

# **GRADUATE SCHOOL STUDENT MANUAL**

**2024 EDITION**

**University of La Salette, Inc.  
Santiago City, Philippines**

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## PREFACE

**W**elcome to the University of La Salette Graduate School.

This manual has been developed to serve as a comprehensive guide for our graduate students, faculty, and staff, outlining the policies, procedures, and resources essential for academic and professional success within our programs. Our goal is to foster a supportive and challenging learning environment that promotes excellence, ethical leadership, and a commitment to social responsibility.

As members of our academic community, we encourage you to familiarize yourself with the guidelines in this manual to fully understand the expectations, responsibilities, and opportunities that come with graduate study at the University of La Salette, Inc. This document reflects our commitment to high standards in teaching, Research, and community engagement, and it embodies our dedication to producing graduates who are well-prepared to address complex global issues with integrity and skill.

We trust that this manual will serve as a valuable resource throughout your academic journey, helping you navigate your studies, make informed decisions, and contribute meaningfully to our university community. Thank you for choosing the University of La Salette, where we are committed to guiding you on a path of academic excellence, personal growth, and service to others.

*The University of La Salette Graduate School  
Administration*

**MESSAGE FROM THE UNIVERSITY  
PRESIDENT**

***Dear Graduate Students,***

*It is with great joy and pride that I welcome you to the University of La Salette Graduate School. Your decision to pursue advanced studies reflects not only a quest for knowledge but also a profound commitment to personal growth, professional excellence, and social responsibility.*



*At the University of La Salette, we remain steadfast in our mission to form graduates who embody Faith, Integrity, Reconciliation, Excellence, and Solidarity. These core values are at the heart of our academic community, guiding our pursuit of truth, innovation, and service. As you engage in research, scholarly discourse, and community involvement, may you be inspired to use your gifts for the betterment of society and for the glory of God.*

*Graduate education is both a challenge and a privilege. It demands intellectual rigor, critical reflection, and ethical responsibility. Yet it also offers a unique opportunity to transform not only your own life but also the lives of those you serve. Here at ULS, you are called to be more than professionals—you are called to be leaders, reconcilers, and catalysts of positive change.*

*This Student Manual is designed to be your guide as you navigate your graduate journey. I urge you to embrace it as a resource and a compass, ensuring that your path remains aligned with the University's philosophy, vision, mission, goals, and objectives.*

*As you embark on this important chapter, know that you are not alone. The administration, faculty, and staff of the University of La Salette are your partners in learning, research, and service. Together, let us uphold the Lasallian spirit of excellence and compassion in all that we do. May your graduate journey be filled with wisdom, perseverance, and purpose. May it also lead you to become agents of transformation in your professions, communities, and in the wider world.*

*With my warmest congratulations and blessings,*

**REV. FR. FRANKLIN G. PICIO, M.S., PhD**  
University President

## MESSAGE FROM THE DEAN

*Dear Graduate Students,*

*Welcome to the University of La Salette Graduate School, a community of scholars committed to advancing knowledge, leadership, and service. Choosing to pursue graduate studies is both a privilege and a responsibility. It reflects not only your desire to deepen your expertise but also your commitment to become transformative leaders and lifelong learners.*



*At ULS, we take pride in nurturing professionals who embody our core values of **Faith, Integrity, Reconciliation, Excellence, and Solidarity**. These values serve as guiding principles in your academic journey, your research endeavors, and your service to the community. Beyond intellectual growth, we aim to shape graduates who are compassionate, ethical, and dedicated to creating meaningful change in our society.*

*This Student Manual has been prepared to guide you in navigating academic life in the Graduate School. It contains the policies, procedures, and standards that will help ensure your success as you balance the demands of advanced learning with personal and professional responsibilities. I encourage you to read it carefully and to approach your studies with diligence, resilience, and an open mind.*

*May your time at the Graduate School be marked by discovery, innovation, and collaboration. As you engage with faculty, peers, and the community, remember that your graduate education is not only about acquiring knowledge but also about applying it for the greater good and for the glory of God.*

*We look forward to journeying with you as you strive to achieve academic excellence and to live out the mission of the University of La Salette to seek truth, promote justice, and serve humanity.*

*With warm regards,*

**MADEILYN BALLATAN ESTACIO, PHD**  
Dean, Graduate School

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## GENERAL INFORMATION

### THE APPARITION OF OUR LADY OF LA SALETTE

**O**n SEPTEMBER 19, 1846, a Beautiful Lady appeared to two children of Corps in the French Alps: Maximin Giraud, 11, and Melanie Calvat, 14, who were watching their few cows on the slopes above the village of La Salette, about 5,800 feet above Sea level.

She was seated and weeping, and then she rose and spoke to the children at some length, in French and in their dialect, weeping all the time. Then she climbed up a path and vanished into light. The brightness of which she was made emanated from a crucifix on her breast, surrounded by a hammer and pincers, chains and roses.

On September 19, 1851, after a thorough investigation of the event, the children, and the content of the message, His Excellency Philibert de Bruillard, bishop of Grenoble, determined in a pastoral letter that "The apparition of the Blessed Virgin to two shepherds on the mountain of La Salette..." bears with in itself all the characteristics of truth and that the faithful have grounds for believing it to be certain and beyond doubt.

#### ***The Message***

Come closer, my children; don't be afraid. I am here to tell you great news.

If my people refuse to submit, I will be forced to let go the arm of my Son. It is so strong and so heavy I can no longer hold it

back. How long a time I have suffered for you! If I want my Son not to abandon you, I am obliged to plead with him constantly. And as for you, you pay no heed! However much you pray, however much you do, you will never be able to recompense the pains I have taken for you.

I gave you six days to work; I kept the seventh for myself, and no one will give it to me. This is what makes the arm of my Son so heavy.

And then, those who drive the carts cannot swear without throwing in my Son's name. These are the two things that make the arm of my Son so heavy.

If the harvest is ruined, it is only on account of yourselves. I warned you last year with the potatoes. You paid no heed. Instead, when you found the potatoes spoiled, you swore, and threw in my son's name. They are going to continue to spoil, and by Christmas this year there will be no one left.

Don't you understand, my children? Let me find another way to say it.

If you have wheat, you must now sow it. Anything you sow the vermin will eat, and whatever does grow will fall into dust when you thresh it.

A great famine is coming.

Before the famine comes, children under seven will be seized with trembling and die in the arms of the persons who hold them.

The rest will do penance through the famine. The walnuts will become worm-eaten; the grapes will rot.

If they are converted, rocks and stones will turn into heaps of wheat, and potatoes will be self-sown in the fields.

Do you say your prayers well, my children? Hardly ever, Madame.

Ah, my children, you should say them well, at night and in the morning, even if you say only an Our Father and a Hail Mary when you can't do better. When you can do better, say more.

In the summer, only a few elderly women go to Mass. The rest, work on Sundays all summer long. In the winter, when they don't know what to do, they go to Mass just to make fun of religion.

In Lent, they go to the butcher shops like dogs. Have you seen wheat gone bad, my children? No, Madame.

But you, my child, surely you must have seen someone, at Coin, with your father.

The owner of the field told your father to go and see his spoiled wheat.

And then you went, and you took two or three ears of wheat in your hands, you rubbed them together, and it all crumbled into dust. While you were on your way back and you were no more than a half hour away from Corps, your father gave you a piece of bread and said to you: Here, my child, eat some bread while we still have it this year; because I don't know who will eat any next year if the wheat keeps up like that.

Oh, yes; now I remember. Just then I didn't remember it. Well, my children, you will make this known to all my people.

Very well, my children make this known to all my people.

## **HISTORY OF THE UNIVERSITY OF LA SALETTE, INC.**

### ***Mission-Driven Beginning***

After the Second World War, the Missionaries of Our Lady of La Salette from the U.S. responded to Bishop Constance Jurgens of Tuguegarao, Cagayan's request to meet the spiritual and educational needs of Isabela and the Cagayan Valley. Four missionaries arrived in Manila on December 12, 1948, and reached Santiago ten days later. In June 1951, they created La Salette of Santiago, a high school department in Barangay Malvar, Santiago.

In 1952, the Missionaries opened a College Department in the same location a year later to help underprivileged kids afford college. A Certificate in Secretarial Studies and an Associate in Arts degree were offered as non-degree courses. The school held its first graduation in March 1953 and added a one-year Mechanics program. Fr. John Pelissier, M.S., served as the school's first Rector.

### ***Growth and Excellence During its Early Years***

In 1956, the Maryknoll Sisters assisted the Missionaries with administrative tasks, which led to the establishment of two-degree programs: Bachelor of Science in Education and Bachelor of Science in Home Economics Education. The school joined the Catholic Educational Association of the Philippines (CEAP) and began offering Liberal Arts programs in 1968. The College Department relocated to Barangay Dubinan East,

Santiago, two years later, and introduced the Bachelor of Science in Business Administration.

Liberal Arts, Education, and Commerce were accredited by PAASCU in 1974. This made La Salette of Santiago, the first PAASCU-accredited school in Isabela, second in Region 02, and 19th in the Philippines, joining the ranks of top academic institutions nationwide.

The Religious of the Assumption took over at the end of 1974 and remained in charge until 1977. The La Salette Pananagutan Center, the school's community outreach, was founded in 1974, anchored in the school's mission of training Christian leaders and nation-builders. The College Department received its second PAASCU re-accreditation under the leadership of the Religious of the Assumption Sisters.

The High School Department introduced the Science Curriculum in June 1978 to meet the demand for students who are scientifically and technologically literate. The Daughters of Charity Sisters assisted the L.S. Missionaries in running the school a year later and played a vital role until 1993.

PAASCU granted the College Department its third five-year re-accreditation in December 1982. At that time, all curricula included computer education.

The Child Learning Center began in 1983 to train Bachelor of Elementary Education interns. The DECS recognized the preschool and Basic Elementary Education two years later.

In 1984, La Salette School System educators began professional development with a Master of Arts in Development Education program. Two years later, the PAASCU conducted a

comprehensive survey of the High School Department, becoming the first accredited high school in Region 02.

PAASCU and FAAP granted the College Department Level III accreditation in February 1987. La Salette of Santiago, Inc. became the region's first Level III certified HEI. In the same year, the Bachelor of Science in Secretarial Administration was granted government recognition, and the Fund for Assistance to Private Education (FAPE) nominated Rev. Fr. Romeo B. Gonzalez, MS, as President to oversee FAPE-funded initiatives in all regional private secondary schools.

In 1989, the College Department regained its Level III accreditation and added a Criminology course. A year later, the Graduate School introduced a Master's in Business Management.

The Midwifery program was established in 1992, followed by the Bachelor of Science in Nursing in 1993. Three additional programs were introduced in 1994: Geodetic Engineering, Public Administration, and Educational Management.

In 1995, several programs were introduced, including Bachelor of Science in Physical Therapy (BSPT), Bachelor of Science in Computer Information Systems (BSCIS), as well as programs in Psychology, Mathematics, Library Science, Chemistry, Biology, Physics, and Environmental Science. Computer Integration was added to the curriculum, and the school purchased a 1.5-hectare adjacent site for expansion.

### ***1996-1997: The Quest for University Status***

During the academic year 1996-1997, CHED Regional and National Officials visited the school to evaluate its application for university status.

To keep pace with information technology, two large computer laboratories with Local Area Networks were established in 1997. FAPE provided internet services to the school under a Memorandum of Agreement.

The Comprehensive Integrated Development Program, coordinated by the La Salette Pananagutan Center, formalized Community Outreach/Community Extension Programs in S.Y. 1997-1998.

The Colleges of Nursing and Engineering were pre-surveyed for PAASCU accreditation in February 1998.

### ***1998: HISTORICAL GRANTING OF THE UNIVERSITY STATUS***

Finally, on June 25, 1998, the school was elevated to university status. Fr. Romeo B. Gonzales, MS, Rector since 1979, was installed as the first President of the University.

The classification necessitated that the institution updates and enhance its curriculum. Its Center for Alternative Learning offered many Graduate School extension classes in Cagayan and Isabela. CHED appointed the university as one of the Region's ETEEAP implementers. With an official deputation from the Commission on Higher Education (CHED) National Office to administer ETEEAP Programs, the university signed a Memorandum of Agreement (MOA) with the Philippine National

Police (PNP) to offer a Bachelor of Science in Criminology to PNP employees.

The Office of International Programs and Linkages, College of Physical Therapy, and College of Information Technology were established that year.

The Commission on Higher Education (CHED) named the Colleges of Engineering and Information Technology Centers of Development (COD) in S.Y. 1999-2000. These Colleges led Provincial and Regional Student Congresses as CODs.

The University Hospital's ground-breaking event preceded the College of Medicine.

The University's La Salette Pananagutan Center won many regional and national community extension awards.

Law, Agriculture, and Vocational Technology Colleges opened in S.Y. 2000-2001. The College of Physical Therapy added B.S. programs in Pharmacy, Medical Technology, and Radiation Technology, and later became the College of Medicine and Allied Medical Programs.

### ***2001: The Granting of Full Autonomous Status***

The Commission on Higher Education (CHED) granted the University full autonomy in 2001, making it one of the thirty schools nationwide recognized for its outstanding teaching, research, and extension services. In

the same year, PAASCU visited the College of Criminology and the College of Nursing. The College Department expanded graduate and undergraduate curricula as a fully autonomous



university. Thus, the university offered 29 new programs the following year.

The PAASCU re-accredited the Colleges of Nursing and Engineering at Level II in S.Y. 2001-2002.

Along with massive curricular expansions, the university built the Center for Professional Development, the Dormitory, the Nursing building, the fifth floor of the Miraculous Medal Building, the Law building, a fifteen-unit mini-condominium for student and employee housing, the Office of the Director of Physical Plant, and an Annex to the Ina ng Pag-Asa Building.

The university opened the Roxas Campus with these programs: Bachelor of Science in Business Administration, Bachelor of Elementary Education/Bachelor of Secondary Education, Bachelor of Arts, Bachelor of Science in Information Technology, and Bachelor of Science in Nursing. Seminarists may study Philosophy at the Silang Campus.

The University's Arts and Sciences, Business Administration, Education, Nursing, and Civil Engineering programs received Certificates of Re-Accreditation from the Philippine Association of Accredited Schools, Colleges, and Universities (PAASCU) and the Federation of Accrediting Agencies of the Philippines (FAAP) in 2002.

In 2002, the university celebrated its 50th anniversary with a weeklong event that included the Solemn Investiture and Conferment of the Degree Doctor of Humanities (Honoris Causa) on three Missionaries of Our Lady of La Salette. A Love Concert, Medical Mission, overnight Bigkis Youth Festival, and Service

Awards & Family Night honored University personnel who have been there for over 20 years.

TESDA registered the University for its Health Caregiver Course in December 2002. The Commission on Higher Education and FAPE conducted a nationwide evaluation of the Graduate Education of the Philippines (EGEP) in 2002-2003. Additionally, the university was the first higher education institution to respond to CHED's challenge to establish innovative empowerment programs to meet the expanding needs of professionals. The university established a Bachelor of Science in Nursing program, encompassing both medical and paramedical aspects.

The university was authorized to provide graduate and undergraduate programs on May 6, 2004, while in Full Autonomous Status.

After thirteen years of effective and progressive operation, the St. Joseph Birthing Center became one of the first Department of Health-licensed Lying-in clinics in March 2006. The same year, the university was approved to offer Bachelor of Science degrees in Financial Management and Business Administration, with majors in Computer-based Accounting, Technology Education, Entrepreneurship, Public Administration, and Legal Management.

In 2007, the PAASCU conducted a preliminary survey of the Accountancy, Criminology, and Information Technology programs, while Arts and Sciences, Education, Business Administration, Nursing, and Civil Engineering programs were re-surveyed. Furthermore, a 300-bed basic hospital for the

College of Medicine and Allied Medical Programs was constructed alongside these buildings.

In 2010, the College of Information Technology was re-designated as a Center of Development for Excellence in Information Technology. In the same year, the first University President, Rev. Fr. MS Romeo Gonzales, died, who according to Fr. Dannug, MS, is a "*a living epitome of everything true, good, and beautiful that can ever be attributed to a human soul*".

2011 marks a major reorganization of the university adding a *Vice President for Spiritual and Student Affairs* to support the University President.

The Rev. Franklin G. Picio, M.S., Ph.D., who served as Vice President for Finance and Administration for 13 years, was installed by Fr. Rosanno P. Soriano, M.S., M.A., Missionaries of Our Lady of La Salette Provincial Superior, as the university's second president after Fr. Romeo B. Gonzales, M.S., Ph.D.

From 2000 to 2014, the College of Information Technology was recognized as an IT Education Development Center.

In the May 2014 Licensure Examination for Nurses, three College of Nursing graduates were awarded in the top three at the regional level, and one was hailed as one of the top 8 at the national level.

In 2015, the Colleges of Education, Arts, Sciences, and Business was granted five-year Level II re-accreditation.

The Commission on Higher Education (CHED) has deputized the College of Criminology as an ETEEAP provider for over ten years. The Philippine Regulatory Commission (PRC) has acknowledged

the college three times for producing twelve top-notch graduates and a large number of passers, and for being one of the top criminology schools in the country.

### ***2015: A Revisit of the University's Vision and Mission***

In 2015, the university's vision and mission were revisited through the professional facilitation of two invited expert educators. The ULS community critically reflected on its core values through a series of meetings and workshops, which led to the revision of the ULS vision and mission, as well as the definition of institutional core values. These values were finalized and approved in 2017.

Faced with the gigantic challenges of globalized education, the University of La Salette, Inc., never ceased to commit itself to providing quality, accessible Catholic education in the region, as shown in its national passing rate performance in various licensure examinations and having produced a 10th placer among the national top-notchers in the 2016 Architecture Licensure Examination.

In the ever-evolving landscape of education, ensuring quality and excellence is paramount. The University of La Salette, Inc. recognizes the need to utilize external agencies' standardized evaluation systems as it commits to educational excellence and quality assurance. CHED, PRC, PAASCU, and PACUCOA played instrumental roles in empowering the institution to adapt to the changing educational landscape, thereby providing students with a well-rounded and holistic educational experience.

In 2018, the Liberal Arts, Commerce, Education, and Criminology programs were granted Level 2 re-accredited status by PAASCU for five (5) years.

In 2019, the Master of Arts in Education, Master's in Business Management, and programs in Pharmacy, Accountancy, Accounting, Information Systems, and Architecture were granted Candidacy Status by PACUCOA, covering the period from 2018 to 2020.

2020 was undoubtedly one of the most challenging years in recent decades, largely due to the COVID-19 pandemic. It has been an extraordinary journey for the University of La Salette as it faced the enormous challenge of migrating critical institutional processes to remote and online structures, ensuring the convenience and continuity of program and service delivery.

The University of La Salette, Inc., made its way to conform to CHED's mission of promoting excellent education, widening access to higher education, defending academic freedom for continued intellectual progress, and assuring the promotion of study and research amid the pandemic. The university has explored innovative learning modalities that have made transitioning from traditional to flexible teaching and learning possibilities easier.

Committed to continuing its goal of providing quality education amid the global pandemic, the University of La Salette, Inc., pursued the conduct of the limited Face-to-face (F2F) classes during the first semester of the academic year 2021-2022 for its allied health programs. ULS was the third HEI in the region and the first school in Isabela to be granted a permit to conduct

face-to-face classes in Allied Health Programs, having been evaluated as exemplary in its retrofitted physical setup and facilities, as well as its mechanisms and institutional protocols. Following the successful implementation of limited face-to-face (F2F) classes during the first semester, the university deemed it necessary to consider other programs in the implementation of in-campus classes, especially for laboratory courses.

Pursuant to the issued Joint Memorandum Circular 2021-004, *Guidelines on the Implementation of Limited Face-to-face Classes for All Programs of Higher Education Institutions (HEIs)*, ULS, through its Crisis Management Committee worked on retrofitting its campus and other facilities, and has improved its institutional protocols and mechanisms to prepare its campus to welcome more students during the second semester.

## **2022: Resilience and Recovery Post-Pandemic**

In 2022, the University continued its transition from emergency remote teaching toward more structured hybrid and flexible learning modalities. Investments in digital infrastructure, including learning management systems and faculty capacity building, enabled more inclusive access to quality education. Academic departments were guided to redesign instructional delivery aligned with Outcomes-Based Education (OBE), integrating faith, ethics, and student-centered approaches.

The university also resumed in-person classes and university operations with enhanced health protocols, renewing student engagement and spiritual formation activities rooted in the Catholic and La Salette identity.

In 2022, PACUCOA granted level 1 Formal Accreditation to ULS for its Master of Arts in Education, Master's in Business Management, Pharmacy, Accountancy, Accounting and Information Systems, and Architecture. In the same year, PACUCUOA granted the Information Technology program Associate Status, having been assessed as exemplary during its consultancy visit.

February 2023 marks the La Salette Missionaries' 75 years of presence in Ina ng Pag-asa Province, Philippines, demonstrating La Salette's profound commitment to evangelization, heeding Our Blessed Mother's apparition and message to form reconcilers "so that they may have life, and have it to the full." (John 10:10).

In March 2023, nine (9) programs had an orientation visit by PACUCOA: Radiologic Technology, Medical Laboratory Science, Psychology, Social Work, Hospitality Management, Tourism Management, Computer Engineering, and Civil Engineering.

As an institution of higher learning, we aim to become one of the premier institutions delivering affordable, high-quality, and transformative education for integral human development, especially for the disadvantaged—our Five-Year Strategic Plan for 2022–2027 guides that daring aim.

Weathering disruptions and seizing opportunities requires courageous decision-making and laser-focused execution. Our innovation, University dedication, and solution-focused initiatives helped us overcome uncertainties this year. Our perseverance helped us emerge from the epidemic with a focus on positive change. We are committed to leading in teaching, research, service, and innovation, despite the numerous

changes and challenges in higher education, technology, the economy, and society.

As the university aspires to become one of the premier universities in the region and the country, it will continue its journey toward quality improvement grounded in its educational philosophy and unique vision and mission.

As a learning institution, we shall continue to expand our capacity to create our future as we fulfill our mission of providing accessible, quality, and transformative education for integral human development, forming RECONCILERS "so that they may have life and have it to the full." (John 10:10).

## **THE LA SALETTE PHILOSOPHY OF EDUCATION**

La Salette education is a transformative process towards the fullness of being, inspired by the message of reconciliation, as lived, and experienced by the community through the integration of Filipino cultural and university core values rooted in Jesus Christ.

### **VISION**

The University of La Salette, Inc., a Catholic institution founded by the Missionaries of Our Lady of La Salette, forms RECONCILERS "so that they may have life, and have it to the full." (John 10:10)

### **MISSION**

The University of La Salette, Inc. is a premier institution of choice providing accessible, quality, and transformative education for integral human development, particularly the poor.



## **SALETTINIAN CORE VALUES**

In line with the vision, mission, and philosophy of education, the University of La Salette, Inc. upholds the following core values:

**Faith** - The total submission to God's call to Holiness and commitment to His will.

**Reconciliation** – The constant renewal of relationship with God, others, and all creation through a life of prayer, penance, and zeal.

**Integrity** - The courage and determination to live and die for Salettinian ideals.

**Excellence** – The assurance of the highest standard of quality education and professionalism in the areas of instruction, Research, and extension.

**Solidarity** – The commitment to build a community anchored on mutual trust, confidence, teamwork, unity, and respect for the dignity of the human person and creation.

## **INSTITUTIONAL OBJECTIVES**

In keeping with its philosophy, vision, and mission, La Salette professes the following institutional objectives:

1. To foster a reconciled and reconciling community through spiritual upliftment programs and liturgical activities.
2. To sustain the quality assured education of the university through institutional and program

- accreditations, professional certifications, and compliance with international standards for curricular programs and University management.
3. To provide accessible education through various modalities of learning.
  4. To lead the academic community with strategic and transformative competencies in realizing the Vision, Mission, and La Salette Philosophy of Education.
  5. To develop and implement transformative teaching and learning experience through the critical approach and values-based integration.
  6. To undertake Research on various disciplines and generate new knowledge needed for the advancement of the university as well as for the national development.
  7. To realize ICT oriented learning by establishing the monitoring system to collect and review information needed to manage an organization or on-going activities of the university.
  8. To provide industry experience through on-the-job training, exposures, internship, immersion programs, and linkages.
  9. To provide a holistic curriculum that integrates instruction, extension, Research, ICT, industry experience for both students and faculty.
  10. To adopt an interdisciplinary approach by enhancing the institution's interest in the understanding of the cultural reproduction and social integration and in spiritual and moral formation.

## **INSTITUTIONAL OUTCOMES**

*Having finished their academic degree at the University of La Salette, the graduates are expected to become:*

**Transformative Leaders.** Active involvement in their respective community and organizations by championing the Salettinian ideals.

**Reconcilers.** Continue to communicate their Salettinian identity and culture through active involvement in the evangelizing ministry of reconciliation in their local communities, workplaces, and social organizations.

**Industry Competent.** Demonstrate their readiness in the arena of and qualification for employment through the established link between theoretical aspect of the curriculum and its practical dimension because of their on-the-job training, exposures, internship, immersion programs and linkages with relevant industries or workplaces.

**Research-Oriented.** Keep abreast with current developments and trends in all relevant technical/professional knowledge areas for successful adaptation to a changing and complex world through continuing engagement in research projects to contribute to the humanization of the world in general, and to the reconciling effects on their relationships with God, with fellow human beings, with society and with nature.

**Information and Communication Technology Proficient.** Demonstrate contemporary skills applications as they offer innovative solutions in work situations through the employment of new technology and new ways of communication.

**Critical Thinkers.** Engage themselves in critical reflection and communicative discourses on uncritically assimilated assumptions, beliefs, value-system, and diverse perspectives

that need to be collaboratively addressed for an emancipatory and integral process of human growth and community building.

**Holistic Persons.** Demonstrate through their attitude, behavior, and engagement a synthesis of faith and lived experience, of faith and science; synthesis of cognitive, affective, and behavioral aspects of learning; synthesis of cultural and global concerns, and a synthesis of curricular and co-curricular programs.

## **THE ULS GRADUATE SCHOOL**

### **Graduate School Vision**

The Graduate School aspires to be a Catholic graduation education institution of excellence producing graduates who are “Reconcilers” in specialized fields of study for national development.

### **Graduate School Mission**

The Graduate School is committed to provide accessible quality assured outcome-based, research-focused, service-oriented advanced education that transform professionals, managers and leaders into people who serve the poor.

### **Graduate School Objectives**

The Graduate School Strives to:

1. provide quality , accessible and industry-based academic programs in Business, Criminology, Education, Engineering Management, Information Technology, Library and Information Science, Nursing, Public Administration, Public Health, and Social Work that are responsive to the changing need of local, regional, national, and global society.

2. develop expert professionals in specialized knowledge, research, transformational leadership abilities and ICT proficiency for community growth and national development.
3. produce analytical, critical, and creative thinkers capable of conducting research for broadening the field of specialization, advancement of professions and that provide community service.
4. develop spiritually mature and service-driven leaders who seek moral, ethical, and practical solutions to current issues confronting the community's marginalized people to improve their quality of life and environmental stewardship.
5. foster reflective lifelong learners who are committed to staying current in their field of expertise, professional practice, and service.
6. promote a culture of reconciliation, act with integrity and practice of the Salettinian core values in professional, civic, and social commitments.

## THE UNIVERSITY SEAL



The seal of the University of La Salette has, as its center, the unique symbol of the Missionaries of Our Lady of La Salette — the Cross upon which are the pincers and a hammer, instruments of Christ's passion.

The hammer represents sin, the cause of Christ's suffering, and the pincer symbolizes the La Salette charism of Reconciliation (spelled out in Latin, "Reconciliare" below the cross).

The cross at the center of the world signifies two things: (a) that Christ is the heart of Christian education (the book) and (b) that it is our mission to bring people into the experience of God's mercy and compassion.

All in all, that as we make known the message of Our Lady of La Salette, we may have "the fullness of lie" (Jn 10:10) in Christ.

## **Article I**

### **INTRODUCTORY PROVISIONS**

- Section 1.     **Title.** This manual shall be called the *Graduate School Student Manual of the University of La Salette, Inc.*
- Section 2.     **Coverage and Application.** This manual shall cover all students at the Graduate School of the University of La Salette, Inc. and be applied uniformly, consistently, and impartially.
- Section 3.     **Objectives of the Graduate School Student Manual.** This manual is designed to provide information about the organization of the Graduate School, its program, policies, rules, and regulations governing desirable conduct of its students to attain the objectives of the Graduate school and the mission/vision of the university in general. Corollary to this objective, this manual aims to ensure an entirely harmonious and orderly organization that will promote and provide better relationship among student, faculty, and administration.

## **Article II**

### **ADMISSION AND REGISTRATION**

#### **Section 1. Admission**

- 1.1 Applicants for admission to graduate studies for the master's degree must hold an appropriate Baccalaureate degree or its equivalent. For the

Doctorate, applicants must have a relevant master's degree or its equivalent.

- 1.2 The Executive Assistant shall evaluate applicants' academic credentials and conduct interviews to determine their acceptability for admission to the graduate program based on the program admission policies. The result shall be endorsed to the Registrar's Office.
- 1.3 Students may be admitted as follows:
  - 1.3.1 Regular. This refers to a student who has met all the admission requirements prescribed for the program.
  - 1.3.2 Probationary. When the student needs to fulfill specific requirements or pre-requisites of the program
  - 1.3.3 Conditional. When the student lacks certain documents specified in the program's admission requirements. Nonfulfillment of the conditions within the semester shall constrain the student from enrolment in the succeeding term.

## **Section 2. Registration**

- 2.1 Students shall enroll in person. A student is considered officially enrolled upon completion of the enrolment procedures, including academic advisement, payment of fees, and validation.
- 2.2 Students can take a maximum load of twelve (12) units per



semester, and nine (9) units during summer.

- 2.3 Graduate students who simultaneously enroll in two educational institutions shall first seek approval of the University Registrar upon the recommendation of the Graduate School Dean
- 2.4 Simultaneous enrolment in two different graduate programs offered in the university or another higher education institution is strictly prohibited.

### **Section 3. Enrolment Procedure**

#### **3.1 For New Students and Transferee**

- 3.1.1 Fill out the application form from the Graduate School Office and present the following documents:
  - 3.1.1.1. Official Transcript of Records (original and photocopy)
  - 3.1.1.2. If transferee, transfer credentials (original and photocopy)
  - 3.1.1.3. Photocopy of NSO-issued Birth Certificate
  - 3.1.1.4. Photocopy of NSO-issued Marriage Contract (if applicable and for female applicants only)
  - 3.1.1.5. Study permit (if employed)
  - 3.1.1.6. Affidavit (if self-employed)
- 3.1.2 Proceed to the Human Development Center for the Entrance Examination
- 3.1.3 Submit the Admission Slip with the credentials specified in No.1 to the Graduate School Office and secure Academic Evaluation Form
- 3.1.4 Submit the approved Admission Slip and credentials to the Registrar's Office (Extension) and

present the Academic Evaluation Form for the issuance of the Enrolment Form.

- 3.1.5 After filling out the enrollment form, proceed to the Graduate School Office for the approval of enrolment.
- 3.1.6 Then, proceed to the Registrar's Office (Extension) for encoding. Afterward, go to the Accounting Office for the assessment and payment of fees.
- 3.1.7 Proceed to the Registrar's Office (Extension) to validate enrolment.
- 3.1.8 Present the Validation Form to the Graduate School Office to be issued a prospectus.
- 3.1.9 Lastly, secure the Identification Card and Library Card from the ID Section and Library, respectively.

### **3.2 For Old Students**

- 3.2.1 See to it that you have complied with the following admission requirements:
  - 3.2.1.1 Official Transcript of Records (original and photocopy)
  - 3.2.1.2 If transferee, transfer credentials (original and photocopy)
  - 3.2.1.3 Photocopy of NSO-issued Birth Certificate
  - 3.2.1.4 Photocopy of NSO-issued Marriage Contract (if applicable and for female applicants only)
  - 3.2.1.5 Study permit (if employed)
  - 3.2.1.6 Affidavit (if self-employed)
- 3.2.2 Present clearance duly signed by the Director of Instructional Media Center and Dean of Graduate School to the Registrar's Office (Extension) for the issuance of the Enrolment Form.

- 3.2.3 Present the Enrolment Form to the Graduate School Office for the issuance of the Academic Evaluation Form
- 3.2.4 Fill out the Enrolment Form, then proceed to the Graduate School Office for approval.
- 3.2.5 After which, proceed to the Registrar's Office (Extension) for encoding and to the Accounting Office for the assessment and payment of fees.
- 3.2.6 Lastly, go to the Registrar's Office (Extension) to validate enrolment.

## **Article III**

### **ACADEMIC REGULATIONS**

#### **Section 1. Academic Requirements**

Students must complete all academic requirements of the program. These include completing the coursework units, passing the comprehensive examination, and submitting duly approved hardbound and electronic copies of the final manuscript.

#### **Section 2. Bridging Program**

In cases where the applicant is deficient in specific pre-requisite courses, he/she shall enroll in bridging courses, which would be prescribed in the admission requirement of the program. The bridging courses must be enrolled for credit before enrolling in regular classes in the graduate program.

### **Section 3. School Calendar**

The academic calendar is divided into two semesters of 18 weeks each and a summer of six weeks.

### **Section 4. Attendance**

- 4.1 Regular attendance in all classes is one of the most essential obligations of students. They are expected to attend all scheduled class exercises and activities.
- 4.2 The rules on attendance shall be enforced in all graduate classes. A student shall automatically be marked "Failure Due to Absences" or "FDA" from his/her class when the number of hours lost by absence reaches 20% percent of the total hours required in the course. Time lost by late enrolment shall be considered as time lost by absence.
- 4.3 Students absent from class are responsible for all the work given by the professor on the day of absence.

### **Section 5. Student Performance**

- 5.1 The student's grade in any course is computed at the end of each term. A grade is based on academic evidence as indicated in the syllabus, such as research papers, reports, written and oral examinations, class participation, laboratory work, fieldwork, etc., as deemed appropriate by the professor. Attendance does not form part of the student's grade for the course.

5.2 Students who cheat in any test, examination, or course requirement receive a failing grade for the course.

5.3 The students are responsible for securing a summary of their grades at the end of the semester at the Graduate School Office

## **Section 6. Student Status in a Program**

The student should ensure that they have taken and passed all required courses towards the completion of their degrees. Students should regularly review their program prospectus to ensure they do not lack any courses to graduate on time. The student is responsible for securing Student Evaluation of Unfinished Subjects at the Graduate School Office before enrolment.

## **Section 7. Grading System**

7.1 The grading system of the Graduate Programs is as follows:

84 %	Failing Grade for Master's Program
85 % - 100%	Passing Grade for Master's Program
89 %	Failing Grade for Doctorate Program
90 % - 100%	Passing Grade for Doctorate Program
DRP	Dropped
INC	Incomplete
FDA	Failure Due to Absences
WP	Withdrawal with Permission

- 7.2 The comprehensive examination and oral defense grading system uses the number of grades in multiples of 0.25 from 1.0 to 5.0 where 1.0 is the lowest and 2.5 is the lowest passing grade. The numerical equivalent of the rating shall be as follows:

RATING	NUMERICAL EQUIVALENT	
	Master's Program	Doctorate Program
5.00	100	100
4.75	99	99
4.50	97	98
4.25	96	97
4.00	94	96
3.75	93	95
3.50	91	94
3.25	90	93
3.00	88	92
2.75	87	91
2.50	85	90
Below 2.50	84	89

## **Section 8. Adding/Dropping/Changing of Subjects**

8.1 For cause, a student shall be allowed to add/drop/change the course enrolled with the consent of the Graduate School Dean, subject to the following conditions:

8.1.1 student shall accomplish the prescribed form of the University.

8.1.2 It shall be processed during the first two weeks of the semester or first week of classes during summer.

8.1.3 A student who drops a subject after the allowable period shall have his/her records marked "Dropped "or "DRP."

8.1.4 A student who drops a subject without official approval shall have his/her records marked "Failure Due to Absences" or "FDA."

## **Section 9. Removal of INCOMPLETE or INC Grade**

9.1 An INC Grade is given to a student who failed to take the final examination or complete other course requirements. A special exam or completion of requirements shall be given to him/her by the professor concerned. In the absence of the faculty concerned, the Graduate School Dean shall facilitate the completion.

9.2 The INC grade must be completed within one year; otherwise, it shall be converted to a failing grade by the University Registrar

## **Section 10. Withdrawal of Enrolment**

10.1 A student reserves the right to have his name withdrawn from the roster of the university by accomplishing a Withdrawal Form from the Registrar's Office. He/she shall surrender his/her Identification Card, Assessment Form, and Enrolment Validation Form.

10.2 This shall be applied during the first two weeks of classes subject to the following regulations:

- 10.2.1 Within one week from the opening of classes, the student is charged ten percent (10%) of the total amount due for the term.
- 10.2.2 Within two weeks from the opening of classes, the student is charged twenty percent (20%) of the total amount due for the term.
- 10.3 After the second week of class, a refund of tuition and other fees is strictly not allowed.
- 10.4 A student who withdraws from the university without going through the official process shall have his/her registration privileges suspended and shall be liable for unpaid fees.

## **Section 11. Program Residency**

- 11.1. A program residency refers to the maximum number of years a student must complete his/her program. Program residency is reckoned from the date of admission to the University of La Salette Graduate School.
- 11.2. A student in the master's program is given a maximum of seven (7) years to complete his/her program. A student in the doctoral program is given a maximum of nine (9) years to complete his/her program (CMO No. 53, s. 2007).
- 11.3. A student who goes beyond the maximum program residency will be required to take one (1) penalty course for every year of extension, for a maximum period of three (3) years and five (5) years for masters and doctoral programs, respectively.



- 11.4. The student is responsible for monitoring the status of his or her eligibility. ULS will not issue a notification about his/her status.
- 11.5. A student who has exceeded the maximum program residency will have to secure permission from the Dean to continue enrollment in the university.
- 11.6. A student who re-enrolls after exceeding the program residency shall be evaluated based on the curriculum in force at the time of re-enrollment.

## **Section 12. Leave of Absences**

- 12.1 A student shall file a Leave of Absence (LOA) not exceeding two semesters. The Graduate School Dean approves the leave of absence.
- 12.2 Extension to the maximum residency shall not be granted if a student fails to apply for a leave of absence.

## **Section 13. Transfer of Credits**

- 13.1 Evaluation of transfer of credits is subject to the approval of the Dean and the University Registrar.
- 13.2. A maximum of one-third ( $1/3$ ) of the total number of academic units (excluding thesis/dissertation) required for the degree at ULSGS may be accepted as transfer credits.
- 13.3. Courses taken from another school should be credited on the first term of studies at ULS. No other

courses taken from another school may be credited subsequent to this unless covered by a cross-enrollment permit from the Office of the University Registrar.

- 13.4. Courses counted to earn a separate degree, whether at ULS or in another school, are not eligible for crediting.
- 13.5 Courses to be credited were taken within seven (7) years for the master's degree and nine (9) years for the Doctorate prior to admission to the university.
- 13.6 Validation of the courses earned is subject to existing policies of the Graduate School

## **Section 14. Student Load.**

The maximum load is 12 units for the regular semester and Nine (9) units for summer.

## **Section 15. Change of Grade.**

A student who believes there was a miscalculation in his/her grade or a typographical error in transferring the grade may request a grade change in writing to the University Registrar through the Graduate School Dean with the substantiating evidence/s. This must be done within the following semester after the grade is given.

## **Section 16. Cross-Enrolment**

- 16.1. Graduating students may be allowed to cross-enroll in another graduate school only under the following conditions:

16.1.1. the course is not offered during his/her last term in the university, and

16.1.2. request to open the course as a special class was not approved.

16.2. Graduating students may cross-enroll in other graduate schools provided the Graduate School Dean and University Registrar grant them prior permission.

## **Section 17. Special Classes**

17.1 Special classes typically refer to courses or sessions held outside the regular semester schedule, often to accommodate students who need to take a pre-requisite course or retake classes they did not pass.

17.2. Special classes are usually offered based on student demand, particularly when sufficient students require a specific course for graduation or advancement in their curriculum.

17.3. A student may request the offering of a course under the following conditions:

17.3.1. The tuition fee for the petitioned course will be computed based on 15 students.

17.3.2. There are available faculty members who are qualified to teach the course.

## **Section 18. Validity of Courses in the Graduate School**

A student who shifts to another degree program may be allowed to credit courses from their previous degree program

provided it was taken within five (5) years before moving and upon the approval of the Graduate School Dean.

## **Section 19. Shifting to Another Program**

- 19.1 Students who wish to shift to another degree program must ask permission from the Graduate School Dean.
- 19.2 The student must be evaluated for eligibility to the new program by the Graduate School Dean
- 19.3 The student who will be shifting to a thesis program from a non-thesis program, provided it is within seven (7) years from the first enrolment of the non-thesis program. If pursuing a thesis program after the lapse of seven years, the student must enroll in one (1) penalty course for every year of extension for a maximum period of three (3) years.

## **Section 20. Retention Policy**

Students are automatically dropped from the Graduate. Schools if they incur two failing grades of Failure Due to Absences or a combination thereof during the preceding term.

## **Section 21. Comprehensive Examinations**

- 21.1. Students take the Written Comprehensive Examinations (WCE) after completing the academic requirements for the master's program (with thesis) and doctorate program. Students pursuing a non-thesis master's program take the WCE during their last term of enrolment.

- 21.2 Comprehensive Examinations are offered each term.
- 21.3 The WCE typically covers five (5) to six (6) areas of the major content and/or core subjects.
- 21.4 Request for cancellation or postponement in taking the examination must be made in writing at least one week before the examination date. Students automatically fail the Comprehensive Examinations if they do not appear on the scheduled dates.
- 21.5 To comply with the requirements on WCE, a student must have a grade of not lower than 2.5 in all areas.
- 21.7 Students who fail in any of the components of the comprehensive examination may apply for a re-test in the area(s) where they failed.

## **Section 22. Degree Candidacy**

Candidacy for the master's or doctorate is granted to students who have completed all academic requirements, passed the comprehensive examinations, and successfully defended their action research/thesis/dissertation.

## **Section 23. Action Research Requirement**

- 23.1 Students must enroll in Research Writing in their last term of enrolment. Within the period, the students must complete and pass the oral defense and submit a duly approved hardbound copy of the Action Research.

- 23.2 If students do not complete the action research requirement within the term, they are expected to be marked "incomplete" in Research Writing.
- 23.3 The research title, grade, and credit units will be indicated on the student's transcript of records only upon submission of the final revised bound copies and the e-copies of the research project.
- 23.4 If students cannot submit the final revised copies of the research project within one year from the enrolment of Research Writing, students are given one year to complete the requirements. Failure to do so means re-enrollment in the subject.

## **Section 24. Thesis and Dissertation Requirement**

- 24.1 Students must enroll in Thesis Writing for the master's program and Dissertation Writing for the doctorate program.
- 24.2 If students do not complete the oral defense required in Thesis Writing or Dissertation Writing, they are marked "incomplete."
- 24.3 The thesis/dissertation title, grade, and credit units will be indicated on the student's transcript of records only upon submission of the final revised bound copies and the e-copies of the research project.
- 24.4 If students cannot submit the final revised copies of the thesis/dissertation within one year from the enrolment of Thesis Writing/Dissertation Writing, students are given one year to complete the requirements. Failure to do so means re-enrollment in the course.

## **Section 25. Graduation Requirements**

To be officially considered a Graduate of the University of La Salette– Graduate School and obtain official academic records from the Office of the University Registrar, students must have:

25.1 completed all the academic requirements in their program of study.

25.2 submitted the admission credentials required by the Office of the University Registrar;

25.3 submitted the hardbound and electronic copies of his/her action research/ thesis/ dissertation.

25.4 settled all financial and other obligations; and

25.5 obtained clearance from the concerned offices of the university.

## **Article IV Student Services and Activities**

### **Section 1. Supervision of the Graduate Student Services and Development**

The Graduate Student Services and Development is under the supervision of the Office of the Dean of Student Services and Affairs of the University. This support service to the graduate school responds to the non-academic needs of the graduate student. It provides for the students' integration of his/her formal and informal learning, encouraging the education of the whole human being by emphasizing the independence of the concepts learned in the classroom and other discoveries.

## **Section 2. The objectives of the Graduate Student Services and Development**

- 2.1 To assist the student in developing his/her potential and, in the process, finding greater meaning and purpose in his/her life as an individual and member of the community.
- 2.2 To organize and implement co-curricular and extra-curricular activities in response to students' needs.
- 2.3 To provide adequate venues for the student to identify the various factors that continuously influence his/her decisions related to social, spiritual, and cultural dimensions.

## **Section 3. Programs and Services**

The Human Development Center of the University handles the following programs and services:

- 3.1 ***Information and Orientation Services.*** This is conducted within the first two weeks of classes to help new students become familiar with the mission, vision, philosophy, core values, core competencies, institutional objectives of the university, and the objectives of the Graduate School. The students will be familiarized with the rules, policies and regulations, school facilities, administrators, programs and services, and other information.
- 3.2 ***Counselling Service.*** This provides the individual the opportunity to make his own plans and decisions to come up with a resolution to his problems. Individual or



group sessions with counselors are available to graduate students on academic, personal, interpersonal, emotional, career, and moral concerns.

- 3.3 **Testing Service.** Using standardized tests determines the student's strengths and weaknesses in personality, aptitudes, interest, needs, and job skills. Test results are interpreted by the students and their respective guidance counselors for self-awareness, growth, and development.
- 3.4 **Referral Service.** This service is given in the areas of concern related to students who are emotionally disturbed, physically handicapped, financially needy, educationally misplaced, or in cases/situations detrimental to a peaceful and happy family life.

## **Article V**

### **STUDENT ORGANIZATION AND ACTIVITIES**

**Section 1.** The university is committed to the integral and balanced development of Salettinian men and women who comprise the student sector. The university seeks not only to promote intellectual formation but also to enhance the student's spiritual, psychological, and cultural growth. To help attain these goals, the university encourages students to get involved and participate in different university activities such as seminars, symposia, research fora, community outreach, and affiliation with professional organizations.

**Section 2.** The Graduate School Office is responsible for supervising and regulating the operation of duly recognized student organizations towards attaining the goals and objectives as provided for in their approved Constitution and By-laws.

**Section 3.** All student organizations may hold activities in the areas of academic, socio-cultural, career-related, spiritual/religious, teambuilding, fundraising, community outreach, sports, and the like.

**Section 4.** Any duly recognized student organization that violates its constitution and by-laws or fails to comply with university policies shall be asked to terminate its operations after an investigation to be conducted by a committee headed by the Graduate School Dean.

**Section 5.** The Graduate School Office shall supervise all student activities sponsored by duly recognized graduate student organizations, and the Graduate School Dean shall handle the approval process for said activities.

**Section 6.** To ensure excellent delivery of quality service, all activity proposals submitted for approval shall be supported by an Activity Approval Form and Project Proposal containing the following:

- 6.1 Name of sponsoring organization
- 6.2 Title of activity
- 6.3 Date, time, and venue of activity
- 6.4 Objectives
- 6.5 Brief descriptions
- 6.6 Persons responsible
- 6.7 Beneficiaries (if applicable)
- 6.8 Program of activities (if applicable)
- 6.9 Project schedule/timetable
- 6.10 Project income and expenses statements
- 6.11 Manner by which funds will be raised
- 6.12 Manner by which fund shall be used

- 6.13 Signature of project proponent and faculty adviser
- 6.14 Memorandum of agreement (for tie-up activities)

**Section 7.** All communications such as invitations, requests, inquiries, and the like sent by graduate students' organizations to offices inside and outside the university shall be noted by the Graduate School Dean.

**Section 8.** An evaluation of the activity shall be conducted, and an accomplishment report of the activity shall be submitted to the Graduate School Office.

## **Article VI**

### **Distinguished Action Research, Thesis, or Dissertation Award**

#### **Section 1. Pre-Qualification Requirements**

- 1.1 A candidate shall have a General Weighted Average (GWA) of at least 95 percent with no grade lower than 90%
- 1.2 The candidate must have no failure, dropped, failure due to absences, removed or unremoved incomplete marks.
- 1.2 In the computation of the GWA, all grades obtained in all academic courses shall be included, whether required or not in the curriculum program or taken at ULS Graduate School or other graduate schools.
- 1.3. The candidate shall have been in residence of the university for at least two semesters for the master's

program or four semesters for the doctorate program with continuous enrolment

- 1.4. In each semester of residence, the candidate shall have taken an academic loaf of twelve (12) units.
- 1.5. No less than fifty percent (50%) of the total number of academic units required for the program shall have been completed at the ULS Graduate School
- 1.6. The candidate has not been charged with any disciplinary action.

## **Section 2. Criteria**

### **2.1 Criteria, originality, and quality of work (35%)**

- 2.1.1 Rationale (30%)
- 2.1.2 Objectives (10%)
- 2.1.3 Theoretical Framework (20%)
- 2.1.4 Methodology (40%)

### **2.2 Significance of the Findings (45%)**

#### **2.2.1. Contribution to new knowledge (50%)**

#### **2.2.2. Relevance to national/regional/ Institutional Research Agenda (50%)**

- Institutional Significance only (20%)
- Regional Significance only (30%)
- Regional and National Significance (50%)

#### **2.2.3 Manuscript/Write-up (20%)**

- *Form and substance (practical importance, usefulness, manner, or style of writing)*

*according to recognized standards or techniques) (25%)*

- *Accuracy of figures and language (25%)*
- *Clarity and style (correct usage of grammar, diction, punctuation, capitalization, and typographical arrangement and display followed in writing (25%)*
- *Cogency and logic (valid and appealing to the mind or reason, convincing, relevant/pertinent) (25%)*

### **Section 3. Implementing Rules and Guidelines**

3.1 The candidate should have a grade of 4.5 or higher in oral defense.

3.2 The Research should be reviewed by the Research and Development Committee of the University

3.3 The research project shall be nominated by the Adviser endorsed by the Graduate School Dean

3.4 Entries shall bear no names when presented to the Research and Development Committee for review

3.5 The research project shall have a rating of 95% or better to merit the award.

3.5. The award shall be presented to the Academic Council for endorsement to the Administrative Board for approval

3.6. The award shall be given during commencement

exercises.

## **Article VII CODE OF CONDUCT**

### **Section 1. Preamble**

The University of La Salette (ULS) is committed to forming men and women of faith, integrity, reconciliation, excellence, and solidarity who embody professional and ethical responsibility in their chosen fields. Graduate students, as advanced learners and future leaders are expected to uphold the highest standards of academic integrity, professional competence, and social responsibility in pursuit of personal and institutional goals.

This Code of Conduct serves as a guide for all graduate students in their academic, professional, and community engagements within and outside the University.

### **Section 2. General Principles**

- 2.1. Graduate students shall uphold the mission, vision, core values, and institutional graduate attributes of ULS.
- 2.2. They shall conduct themselves with dignity, honesty, and respect toward peers, faculty, staff, and the wider community.
- 2.3. They shall strive for academic excellence, research integrity, and professional growth.

- 2.4. They shall serve as role models for undergraduate students and representatives of ULS in academic and professional communities.

### **Section 3. Academic Integrity**

- 3.1. *Honesty in Scholarship.* Graduate students shall ensure originality and proper acknowledgment in all academic work, including papers, theses, dissertations, and presentations.
- 3.2. *Plagiarism and Cheating.* Acts of plagiarism, data fabrication, falsification, or cheating in any form are strictly prohibited.
- 3.3. *Responsible Research.* Students must adhere to ethical standards in research, including proper citation, informed consent, confidentiality, and compliance with institutional and legal guidelines.
- 3.4. *Intellectual Property.* Students shall respect and uphold intellectual property rights of others and safeguard their own.

### **Section 4. Professionalism and Conduct**

- 4.1. *Respect and Collegiality.* Students must maintain respectful and professional relationships with peers, faculty, staff, and administrators.
- 4.2. *Appropriate Communication.* Use of professional and respectful language in academic correspondence, online platforms, and class discussions is required.
- 4.3. *Dress Code.* Graduate students are expected to dress modestly and appropriately, especially during classes,

seminars, presentations, immersions, and official functions.

4.4. *Punctuality and Attendance.* Students must attend classes, seminars, and academic activities regularly and on time.

4.5. *Responsible Use of Technology.* Misuse of technology, social media, or AI tools for unethical, defamatory, or dishonest purposes is prohibited.

## **Section 5. Research and Academic Output**

5.1. All research outputs (theses, dissertations, projects) must align with ethical, professional, and institutional guidelines.

5.2. Research shall contribute to knowledge generation, community development, and the promotion of justice and peace.

5.3. Students are encouraged to publish in reputable journals and present in academic conferences, with due acknowledgment to ULS.

## **Section 6. Social Responsibility and Community Engagement**

6.1. Students shall actively participate in extension programs, service-learning, and community outreach aligned with ULS's mission of reconciliation and solidarity.

6.2. They must embody respect for diversity, inclusivity, and sustainable development in community engagements.



- 6.3. They are expected to serve as agents of social transformation, promoting peace, justice, and ethical leadership.

## **Section 7. Use of University Facilities and Resources**

- 7.1. Students shall use university facilities, equipment, and resources responsibly and solely for academic and professional purposes.
- 7.2. Vandalism, theft, or misuse of resources (library, laboratory, internet, research funds, etc.) is prohibited.
- 7.3. Confidential documents, books, and materials borrowed must be returned promptly and in good condition.

## **Section 8. Prohibited Acts**

Graduate students shall refrain from engaging in the following:

- 8.1. Academic dishonesty (plagiarism, cheating, falsification of records).
- 8.2. Disrespectful, discriminatory, or harassing behavior toward any member of the university community.
- 8.3. Substance abuse, drunkenness, smoking, or possession of prohibited drugs within university premises.
- 8.4. Possession of deadly weapons or engaging in violent acts.
- 8.5. Gambling and other acts contrary to law and morality.

- 8.6. Misuse of social media, spreading false information, or actions that tarnish the reputation of ULS.

## **Section 9. Sanctions and Disciplinary Measures**

- 9.1. Violations of this Code of Conduct shall be subject to investigation and appropriate disciplinary action in accordance with university policies and due process.
- 9.2. Possible sanctions include, but are not limited to:
- Written reprimand
  - Probation
  - Suspension
  - Dismissal or expulsion from the program
- 9.3. Cases involving violation of national laws shall be referred to proper legal authorities.

## **Section 10. Student Rights and Responsibilities**

### *10.1. Rights*

- 10.1.1. Right to quality instruction, academic freedom (within limits of responsibility), and access to learning resources.
- 10.1.2. Right to due process in disciplinary proceedings.
- 10.1.3. Right to participate in academic governance and provide feedback on instruction.
- 10.1.4. Right to academic recognition and protection of intellectual property.

### *10.2. Responsibilities*

- 10.2.1. To study diligently and uphold academic and research integrity.
- 10.2.2. To respect the dignity and rights of all members of the academic community.
- 10.2.3. To contribute to the promotion of peace, justice, and reconciliation in society.
- 10.2.4. To represent the University with integrity in academic, professional, and social settings.

## **Article VIII TRANSITORY AND FINAL PROVISIONS**

**Section 1. Application of Policies Enacted Before this Manual.** All actions or claims accruing before the effectivity of this manual shall be determined following the policies on force at the time of their accrual.

**Section 2. Separability Provisions.** Suppose any provision or part of this manual or the application thereof to any person or circumstance is held invalid. In that case, the remainder of this manual or the application of such provision or part on other persons or circumstances shall not be affected. Other policies and sanctions issued in the future through circulars by the proper authorities form part of this manual as addenda.

**Section 3. Effectivity.** The provisions of this manual shall take effect on September 2024.