the NLPSC are persons in authority - an authority vested directly upon them by the institution. Cognizant to their authority, students give their respect and full cooperation to their instructors in pursuance to the NLPSC goals.

Section 3 Students always wear their identification cards (ID card) upon entry to the NLPSC premises and shall be worn at all times in the NLPSC campus.

Section 4 Students strive to be neat, clean, and well groomed at all times.

Section 5 Students wear modest, simple and decent attire. A student using excessive make-up, lipstick, nail polish and the like defies a well-breed NLPSCians.

Section 6 Students observe silence in the library, conference halls, corridors and study area. Unnecessary noise, boisterous laughter and conversations, whistling and the like should be avoided especially during class hours.

Section 7 Students are urged to refrain from the use of words that are indecent, vulgar and offensive in nature. Utterances of such words are unbecoming of respectable NLPSCians.

Section 8 Students are encouraged to help keep the NLPSC and its premises clean and tidy. Spitting, scattering candy wrappers/ piece of papers, writing on walls/furniture, and sitting on railings are manifestations of untidy habits and practices.

Section 9 All properties of the NLPSC are assets to provide student comfort and to support their academic, physical, civic and spiritual growth and development. Students are encouraged to handle and use them with utmost care.

Section 10 Students should know the Philippine National Anthem, the Ilocos Sur Hymn and the NLPSC Hymn by heart. They are expected to sing these hymns with fervor and sincerity.

Section 11 Students should know the vision, mission, goals and objectives of NLPSC.

Section 12 Students shall at all-time wear the NLPSC prescribed uniform on designated days.

Section 13 Students should refrain from smoking inside the campus of the college.

Section 14 Students shall not enter the NLPSC premises under the influence of any intoxicated drink or any prohibited drug.

Section 15 Students should refrain from bringing into the premises of NLPSC any alcoholic beverages, prohibited drugs/solvent.

Section 16 Students are prohibited to bring/carry deadly weapon inside the college campus.

Article III. Attendance

Section 1 Students attend their classes on the opening day of school. Late enrolment means missed classes, hence this are considered absences.

Section 2 Students manifest their diligence in academic pursuit by attending their classes regularly and punctually.

Section 3 Students should not absent themselves from school for any reason except for severe illness or other unavoidable circumstances.

Section 4 Students who missed a quiz/test on account of unexcused absences are given a failing grade for the quiz/test.

Section 5 Students are considered excused if the absence is caused by:

- a. serious illness
- b. serious illness or death of any member of his immediate family
- c. authorized attendance in school related activities
- d. accident or calamity where the student is involved
- e. other unavoidable circumstances determined excusable by the guidance counselors.

Section 6 Excused absences do not exempt any students from accomplishing all requirements of the subject covered by the class during his absences.

Section 8 Students who have accumulated absences with a total of twenty percent (20%) of the prescribed number of class hours are given a grade of 5.0 (failing grade) in the subject where such absence is incurred.

Section 9 After an absence, a student should present a Medical Certificate or an Excuse Letter duly signed by his Parent/Guardian to the Guidance Counselors for the issuance of Pass Slip. No student is allowed to enter his/her classes without presenting Pass Slip to the teacher concerned.

Section 10 Three (3) accumulated absences in a subject are reported to the student's parent/ guardian by the subject instructor through the guidance counselors.

Article IV. Conduct in the Classroom

Section 1 Students should report to their respective classroom on the scheduled class hour. In the event, that the instructor or his substitute is not in the classroom within the first fifteen minutes of the class period, the class is, considered dismissed.

Section 2 Only students duly enrolled in a subject are admitted in the classroom.

Section 3 Respect, courtesy and politeness to instructor and fellow students should always be observed in the classroom.

Section 4 Students are encouraged to participate in intellectual discussions with their instructor and peers with clarity, sincerity, frankness, and friendliness.

Section 5 During quizzes and examinations, students manifest self-respect and personal integrity. They conduct themselves in such a way that their honesty is held above suspicion.

PART II DISCIPLINE

Article V. General Provisions

Sec. 1. The provision of this code shall apply to all bonafide students of the College; otherwise, the laws of the land shall apply.

Sec. 2. At all times, every student must observe, follow, and abide by the laws of the land and all policies and regulations adopted by the College.

Sec. 3 All school personnel are mandated to enforce and supervise overall compliance to the provision of this code in their respective areas of responsibility. For the purpose of implementing College policies, rules, regulations and the provision of this code, the President, Vice-President, Deans & Directors, Faculty and Staff are deemed persons in authority.

Sec. 4 A student under suspension shall not earn any credit during the period of his suspension. As such, he shall be marked absent in all the affected classes. He shall not be allowed to join and participate in any student activity, enter the school premises or avail school facilities.

Sec. 5 A student, even when outside NLPSC Campus, shall be subject to corresponding disciplinary action and penalties for any minor, less grave and grave offense.

Sec. 6 A student shall be reprimanded, suspended or expelled only for a cause.

Sec. 7 All matters relating to the conduct and discipline of students shall be subject to the jurisdiction of the Student Affairs & Services Office.

Sec. 8 The Student Disciplinary Tribunal shall conduct formal investigation of student cases referred by the Dean of Student Affairs and Services.

Sec. 9 In the course of a formal investigation and proceedings, all the rights of the students i.e. Right to Due Process (Book IV NLPSC Students' Charter Section 20) must always be observed.

Sec. 10 The decision on student disciplinary cases shall reside in the NLPSC President upon recommendation of the Student Disciplinary Tribunal.

Article VI. GROUNDS FOR DISCIPLINARY ACTIONS

Section 1 Students shall be reprimanded or sanctioned only for a cause.

Section 2 Offenses are classified into Grave Offense, Less Grave Offense, and Minor Offense.

Section 3 Grave Offense:

- a. Forgery and/or falsification of school related documents,
- b. Serious sexual scandal performed in the campus,
- c. Drinking, drunken behavior within the NLPSC premises,
- d. Possession and/or use of prohibited drugs and /or marijuana,

- e. Gambling/betting within the NLPSC premise,
- f. Carrying of deadly weapon (e.g. bolo, knife and other bladed instrument not used in connection with school work)
- g. Possession of firearm and explosives,
- h. Grave disrespect to any NLPSC personnel,
- i. Joining organizations or groups that work for selfish motives contrary to the attainment of NLPSC goals.
- j. Vandalism (e.g. damaging NLPSC property such as chairs, window panes, fluorescent lamps, electric builds etc.)
- k. Theft, pilferage and/or robbery of any form.
- l. Cheating during the conduct of quizzes or examinations
- m. Possession / circulation of pornographic materials
- n. Physical assault/verbal assault/provocation
- o. Sexual harassment
- p. malversation of funds (students organization fund)
- q. Extortion
- r. smoking inside the classroom
- s. recidivism of less grave offenses
- t. all other acts punishable under the Revised Penal Code of the Philippines and/or the Cyber Law

Section 4. Less Grave Offense:

- a. use of indecent language which is offensive and vulgar in nature
- b. littering
- c. lying or false testimony
- d. boisterous conversation/laughter in study halls and/or along the corridors
- e. recidivism of minor offenses

Section 5. Minor Offense:

- a. non-wearing of school uniform/ID during the prescribed days
- b. illegal use of insignia or ID
- c. ostentatious use and display of earrings
- d. indecent hair style
- e. Unauthorized use of cellular phone during class hours
- f. wearing indecent clothing

Article VII. SCHEDULE OF PENALTIES

Section 1 Grave Offense

1st offense: Reprimand/warning from the Guidance Office and notice to parents or guardian, with letter of apology which shall be formally recorded and signed by the concerned, noted by his/her Dean, attested his/her parent. A copy of which will be forwarded to the concerned Dean, student concern and file of the Guidance office.

2nd offense: Suspension for three (3) weeks or suspension for the rest of the semester

3rd offense: Dismissal from the College

Section 2 Recidivism of a Grave Offense is automatically sanctioned with *expulsion from the College*.

Section 3. Less Grave Offense

1st offense: Reprimand/warning from the Guidance Office and notice to parents or guardian, with letter of apology which shall be formally recorded and signed by the concerned, noted by his/her Dean, attested his/her parent. A copy of which will be forwarded to the concerned Dean, student concern and file of the Guidance office.

2nd offense: Suspension for two (2) weeks

3rd offense: Suspension for the rest of the semester

Section 4 Recidivism of a less grave offense adopts the *penalty and constructive processes applied to grave offenses*.

Section 5 Minor Offense

1st offense: Reprimand/warning from the Guidance Office and notice to parents or guardian, with letter of apology which shall be formally recorded and signed by the concerned, noted by his/her Dean, attested his/her parent. A copy of which will be forwarded to the concerned Dean, student concern and file of the Guidance office.

2nd offense: Ten (10) hours of community service

3rd offense: Twenty (20) hours community service

Section 6 Frequent commission of Minor Offense eventually falls into a Less Grave Offense and thereby *imputed with the sanction corresponding to a less Grave Offense*.

Article VIII. PROCEDURE IN DISCIPLINARY PROCEEDINGS

Section 1 When an offense is committed, the complainant refers the case to the Student Discipline Coordinator. The Student Discipline Coordinator refers the complaint to Guidance Office if the case needs referral and appropriate guidance counseling.

Section 2 If the case can be solved at the level of the Student Discipline Coordinator, the coordinator prepares a record of the complaint (i. e. name of respondent, nature of the offense, date and time committed, name of the complainant) and furnishes a copy to the Guidance Office and the Academic Dean of the concerned student for record keeping purposes.

Section 3 The Student Discipline Coordinator upon consultation with the Dean of Student Affairs and Services determines whether a case be elevated to the Tri-Sectoral Discipline Committee. Such cases shall be subjected to the judgment of the Tri-Sectoral Disciplinary Committee if the case has substantial evidence to be considered as a formal complaint against a student.

Section 4 The Tri-Sectoral Discipline Committee shall be composed of the Director for Academic Affairs, Academic Dean of the concerned student, and the President of the Student Government.

Section 5 The Student Disciplinary Tribunal shall be composed of the NLPSC Legal Counsel/lawyer deputized by NLPSC as Chair, Dean of Student Affairs and Services as member and Secretary, and the following as members: Campus Security Chief, Dean of the concerned unit, and three (3) Student Government Representatives.

Section 6 The Student disciplinary Tribunal shall serve the notice of hearing to all parties involved at least two (2) days before such hearing. Notice to counsel or duly authorized representative of a party shall be sufficient notice to such party.

Section 7 Failure of the complainant to appear at the date of hearing after due notice and without sufficient justification shall result in the dismissal of the case. If the respondent fails to appear despite due notice, hearing shall be conducted *ex parte*.

Section 8 Within fifteen (15) days from the termination of the hearing, the Student Disciplinary Tribunal shall forward a complete report and recommendation to the NLPSC President. The report shall be signed by at least a majority of the members of the Tribunal.

Section 9 Within ten (10) days after the receipt of the report, the NLPSC President shall transmit his/her decision to the complainant, respondent, the Student Affairs and Services Office, and to the NLPSC Student Government.

Section 10 Decisions which are final and executory shall take effect as follows: Decision of suspension rendered within thirty days prior to any final examination shall be enforceable during the semester/summer sessions immediately following; however, if the respondent is graduating, the penalty shall take effect immediately.

Section 11 Nothing in this foregoing section shall prevent an Academic Dean to proceed summarily against a student/s of the college or unit for any act in violation of rules and regulations issued by Academic Dean, or for misconduct committed in the presence of a faculty member or any official of the NLPSC within the classroom or premises of the college or unit. In this case the respondent shall be summoned to appear before the Academic Dean concerned, inform the charges against him/her and afforded to present his side.

Article IX. Academic or Scholarship Disabilities Inherent to Disciplinary Penalties.

Section 1 The following shall form the academic scholarship disabilities inherent to disciplinary penalties:

- a. Disqualification from or withdrawal of resident scholarship grants.
- b. Disqualification from academic honors
- c. Disqualification from employment as student labor.
- d. Disqualification from holding position in any student organization.

- e. Disqualification from joining in any official athletic and cultural delegation.

Article X. Effectivity and Amendments

Section 1 This Code shall take effect immediately upon approval by the Board of Trustees through the recommendation of the NLPSC President.

Section 2 Any provision of this Code may be amended only upon the recommendation of the Dean of Student Affairs and Services subject to the approval of the NLPSC President

BOOK IV NLPSC STUDENTS' CHARTER

We, the students of North Luzon Philippines State College (NLPSC), realizing the need to clearly define our basic rights, welfare and interest as rooted in the basic principles of our diverse religions and political beliefs, cultures and mores, ensuring that no rights is overstepped on the part of the students, do hereby declare this document as the official Student's Character of the NLPSC.

CHAPTER I General Principles

Section 1 Declaration of Policy. It is hereby declared that:

- a. The NLPSC's mission is to create a whole person from its students by providing a democratic, Pro-people and Scientific education and by promoting the core values of NLPSC – Excellence, Dynamism and Service.
- b. The members of the Academic Community recognize the Students' right to participate actively and effecting a progressive and developmental change within NLPSC.
- c. With our rights and welfare aptly observed and granted, we the students are a force to reckon with in our society.

Section 2 Guiding Principles. Students of NLPSC hereby declare the following as guiding principles:

- a. Education, being the most important process to acquire knowledge, skills and values, must be given above all, the highest priority by all members of the society.
- b. Student organizations shall be built on the ground of promotion and protection of students' democratic rights and freedom; contribute to national development and a more democratic the academic community shall be granted by the NLPSC Student Government and the NLPSC authorities.

- c. No policies, rules and regulations shall be passed that shall unduly hamper the activities and prejudicial to interest of student organizations, provided that such activities and objectives are constructive and developmental in nature.
- d. The Student Government through the Student Trustee being the highest representative of the student body with utmost mandate shall have the right to epitomize the opinions and outlook of the entire studentry in matters which directly affect them.
- e. Student Publication shall be the voice of the students in matters concerning them; it shall serve as the principal medium and highest form of free and responsible expression for the dissemination of information, interactions among different sectors and political standpoint of the students on social issues.

CHAPTER II

Right to Organize

Section 3 **Right of Organization.** The NLPSC shall recognize the right of students to organize themselves as long as the mission and vision of the college shall not be abridged.

Section 4 **Student Government.** NLPSC shall recognize and ensure the right for a democratic and autonomous existence of a student government.

- a. It shall have its own set of officers chosen by the students through a system stipulated in their own recognized Constitution.
- b. It shall have the right to an office.
- c. It shall have the right for the services provided by the NLPSC to its constituents under faithful observance of their Operational Procedures and policies sanctioned by higher and/or separate government agencies.
- d. Shall have the right to formulate and determine policies and programs subject to its duly ratified Constitution. Accreditation, Granting of Recognition and Privileges to Student Organizations. No requirements outside those stated in the Student Organizations Operational Procedure shall be imposed on student organizations seeking accreditation.

CHAPTER III

Right to Participate in Policy Making

Section 5 **Right to representation.** The NLPSC shall recognize the right of students to represent in administrative and academic matters affecting the students through the Student Trustee and by the Student Government in consultations, dialogues, and in addressing grievances.

Section 6 **Board of Trustees.** The Student Trustee, in behalf of the students, shall discuss pertinent issues in the NLPSC.

CHAPTER IV
Right to Freedom of Expression and Opinion

- Section 7** **Right to Free and Responsible Expression.** The students have the following rights:
- a. to state their concerns on matter related to the quality of their education.
 - b. to dress according to their individual tastes, in consonance with the NLPSC dress code, and to air their opinions regarding the dress code, through the Student Government, to the Student Trustee or to any committee for review and possible revisions;
 - c. to file grievances against any member of the academic community to the Office of the Student Government, the Student Trustee or the Adjudications Board; and
 - d. to free press, according to Republic Act 7079.

CHAPTER V
Academic Rights

- Section 8** **Unpaid Balances and Examinations.** No student shall be prohibited from taking a midterm or final examination because of unpaid balances of tuition fees under the established term prescribed by the NLPSC and approved by the appropriate Policy Making Body. Students with delinquent accounts permitted to take an examination shall nevertheless be subject to the right of the NLPSC to withhold the release or issuance of such student's school records.
- Section 9** **Dropping of Subject.** Students have the right to drop course, subject to the provisions provided on the academic manual of the NLPSC.
- Section 10** **Academic Evaluation.** Students have the right to know at the start of the semester how they will be evaluated in the course they enrolled in.
- Section 11** **Class Standing.** Students have the right to be informed of their class/academic standing not later than 2 weeks following their midterm and final examinations. They also have the right to see the computation and evaluate their own exams, quizzes, and other works with which have bearing on their final grade.
- Section 12** **Consultation.** Students have the right to be given proper consultation time by their instructors and advisers.
- Section 13** **Curriculum.** Students have the right to be heard of their opinion regarding the curriculum of their respective department.

CHAPTER VI
Right to Affordable Education

- Section 14** **Scholarship.** The students have the right to avail scholarship programs of NLPSC.

Section 15 **Education Fees.** Students have the right to be involved and be consulted before any increases are made to their tuition, miscellaneous and other fees.

Section 16 **Refund, Reconsideration and Re-appropriation.** Students shall have the right to refund, ask for reconsideration, and/or re-appropriate all excessive and unused fees which they paid during their registration in the NLPSC or to carry over such fees in the next dispensation; or to collectively appropriate it for projects in coordination with the immediate NLPSC-SG formation therein.

CHAPTER VII

Right to Information

Section 17 **Fees and Payments.** Break down of all fees must be posted in bulletin boards and written in receipts during enrolment period.

Section 18 **Absences.** Students have the right to know information regarding their accumulated absences. A student must be informed if he has exceed the prescribe number of absences rendering him ineligible. However, he/she may arrange for any make-up requirements which are commensurate to the period he/she missed.

Section 19 **Examinations.** Students have the right to be informed of the examination schedule two weeks before the start of the examination period. Schedules must be posted in different administrative billboards of NLPSC.

CHAPTER VIII

Right to Due Process in any Disciplinary Proceedings

Section 20 **Right to Due Process.**

- a. A student subject to any disciplinary proceedings shall have the right to defend himself/herself, to be heard, and present evidence on his/her behalf before the Student Disciplinary Tribunal. In addition, the student has the right to avail the service of a Legal Counsel.
- b. Blacklisting, expulsion, suspension or any other disciplinary sanction that may be taken against the student shall not be valid unless the following rights have been observed and accorded the students:
 1. Right to be informed in writing the nature and cause of the accusations against him/her.
 2. Right to confront witness against him/her and to full access of the evidence of the case;
 3. Right to defend himself or be defended by a Counsel of his/her choice with adequate time given to prepare his/her defense;
 4. Right to a hearing before the Student Disciplinary Tribunal

5. Right against self-incrimination;
 6. Right to appeal the decisions of the Student Disciplinary Tribunal to Higher Authority.
- c. The gravity of the sanctions must be appropriate to the seriousness of the violation committed

CHAPTER IX Other Rights

Section 21 Right Against Unreasonable Searches and Seizure. Every student shall not be subjected to any form of unreasonable search seizure. Except in the following instances:

- a. Search and seizure of illegal articles that are discovered inadvertently by duly authorized personnel;
- b. Searches made when the student is about to commit, is committing, or has committed a crime or a serious infraction of the school's rule and regulations; and
- c. Searches made with a valid search warrant.

Section 22 Access to School Records. Every student shall have access to his/her school records and its confidentiality must be maintained and guarded by the NLPSC.

Section 23 Prohibition against Militarization of the School Campus. The pursuit of academic excellence and exercise of academic freedom can be attained only in an atmosphere free from fear and unreasonable restraint. Pursuant thereto, no military detachment shall be installed in and within the immediate community of the campus. Military and police elements in uniform or in plain clothes shall not interfere with any mass actions nor carry their firearms within the campus.

Section 24 Prohibition against Involuntary Contributions. Except those sanctioned by the NLPSC Student Leaders Assembly or any authorized policy making body of the NLPSC, all involuntary contributions are prohibited.

Section 25 Right to Adequate and Safe School Facility. The students shall have the right to be provided adequate, safe, and clean facilities provided by the NLPSC.

CHAPTER X Final Provisions

Section 26 Administration and Enforcement. Within thirty (30) working days of the approval of this Charter, all sectors in the NLPSC, namely the Administration, the faculty, the non-teaching staff and the students shall promulgate the Terms of Reference to implement the provisions of this document.

Section 27 Effectivity. This charter shall take effect upon the ratification of votes cast by the students at a NLPSC-wide plebiscite called for this purpose.

Section 28 **Repealing Clause.** All rules and regulations of the NLPSC concerning student organizations and their activities or part hereof which are inconsistent with the provisions of these charter are hereby repealed, amended or modified accordingly.

Section 29 **Amendments and Revisions.** Only through the endorsement of members of the NLPSC Student Leaders Assembly shall any amendments or revisions be made following the procedures under the provisions for Constitutional Amendments. Changes made in the absence of 5 representatives from the NLPSC Student Government and the Student Trustee shall be considered unofficial.

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