

GUIDELINES ON ACCREDITATION OF STUDENT ORGANIZATIONS

Rules and Regulations Governing Student Organizations



1. Only accredited organizations can schedule activities using UPM facilities.
2. Every activity using UPM facilities must have an activity permit endorsed by the adviser and

approved by the Director of Student Affairs/OSS. Permit to use any UPM facility must be secured three (3) days prior to the activity.

3. The Director of Student Affairs (for university-based organizations) or the College Dean/OSS (for college-based organizations) must be informed about the presence of a guest speaker in a symposium, lecture, conference scheduled by a student organization.
4. The consent of the faculty adviser is required in the organization's activities, particularly in activities that are scheduled outside of UPM premises.
5. A letter of information must be submitted to the Director of Student Affairs or to the OSS if an activity is cancelled or postponed.
6. The Director of Student Affairs or the OSSs must be informed of changes in the set of officers of the organization or of the amendments in the Constitution and By-laws of an organization immediately after these changes are enforced.
7. Recruitment of first year students by fraternities and sororities is strongly prohibited. Violation of this shall subject the individual member/s or the entire fraternity/sorority to disciplinary sanctions.
8. Student organizations shall not schedule activities during the last week of classes for every semester.
9. Falsification and withholding of pertinent information in the application for accreditation of student organizations shall mean cancellation of the application and shall subject the officers and members of the organization to disciplinary sanctions.

PROCEDURE FOR ACCREDITATION OF STUDENT ORGANIZATIONS

1. Submit application form (Form A) together with:

For old organizations

- Organization Profile (Form C)
- Consent of adviser (Form B)
- List of officers and members with pictures (1 x 1) and with complete addresses, student numbers,

college/units (Forms D & E)

- Report of activities of the previous year signed by the secretary and duly noted by the head of the organization and adviser (Form F)
- Treasurer's report of finances (Form G)
- Tentative plans for the next school year
- Amended Constitution and by-laws

For new organizations

- Organization Profile (Form B)
- Consent of adviser (Form C)
- List of officers (at least 15) and members with pictures (1 x 1) and with addresses, student numbers, college/unit (Forms D & E)
- Tentative plans for the next school year
- Constitution and By-laws

2. Interview by University (university-based) and College (college-based) Accreditation Committees.

3. Approval of the application for accreditation based on the following criteria:

I. GROWTH IN MEMBERSHIP: [10%]

II. MAINTENANCE OF TAMBAYANS:

Clean [5%]

Orderly [5%]

**III. ATTENDANCE IN MEETINGS CALLED BY
OSR/OSS/OSA:** [10%]

Attended 100% meetings [10%]

Attended 90% meetings [9%]

Attended 80% meetings [8%]

Attended 70% meetings [7%]

Attended 60% meetings & below [6%]

IV. ACCOMPLISHED ACTIVITIES [70%]

A. Completed Activity [35 pts]

1. *Nature of Activity* [15 pts]

2. *Proposal* [15 pts]

3. *Documentation*
(*report, financial, pictorial*) [15 pts]

B. Significant Contribution of Activities [50 pts]

1. Student Welfare

University
College

2. Nat'l/Local or any group outside university [50 pts]

100% target group	[50 pts]
80% target group	[40 pts]
75% target group	[35 pts]
70% target group	[30 pts]
60% or less	[25 pts]

C. Participation of Members [15 pts]

100% participation	[15 pts]
80 %	[14 pts]
75%	[13 pts]
70 %	[12 pts]
65 %	[11 pts]
60 % or less	[10 pts]

4. The accreditation committee shall be composed of:

For Univ-based – OSA Director	For College-based- OSS
1 faculty representative/AO	1 faculty representative
2 USC representatives	Administrative Officer
2 LCC representatives	

5. Accreditation shall be based on the following computation:

61.100 pts. – Full accreditation for a year.
51- 60 pts. – Probation status - Organization shall be advised to perform better.
41 - 50 pts. – Non-accreditation of organization