CURRICULAR OFFERINGS

BANGA CAMPUS

College of Agriculture, Forestry and Environmental Science (CAFES)

Master in Animal Science (MAS) major in:
- Poultry Production
- Swine Production

Master in Crop science (MCS) major in:
- Agronomy

Master in Rural Development

Bachelor of Science in Agriculture (BSA) major in;
- Agricultural Economics
- Animal Science
- Agricultural Engineering
- Crop Science
- Agricultural Extension
- Soil Science

Bachelor of Science in Forestry (BSF)

Bachelor of Animal Science (BAS) major in:
- Animal Health

Bachelor of Science in Home Technology (BSHT) major in:
- Food Nutrition
- Home Management

Bachelor of Agricultural Technology (BAT)

Diploma in Agricultural Technology (DAT)

College of Teacher Education (CTE)

Doctor of Philosophy major in:
- Educational Management

Master of Arts in Education (MAEd) major in:
- Educational Management

Bachelor of Secondary Education (BSEd) major in;
- English
- Social Studies
- Mathematics
- Physical Science
- Biological Science

Bachelor in Elementary Education (BEEd)

Laboratory High School
School of Arts and sciences (SAS)
Bachelor of Arts (AB) major in:
   English
   Mathematics
Bachelor of Science in Nursing (BSN)
Bachelor of Science in Biology (BSBio)
Bachelor of Science in Applied Mathematics (BSAM)

School of Veterinary Medicine (SVM)
Doctor of Veterinary Medicine

School of Management Sciences (SMS)
Master of Management (MM) major in:
   Public Management (Thesis and None-Thesis)
Master in Public Administration (MPA) Thesis & None-Thesis
Bachelor of Science in Accountancy (BSA)
Bachelor of Science in Business Administration (BSBA) major in:
   Business Economics
   Financial Management
   Marketing Management
   Human Resource Development Management
Bachelor of Science in Entrepreneurship (BSEntrep)
Bachelor of Science in Public Administration (BSPA)
Bachelor in Office Information Management (BOIM)
Associate in Office Information Management (AOIM)

NEW WASHINGTON CAMPUS
College of Fisheries & Marine Sciences (CFMS)
Master of Arts in Education (MSE) major in:
   Physical Education
   Educational Management
Bachelor of Secondary Education (BSEd) major in:
   Filipino
   Mathematics
   General Science
   Physical Education, Health and Music
Bachelor of Elementary Education (BEEd) w/ concentration in:

- English
- Physical Education
- Math
- Science and Health

Bachelor of Science in Fisheries (BSF) major in:

- Fish Processing
- Marine Fisheries
- Food Technology
- Fishery Business Management
- Inland Fisheries Coastal Resource Management

Bachelor of Science in Criminology (BSC)
Bachelor of Science in Hotel & Restaurant Management (BSHRM)
Bachelor of Science in Customs Administration (BSCA)
Bachelor of Science in Marine Biology (BSMB)
Diploma in Fisheries Technology with specialization in:
  - Fish Processing Marine Fisheries
  - Inland Fisheries
Associate in Hotel & Restaurant Management \(^{3/8}\) (AHRM)
Food & Beverages Preparation & Service Attendant \(^{8}\)
KALIBO CAMPUS
College of Industrial Technology (CIT)
Master of Arts in Education (MAE) major in:
  Home Economics
  Industrial Arts
  Educational Management
Bachelor of Science in Secondary Education (BSIE) major in:
  Automotive  Home Economics
  Cosmetology  Furniture & Cabinet Making
  Industrial Arts  Garments and Textile Technology
  Civil Technology  Technology & Home Economics
  Food Technology  Electronics Technology
  Drafting Technology  Electrical Technology
  Machine Shop Technology
Bachelor of Science in Industrial Technology (BSIT) major in:
  Automotive  Home Economics
  Industrial Arts  Drafting Technology
  Cosmetology  Garments & Textile Technology
  Food Technology  Electrical Technology
  Civil Technology  Furniture and Cabinet Making
  Electronics Technology  Machine Shop Technology
  Technology & Home Economics
Bachelor of Science in Hotel & Restaurant Technology (BSHRT)
Bachelor of Science in Agriculture (BSA) major in:
  Animal Science  Crop Science
Bachelor of Secondary Education (BSEd) major in:
  English  Mathematics
  Filipino
Associate in Industrial Technology (ATI) major in:
  Cosmetology  Furniture & Cabinet Making
  Civil Technology  Machine Shop Technology
  Electrical Technology  Electronics Technology
  Drafting Technology  Garments and Textile Technology
  Food Technology  Automotive Technology

IBAJAY CAMPUS
College of Hospitality and Rural Resources Management (CHARRM)
Master in Rural Development (MRD)
Bachelor of Science in Agriculture (BSA) major in:
  Animal Science  Crop Science
Bachelor of Secondary Education (BSEd) major in:
  English  Mathematics
  Filipino
Bachelor of Science Elementary Education (BSEd) specialization:
  English  Mathematics
  Filipino
Bachelor of Science in Hotel & Restaurant Management (BSHRM)
Bachelor of Science in Tourism (BST)
Bachelor of Science in Computer Science (BSCS)
Associate in Agriculture (AA)
Associate in Computer Science (ACS)

MAKATO CAMPUS
Teacher Education Center (TEC)

Master of Arts in Education 4
Bachelor of Secondary Education (BEd) 4
  English  Mathematics
  Technology and Home Economics
Master in Public Administration 6
Master of Arts in Education 4 major in:
  Educational Management

Consortium Centers:

Local Government Unit, Ibajay, Aklan
Aklan Provincial Police Office, Kalibo, Aklan
Iloilo National High School, La Paz, Iloilo City
Antique National High School, San Jose, Antique
Local Government Unit, Maasin, Iloilo
Dumalag Vocational and Technical School, Dumalag, Capiz
Bloomfields International School, Balabag, Boracay, Malay, Aklan

Special Distinctions
  • The Oldest Agricultural Institution in Region VI
  • The First State University in Region VI created by Law (RA 9055 dated April 4, 2001)
  • The First State University to offer Doctor Veterinary Medicine Course in the Region
  • Awarded as National University for Agriculture R.A. 8435, CHED M.O. No. 18 S. 2009
  • Awarded as Center for Development in Agriculture Education by CHED M.O. No. 63 S. 2009

THE ASU CAMPUSES

Location and Area

A. Banga campus

The Aklan State University has five campuses. Its main campus located at Banga, Aklan nestled amidst a sylvan setting just within the outskirts of the municipality of Banga, below the historical Manduyog Hill. The University as approximately nine kilometers of paved roads away from Kalibo, the provincial capital.

The Banga Campus comprises the College Agriculture, Forestry and Environmental Science (CAFES); College of Teacher Education (CTE); School of Arts and Sciences (SAS); School of Veterinary Medicine (SVM; School of Management Sciences (SMS) and the Graduate School (GS). It occupies a total area of 99.92 hectares productively utilized for building and other support facilities, income generating projects and research sites. An attraction both to tourist
and pilgrims alike is the WAY of the Cross at Manduyog Hill with its Fourteen Stations depicted in life-size statues strategically located along a gently winding 750-meters road that, culminates at the peak with a grand cross and chapel.

B. **ASU New Washington Campus**
   The ASU New Washington Campus started as the New Washington Junior High School in 1948 and eventually became the New Washington High School in 1954. Through R.A. 1931 which was approved in 1957, it became the Aklan National School of Fisheries. The School was elevated to Aklan National College of Fisheries through R.A. 3944 in 1964.

   The School which has an area of 12 hectares is located about 10 kilometers from the Dumaguit Wharf and is several meters away from Tambak Beach.

   Upon its integration to ASU, it was named the ASU-School of Fisheries and Marine Sciences (ASU-SFMS)

C. **ASU Ibajay Campus**
   The ASU Ibajay Campus was created in July 1971 as the Ibajay National Agricultural and Industrial School by virtue of Republic Act 4486. It was later elevated to Western Aklan Polytechnic College on December 1994 through R.A. 7838.

   The School is situated on a hilly portion of Barangay Colong-colong overlooking the scenic Sibuyan Sea and the Ibajay River.

   Of its 25.286 hectares land area, 2.11 hectares are utilized for building structures and the remaining 23.176 are used for school projects.

   It was integrated to the Aklan State University in the early part of 2000 and is now the College of Hospitality and Rural Resources Management (ASU-CHARRM).

D. **ASU Kalibo Campus**
   The ASU Kalibo campus was the former Roxas Memorial School of Arts and Trades which came into existence by virtue of Republic Act 1592 as amended by R.A. 1417. The school formally opened on July 12, 1960.

   On June 10, 1983, it became a National College the Roxas Memorial College of Arts and Trades through B.P. 471.

   The campus which has an area of 8 hectares is situated along the busy Roxas Avenue Extension in Barangay Andagao, Kalibo, Aklan, and is now the ASU School of Industrial Technology (ASU-SIT)

E. **ASU Makato Campus**
   The ASU Makato Campus is formerly the ASU Annex, which was opened in 1979 as an extension high school situated in the 10-hectare campus of the defunct Northern Panay Teacher’s College at Baranggay Calangcang.

   When NTPC was made operational, it was integrated to ASU and through a merger with the faculty and staff of the ASU Annex, which was under the Academic supervision of SAS, it was
now made the ASU-Teacher Education Center. The ASU Makato Campus has acquired an additional 10 hectares lot allocated in Brgy. Castillo donated by the provincial government of Aklan.

Communication System

The University in tandem with the community operates two radio stations, the DYMT-FM Community in Banga, Aklan and DYTI-FM Community Radio in Ibajay. These stations are a joint project between UNESCO, DANIDA and the Philippine government through TAMBULI. The stations are governed by the policies drawn by the Community Media Council (CMC) who are representatives of the different sectors in the community. The broadcast operations are managed by volunteer broadcasters through the supervision of the Extension and Rural Development Services of the University. The stations broadcast useful information and farm technologies for the benefits of the farmers from the nearby barangays. Currently, the University is operating online www.asu.edu.ph. The ICT Center provides services on internet, e-CAV and ASU-DBP-e-business assistance center (BAC).

In addition, the University is also served by PNATELC O, a telephone company that facilitates speedy communication to other linkages and agencies.

Other Facilities/ Amenities

Soils Laboratory which the students make use during their classes and research activities, beside being used by the farmers in analyzing their soil samples for proper fertilizer application; Tissue Culture Laboratory, the most recent in the University’s move to strengthen its facilities, which started its operation in 1995. It aims to culture gem-free plant materials under sterile condition using artificial medium through in vitro techniques; Men’s and Ladies Dormitories which provide housing for students coming from adjacent towns and provinces. In addition the University also has several dormitories which are fully equipped for conferences, workshops and seminars, the construction of which was funded by the USAID through the AEEP and ATEP programs; Training Center and Cafeteria which are used by the students in their training for technology dissemination; Directed Projects/Demonstration Farms which facilitate effective and efficient learning among its regular students and other clients but likewise as sources of resource materials for the University’s rural development/extension activities.

ADMISSION, FEES AND ENROLMENT PROCEDURES

Entrance Requirements

A. Post Graduate and Graduate Programs
1. Official copy of Transcript of Records and Certificate of Honorable Dismissal or transfer of credentials from institutions of higher learning last attended.
2. Permit to study, if employed.
3. Service Record.
4. Certificate of English Proficiency by a Professor of English (only for applicants from foreign countries were English is not a medium of instruction and not the native language).
5. Letter of Recommendation from two (2) former professor and immediate supervisor.
6. MPA applicants must have at least 2 years of teaching or administrative experience.

B. Baccalaureate Programs
1. Must pass the University Admission Test and College/School/ Written/admission examinations.
2. Must Satisfactorily pass the interview.
3. Must submit the following credentials:
   - Form 138 (Report Card) with a GPA as follows:
     - 85 or higher for Vet. Med., Architecture and Engineering, Industrial Education, Teacher Education, Bachelor of Arts and associate in Health Science Education;
     - 83 or higher for Industrial Technology and Hotel and Restaurant Technology;
     - No grade requirement for other programs.
   - Certificate of Good Moral Character signed by the Guidance Counselor or Principal.
   - Medical/Dental Certification signed by any government physician.
   - Two (2) recent 2”x2” pictures.
   - Certified true copy of live Birth from NSO.

C. For Transferees
1. Honorable Dismissal (original)
2. True copy of transcript of record certified by the Registrar.
3. Medical Certificate signed by government physician
4. Certified true copy of Live Birth from NSO.
5. Four Recent ID pictures (2”x2”).

D. For Laboratory High School
1. Elementary school graduate with an average grade of at least 85 in Grade VI.
2. Report Card/Permanent Record
3. Good Moral character to be certify by school head.
4. Written Examination
5. Medical/dental certificate signed by government physician/dentist
6. Two (2) recent 2”x2” pictures.
7. Interview
8. Orientation

Enrolment Procedures
1. Go to the Registrar’s Office and present Admission Credentials for preliminary assessment and issuance of Subject Appraisal Form (SAF)
   Requirements for Old Students:
   - Approved clearance for the last semester attended.
   - Complete set of class cards & registration card for the last semester/term
   - All original credentials required during the application for UAT including MEDICAL and DENTAL Certificate from the University Physician and Dentist, respectively.
2. Procedure to the Student’s Admission Committee (SAC) and present filled out SAF approval.
3. Go back to the Registrar’s Office and submit approved SAF with the admission credentials and get registration Form (RF)
4. Proceed to the Student’s Admission Committee (SAC) and submit filled out Registration Form (RF) for the approval of the Dean.
5. Proceed to the Guidance Office, get and fill out Student Inventory Form (SIF)/Scholarship Monitoring Form (SMF)
6. Submit filled out SIF/SMF at the Guidance Office.
7. Go back to the Registrar’s Office, present enrollment credentials and have the RF validated.
8. Proceed to the Accounting Office and Present RF for assessment of fees.
9. Go to the Cashier’s Office and pay tuition and other fees.
10. Go back to the Accounting Office, present official receipt of payment for posting, and submit Accountant’s copy of RF.
11. Proceed to the **Registrar’s Office** and submit copy of RF for official enlistment, and get class cards.
12. Go to the **Dean’s Office** and submit Dean’s copy of RF.
13. Go to the **Office of Student Affairs (OSA)** and apply for student ID (validation of ID for old students).
14. Go to the **Library** for Application/Renewal of Library Cards.

**Requirements:**
- Approved registration form (student’s copy)
- 2 pcs. 1X1 ID Picture

**Registration**
1. Student shall register within the schedule period as provided for in the approved annual academic calendar.
2. A fine shall be imposed for late registration on the first day and an additional amount for every day thereafter until the last day of registration with fine.
3. No student shall be registered in any subject after one (1) week of regular classes had been held.

**Schedule of Fees**

<table>
<thead>
<tr>
<th>Services</th>
<th>Collegiate Level*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee (all yr. level)</td>
<td>P120.00/unit</td>
</tr>
<tr>
<td>Laboratory fee</td>
<td>150.00/subj.</td>
</tr>
<tr>
<td>Computer Lab. Fee</td>
<td>800.00/subj.</td>
</tr>
<tr>
<td>Practice Teaching fee</td>
<td>600.00/subj.</td>
</tr>
<tr>
<td><strong>Miscellaneous fees</strong></td>
<td></td>
</tr>
<tr>
<td>Institutional Dev. Fee</td>
<td>P200.00/unit</td>
</tr>
<tr>
<td>Student Dev. Fee</td>
<td>100.00/sem.</td>
</tr>
<tr>
<td>Registration</td>
<td>100.00/sem.</td>
</tr>
<tr>
<td>Library</td>
<td>200.00/sem.</td>
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<tr>
<td>Med./Dental</td>
<td>100.00/sem.</td>
</tr>
<tr>
<td>Athletics</td>
<td>100.00/sem.</td>
</tr>
<tr>
<td>SCUAA</td>
<td>100.00/sem.</td>
</tr>
<tr>
<td>Guidance</td>
<td>20.00/sem.</td>
</tr>
<tr>
<td>ID</td>
<td>80.00/for 1st year and</td>
</tr>
<tr>
<td>Transferees only</td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td>45.00/year</td>
</tr>
<tr>
<td>Student Handbook</td>
<td>100.00/for 1st yr. &amp; transferees only</td>
</tr>
<tr>
<td>Testing fee</td>
<td>50.00/sem.</td>
</tr>
<tr>
<td><strong>Fiduciary Fees</strong></td>
<td></td>
</tr>
<tr>
<td>SSC/SSG</td>
<td>50.00/sem.</td>
</tr>
<tr>
<td>Program Org. (VLP/YES/Others)</td>
<td>50.00/sem.</td>
</tr>
<tr>
<td>Publication (EAMIGAS)</td>
<td>50.00/sem.</td>
</tr>
<tr>
<td>Dept’l. Publication (SUEO’Others)</td>
<td>50.00/sem.</td>
</tr>
<tr>
<td><strong>Other Charges</strong></td>
<td></td>
</tr>
<tr>
<td>University Admission Test Fee</td>
<td>100.00/for new entrants</td>
</tr>
<tr>
<td>Adding/Dropping</td>
<td>100.00/subj.</td>
</tr>
<tr>
<td>Late Registration</td>
<td>100.00/subj.</td>
</tr>
<tr>
<td>Special Examination/Validation Fee</td>
<td>50.00/subj.</td>
</tr>
<tr>
<td>Authentication</td>
<td>10.00/page</td>
</tr>
<tr>
<td>Certification (Character, enrolment)</td>
<td>20.00/page</td>
</tr>
</tbody>
</table>

*For new entrants and students with no valid ID.
Transcript of Records  50.00 (1st page, 30.00/succeeding pages)
Registration Form  50.00/copy
Re-issuance of Class Card/Permit  20.00/pc.
Breakage Fee  50.00/item (refundable)

Laboratory High School

Lab. H.S. Dev. Fee  700.00
SSC  50.00
STEP  20.00
I.D.  80.00
The Grains  50.00
Insurance  45.00
Testing materials  50.00
BSP/GSP  10.00
Red Cross  10.00
Library  50.00
Guidance Fee  20.00
Instructional Material Fee  500.00

*Except Nursing Program

Schedule of Allowable Refunds
1. Students who have already paid their tuition and other fees and wish to withdraw their registration or are granted honorable dismissal or leave of absence, shall be entitled to a refund of said payment except entrance and registration fees, in accordance with the following schedule:
   a. Before opening of classes  100%
   b. Within opening week from opening of classes  80%
   c. Within the second, third, or fourth week opening of classes  50%
   d. After the fourth week from opening of classes  no refund
2. In case of death of a student during the semester, all fees may be refunded if so requested by the family.

CURRICULAR POLICIES

Cross Registration
1. No student enrolled in another institution shall be admitted to the University without a written permit from the concerned authorized official of his/her mother school. The permit shall state the total number of units in which student is registered in his/her mother schools and the subjects that he is authorized to cross-register in; provided, that he/she meets all the other requirements prescribed by the University appurtenant thereto;
2. Students currently enrolled in the University, who wish to cross-register in another school, may be permitted to do so, subject to the following conditions;
   a. That there is an immediate need for the cross-registration to clear out his/her academic deficiencies, such as the case of graduating students;
   b. That the subject is not offered in the University; and,
   c. That it shall not conflict with his/her own schedule.
3. The total number of units of credit for which a student may register in two or more institutions or units in the University, as the case may be, shall not exceed the maximum allowed by the rule on academic load.

4. The Aklan State University shall not credit any course taken by any of its student in any other institution unless the taking of such course was expressly authorized by the Registrar upon the recommendation of the Dean and or Unit Head concerned.

5. The University reserves the right to deny admission to a student who seeks to cross register.

Classification of Students

a. A freshmen is a student who has not completed the prescribed subjects of the first year of his/her curriculum or 25 percent of the subject of the first year of his/her curriculum or 25 percent of the total number of units required in his/her entire course.

b. A sophomore is a student who has completed the prescribed subjects of the first year curricula, or has earned not less than 25 percent nor more than 50 percent of the total number of units required in his entire course.

c. A junior is a student who has completed the prescribed subjects of the first two years of his/her curriculum or has earned not less than 50 percent nor more than 75 percent of the total number of units required in his/her entire course.

d. A senior is a student who has completed the prescribed subjects of the first, second and third year of his/her curriculum or has finished not less than 75 percent of the total number of units required in his/her entire course.

e. In course other than four-year curricula, students shall be classified on a similar proportional basis. In the case of curricula in which the weight of the subjects are not expressed in terms of units, the computation shall be made on the basis of their equivalents.

Residency

1. A student shall finish the degree within the specified program period (i.e. BSA-4 years). If he/she does finish the course but is qualified to pursue the course, the student may be given a grace period of ½ of the total degree program period (e.g. BSA, 4 years + ½ of 4 years) to finish provided he/she has a valid reason.

Normal Load of Students

1. The normal load for undergraduate students per semester shall not exceed 21 units, including laboratory work, unless otherwise prescribed. However, a graduating student with all subjects passing in the semester immediately preceding his enrollment may be allowed to carry an overload to carry an overload of 6 units per semester above his/her normal or regular load during the last two semesters of his/her enrollment.

2. During the summer term, the normal load shall be 9 units in non-laboratory courses or 6 units in courses with laboratory work.

3. No student shall be allowed to enroll in two academic programs at the same time.

Rules on Attendance of Students

1. The normal load for undergraduate students per semester shall not exceed 21 units, including laboratory work, unless otherwise prescribed. However, a graduating student with all subjects passing in the semester immediately preceding his enrolment may be allowed to
carry on overload of 6 units per semester above his/her normal or regular load during the last two semesters of his/her enrolment.
2. During the summer term, the normal load shall be 9 units in o-laboratory courses or 6 units in courses with laboratory work.
3. No student shall be allowed to enroll in two academic programs at the same time.

Rules and Attendance of Students
1. Any student who, for unavoidable circumstances, is obliged to be absent from class, must obtain a written excuse from the Office of Student Affairs (OSA) to be presented to the instructor(s) concerned not later than the second session of the class after the date of the student’s return.
   Any certificate of illness must be secure from a duly licensed physician.
2. Where the number of hours lost by absence of a student reaches 20 percent of the hours of recitation, lecture, laboratory, or any other scheduled work in one subject, he/she shall be dropped from the subject; provided, that a faculty may prescribed a longer attendance requirements to meet their special needs.
3. If the majority of the absences are excuses, the student shall not be given a grade of “5” upon being thus dropped, but if the majority of the absences are not excused, he/she shall be given a grade of “5” upon being thus dropped. Time lost by late enrolment shall be considered as time lost by absence.
4. Three tardy arrivals shall be equivalent to one-hour period absence. Tardy arrival is recorded when a student arrives in class after the teacher has called the roll. Absence is non-appearance of the student for the entire class period.

Leave of Absence
1. Prolonged leave of absence shall require a written permission to the Dean or equivalent official, stating the reasons for the leave, which shall not exceed one academic year. The College/school/institute, through the Dean or his authorized representative, shall notify the parents or guardians of every student granted leave of absence and the Registrar for the amount of money to be refunded to the student, if any.
2. Students who withdraw from College/School/Institute/Center without formal leave of absence, may have their registration during that semester curtailed or entirely withdrawn. A student who stops for one or more semester, but fails to apply for leave of absence, shall be required to reapply for admission if he/she wishes to continue his/her study.

Dropping of Subject
1. A student may, with the knowledge of the instructor of the subject and consent of the adviser and the Dean, drop a subject by filling in the prescribed form, provided that his/her case is not covered by Number 2 or 3, Title VII on the Rules o Attendance of Students. If the dropping takes place after the midterm examinations, the instructor shall state on the prescribed form whether the student shall be “dropped” or given the grade of “5.0” on the basis of his/her class standing on that subject.
2. A student who intends to drop a subject shall first notify the instructor concerned as reflected by his/her signature on the prescribed form. Then the student’s adviser shall recommend approval of the dropping of the subject to the Dean who shall endorse the form to the Office of the Registrar. Any student who does not follow this procedure shall be given a grade of “5.0”
3. A student may add or drop subjects within one week after the opening of classes by filing in the prescribed form. Adding of subjects shall be in consonance with the rules on normal load of students.

4. Adding and/or dropping of subjects within one week after opening of classes shall be deemed completed only upon passing the form through the Cashier’s Office and filing with the Office of the Registrar.

5. After the period prescribed in the preceding section, a student may be allowed to drop a course only by reason of illness, duly certified by a Physician of the University or any authorized official of the Department of Health and other justifiable reasons such as transfer of residence elsewhere or abroad.

Adding/Changing of Subjects

1. Changing and/or adding of subjects shall be allowed for valid reasons; provided, that these are done within, but not later than the second week after regular classes have already been held.

2. The changing and/or adding of subjects shall be effected by means of the prescribed “Changing/Adding of Subjects” form upon recommendation of the adviser to be concurred by the Dean or his duly authorized representative. Copies of the approved forms shall be furnished to the Office of the Registrar and the Accountant for record purposes.

Withdrawal from Program

1. A student who withdraws entirely from his program during the term with valid reasons and with the approval of the Dean concerned and the registrar, shall be classified as “WITHDRAWAL.”

Substitution of Subjects

1. Every subject substitution must be based on at least one of the following:

2. When a student is enrolled in a curriculum that has superseded by a new one and the substitution tends to bring the old curriculum in line with the new;

3. When there is conflict of schedule between the two subjects;

4. When the required subject is not offered.

5. Every petition for the substitution must be:

6. Between subject very similar in content and with the same number of units; and

7. Approved by the Dean upon the recommendation of the Department Chair and or the student’s adviser.

8. An approved petition for substitution in the summer term must be submitted to the office of the Registrar within one week after the opening of classes. In the regular semester, the approved petition must be submitted within two weeks after the opening of classes for consideration in the records of students. A petition submitted thereafter shall be considered for the following term.

9. No substitution shall be allowed for any subject prescribed in the curriculum in which the student has failed or received a grade of “5.0” except when, in the opinion of the Dean concerned, the proposed substitute covers substantially the same subject matter as the required subject.

10. All applications for substitution shall be acted upon by the Dean concerned within three (3) days from submission. In case the action of the Dean is adverse to the recommendation of the Department Chair or adviser, the student concerned shall be notified immediately, and he/she may appeal to the President through the Vice President for Academic Affairs whose decision shall be final.

Request for Unscheduled Subjects
1. Except during summer, subjects unscheduled for a given term may be offered upon written request of at least fifteen (15) students, duly endorsed by the Dean and approved by the Vice President for Academic Affairs.

2. Subjects to the offered in a term may be scheduled by the Dean when needed by at least five (5) graduating students provided that a written request to the Vice President for Academic affairs is made at least two (2) weeks before the start of the registration.

**Changing of Section**

1. Change of section shall be allowed for valid reasons, subject to the approval of the Dean of College/School/Institute upon consent of the Instructors concerned and noted by the Registrar.

**Shifting of Course**

1. Shifting from one course or major to another from one college/school to another shall be allowed under the following.
   a. A student is allowed by the Dean to shift his/her course if in the opinion of the Dean, the student is not academically fitted to the course.
   b. A student should apply for a shift of course to the Dean where he is getting out to be endorsed to the Dean of his new course, who in turn shall approved said application provided that the student meets all the qualifications/requirements for the new course.

**Transfer Students**

1. Transfer students may be admitted to the University provided that the following considerations are all complied with:
   a. Must take and pass the University Admission Test (UAT) and other admission requirements of the University and the College/School he/she intends to enroll.
   b. Must present at least a checklist of academic records signed by the Registrar of previous college work for evaluation prior to registration;
   c. Shall be on probation basis until such time as the official transcript of records from the school last attended is received;
   d. Must be of good academic standing. However, transfer students from institution that are not members of PASUC or ACAP , or from institutions not accredited by PAASCU, AACCUP or other recognized accrediting agencies, must have obtained a weighted average of “2.0”, “80%” “B” or better in the equivalent courses offered in the University;
   e. Must validate the equivalent courses where they obtained grades lower than “2.0”, “85%”, or “B” at least one week before registration if they expect to received credit for the courses;
   f. Those coming from institutions that are members of PASUC, ACAP or from institutions accredited by PAASCU, AACCUP or other recognized accrediting agencies are not required to meet the weighted average of “2.5”, “80%” or “B” and not required to validate previously earned units. The courses to be credited shall be determined by the Dean concerned.
   g. Shall complete in the University at least 50% of the units required for graduation in his/her course;
   h. Must submit a certificate of transfer credential and a certificate of good moral character from the school he/she last attended.
   i. All other requirements prescribed by the College/School for which he/she is seeking admission.

2. An admitted transfer student may not be allowed to enroll in a subject or subjects the prerequisite of which taken elsewhere has not yet been validated or repeated in the University.
Enforcing a New Curriculum

1. When a new curriculum is enforced, only new students or freshmen shall be covered during the 1st year of implementation and the succeeding freshmen thereafter.
2. A student shall follow the same curriculum that he/she started on within the maximum number of years of residence.
3. If a student fails to finish the course within the prescribed maximum number of years of residence, he/she shall be required to follow the new curriculum.

Validation of Subjects

1. An admitted transfer student must validate all subjects taken in his former institution for credits; provided, that he/she shall not be allowed to validate more than 18 units per semester. He/she must apply for validation within the four successive semesters from the date of his/her admission; provided that a third year transfer student must validate all transfer credits during his/her first two semesters in the University.
2. An admitted transfer student must validation upon:
   a. Presentation of credentials showing that he/she has attended and passed in said institution courses fully equivalent to those given in the University for which advanced credits are sought; and,
   b. Passing the validation test given for the purpose by the College/School/institute/Center concerned.
3. A transfer student who fails to validate within the prescribed period has to re-enroll the required course(s).
4. Only grades lover than “2.25” (84 or B), for courses completed in non-member institutions of the ACAP and PASUC, may be validated.
   The Regular periods of validating examinations without fees are:
   a. Within the first three weeks after the last day of registration for any term, as scheduled by the Dean, and,
   b. During the final examination in any term.
5. Validating examination may be conducted outside these periods, but not beyond one year after admission to the University, upon payment of a validating fee per subject as set by the University, provided, that pre-requisite subject should be validated before taking the advanced courses.
6. Advanced credits may also be granted by the Dean concerned to a student who according to his/her transcript of records, earned those credits in a member institution of the ACAP, PASUC, or any other institution with which the University has a formal linkage in academic programs.

Examination

1. A student who executes a promissory note with waiver or right to pay school fees before the midterm examinations shall not be allowed to take the final examinations in any subject unless he pays all his obligations as promised and secure his final examination permit. No final examination permit shall be valid unless duly countersigned by officials concerned.
2. A student verified to have not qualified in the duly established University Admission Test, College Entrance Test nor paid his school fees during the enrolment period shall not be allowed to take the final examination.
3. A student given permission to sit in or attend a course in audit for refresher purposes shall not be allowed to take the final examination for credit in such course.
4. A student advised to drop a course due to unauthorized overload or for not taking the prerequisite(s) thereof shall likewise not be allowed to take the final examination in the said course.
5. Consent of the Instructor/Professor concerned shall be needed before a student could take the final examination in a course where validation is sought.

Grades

1. The academic performance of students shall be evaluated and graded at the end of each term in accordance with the prescribed grading system.

<table>
<thead>
<tr>
<th>Quantitative Description</th>
<th>Percent Equivalent</th>
<th>Letter Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>99-100</td>
<td></td>
</tr>
<tr>
<td>1.25</td>
<td>96-98</td>
<td>A</td>
</tr>
<tr>
<td>1.50</td>
<td>93-95</td>
<td>A-</td>
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<tr>
<td>1.75</td>
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<td>2.00</td>
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<tr>
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<td>75-77</td>
<td>C</td>
</tr>
<tr>
<td>5.00</td>
<td>Failure</td>
<td></td>
</tr>
<tr>
<td>INC</td>
<td>Incomplete</td>
<td></td>
</tr>
</tbody>
</table>

2. The grade of INC is given if a student whose class standing throughout the semester is passing but fails to take the final examination or fails to complete all academic requirements for the course, due to illness or other valid reasons. If the reason is deemed justifiable by the dean or Unit Head, the student may be given the examination. If the student passes the examination to remove the “Inc.”, the final grade maybe “3.0” or better, if he fails, the final grade shall be “5.0”. in case the class standing is not passing and the students fails to take the final examinations for any reason, a grade of ‘5.0” shall be given. “Inc” is also given for work that is of passing quality, some part of which is report/term paper or other requirements but for good reason, was not fulfilled; the final grade may be “3.0” or better if the student complies, otherwise, the grade shall be “5.0”

Petition to take the second examination to complete an INC shall not be granted.

3. Examination for removal of INC may be taken without fee during;
   a. Regular examination periods; provided, that the subject/course involved is included in the schedule of examination; and,
   b. The regular removal examination period. i.e. within the third week after the registration in each semester, provided further, that the examination is taken at the time it is scheduled.

4. Removal examination may be taken at other times on recommendation of the Chairman of the department concerned and approved by the Dean, upon payment of an examination fee per subject. A student not in residence shall pay the registration fee besides the examination fee in order to be take the removal examination.

5. Completion of the INC shall be the sole responsibility of the student. Only the instructor who gave the INC could issue a completion grade. In justifiable cases, however, another instructor handling the same subject as the one involved may conduct the removal examination and issue the completion grade, provided, that said instructor is duly authorized by the Dean concerned.

6. The period for the removal of a grade of “Inc” should not extend beyond one calendar year from the state the mark was received.
7. A grade of “Inc.” not removed within the period provided in the preceding section shall automatically become “5.0”. Unless there are evidences to the contrary, the Registrar is authorized to make the automatic conversion from “Inc.” to “5.0”.
8. For unfinished thesis, a grade of “In Progress” shall be given.
9. Payment of a “Special Examination Fee” shall be required for students completing the INC outside of the scheduled date, within the prescribed grace period.
10. In case of suspended student, completion of thesis during the period of suspension shall not be honored. Re-enrolment maybe made later after the termination of the suspension.
11. A student who is allowed to take the final examination without presenting a duly accomplished examination clearance shall be given a grade of “INC” in all his currently enrolled subjects and such shall be completed following the procedures for completing “INC” only upon presentation of duly accomplished final examination clearance.
12. For the Laboratory High School, the grading system prescribed by the Department of Education shall be followed.

SCHOLARSHIP, GRANTS-IN-AIDS AND SPECIAL ENROLMENT PRIVILEGES

1. Scholarship Program
   Scholarship in the University are classified into: (a) entrance scholarship; (b) Institutional Scholarship; (c) Government-sponsored Scholarship; and (d) Privately-sponsored Scholarship.

A. Entrance Scholarship
   An entrance scholarship consisting of free tuition and free laboratory fee shall be enjoyed for one semester only by the following students upon admission to the institution:
   1. Graduates of colleges/universities of recognized standing or accredited Institutions who were conferred any degree as, cum laude or with honors or better.
   2. Valedictorian and salutatorian from public/private high schools and vocational school equivalent to high schools. Provided, that said valedictorians/ salutatorians come from graduating classes with an enrolment of at least thirty graduates to be certified by the head of the institution concerned; Provided. Further, that additional scholarships shall be granted to other honor graduates coming from the same class in the order of their rank for every additional fifty graduates or a major fraction thereof; Provided finally, that valedictorians and salutatorians in all the Laboratory High Schools under the University/College shall be extended the privileges of free tuition regardless of the number of members of the graduating class.

B. Institutional Scholarship
   1. Full Scholarship consisting of free tuition shall be enjoyed by any undergraduate student who obtains at the end of the semester, an average of “1.5” or better, that the student has no grade lower than 2.25 or its equivalent, renewable for the succeeding semester.
   2. A unit or partial scholarship consisting of fifty (50) percent reduction in tuition shall be enjoyed by any undergraduate student who obtains at the end of the semester an average of “1.75” or better, without any grade lower than 2.25 or its equivalent, renewable for the succeeding semester.

C. Government-sponsored Scholarship
   1. Study Grant Program for Barangay Officials and their Legitimate Dependents – Pursuant to Batas Pambansa Blg. 337, otherwise known as the Locale Government Code under Section 393, Benefits of Barangay Officials, Punong barangay, the Sangguniang Barangay members, the barangay treasurer and the barangay secretary and their legitimate
dependents are given free tuition as form of an aid provided, they meet the
requirements of the University. He/she shall avail such educational benefits in a state
college or university located in the province or city to which the barangay belongs.

2. **Sangguniang Kabata (SK) Officials Privilege** – during their incumbency, Sangguniang
Kabataan Officials shall be exempted from payment of tuition and matriculation fee while
enrolled in the undergraduate courses of the University. The national government shall
reimburse the university the amount of tuition and matriculation fees of the student:
Provided that to qualify for the privilege, the college shall be within the area of
jurisdiction of said officials.

3. **Tulong sa Edukasyong para sa Kabataan ng Aklan (TEKA)** – Acceptance and pre-screening
of Applicants is done by the Congressional District Office of Aklan and the conduct of final
screening of applicants is through the ASU University Entrance Exam as to what course
they qualified. Each grantee, enrolled in a 4-year course (8 semesters) is granted
educational assistance consisting of three Thousand Five Hundred Pesos (P3,500.00) per
semester.

4. **Provincial Scholarship** – The provincial Scholarship Committee identify the academic
scholars for enrolment in any of its academic degree programs chosen by the scholar.
The province has three scholarship categories (1) provincial scholarship grantee-full
tuition and allowable miscellaneous fee of P 1, 200.00 per semester, (2) Financial
Assistance of P5,000.00 per semester and (3) financial assistance of P2,500.00 per
semester. Scholarship grantees must furnish the provincial office copy of their enrolment
form and copy of grades.

5. **Citizen Battle Against Corruption (CIBAC) Scholarship** – Provide scholarship to poor but
deserving students. CIBAC pays the full tuition and miscellaneous fees of the grantee as
assessed by the University. The University conducts the pre-screening procedure
consisting of but not limited to interview and aptitude examination of the applicants.

6. **President Diosdado Macapagal Agrarian Scholarship Program (PDMAASP)** – is designed to
provide qualified dependents of the beneficiaries of the agrarian reform program an
opportunity to enroll and complete as agriculture-related college degree course. The
program provides free tuition and miscellaneous school fees not exceeding Two
Thousand Pesos (P2, 000.00) per semester, a monthly stipend of Eight Hundred Pesos
(P800.00) per month and a book allowance of Five Hundred Pesos (P500.00) per
semester.

7. **The Department of national Defense-Commission on Higher Education-Philippine
Association of State Colleges and Universities Scholarship Program.** A scholarship
program for children of enlisted personnel and of those who die or become incapacitated
in line of duty shall be granted scholarship in various educational disciplines with degree
such as Engineering, Psychology, Statistics, Medical Technology, Electronics, Computer
Science, Economics, Agriculture Fisheries, and Teacher Education with major or area of
specialization in Math, Science or Language. Grantees shall be exempted from the
payment of tuition and matriculation fees. Four thousand pesos allowance every
semester.

8. **BFAR Scholarship program** – a scholarship program for children of small-scale fisherfolk.
The grantees receive free, matriculation, monthly stipend of P2, 500.00, semestral book
allowance of P2, 000.00, thesis support of P3,000.00 and a graduation support of
P500.00.

9. **BS Scholar of DOST-SEI (Science Education Institute)** – tuition fee and other school fees
not to exceed P 6,000.00.
10. **Bukidnon Indigenous Cultural Communities** – Recipient must be a member of the Bukidnon ICC's and is entitled to all rights, benefits and privileges accorded to Indigenous Peoples under the RA 8371.

11. **CHED-One Two One Scholar** - Natural born Filipino residing in a Municipality or Town. Belonging to top ten of graduating class of public high school. With family’s combined gross annual income below P3000,00.00. With good moral character. Full tuition fee and P15,000.00 per semester allowance.

12. **CHED-Study Now Pay Later** - Recipients of the program are given P7,500.00 per semester.

13. **Philippine Veterans Affairs Office Scholarship** - R.A.65 officers and enlisted me in good standing of the PA and of any recognized and deserving guerilla organization whom took active participation in the residence movement and/or in liberation drive against the enemy who desire to study, shall upon certification of the Chairman of the Philippine Veterans Board, be admitted to any school, college or university or institution fee from tuition or matriculation fees and other school fees. Provided however, that no private schools, college or university or institute can be compelled to accept any number which exceeds twenty per centum of its entire enrolment.

14. **Pagkaon Scholars** - Poor but deserving students. Must pass the qualifying examination and interview conducted by DA-Negros Occidental Scholarship committee. Must maintain a grade of 2.5 and better.

15. **Kasangga Scholarship Program** - acceptance and pre-screening of applicants is done by the Congressional District Office of Aklan and the conduct of the final screening of applicants is through ASU University Admission Test as to what course they qualified. Each grantee, enrolled in a 4-year course (8 semester) is granted educational assistance consisting of Six thousand pesos every semester.

16. **ALE Party List** - Screening of grantees is done by the ALE Party.

**D. Privately-Sponsored Scholarship**

1. **Godofredo Ramos Foundation, Inc.** - Free school fees billed to GPRF as per agreement with the President of ASU.

2. **Martinez Scholarship Foundation** - Free matriculation and other fees. High school graduate from any government and private school. Must pass the examination to be given. With good moral character.

3. **SYNGENTA** - Farmers support Team Scholars - Must be a legitimate dependent of an ARB. Must be a high school graduate at the time of application with a general average of at least 80%. Must have passed college admission test given by the State concerned college and universities. Must be in good health and good moral character. Must be single and not be convicted of any crime involving moral turpitude and has no pending cases in court.

4. **Toyota Motor Philippines Foundation, Inc. Scholarship Program** - The scholars must have a semestral GPA not lower than 80% with no failing grades and no grade below 80%. Must not dropped any subjects nor cancel his enrolment for the period during which he enjoys his scholarship. He must carry the full semestral load as prescribed the scholars department. He must not enjoy any similar financial assistance, grant or scholarship from other external sources. He must not accept any kind of employment while on scholarship, the intent being to require him to devote full time to his studies.

5. **Rotary Club of Kalibo Scholarship Foundation, Inc.** - Rotary Club of Kalibo, Inc. shall identify the academic scholars it shall sponsors. Free school fees renewable every semester.
6. Municipal Scholarship Program of Mayor Edgar Peralta- Must be a resident of New Washington, Aklan.

2. Grants-In-Aids

The University provides grants-in-aid (special enrolment privilege) to deserving college students. This privilege is renewable every semester, subject to the academic performance of the grantee which is 2.5 or better. Grantees are exempted from the payment of tuition fees.

The following shall be granted enrolment privileges:
   a. Members of the ASU Bang, ASU Glee club, and Dance Troupe;
   b. Dependent children of ASU plantilla personnel who has served for at least 2 years;
   c. Legitimate children of ASU employee who died in the service of the University;
   d. Members of the ASU varsity or athletes who have participated in at least the WVRAA or its equivalent;
   e. Campus-wide publication editor-in-chief and SSC Presidents are granted free full tuition while section editors are granted half free tuition.

3. Student Labor Assistance

Poor but deserving students are given opportunity to work in the University’s supervised projects for them to earn for their education fees and subsistence while studying. Students may apply to the project incharge concerned or directly at the Office of Student Affairs.

The director then interviews the applicant and recommend the same to the President of the University for approval.
SCHOLASTIC DELINQUENCY

Actions on Scholastic Delinquency
1. Scholastic delinquencies shall be dealt with in accordance with the following policy standards;
   a. Warning-Any student who obtains final grades at the end of the semester below “3” in 25 percent to 49 percent of the total number of academic units in which he/she is registered shall be warned by the Dean to improve his work. He/she shall be allowed to enroll a load of not more than three units less than the normal load in the ensuing semester.
   b. Probation- Any student who obtains final grades at the end of the semester below “3” in 50 percent to 49 percent of the total number of academic units in which he/she is registered shall be placed on probation for the succeeding semester and his/her load shall be limited only to 12 units. Probation may be removed by passing with grades of “3” or better I more than 50 percent of the units in which the student has final grades in the succeeding semester.
   c. Debarred-Any student who obtains final grades at the end of the semester below “3” in 76 percent or more of the total number of academic units in which he/she receives final grades shall be advised to rest for one year. A student debarred for the second time under the rule shall not be eligible for readmission to the University.
2. Disqualification to the enroll mentioned in the preceding paragraphs does not apply to cases where grades of “5.0” were due to the student’s unauthorized dropping of the courses and not to poor scholarship as certified by the faculty and Dean concerned. However, if the authorized dropping takes place after the mid-semester and the student’s class standing is poor, the grade of “5.0” shall be counted against him/her. The recommendation of the Director of Office of Student Affairs and the Dean concerned shall be based on the individual merit of the cases; provided, that in case of readmission into the University, the action shall be no lighter than “probation”
3. A grade of “Inc” shall be included in the computation to evaluate scholastic standing; when it is replaced with a numerical grade the latter shall be included in the grades during the semester when the removal is made.
4. Units earned by debarred students in other schools during the period of their debarment shall not be credited. However, they may enroll in a no-degree program.
5. No application for readmission of any debarred student shall be submitted to the President for approval without the favorable recommendation of the Dean concerned.
6. Unless otherwise provided, an undergraduate degree of course must be completed within one-and-half time the period prescribed for the same.

GRADUATION

Graduation Requirements
1. A student shall be recommended for graduation only after he/she has satisfied all academic and other requirements for graduation prescribed in his/her curriculum. He/she shall be confirmed his/her certificate/degree during the term inclusive of the date of completion.
2. A student shall file his/her application for graduation upon enrolment in his/her last semester/summer term with the Office of the Dean/Director concerned and concurred by the Registrar.
3. All candidates for graduation should have their deficiencies cleared and their records completed not later than the date specified in the Academic Calendar of the University except those subjects, both academic and non-academic, in which the student is currently enrolled during the semester/summer term.
4. No student shall be graduated from the College unless he/she has completed at least four (4) semesters for a four (4)/five (5) year course(s) and two (2) semesters for two-year courses of residence immediately prior to graduation. In case of a one-year course, all required subjects in the curriculum should be taken from the College.

5. No student shall be recommended for graduation during the term he/she is not enrolled.

6. No student shall be issued a diploma, certification, or transcript of records unless he/she has paid the required graduation fees and other legal fees within a specified period.

Graduation with Honors

1. Students who completed their courses with the following range of weighted averages, computed to the third decimal place, and rounded off to the second decimal place shall be graduated with honors to be inscribed on their diplomas:
   - Summa Cum Laude: 1.00 - 1.24
   - Magna Cum Laude: 1.25 – 1.49
   - Cum Laude: 1.50 – 1.75

   Provided, that there is no grade below “2.5” or 81 or its equivalent in subjects prescribed in the curriculum shall be included in the computation of the weighted average; and provided, further, that in the case of students graduating with honors in courses that the prescribed length of which is less that four years, the title “With Honors, With High Honors, With Highest Honors” shall be used instead.

For the Laboratory High Schools, there shall be the Valedictorian, Salutatorian and Honorable Mention (the number of which shall be determined based on existing DepEd guidelines).

2. Students who are candidates for graduation with honors must have completed in the University at least 75 percent of the total number of academic units or hours required for graduation and must have been in residence therein for at least three years immediately prior to graduation.

3. In the computation of the final weighted average of candidates for graduation with honors, only credits earned while in residence shall be included, provided, however, that they have no grade lower than “2.5” or 81 or this equivalent obtained in another school.

4. All graduated for the summer term and the first semester are required to attend the general commencement exercises scheduled for the academic year.

5. A student who is candidate for graduation with honors must have taken during each semester not less than 15 units of credit or the normal load prescribed in the curriculum, where such normal load is less than 15 units; provided that he/she shall be able to finish his/her course within the period prescribed for the same.

Commencement Exercises

1. There shall only be one (1) general commencement for the graduating students, as per campus/College/School/institution/Center to be held on the day and on the dates fixed for graduation in the School calendar.

2. All graduating students shall attend the commencement and the baccalaureate exercises as scheduled, unless the Registrar recommends, and approved by the Dean of the college/school/center/institute concerned the graduation of a student in absentia on grounds of sickness or other equally serious reasons which must be supported by strong evidence; provided that the student has met all the requirements for graduation of all necessary fees.

3. All graduates for the summer term and the First Semester are also required to attend the general commencement exercises scheduled for the academic year. Graduation in absentia shall be covered by the rules prescribed in the preceding paragraph.

4. Graduating students and graduates who have not attend the commencement and baccalaureate exercises without valid reason as provided for in the preceding last two paragraph, shall not be awarded their diplomas or certificate until such time as they attend regular commencement and
baccalaureate exercises; provided, however, that transcript of records may be issued when this
is legally required for the taking of any examination to be given by any legal body or agency or of
employment before the next commencement and baccalaureate exercises.

**Academic Attire**

1. Candidates for graduation, officers and administration & faculty members shall wear
   appropriate academic attire during the baccalaureate service and commencement exercises
   in accordance with those prescribed by the University for this purpose.

**STUDENT SERVICES**

**Guidance and Counseling Services**

The Guidance and Counseling unit of the University is headed by the Guidance Counselor and is
under the Office of Student Affairs. The office conducts Guidance and counseling lectures ad placement
service to the students. Likewise, it administers admission and scholarship examinations to students.

**Health Service**

The University maintains a medical-dental center to serve the health needs of the students,
faculty and personnel. It has a Physician and Dentist ad a Public Health Nurse.

Medical consultations and treatments for the minor surgical procedures are performed by the
staff with free initial dose of medicine.

**Library Service**

All students duly enrolled at the Aklan State University are entitled to the use of the library
facilities subject to the existing library regulations:

1. Students must secure a Library Card which they must present at the counter every time
   they wishes to enter/need to borrow books from the library.
2. Library cards are issued free to all students upon presentation of their Registration
   Cards and two copies of recent 1X1 I.D. pictures.
3. Lost Library cards must be reported immediately to the Librarian and a replacement will
   be issued only after one week and upon payment of 100.00 fine.
4. “Temporary Library cards” are issued to students while waiting for the Official Library
   Card. This card is none-transferable.
5. General Reference Collection such as Encyclopedias, dictionaries, almanacs, atlases and
   yearbooks are to be read inside the Library.
6. Filipiñiana and Reference Collection are charged for 4 hours daily.
7. Reserve books may be borrowed for 1 hour. Renewal for another hour may be granted
   unless there is a prior demand by another user.
8. Books intended for overnight use must be returned at 8:00 A.M. the following day.
9. Students are allowed to borrow one book at a time.
10. Lost or badly damaged books must be replaced or paid.
11. When the books are missing, the concerned student must report it immediately to the
    Librarian; the fines will be stopped automatically.
12. When the books are declared lost, the student must replace it with the same book or
    pay the full replacement fee.

**Library Hours**

Monday to Saturday, 8:00 a.m. to 5:00 p.m.

**Student Assistance Program**
Poor but deserving students are given opportunity to work as student assistants in the University’s office and supervised projects for them to earn their education fees and subsistence while studying. Students who wish to become student assistants must secure the application form from the Office of Student Affairs.

**STUDENT ORGANIZATION AND ACTIVITIES**

**Student Organizations**

The students in each of the five campuses of the Aklan State University are governed by their respective Supreme Student Councils/Supreme Student Governments which are federated, the President of which sits as a regular member of the ASU Board of Regents. Other organizations which help train students to become active leader include:

- For the Banga campus: Vocational Leaders of the Philippines (VLP), Forestry Student Organization (FSO), Philippine Home Technologists (PHT), Young Educators Society (YES), Mathematician Club, Veterinary Medicine Students Organization (VMSO), Veterinary Medicine Clinician Club (VMCC), School of management Sciences Student Organization (SMSSO), Science Geeks Club and Student Technologist and Entrepreneurs of the Philippines (STEP)
- Kalibo Campus has the United Architecture of the Philippines Students Auxiliary (UAPSA) and Chess Club.
- New Washington Campus has the Association of Fisheries Students (AFS), DGPSCAR, College Red Cross Youth Council (CRCYC), SHOREM an association of BSHRM, Save Language Federation Education (SALFED).
- Makato Campus has the Young Educators Society (YES) and Science Club.

**Student Publications**

The journalistic potentials of the students are developed through different student publications: the Banga Campus has the “EAMIGAS” which is of general circulation. The school of Arts and Sciences has its own publication “Sueo”, and the School of Veterinary Medicine has the “Bestiary”. The college of Agriculture, Forestry and Environmental Science will be coming up with “Subeak”. The High School Department continues to have their “The Grains”.

Other campuses have the following publications: the school of Industrial Technology has the “The Aklan Tradesman/Ang Bisig”, “The wave” for the School of Fisheries and Marine Sciences, the Teacher Education Center has “The Mentor”, and the School of Rural Resource Development and Management has “The Panicle”.

**Socio-Culture Activities**

Activities or programs geared towards local, regional and national developments are conducted the whole year round to provide opportunities to students for total development. The students are given the chance to develop their talents through the competitive and participative activities.
CONDUCT AND DISCIPLINE

Student disciplinary Committee. There shall be a Student Disciplinary Committee composed of a chairman, who shall be the University Guidance Counselor and two (2) members to be appointed by the University President for a period of one (1) year, from among the faculty and staff of the University. In any disciplinary case before the Committee, a respondent may request that two (2) students be appointed to sit without the right to vote with the Committee.

The committee shall be under the general supervision of the Director of Student Affairs who shall designate, whenever requested, the student members to sit with the Committee.

All cases involving discipline of students under the rules shall be subject to the jurisdiction of the Student Disciplinary Committee, except the following cases, which shall fall under the jurisdiction of the appropriate College/Unit:

Violation of the University or Unit rules and regulations by students of the said University or Unit;
Misconduct committed by the students of the University/Unit within its classroom or premises in the course of an official activity.

Unit Investigation. Investigation of cases falling under the jurisdiction of units shall be conducted by a committee of three (3) faculty members of the unit concerned, to be designated by the President.

Filing of Changes. A disciplinary proceeding shall be instituted motu proprio (by one’s own impulse) by the appropriate authority or upon the filing of a written charge specifying the acts or commissions constituting the misconduct and subscribed to be the compliant or upon submission of an official report of any violation of existing rules and regulations. Upon the filing of said charge or report with the Students Disciplinary Committee or the office of the Dean concerned, as the case may be, an entry shall be made in an official entry book kept for the purpose, specifying the persons charged, the complaint or complainants, his witnesses, if any, the date of filling and substance of the charge.

Preliminary Inquiry and Answer. Upon Receipt of the complaint or report, which should be under oath, the Committee of the Dean or report, which should be under oath, the Committee of the Dean of the unit concerned as the case may be, shall determine whether such complaint or report is sufficient to warrant formal investigation. Notice to the respondent (s) is required but presence of the respondent (s) during the preliminary investigation may be waived. In cases where the complaint or report is found sufficient, formal charges(s) shall be filed and served upon each respondent and his parents/guardians.

Each respondent shall be required to answer in writing three (3) days from receipt of the charge(s). Formal investigation shall be held on notice as provided below.

Duration of Meeting. All parties concerned shall be notified of the date set for hearing at least two (2) days before such hearing. Notice to counsel of record of duly authorized representative of a party shall be considered sufficient notice to such party for the purpose of this section.

Hearing. Hearing shall begin not later than one (1) week after receipt of the respondent’s answer or after the expiration of the period within which the respondent shall answer.
All parties concerned shall be notified of the date set for hearing at least two (2) working days before such hearing. Notice to counsel of record duly authorized representative of a party shall be considered sufficient notice such party for the purpose of this section.

In case either complainant or respondent fails to appear at the place set for the initial hearing after due notice and without sufficient justification, this fact shall be noted and the hearing shall proceed ex parte without prejudice to the party’s right of appearance in subsequent hearing.

Postponement. Application for postponement may be granted for good cause for such period as the ends of justice and the right of parties to a speedy hearing require; provided, that not more than three postponement per party to the litigation shall be allowed.

Committee Report. The unit investigating committee shall forward to the dean concerned within ten (10) days after the termination. Of the hearing the complete records of the case, with its report and recommendations. The report signed by at least a majority of the members of the committee shall state the findings of fact, conclusion(s) and recommendation(s) and the specific regulations on which the decision is based.

Decision by the Dean. The Dean shall, within ten (10) days after receipt of the Committee report transmit the report together with his decision to the President of the University.

Decision by the Student Disciplinary Committee. The Committee shall decide each case within fifteen (15) days after final submission. The decision shall be in writing and signed at least a majority of its members. It shall contain a brief statement of the findings of the fact, conclusion(s) and recommendation(s) and the specific regulations on which the decision is based.

Finality of Decision. A decision of the Student Disciplinary Committee or of the Dean other than expulsion, permanent disqualification from enrolment, or suspension for more than thirty (30) calendar days, shall become final and executor fifteen (15) days after receipt of the decision by the respondent unless within five (5) days after receipt thereof for reconsideration of the same is filed, in which case the decision shall be final fifteen (15) days after receipt of the denial of the motion for reconsideration.

The unit investigating committee shall forward to the director concerned within ten (10) working days after the termination of the hearing the complete records of the case, with its report and recommendations. The report signed by at least a majority of the members of the Committee shall state the findings of the fact, conclusion(s) and the specific regulations on which the decision is based.

Appeal to the President. In all cases in which final decision is not concerned to the Director of the Student Disciplinary Committee, the respondent may file an appeal with the President of the University within ten (10) days after receipt of the decision.

Action by the President of the University. If there be any recommendation coming from the Director or appeal from, the decision of the Student Disciplinary Committee shall be rendered within ten (10) days after receipt of the appeal. In cases of the President in cases specified in the next succeeding section may be appealed to the Board of Regents, within ten (10) days after respondent receives a copy of such decision.
Decision by the Board of Regents. The Board shall review on appeal decisions of the President of the University when the penalty imposed is expulsion, suspension for more than one (1) academic year, or any other penalty of equivalent severity.

CODE OF DECipline FOR ALL STUDENTS OF ASU

In any society, there is always a need to establish norms of behavior to promote and maintain social order. Towards this end, the Aklan State University hereby promulgates this Code of Discipline for all students to adhere to, in order that proper personal standards will be maintained and the general welfare of the entire University populace will be safeguarded.

Rules of Conduct

Article I

Scope, Limitation and Definition of Terms
Section 1. The provision in this Code covers all bonafide students of the Aklan State University (ASU) both residing within and outside the campus.
Section 2. The term student in this Code refers to any person who is officially enrolled at ASU.
Section 3. Staff member in this Code refers to any person employed by ASU either on a permanent, contractual of casual basis.

Article II

The Student Towards the University
Section 1. It is the supreme duty of every student to uphold and maintain the good name of ASU.
Section 2. Students, at all times, are bound to obey the rules and regulations promulgated the duly constitute authorities of the University.
Section 3. Every student must know the historical background and philosophy of the University including its mission, vision, University hymn.
Section 4. Every student has the responsibility to maintain the cleanliness of the campus and to use properly its facilities for educational pursuits.
Section 5. All students must safeguard the property of the University, maintain the facilities in functional condition and to report to the Staff Members of the University any damage or condition that may lead to the destruction of such facilities or may endanger the life of everyone.
Section 6. all students must manifest the highest standard of values and must treat all transients to the University in the most cordial way.

Article III

The students Towards his Superiors
Section 1. Every student is expected to give due respect to all staff members of the University.
Section 2. Whenever necessary, students must seek the counsel of the staff members in the discipline where he is enrolled or of his choice and the latter to encourage the same.

Article IV

The Students and His Schoolmates
Section 1. Every student is expected to respect the rights and dignity of his schoolmates.
Section 2. It is the duty of all students to foster friendship and camaraderie.
Section 3. Students of the higher curriculum years must exemplify the highest virtues of discipline, worthy of emulation by the students in the lower curriculum year.
Section 4. Students should settle their differences/disputes/conflicts in the most peaceful and humane manner.

Article V

The Student, His Student and Co-Curricular Activities
Section 1. All students are required to wear the university uniform and IDs during class days and other prescribed activities.
Section 2. Every student is enjoined to utilize his time productive and efficiently.
Section 3. All students must be conscientious in their studies and should observe punctuality and regularity in attending to their classes, work activities and other functions conducted by the University.
Section 4. All students must practice honestly in all endeavors at all times.
Section 5. Students on official off-campus activities such as outreach, athletics, higher-level competitions and educational trips must adhere to pertinent rules and regulations.
Section 6. Participation in any high risk or strenuous activity is the concern of the student and he must therefore obtain a medical certificate from a recognized government/private physician and also Parent’s Consent prior to the said activity.
Section 7. Students who plan to form any organization inside the campus must comply with the requirements or guidelines of the Office of Student Affairs.
Section 8. All students who participate in co-curricular activities should see to it that, such is not conflict, with their class or course works.
Section 9. Students who participate in any competitive activity on or off campus must exhibit the highest level of sportsmanship.
Section 10. A student may hold a maximum of two highest positions in major student organization such as the VLP chapter organizations, the Supreme Students council and The “EAMIGAS”.

Article VI
The Student and His Domestic Affairs
Section 1. Students residing in the University’s dormitories/cottages are responsible to maintain and use properly the equipment and facilities/appliances located therein.
Section 2. It is the duty of every student to clean and maintain the order and safety of the residence and must cooperate with his housemates and obey all house rules.
Section 3. All students are prohibited to construct or modify any structure within the campus or to connect/disconnect any water or electrical installation without prior approval from the proper authorities.
Section 4. All students must maintain proper sanitation in all bathrooms and comfort rooms in the campus.
Section 5. Students of opposite sex are not permitted to reside in the same lodging house except when they are so permitted by their parents through a letter to the Office of Student Affairs.
Section 6. Indulging in vices of any form is strictly not tolerated within the campus. Drinking liquor and other intoxicating beverages, smoking and other acts contrary to standard norm of morality is not permitted.
Section 7. For any activity which the students wish to undertake, a written permit must be secure from the Office of the President, through the Offices of the Higher Education Services and Student Affairs.

Disciplinary Action
Article VII
Offenses and Their Penalties
Section 1. Offenses punishable by expulsion from ASU:
   a. Assaulting any staff member of ASU and any other person of authority;
   b. Any act of subversion of affiliation with or participation in subversive movements;
   c. Wilful participation in illegal nation and institutional strikes, rallies and demonstrations;
   d. Gross immorality such as adultery, prostitution, living together with opposite sex without the benefit of marriage promiscuity, sexual abuse and other immoral act or flagrant indecency.
e. Preventing other students and staff member from discharging their duties; threatening, coercing, or intimidating any student to attend any activity or to be absent from class;

f. Arson;

g. Conniving with anti-social elements in deliberately attempting to sabotage, steal or place the school in danger or in great embarrassment;

h. Forgery, alteration or falsification of official documents, records and others;

i. Participating and acting as accomplice in any form of crime against any person;

j. Kidnapping;

k. Stealing confidential documents and/or disseminating the contents to other individuals;

l. Taking an examination in place of another student;

m. Processing, using, distributing, or peddling narcotics and other dangerous drugs; and

n. Carrying deadly weapons

Section 2: Offences punishable by one year suspension:

a. Fighting or resorting to physical violence;

b. Using another person’s ID, library card, and examination permit; and

c. Attempting arson;

d. Drunkenness;

e. Bribery and/or extortion;

f. Stealing;

g. Gambling within the campus;

h. Cheating during examination; and

i. Coerced participation in illegal nation and institutional strikes, rallies and demonstrations;

Section 3. Offenses punishable by one semester suspension:

a. Drinking liquor in the classroom, hallways, office buildings, dormitories and other places in the campus except in designated areas and sanctions occasions;

b. Deliberate disruption/disturbance of school affairs;

c. Vandalism such as carving, staining and writing or drawing; tearing of defacing any library book. Magazine or periodical, and destroying other school properties;

d. Bottle smashing and similar acts that may cause accidental injuries to motorists and pedestrians;

e. Destroying field experiments, economic and ornamental plants of the school; and

f. Publishing or circulating derogatory statements about the university, its staff members or fellow students.

Section 4. Offenses punishable by one-month suspension:

a. Unauthorized removal official notices and posters; erasing, destroying, mutilating and/or altering with mischief any posted notice or any form of official announcement; and

b. Shooting, slinging, or killing birds, cutting trees and fishing in the college reservations.

Section 5. Offenses punishable by one-week suspension:

a. Staying in dormitories or quarters of the opposite sex beyond visiting hours;

b. Smoking in classroom, library or any place on campus;

c. Picking fruits, flowers, plants and other products on the campus site;

d. Unsanitary practices such as spitting on walls or floors of the campus buildings or defecating and urinating in undesignated areas;

e. Violating the campus curfew hours;

f. Entering other students’ quarters and dormitories without permission;

g. Public disturbance ad misconduct such as shouting, whistling, raucous and unrestrained laughter, and loud talking on campus and campus assemblies;

h. Trespassing lawns, gardens, and yards; and littering such as dropping candy wrappers, peelings, pieces of papers, etc.

Section 6. Offenses publishable by exclusion from classes to a maximum of one-week with menial job:
a. No school uniform;
b. No ID;
c. Improper haircut;
d. Wearing of earrings for male students
e. Improper attire; and
f. Coming to school with smell of liquors.

Section 7. Commission of two or more violations herein provided, penalty shall be imposed based on the gravest offense.